

Fayetteville Technical Community College

ACADEMIC PROCEDURES MANUAL

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Fayetteville Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Fayetteville Technical Community College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

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FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

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III-1 ADMISSIONS POLICIES AND PROCEDURES

Fayetteville Technical Community College, as a comprehensive community college, adheres to an "Open Door" admissions policy. High school graduates, persons achieving a North Carolina equivalency certificate (GED), and adults who desire post high school education may be admitted to courses which are appropriate to their educational level. Successful implementation of an "Open Door" admissions policy requires an emphasis on admissions counseling services. As part of the admissions counseling process, Fayetteville Technical Community College utilizes an initial entry assessment, a personal interview, and an evaluation of the applicant's prior school records to determine potential for success. When the admissions counseling process indicates that an applicant lacks sufficient academic background to pursue credit courses, he/she will be directed to the Developmental Studies program prior to or in conjunction with a diploma or degree curriculum. If the applicant lacks a high school diploma, he/she will be given the opportunity to pursue studies to achieve an Adult High School Diploma or a North Carolina equivalency certificate (GED) prior to entering a regular curriculum.

III-1.1 Assessment and Evaluation of Students

Fayetteville Technical Community College wants each student to be successful in meeting his or her educational goals. To evaluate the level of preparation and to place students in appropriate courses, the College requires entry assessment in the skill areas of English, reading, and mathematics. To satisfy assessment requirements the student needs to take the ACCUPLACER unless eligible for a waiver.

Entry assessment scores will be used for course level placement. Each of the three skill areas of English, reading and mathematics are independent of each other. A student may place at the college level in one or more areas and at the college-preparatory level in other area(s). If skills are below the levels defined by the College as required for successful performance in a college-credit program, the College may limit the student to college-preparatory courses and any other instruction for which he or she is adequately prepared.

III-1.1.1 Requirements for Taking Entry Assessment

Whether the student is seeking full-time or part-time enrollment, unless he or she is qualified for an exception, the student must complete a state-approved assessment as indicated:

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- (1) prior to participating in registration if the student is seeking a degree or diploma.
- (2) prior to registration for the first session if a Dual Enrollment student.
- (3) prior to registration for any course which has a specific entry assessment score as a prerequisite.

Entry assessment scores may not be more than three years old.

III-1.1.2 Entry Assessment Exemptions

Students will be exempt by section from taking the entry assessment for registration in courses for which they are qualified if they provide an official transcript or other written documentation for one of the following exceptions:

- (1) The student has attended or graduated with an associate's degree or higher from a regionally accredited institution (RAI) in which English was the language of instruction and has successfully completed with a grade of "C" or higher a transferable college-level English and/or mathematics course.
- (2) The student has earned SAT scores at or above 500 in Math, Verbal, and/or Writing within the last five years or has earned ACT scores at or above 20 in Math, Reading, and/or English within the last five years.
- (3) The student chooses to begin with the most basic college-preparatory courses: English 70, Math 50 and Reading 70.

III-1.1.3 North Carolina Community College System Approved Entry Assessments

ACCUPLACER: FTCC administers the ACCUPLACER from College Board. The assessments are Sentence Skills, Reading Comprehension, Arithmetic, and Elementary Algebra. There is no charge for the ACCUPLACER. The assessment takes approximately two to two and one-half hours.

OTHER ASSESSMENTS: Other tests approved by the North Carolina Community College System are the ASSET, COMPASS, and Companion.

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III-1.1.4 Retest Procedure

Students may only take the ACCUPLACER twice in a three-year period at Fayetteville Technical Community College.

Students may not retest for a specific content area while enrolled in that content area until after the 90% point of the class.

Competency exams may be available through individual departments for further academic progression at the discretion of the department/division chair.

ACCUPLACER scores remain current for a period not to exceed three years.

III-1.2 Admissions Requirements

Various curricular programs at FTCC have their own specific requirements for admission beyond the regular requirements to enter FTCC.

III-1.2.1 Associate Degree, Diploma, and Certificate Admission Requirements

- (1) The College accepts only official transcripts, which are received by the Admissions Office in a sealed unopened envelope and bear the sender's raised seal or printed imbedded watermarks. Official transcripts verifying secondary school completion must be sent to the:

Director of Admissions
FTCC
P.O. Box 35236
Fayetteville, NC 28303

- (2) Applicants must submit an application form, including a residency statement.
- (3) Applicants must be high school graduates as indicated on an official high school transcript.
 - a. High School Transcript Required: A state equivalency certificate or GED test results which meet North Carolina

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equivalency standards are acceptable in lieu of a high school diploma.

- b. **High School Transcript Not Required:** A high school transcript is not required if the applicant submits an official college/university transcript showing the award of associate's degree or higher from a regionally accredited institution(s). Exception: For applicants who are seeking admission into programs having prerequisites at the high school level and the prerequisite is not met with collegiate courses, an official high school transcript is required.
- c. **Huskies and Concurrent Students Transcripts:** High school students who are concurrently enrolled in college courses must submit an official, yet partial, high school transcript in lieu of the final high school transcript. Upon high school graduation, an official final high school transcript is required.
- d. **College/University Transcript Requirements:** Official college/university transcripts from a regionally accredited institution(s) are required if an applicant wishes to:
 - Apply for veteran's benefits
 - Apply for health programs
 - Have previous college/university credit(s) evaluated for transfer credit to Fayetteville Technical Community College
 - Be exempt from the College's mathematics, English and computer assessment requirements.

- (4) Each applicant is scheduled for the FTCC entry assessment. Previous school records and placement test results will be used in conjunction with the student's personal aspirations to help plan a workable educational program.
- (5) Certain programs have prerequisite course requirements. In addition to published program requirements, the College reserves the right to identify and require specific prerequisites before allowing students into certain courses.

	Alg. I	Alg. II	Biology	Chemistry	Dept. Interview*	Medical Exam**
Accounting	X	X				

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Admissions Policies and Procedures (Continued)

	Alg. I	Alg. II	Biology	Chemistry	Dept. Interview*	Medical Exam**
Associate Degree Nursing	X		X	X	X	X
Associate in Arts	X	X				
Associate in General Education	X	X				
Associate in Science	X	X				
Architectural Technology	X	X				
Automotive Systems Technology					X	
Civil Engineering Technology	X	X				
Computer Programming	X	X				
Dental Assisting			X		X	X
Dental Hygiene	X		X	X	X	X
Electronics Engineering Technology	X	X				
Emergency Medical Science	X		X	X	X	X
Funeral Service Education			X		X	X
Information Systems/Network Administration & Support	X	X				
Machining Technology	X					
Media Integration Technology	X	X				
Nursing Assistant					X	X
Paralegal Technology					X	
Pharmacy Technology	X		X		X	X
Physical Therapist Assistant	X	X	X	X	X	X
Practical Nursing	X		X	X	X	X
Radiography	X	X	X	X	X	X
Respiratory Care	X		X	X	X	X
Speech-Language Pathology Assistant	X		X	X	X	X
Surgical Technology	X		X	X	X	X
Surveying Technology	X	X				

* Qualified applicants will be scheduled for a departmental interview

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Admissions Policies and Procedures (Continued)

- ** Approved students must provide a completed medical examination form.
- (6) Students requesting approval for certification of VA Educational Benefits must provide copies of DD/Form(s) 214 for evaluation of military experience.

III-1.2.2 Health Division Admissions Requirements

Priority in consideration for admission to Health Programs will be given to individuals completing the following requirements by January 30 each year. Applications received after this date will be considered based on program space availability.

- (1) Submit a completed "Application for Admissions" to the Admissions Office.
- (2) Request official transcripts be sent to the Admissions Office from each high school and college previously attended. It is the responsibility of the applicant to insure the transcripts are received by the Admissions Office before the deadline.
- (3) Complete all program prerequisites.
- (4) Complete the entrance assessment with the required minimum scores. A student who does not meet stated minimum test requirements will be referred to Developmental Studies courses. The student must achieve a grade of "C" or better in all recommended developmental courses. Developmental courses may be attempted only twice to satisfy the prerequisite requirements. The appropriate Health Department Chairperson may approve exceptions. All applicants satisfying the above requirements must complete a departmental information session which will be scheduled by the College.

All applicants completing the departmental information session will be notified of their status by letter on or about May 1, whether selected or not.

III-1.2.2.1 Selection Criteria

Applications will be ranked and selected on a competitive basis. The number of points awarded in the following areas will determine ranking:

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Admissions Policies and Procedures (Continued)

- (1) Grades and grade points based on previously completed course credits applicable to the program.
 - a. A minimum GPA of 2.5 is required on all previously completed related course work for the Associate of Applied Science health programs. The minimum GPA must be maintained until date of program entry.
 - b. A minimum GPA of 2.0 is required on all previously completed related course work for all diploma and certificate health programs. The minimum GPA must be maintained until date of program entry.
 - c. A cumulative GPA of 2.0 is required for all course work.
 - d. Previously completed related science courses must have been satisfactorily completed with a grade of "C" or better within five years of entry in a health program. These courses may be attempted only twice. The appropriate Health Department Chairperson may approve exceptions.
 - e. For all Students applying for selection to a health program, only the highest grade of repeated courses will be computed in determining the grade points for selection.

- (2) For current high school seniors, grade points for algebra, biology, chemistry, sociology or psychology high school courses will be awarded based on their unweighted GPA at the end of their first semester of the senior year.

- (3) Departmental Information Sessions. Participation in a Departmental Information Sessions is required. A maximum of fifteen (15) points may be awarded.

Applicants selected for admission will be notified by letter from the Admissions Office on or about May 1.

Note: An applicant applying for more than one program must indicate his or her order of preference on the application.

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Admissions Policies and Procedures (Continued)

Upon approval for admission to a program, an applicant's name will be removed from the applicant pool for all other programs. Applicants not selected for admission and those processed after published deadlines may reapply for the following year and be considered with all other applicants for the next class.

III-1.2.3 ADN Advanced Placement Program

- (1) Licensed practical nurses may be granted advanced placement into the Associate Degree Nursing Program under the conditions set forth below. Candidates will be admitted based on space availability. The criteria for advanced placement include the following:
 - a. Be a currently unrestricted licensed LPN.
 - b. Meet the requirements for admission into FTCC's ADN Program.
 - c. Complete all related courses for ADN with an overall GPA of 2.500 or better for the previous semester(s) of entry. A grade of "C" or better is required in related courses.
 - d. Pass the Accelerated Challenge Exam (ACE) according to one of the following criteria:
 1. For advanced placement into NUR 189 and NUR 210, the candidate must pass the Foundations of Nursing, Pediatrics, and OB sections with at least a score of 70 on each test.
 2. For advanced placement into NUR 189 and NUR 130, the candidate (a) must pass the Foundations of Nursing, Pediatrics with at least a score of 70 on each test, and (b) must pass the OB section with at least a score of 60.
 3. For advanced placement into NUR 120, the candidate (a) must pass the Foundations of Nursing section with at least a score of 70, and (b) must pass the Pediatrics and OB sections with at least a score of 60.

Candidates are responsible for all costs of the exam. Candidates may attempt the exam only twice.

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Admissions Policies and Procedures (Continued)

- e. Attend an interview with the chairperson of the nursing department.
 - f. The candidate's score on the Accelerated Challenge Exam (ACE) and the overall GPA will be used for selection.
- (2) The candidate must pass with 100 percent mastery nursing skills as set forth by the nursing department.

III-1.3 Special Credit (Non-matriculating) Student Admission

Special credit (non-matriculating) students may take 16 semester hours prior to taking the entry assessment test, unless enrolling in a course with a developmental prerequisite. Special credit students must comply with the regular admissions policy if they decide to pursue a degree, certificate, or diploma.

Special Credit status for course prerequisites: If approved for Special Credit status, approval to register for classes may be given for courses with prerequisites if appropriate documentation is submitted to determine that the course prerequisites have been met.

III-1.4 Admission of International Students

International applicants who apply from outside the United States and have not previously attended an American college or university will be processed as entering freshman. If you are a qualified applicant who wishes to attend the College, please apply by sending your request to:

Director of Admissions
Fayetteville Technical Community College
P.O. Box 35236
Fayetteville, NC 28303-0236 USA

Applicants are responsible for requesting that the school principal or headmaster send official copies of high school (secondary) transcripts directly to FTCC. If applicants have attended an American or Foreign college/university, applicants must have an official transcript sent directly from that college or university.

III-1.4.1 Student Visa Applicants

International applicants holding an F-1 or M-1 Visa are **ONLY** admitted to begin their studies for the fall semester. All paper work must be

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completed no later than March 1 of the year you plan to begin classes at Fayetteville Technical Community College. Applications will not be considered until all of the following items have been received:

- (1) FTCC Application
- (2) Preliminary Application (Form A)
- (3) Completed financial certificate (Form B)
- (4) Test of English as a Foreign Language (TOEFL) results (Only official scores sent from Princeton, New Jersey are acceptable.)
- (5) Official high school (secondary) transcript
- (6) Official college or university transcripts, if applicable
- (7) Completed Pre-entrance Medical Record
- (8) Deposit of 5,000 US Dollars in your FTCC Student Account

III-1.4.1.1 Student Visa (F-1 or M-1)

In order to apply for an F-1 or M-1 (student visa), applicants must first apply and be admitted to a school in the U.S. After admission to Fayetteville Technical Community College (FTCC), a Form I-20, which authorizes the applicant's study period, will be issued. A \$100.00 Student and Exchange Visitor Information System (SEVIS) I-20 fee must be paid. The Form I-20 must be submitted to the U.S. Consulate in the applicant's country to apply for a visa. To obtain a non-immigrant, student visa, applicants must be able to prove the following:

- (1) That they have strong ties to their home country demonstrating their intention to return home (In other words, applicants do not plan to immigrate permanently to the U.S.)
- (2) That they have sufficient funds to pay for their financial needs while studying in the U.S., including tuition, health insurance, housing, travel expenses, etc.
- (3) That they have legitimate intentions to study full time and gain education and training which will be useful in their home country. After receiving an F-1 or M-1 Visa from the U.S. consulate, applicants are eligible to come to the U.S. and "apply" for entry. An Immigration Inspector at the border (usually the airport) will decide if applicants may enter by looking for proof of the above criteria once again. Therefore, applicants may be asked to show financial documentation again, or to prove study plans. Applicants must show their I-20.

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Admissions Policies and Procedures (Continued)

III-1.4.2 English Proficiency

Proficiency in the use of the English Language and past academic record will be important factors in the admission decision. The Test of English as a Foreign Language (TOEFL) is required of all foreign applicants. To obtain materials and information regarding the TOEFL, write to:

Test of English as a Foreign Language
Box 899
Princeton, New Jersey 08540 USA

Please specify code number 5208 when requesting TOEFL scores to be reported to Fayetteville Technical Community College.

III-1.4.3 Financial Information

As part of the admission process to Fayetteville Technical Community College and before F-1 or M-1 Visa approval is granted, applicants must show evidence of official financial support (Form B) for each year of study in the United States. The college cannot provide financial aid to students applying from other nations. Applicants must certify their financial support.

Many international students receive financial help from sources outside the United States. Therefore, it is suggest that applicants consult the excellent publications about study abroad, which may be available through local educational institutions or the United States Consulate. Applicants should also investigate financial assistance that may be available through their government or home university.

Fayetteville Technical Community College is tax supported by the people of North Carolina. Legal residents of North Carolina and the United States are given preference in the admission process. Therefore, applications of international students are accepted only on a space availability basis.
International students are assessed tuition at the out-of-state rate.

III-1.4.4 Employment

- (1) On-campus. F-1 and M-1 students are allowed to work part-time on the campus of the school they are attending (and whose I-20 they have). They may work up to 20 hours per week while attending full-time classes. They can work full-time during summer vacations

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Admissions Policies and Procedures (Continued)

and between terms, provided they continue at that school the following term.

- (2) Off-campus. Students holding F-1 or M-1 Visas are not authorized to work except under extraordinary circumstances. There are two ways to get permission for off-campus work: practical training and severe economic hardship. The United States Immigration Services must grant permission.

III-1.4.5 Period of Authorized Stay

Admission to the U.S. on an F-1 or M-1 Visa is for “duration of status” (D/S). This is the time estimated for program completion. During that time, students are required to make satisfactory progress each term, keep a current passport that is valid for at least six months into the future, and maintain a valid I-20.

III-1.4.6 Housing

Fayetteville Technical Community College serves entirely a commuting student body. Housing is not available on campus. International students must seek housing in the community and commute daily by public transportation. Arrangements for housing must be made between the landlord and the student.

III-1.4.7 Transportation

International students must provide their own transportation or use public transportation to travel between the campus and their housing accommodations.

III-1.4.8 Full-time Requirement

International students holding an F-1 or M-1 Visa must enroll as a full-time student. College students must pass a minimum of 12 credits per term. The student should make satisfactory progress in their approved program each term. Otherwise, the continuation of study on a student visa may be jeopardized and the Form I-20 rescinded.

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Admissions Policies and Procedures (Continued)

III-1.4.9 Non-Student Visa and Resident Alien Applicants

Foreign applicants holding either (a) a visa other than an F-1 or M-1 or (b) a Resident Alien card may be admitted on a rolling basis. Your application will not be considered until all of the following items have been received:

- (1) FTCC Application
- (2) Presentation of either a valid Passport & Visa or a Resident Alien Card
- (3) FTCC Entrance Assessment Results
- (4) Official high school (secondary) transcript
- (5) Official college or university transcripts, if applicable

NOTE: People who hold a visitor's Visa (B-1) are NOT eligible to enroll in FTCC's college-level classes.

III-1.5 Admission of Transfer Students

Students who have completed course work at other colleges and universities must submit official transcripts of all post-secondary work. Transcripts will be reviewed during the admissions interview and transfer credit awarded according to the following criteria:

- (1) Prior course work must correspond in instructional hours and content must be substantially similar to FTCC courses required in the degree or diploma being sought.
- (2) Course work must have been completed at a regionally accredited college (i.e., Southern Association of Colleges and Schools or regional counterpart) OR the student may submit the following documentation to be evaluated and a recommendation made by the related department chair:
 - a. Official transcript from the institution attended.
 - b. Statement from the institution regarding any professional accreditations or associations.
 - c. Statement from the institution regarding scheduling system (i.e., semester or quarters).
 - d. Statement from the institution indicating the faculty who taught the course and the academic/professional credentials of that faculty member.
 - e. Course description to include number of class, lab, and/or clinical hours, and course content statement.
 - f. Course syllabus.
 - g. Reference statement indicating the textbook(s).

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Admissions Policies and Procedures (Continued)

- (3) Course work must have been completed with a grade of "C" or better.
- (4) Major courses with a technical/skill content have time limitations in terms of their relevance to the curriculum program and to the occupational field. Courses in the technical or major area taken more than seven years prior to the current semester, either at other institutions or at FTCC, may not be considered for transfer purposes. Some technology-based programs may have stricter limitations on the transfer of grades, depending on changes in technology and competencies required for jobs in the field. Based on the recommendation of the related Department Chairperson, the final decision of the acceptance of transfer credit for major courses will be made by the Council for Academic and Student Services.
- (5) Transfer students must complete a minimum of 25 percent of resident credit at FTCC to be eligible to receive an associate degree. (Note: The A.B.A. requires all paralegal students to complete a minimum of 18 semester hours in legal specialty courses at FTCC.)
- (6) Official FTCC transcripts will not be provided until the student has completed the first term of enrollment at the college.

III-1.6 SOC and SOCAD

Fayetteville Technical Community College is a Servicemember's Opportunity College (SOC) and supports the concept that military personnel should be encouraged to begin their post-secondary education while serving their country. FTCC also participates in the Servicemember's Opportunity College Associate Degree Program (SOCAD) network with many degree programs available.

For further information on SOC/SOCAD policies, contact the FTCC Fort Bragg Office, 497-8893.

III-1.7 Intercurricular Transfer of Credits

Students who change curriculums transfer credit for applicable courses taken and passed in the previous curriculum; all credits considered must be applicable to the instructional field and approved by the Department Chairperson and appropriate Academic Dean.

III-1.8 Credit for Non-Traditional Learning

FTCC will evaluate non-traditional educational records for the possible transfer of credits. Full documentation must be provided before an evaluation can be made.

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Admissions Policies and Procedures (Continued)

Transfer of credit of non-traditional work is limited to no more than 75 percent of the AAS degree or diploma requirements.

- (1) **Advanced Placement Examinations:** Applicants to the College may request transfer credit for subjects covered under advanced placement examinations. CLEP and DANES General Exams and Subject Area Exams are evaluated for transfer credit. Test scores must meet ACE (American Council on Education) recommendations. Advanced credit awarded at prior colleges must be supported by official test score reports to be considered for transfer credit.
- (2) **Military Service Training:** Military service school records may be submitted for transfer credit evaluations. The servicemember is encouraged to submit a "Request for Evaluation of Military Experience" (form-DD295). Servicemembers should submit AARTS (Army/ACE Registry System) transcripts for evaluation. Service school diplomas and MOS (Military Occupational Specialty) Evaluation Score Reports are acceptable in lieu of the AARTS Transcript. Military service experiences are evaluated using ACE Guide recommendations.
- (3) **Industrial and Professional Training:** FTCC will consider the evaluation of credit for documented professional training and certification. Transfer of credits is considered using The National Guide to Educational Credit for Training Programs.
- (4) **Experiential Learning:** FTCC does not consider experiential or life experiences for transfer credit evaluation.
- (5) **Proficiency Tests:** FTCC students who plan to challenge a curriculum level course must contact the Department Chairperson of the appropriate department to request a proficiency examination. Proficiency tests are given under the following conditions.
 - a. Students have passed a preliminary screening test given by the Department Chairperson.
 - b. Students must be registered for the course in order to take a proficiency exam.
 - c. Proficiency exams must be taken within the first four class days of the term.
 - d. Students who pass a proficiency exam at the "C" grade level will be assigned a "P" grade and will not be required to attend further class sessions.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Admissions Policies and Procedures (Continued)

- e. Veteran students and other third party recipients may not use courses passed by proficiency for the purposes of educational entitlement. Students who pass a proficiency test are encouraged to add additional courses in order to maintain full-time status.

* CLEP examinations will be the required proficiency test where available. Students will be referred to area CLEP examination sites for testing when appropriate.

- (6) High School-to-Community College Articulation Agreement: The following criteria shall be used to award proficiency credit for identified high school courses:
 - a. Grade of B or higher in the course, and;
 - b. A raw score of 80 or higher on the Standard VoCATS post-assessment.

In order to receive articulated credit, students must enroll at the community college within 2 years of their high school graduation date.

III-1.9 Readmission of Former Students

Any student who withdrew from the College and wishes to return must contact the Admissions Office to reactivate his/her application for admission.

- (1) A student who withdrew for unavoidable reasons may be considered for re-admission at the beginning of the next term.
- (2) A student who was suspended for unsatisfactory academic progress is required to reapply for re-entrance. Re-admissions decisions will be based upon a review of previous grades, consultation with instructors and Department Chairpersons involved, additional achievement and/or interest testing and interviews to determine the reasons for unsatisfactory progress. In cases where the probable causes of unsatisfactory progress while previously enrolled have not been removed, re-entry to curricular studies may be denied or re-entry approved under specific conditions which can include change of curriculum, remedial course work and probationary status.
- (3) A student who was dismissed from the College by disciplinary action may re-enter only upon approval by the Program Area Dean.
- (4) A student who withdraws from the institution and re-enters at a later date will be subject to curricular requirements in effect at the time of re-entry.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Admissions Policies and Procedures (Continued)

- (5) Any student indebted to the College is ineligible to re-enter until all financial obligations have been satisfied.

III-1.10 Procedures for Revision of Admission Policy

The following are formal procedures which are utilized to revise the admissions policy of Fayetteville Technical Community College:

- (1) The need to change is established from data generated by state and local policy changes, legal and ethical considerations, community agencies, secondary school personnel, students, faculty, staff, administration, and other facets of the community and the College.
- (2) These data are assembled and evaluated by representatives of Student Services, faculty and administrative staff.
- (3) A revision of Fayetteville Technical Community College's admission policy is established by the committee on admissions, standards and policy subsequent to approval by the President and the Board of Trustees.
- (4) The final revision is presented to the President for his approval and subsequent approval by the Board of Trustees.
- (5) The admissions policy is then disseminated and implemented until revised by the foregoing process.
- (6) Student Services is responsible for the impartial administration of the admissions policy.

Applicants for admission or re-admission have the right to due process. Faculty, staff, and students are referred to the current FTCC Student Handbook.

III-1.11 Student Orientation

All students who are admitted to an academic program at Fayetteville Technical Community College are required to attend an orientation session. The purpose of this session is to review the regulations, policies, and privileges of the College. Students' evaluations of the sessions will be used to assist the College in improving the delivery of orientation information.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Admissions Policies and Procedures (Continued)

III-1.12 Issuance of a Student Education Plan (Certificate, Diploma, Degree)

A Student Educational Plan (SEP) is an official guide directing students toward graduation or, in other words, an outline of all the classes they need to take in order to earn a certificate, diploma, or degree in a particular program. The SEP is a good source of information for students to consult when scheduling classes. The SEP includes a list of recommended classes to take each semester. With the curriculum and advisor assigned, the counselor will then issue an SEP. These plans are crucial for registration, Veterans Administration requirements, and financial aid approval. As long as the student remains enrolled continuously in the College, that SEP will remain in effect even if a new SEP is developed and/or changed for that program of study. An SEP is current and valid for one academic year. Attendance or non-attendance during a summer term has no effect on the student's SEP.

Counselors complete the upper portion of the SEP. This includes conditions for entry into the program of study such as required developmental courses or prerequisites. Counselors also verify and record all "general studies" transfer credit and collaborate with departments to verify technical and major studies transfer credit to be recorded on the bottom portion of the SEP.

Student Educational Plans Limitations

- A student may be approved for two different SEPs at a time (major/first option and a minor/second option). The exceptions are students enrolled in developmental English and reading classes and VA students.
- The student may elect to change to a different SEP no more than twice within an academic year without the benefit of the Career Center.
- Thereafter, a student must make an appointment with the Career Center for a career assessment in order to receive one additional SEP within an academic year.
- During registration, a student may request to change to a different SEP after classes start and before the 10% point of the term in order for that SEP to be valid for the current semester. After the 10% point, the student's new SEP will be valid for the following semester. This is important for VA students, as they may be ineligible for benefits if they are not currently taking classes listed on the SEP for which they are currently approved.

III-2 COMMUNICABLE DISEASE POLICY

Under the FTCC Communicable Disease policy, students who enter a health program or other program with potential exposure to blood or other body fluids will be required to have begun or completed all immunizations as specified in the pre-entrance medical record prior to admission. Those students who reject immunizations could jeopardize their ability to fulfill clinical requirements. The prospective student will also be required to sign a statement releasing FTCC from any liability related to the failure to have the immunizations.

III-2.1 Immunization Policy for Health Curricula Students

Immunization requirements have been established and will be consistently enforced for all incoming students of the health curricula at Fayetteville Technical Community College. Proof of immunity is required before the students will receive final approval for entry into their chosen field of study. A permanent immunization record will be maintained in each student's academic file so that immunization information will be available when needed.

- (1) Rubella: Physician documentation of immunization with live virus vaccine on or after first birthday or positive serologic test. Neither a personal nor a physician certified history of disease is acceptable evidence of immunity. Rubella immunity verification is not required for persons over 50 years of age.
- (2) Tetanus and Diphtheria:
 - a. A tetanus and diphtheria booster is required within the 10 years prior to admission if the student has a documented history of receiving a primary series of tetanus and diphtheria in infancy.
 - b. If never immunized, the student should receive two doses Td adult, four to eight weeks apart, and the third dose six months to one year later. The first dose is required before final admission.
- (3) Tuberculin Skin Testing: T.B. skin testing is required prior to the student's final admission and once a year thereafter until graduation. Positive results will require a chest x-ray to be done and read negative by a physician. All second year students will be tested en masse at the start of their second year of study. T.B. skin tests must be done within 30 days of the date of their physical.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

Communicable Disease Policy (Continued)

- (4) Rubeola: Persons born before 1957 are considered to have immunity. All others must have validated vaccination or positive serologic test.
- (5) Hepatitis B Vaccine: The Hepatitis B vaccine series is required of all health curriculum students, unless (1) a history of the disease exists, (2) there is a history of allergy to the vaccine's components, or (3) the person is pregnant. If a student has a history of having had the disease, a Hepatitis B profile must be done and attached to the physical. A physician's signature is required for all exemptions to the vaccine.
- (6) Implementation of Policy: All students must complete the pre-entrance medical form to be completed and returned to the Health Services Office by the date indicated by the Admissions Office. Incomplete forms will be returned to the student with the deficient areas indicated and the time allowed for compliance. The student will not receive final approval for admission until the pre-entrance medical form has been completed satisfactorily. Students accepted from the waiting lists after registration will have a specified time for completion of the form. **Any student not completing the form within the allotted time will not be allowed to enter the clinical areas and may be removed from class until such time as the requirements are satisfied.**

III-2.2 Liability Insurance for Health Curricula Students

- (1) Students who will not perform duties during a school term that require medical professional liability insurance are not required to purchase such insurance. However, if students perform one (1) day of training in a hospital, lab or other facility for which liability insurance coverage is required, they will be required to pay for the entire term. School liability insurance is applicable only while the student is enrolled at this institution and performing training conducted by the institution. If students do not desire to purchase medical professional liability insurance from the school, they are not required to do so. However, they must obtain such liability insurance coverage from some source and present proof of such insurance to their instructor. The minimum coverage is \$1 million per incident and \$3 million aggregate.
- (2) Students desiring to purchase the medical professional liability insurance furnished by this College may purchase such insurance at time of registration by means of a special individual insurance receipt, copies of which will be furnished all students requiring them upon request. The individual student is responsible for completing the required insurance payment receipt form and advising the cashier, at the time of registration, that he/she desires to purchase the insurance. The Office of Business and Finance will not collect medical liability insurance fees from any

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Communicable Disease Policy (Continued)

student except on a voluntary basis. Upon payment of insurance fee, one copy of the receipt will be returned to the student for his/her use and proof that he/she has purchased the insurance.

- (3) A certified class roster signed by the Department Chairperson certifying that only those students and instructors listed thereon will be assigned duties for which liability insurance coverage is required will be forwarded to the appropriate Program Area Dean on or before the 8th calendar day of each term. In the event students enrolled in health occupations courses will not perform clinical duties during the term and will not require medical liability insurance during the term, Department Chairpersons will furnish a certificate certifying that the students enrolled in such course do not require medical liability insurance. Copies of the certified class rosters should be provided to the Office of Business and Finance by the 10th calendar day of the term. Instructors in charge of a class are responsible to insure that all students in their class have required liability insurance coverage. Failure to do so not only violates agreements which this College has with various medical clinical areas, but also jeopardizes the liability coverage of the College and themselves as instructors.

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III-3 EVALUATION OF STUDENTS

III-3.1 Evaluation Information

- (1) Each instructor has the full responsibility for evaluating the achievement of his/her students. Students will be informed during the first week of classes of:
- a. The requirement of the course.
 - b. The methods of evaluation.
 - c. How the final grade is determined.

This information should be in **written form with a copy provided to each student or posted online during the first week of class.**

- (2) To promote our policy of frequent and varied evaluation throughout the course, the following guidelines are provided:
- a. Daily grades may be included in the records for which they are appropriate. Maximum weight: 25% of total.
 - b. Weekly or quiz grades should be so marked on the records. A word or two identifying the content area of the quiz may be entered below the grades on the line appropriate to the date given. Maximum weight: 25% of total.
 - c. Eight-week or mid term grades should be entered and labeled adequately. Maximum weight: 25% of total.
 - d. Final exam should be entered in the appropriate record. The date the exam was administered may be entered above the grade. Maximum weight: 25% of total. (Final exams are required in each course.)
 - e. Special projects reflecting work of an applicatory nature (e.g., term papers, efforts to do a specific job, lab reports, etc.) must be given appropriate weight. It should be remembered that the instructor indicates the relative value of an assignment to the student by the relative weight the completed effort has insofar as grades are concerned. Maximum weight: 25% of the total.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Evaluation of Students (Continued)

- f. The final grade must be a composite grade giving appropriate weight to the several sources of grades. *Health programs may have special grading policies due to accreditation/approval standards. Major curriculum courses within the Health Program Areas (i.e. EMS, NUR, SLP, etc.) can include class (theory), lab and/or clinical components. Satisfactory performance in each component of a major curriculum course may be required to earn a passing grade for the course overall. For example, if the clinical and/or lab grade is unsatisfactory, the class (theory) grade cannot be averaged with the clinical and/or lab grade to earn a passing grade for the course. This special grading policy does not apply to related courses such as biology, chemistry, computer skills, etc.*

The requirements of individual departments will vary. Appropriate guidelines will be established and distributed by the appropriate Department Chairperson. Such guidelines will be consistent with the above guidelines.

III-3.2 Assignment of Grades

III-3.2.1 Grading Procedures

FTCC grades are based on a 4.0 grading system. Each grade is assigned a "grade point equivalent" in quality points for each term credit hour scheduled. The scholastic point average is determined by dividing the total of quality points earned by the number of term hours scheduled.

Numerical Grade	Grade	Grade Point Equivalent
93 – 100	A - Excellent	4 grade points for each credit hour
85 – 92	B - Good	3 grade points for each credit hour
77 – 84	C - Average	2 grade points for each credit hour
70 -76	D - Below Average	1 grade point for each credit hour
0 – 69	F - Failure	0 grade point
	I - Incomplete	After eight (8) weeks for 16 week classes and 4 weeks for 8-week classes, the grade becomes an "F"
	AU - Audit (No Credit)	No effect on grade point average

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Evaluation of Students (Continued)

Numerical Grade	Grade	Grade Point Equivalent
	NS - No Show	No effect on grade point average
	P - Proficiency	No effect on grade point average
	T - Transfer	No effect on grade point average
	W/P – Withdrew Passing	No effect on grade point average
	W/F - Withdrew Failing	0 grade point
I	(Incomplete) may be given at the discretion of the instructor when all course requirements have not been met. After eight weeks from the beginning of the next term, an incomplete grade in a sixteen-week class becomes an “F.” After four weeks from the beginning of the next term, an incomplete grade in an eight or nine-week class becomes an “F.”	
AU	(Audit) requests must be made at the first class session. The intent of the AU is to allow students to take courses for no credit. Forms must be obtained from the Registrar's Office and be signed by both student and instructor during the first two days of the sixteen-week course and the first day of an eight-week course.	
	Developmental classes may not be audited. To receive the AU, the student must meet all course requirements. This grade is permanent and can not be converted to a letter grade.	
NS	(No Show) is administered when a student registers, but fails to attend class(es) prior to the 10% point of the term.	
P	(Proficiency) by examination may be given after the student has registered for the course and after a preliminary screening test is given by the department chairperson. The grade equates to a “C” or better. This process must be completed within the first four class days of the term.	
T	(Transfer) credit is granted for courses completed at other regionally accredited community colleges, colleges, and universities.	
W/P	(Withdrew Passing) is the grade given when withdrawals or drops occur on or before the 90 percent date of the term and the student's average in the class is equivalent to a passing grade.	

Evaluation of Students (Continued)

W/F (Withdrew Failing) is the grade given when withdrawals or drops occur before the 90 percent date of the term and the student's average in the class is equivalent to a failing grade.

Withdrawing from an eArmyU Course

Before dropping a course, please note the following:

You must obtain military approval from an Army Continuing Education System Counselor in order to withdraw from a course without incurring financial penalties. This type of approval will only be granted if your line of work in the military prevents you from completing the course.

You can also withdraw from a course directly through the portal for personal reasons. This type of withdrawal should only be undertaken if you wish to drop a course after it has begun for non-military reasons. You will incur a financial penalty for withdrawing from a course in this manner. The penalty incurred will be in accordance with the Army refund schedule.

If you drop a course 10 or fewer days before the course start date (14 days for OCONUS), you will be charged a flat cancellation fee as reimbursement for the cost of the course materials, which are shipped 10 days prior to the course start date.

If you withdraw from a course on or after the first day of class, you will be required to reimburse the Army the tuition amount based upon the eArmyU refund schedule and the cost of course materials. If you withdraw from a course after 19% of the course has elapsed, you will be required to reimburse the Army the full amount of eArmyU tuition and the cost of course Materials. (See VII-11.10: Tuition Assistance Recoupment Form.)

**Students will receive their grades
via Web Advisor.**

All final course grades will be letter grades in accordance with the adopted grading system. Grade reports are posted via Web Advisor.

All students must have at least a 2.0 grade point average (major and cumulative GPA) and have passed all curricular subjects as listed in the course outline under which they entered to be eligible for graduation. They must also meet the grade level needed in major subjects required to take licensure examinations.

Health occupations curricula, Funeral Service Education, and Paralegal Technology require course grades of C or better in order to progress to

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Evaluation of Students (Continued)

the next course/term. Each department area will issue to the student in written form the necessary information to cover such grading policies. Students who request transfers to other degree curricula are expected to have maintained a 2.0 GPA on all courses completed including prerequisite courses.

III-3.2.1.1 Developmental Course Grading System

Courses numbered below 100 are developmental courses. The following grades are assigned for developmental courses: A, B, C, or F. Students who receive a grade of "F" (Failure) will be required to re-take the course.

Developmental course grades are not counted as credit towards graduation, nor are they calculated into the student's cumulative Grade Point Average.

III-3.2.2 Academic Deficiency

The College requires that students maintain a grade point average of 2.00 or better in order to meet institutional standards of progress and be eligible for graduation.

III-3.2.2.1 Academic Probation

Students enrolled in a curriculum program will be placed on Academic Probation if any of the following conditions occur:

- (1) Cumulative major GPA is below 2.0
- (2) Failure to successfully complete 50% of credit hours attempted for two consecutive terms

Note: All students are responsible for being aware of any additional departmental requirements.

To be removed from Academic Probation, a student must attend mandatory counseling sessions and achieve a cumulative major GPA of 2.00 while completing 50% of credit hours attempted. Students on probation should not enroll in accelerated sessions (8-week cycles, etc.) without advisor approval. A student on Academic Probation would be eligible to continue enrollment for no more than 24 semester hours.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Evaluation of Students (Continued)

A student simultaneously enrolled in developmental coursework and major courses will be placed on Academic Probation if either condition above occurs or if the student fails to complete a required developmental course with a grade of "C" or better.

III-3.2.2.2 Academic Suspension

Students failing to remove themselves from Academic Probation after attempting 24 semester hours will be placed on Academic Suspension for a minimum of one semester. Academic Suspension means a student may not enroll in any credit courses offered by FTCC during the suspension period.

III-3.2.2.3 Appeal of Academic Probation and Suspension

To be removed from Academic Suspension and continue in the same program, a student must apply for readmission through the Director of Admissions and be approved by the Department Chairperson in order to re-enroll. When readmitted to the same program, a student will be placed on Academic Probation and must achieve a 2.0 GPA for the coursework attempted while successfully completing at least 50% of the credit attempted. Students who do not achieve these requirements will be dismissed from the college as ineligible to re-enter that same curriculum program. Students may also be readmitted to the College by redirection of program through counseling.

Appeals of the decision of the Department Chairperson or Director of Admissions may be made to the appropriate Program Area Dean. All appeals must be in writing and received no later than five days from the time of notification of the readmission decision. Students placed on Academic Suspension may be allowed to continue attending class until the appeal has been resolved. The decision of the Dean in matters of Academic Probation and Academic Suspension is final and not subject to further appeal.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Evaluation of Students (Continued)

III-3.3 Classification of Students:

- (1) Full-time student: A student enrolled for 12 or more credit hours.
- (2) Part-time student: A student enrolled for fewer than 12 credit hours.
- (3) Freshman: A student who has fewer than the number of credit hours required for the first two semesters.
- (4) Sophomore: A student who has accumulated credit of 30 or more total semester hour credits.
- (5) AU: Audit forms must be obtained from the Office of the Registrar/Curriculum signed by both student and instructor during the first five days of the term; all course requirements must be met by the student. No credit or penalty is attached to the "AU" grade; limitations on the number of courses taken will be handled on an individual basis and certain restrictions apply.

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III-4 FINANCIAL INFORMATION

III-4.1 Tuition, Fees, and Books

(1) Tuition:

- a. In-State Tuition: \$800.00 per semester, or;
\$1,600.00 (2 semesters), or;

*Under 16 hours: \$50.00 per credit hour
- b. Out-of-State Tuition: \$241.30 per credit hour
\$3,860.80 for 16 or more credit hours per semester

(2) Fees

- a. Certain curricula require additional costs to cover items which may include uniforms, instruments, tools, malpractice insurance, and dues to student association groups.
- b. On-campus parking is described in the Parking Regulations Bulletin. Parking stickers are issued on payment of fees at registration. STUDENTS ARE HELD RESPONSIBLE FOR ALL PARKING REGULATIONS AS STATED IN THE PARKING REGULATIONS BULLETIN.
- c. All prospective graduates will be charged a graduation fee of \$25.00; a fee of \$10.00 will be charged for each additional certificate or diploma when paid concurrently. Adult high school graduates will be charged a fee of \$35.00 for a current diploma and a fee of \$45.00 for a back-dated diploma.
- d. Replacement of lost or stolen ID card fee of \$5.00.
- e. Continuing Education Registration Fees:

<u>Course Length</u>	<u>Registration Fee</u>
0-24 Hours	\$ 65.00
25-50 Hours	\$120.00
50+ Hours	\$175.00

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

Financial Information (Continued)

Certain Continuing Education programs require specific fees to cover additional costs associated with the program.

- f. Student Activity Fee of \$14.00 per semester for Fall and Spring terms and \$10.00 for Summer term.
 - g. Technology Fee of \$16.00 per semester.
- (3) Books (Estimated): \$550 per semester

III-4.2 Tuition/Fee Waivers

- (1) Senior citizens, age 65 or over and who are legal residents of North Carolina, are exempt from:
 - a. Up to 6 credit hours of credit instruction per semester; the student activity fee and technology fee will be charged when total credit hours per semester exceeds 6 credit hours.
 - b. Up to 96 contact hours of non-credit instruction per semester
- (2) High school students enrolled in a community college curriculum course under the Huskins (T90970) or dual Enrollment (T90980) programs are exempt from tuition when courses are technical, vocational, or begin with the following prefixes: AST, BIO, CHM, CIS, GEL, IMS, MATH, PHS, PHY, and SCI

High school students in these programs are also exempt from the technology fee and are exempt from the activity fee when the course location is the high school. The activity fee is paid by Cumberland County Schools when the activity is charged under the Huskins program.
- (3) High school students enrolled in a community college curriculum course as Other Innovative High School students are exempt from tuition and the technology fee. The activity fee is paid by Cumberland County Schools.
- (4) High School Students enrolled in a community college curriculum course under the Learn and Earn Online program are exempt from tuition and the student activity fee. The technology fee may be reimbursed to the College by the North Carolina Community College System, subject to the availability of funds.
- (5) When an employer, other than the armed services, pays tuition for an employee to attend a community college and when the employee works at

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

Financial Information (Continued)

- a North Carolina business location, the employer is charged the in-state tuition rate.
- (6) Certain out-of-state students who are members of families that were transferred to this state by businesses, industries, or civilian families transferred by the military, for employment may be eligible for tuition payment at the in-state rate.
 - (7) Out-of-state service members and their dependents stationed at a North Carolina base are eligible to be charged the in-state tuition rate. The waiver is for the academic year. Continuing students may re-apply each fall term.
 - (8) Members of the armed forces that register through the GoArmyEd website are exempt from the activity fee and technology fee based on the agreement between the College and contractual agency.
 - (9) Students enrolled in Internet courses only (taking no traditional face-to-face courses) may request a waiver of the student activity fee.
 - (10) Volunteer fireman, local fire department personnel, volunteer rescue and lifesaving department personnel, local rescue and lifesaving department personnel, local law enforcement officers enrolled in training course are exempt from tuition and registration fees.
 - (11) Students enrolled in Health and Human Services Development programs are exempt from continuing education registration fees.
 - (12) Elementary and secondary school employees enrolled in courses in first aid or cardiopulmonary resuscitation (CPR) are exempt from continuing education registration fees.
 - (13) Full-time college staff members are exempt from tuition and registration fees for one curriculum or continuing education course per semester.
 - (14) Law enforcement officers employed by a municipal, county, state, or federal law enforcement agency and trainees that are sponsored by a state, county, or municipal law enforcement agency taking state-mandated Basic Law Enforcement Training Programs are exempt from tuition.
 - (15) Tuition/fee waivers are not applicable to courses established on a self-supporting basis.

III-4.3 Tuition Refunds

(1) A refund shall not be made except under the following circumstances:

- a. **100 Percent Refund:** A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester or term as noted in the College calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.
- b. **75 Percent Refund:** A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester or term.

Drop/Add with no Penalty After Class(es) Begins: After the class(es) begin, students should complete all drop/add transactions in one process. If a student changes or drops a class(es), of equal hours during the same computer transaction, no additional cost will be incurred.

Drop/Add with a 75 Percent Refund After Class(es) Begins: If the number of hours dropped are greater than the number of hours added, the 75 percent refund policy will apply to the tuition cost for the hours dropped.

EXAMPLE of a Drop/Add During the Same Transaction: The student drops a MAT 161 class (a 5 credit hour course) and adds an ENG 111 class (a 3 credit hour course). Thus, the student has dropped two credit hours more than he or she added. The student will only receive a 75 percent refund of the tuition for the two excess hours dropped.

EXAMPLE of a Drop/Add NOT in the Same Transaction: The student drops a MAT 161 (a 5 credit hour course). The student returns at a later time and adds an ENG 111 class (a 3 credit hour course). Thus, because it is not completed in the same transaction, the student will receive a 75 percent refund for the tuition of the MAT 161 and will pay the full tuition for the ENG 111 class.

- c. For classes beginning at times other than the first week (seven calendar days) of the semester or term a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Financial Information (Continued)

- d. A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the College cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of the class.
- (2) To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations stated in this rule.
- (3) Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.
- (4) For a class(es) which the college collects receipts which are not required to be deposited into the State Treasury account, the College shall adopt local refund policies.

III-4.3.1 Military Tuition Refund

Upon request of the student, each college shall:

- (1) Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and
- (2) Buy back textbooks through the Colleges' bookstore operations to the extent possible. Colleges shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

III-4.4 Financial Aid Policy

Fayetteville Technical Community College operates with the assumption that no student should be denied a college education due to lack of financial resources. As far as possible, students are aided in meeting college costs through careful planning and various forms of financial aid and other third-party support.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

Financial Information (Continued)

The Financial Aid Office at FTCC administers the various Title IV financial aid programs under policies established by the College and guidelines provided by the U.S. Department of Education. The College Financial Aid and Scholarship Committee recommends policy changes to the FTCC Steering Committee and college administration and awards a variety of scholarships.

III-4.4.1 Eligibility Requirements - A student must:

- (1) Be a citizen or national of the United States, or be in the United States for other than temporary purposes, or be or intend to be a permanent resident, or be a permanent resident of the Trust Territory of the Pacific Islands.
- (2) Provide selective service acknowledgment and/or sign appropriate waiver.
- (3) Be accepted for admissions or making satisfactory progress as a continuing student in a certificate, diploma, or degree program of at least 15 weeks and 600 clock hour's duration. Students in BLET, Developmental Studies, Insurance, Nursing Assistant, Real Estate, and Real Estate Appraisal, are ineligible for consideration for Title IV financial aid programs.
- (4) Be making satisfactory progress toward graduation as defined in the FTCC Financial Aid Standards of Progress, including a course load that includes a majority of courses applicable to graduation requirements.
- (5) Be enrolled on at least a half-time basis for Title IV eligibility except Pell Grants.
- (6) Not be in default on any NDSL or Guaranteed Loan or owe a refund on federal grant aid.
- (7) Show demonstrated need.

III-4.4.2 Financial Aid Application and Verification of Student Aid Application Information

- (1) To apply for financial aid, a student must submit an application package to the appropriate processing center.
- (2) Upon receipt of the processed application, Student Aid Report (SAR), the student must present the completed package to the

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Financial Information (Continued)

FTCC Financial Aid Office, along with an approved student educational plan.

- (3) All students selected for verification shall be advised of documentation required for verification upon review of the SAR by the Financial Aid Office. Students will be notified of required documentation by way of a check list which will be attached to the SAR and returned to the student along with the SAR.
- (4) Students shall be required to present the SAR and any required documentation as a package. No incomplete records will be accepted in the Financial Aid Office. Students who fail to provide the SAR and required documentation will be ineligible for financial aid.
- (5) Students who present information which conflicts with the SAR will be required to submit an SAR correction (Part II) prior to receipt of the SAR and supporting documentation in the Financial Aid Office.
- (6) All financial aid applications selected for verification will be audited prior to disbursement of the initial Pell Grant check. Students will be notified in writing of any discrepancies found and advised in writing of corrections required.
- (7) The Director of Financial Aid shall report any evidence of fraud or presence of information which suggests the possibility of fraud to the administration for referral to the local law enforcement authorities, the Office of the State Auditor, and/or the North Carolina State Bureau of Investigation.

III-4.4.3 Aid Packaging

Aid packaging consists of the following steps:

- (1) Determine the budget which includes:
 - a. Tuition and fees.
 - b. Books and supplies.
 - c. Transportation.
 - d. Room and board.
 - e. Personal/miscellaneous expenses.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Financial Information (Continued)

- f. Child care expenses, if applicable.
- (2) Determine the family contribution from the appropriate needs analysis output document.
- (3) Subtract the family contribution from the budget - if less than 0, there is no need. If greater than 0, there is need.
- (4) Determine Pell Grant eligibility from SAR.
- (5) Determine aid:
 - a. For an in-state student:
 - Insert Pell award if applicable.
 - Insert scholarship if one has been awarded.
 - Insert Stafford, PLUS loan(s) if applicable.
 - Insert College Work Study (CWS) if applicable.
 - Insert SEOG if applicable.
 - Insert N.C. State Incentive Grant (NCSIG) if applicable.
 - b. For an out-of-state student:
 - Insert Pell award if applicable.
 - Insert scholarship if one has been awarded.
 - Insert other aid if applicable.
 - Insert CWS if applicable.
 - c. Unmet need may be met by CWS based on:
 - Amount of unmet need.
 - Job openings available.
 - Job experience.
- (6) Consider unusual circumstances.

III-4.4.4 Completion of Packaging

When the package is complete, a copy of the award letter is placed in the student's folder.

- (1) An award letter is sent to the student with other necessary forms, some of which are to be returned.

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Financial Information (Continued)

- (2) Recipient's name will be posted to the student's account to be transferred to the Business Office "Accounts Receivable" module in order that the student may charge tuition, fees, and books against the appropriate account.

III-4.4.5 Work Study

- (1) Determine program eligibility.
- (2) Determine job openings.
- (3) Determine skills of applicant.
- (4) Placement.
 - a. A contract (award letter) and time sheets are furnished to the Department Chairperson, supervisor and student.
 - b. If the student refuses several placement offers, he/she is ineligible for placement anywhere else.
 - c. If a student is released for unsatisfactory performance, he is ineligible for other placement. Only in an extenuating circumstance would this be changed.
 - d. If a student is released in good standing or there are extenuating circumstances, he may be placed elsewhere.

III-4.4.6 Other Considerations

- (1) In no case shall a student's total package exceed the financial need.
- (2) Any package may be reviewed and revised at any time if a student is not maintaining satisfactory progress.
- (3) Applications are processed and awarded on a first come, first served basis. Financial aid applicants must provide the Financial Aid Office with a completed package prior to published deadlines in order to charge against the award at registration.
- (4) All records and documents are considered to be highly confidential and are available only to the Financial Aid Office unless the student signs a release.

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Financial Information (Continued)

- (5) Release of award checks
 - a. Pell Grant award checks are released to the student at a designated time each term upon receipt of an attendance sheet verifying enrollment and attendance.
 - b. Pell Grant recipients who had awards approved after the initial pay voucher was sent to the Business Office will be paid on the next FTCC Pell Grant pay cycle.
 - c. College Work Study checks are released on FTCC scheduled pay dates following receipt of the previous month's CWS time sheets.

- (6) Stafford and PLUS checks are distributed as follows:
 - a. Checks and transmittal letter dated upon receipt in the Financial Aid Office.
 - b. Checks and transmittal letter forwarded to the Business Office.
 - c. Checks for first time loan recipients are released 30 days after the first day of the term.
 - d. Transmittal letter showing dates of receipt and disbursement to be maintained in the student's financial aid file.

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III-5 STUDENT ACTIVITIES

Student activities are an integral part of the total development of students at Fayetteville Technical Community College. Through participation in these activities, students receive practical experience in the responsibility of citizenship. Students are encouraged to join and participate in all student activities, coordinated through the Student Services Office. Students interested in establishing clubs, promoting activities or seeking information concerning student activities are encouraged to contact the Student Activities Director. Activities are open to all students without regard to race, creed, national origin or sex.

III-5.1 Student Government Association

The Student Government Association, made up of students from the various curricula, is selected to serve on the following standing committees of the College: Student Activities, Learning Resources Center, Safety and Physical Facilities, Financial Aid and Scholarship, and Student Appeals Committee. Students will serve adequate student feedback and input into the vital phases of total campus life.

The responsibility of the Student Government Association (SGA) will be that of liaison between faculty, administration and student. The Student Activities Director serves as the advisor to the SGA. The SGA operates under the authority of the SGA constitution and by-laws as approved by the FTCC Board of Trustees. The SGA President serves as ex-officio on the Board of Trustees.

Students are involved in the college decision-making process through participation as members of the Student Government Association on the following standing committees of FTCC:

- (1) Faculty Steering Committee
- (2) Financial Aid and Scholarships Committee
- (3) Learning Resources Committee
- (4) Safety and Physical Facilities Committee
- (5) Student Activities Committee
- (6) Student Appeals Committee

III-5.2 Student Publications

Tech Notes is published weekly by the Public Relations and Marketing Office to inform the students of the schedule of activities and to provide necessary communications to the student body. Items for publication must be submitted to the Public Relations and Marketing Office no later than Tuesday by 5:00 p.m. in order to be included in the following week's issue. Editorial control and decisions concerning appropriateness for publication rest with the Vice President for Institutional Advancement. All student publications, including club newsletters, must be approved by the Public Relations and Marketing office prior to printing.

III-5.3 Social Activities and Clubs

Fayetteville Technical Community College sponsors many student organizations and clubs. Club participation is encouraged along curriculum interest lines. Several student chapters of national organizations are represented on campus. Student chapters of service clubs are permitted when sponsors can be found.

Clubs and professional organizations such as those mentioned below may be a part of the total cultural and professional development of the student. All such organizations operate within the following institutional policies:

Clubs may be organized within the student body as an outgrowth of a particular curriculum or an educational emphasis. Procedures for organizing a club are as follows: (1) An appropriate faculty sponsor is selected. (2) A club constitution and by-laws must be written. (3) Constitution and by-laws must be presented to the Student Activities Director. No club may solicit for profit making enterprise off-campus, and all such on-campus activities must have prior approval of the Student Activities Director. All clubs will maintain their own financial accounts in the bank of their choice. Quarterly financial reports and an annual report must be filed with the Student Activities Director. Clubs may conduct approved fund raising projects in accordance with institutional policy.

Any group or curriculum wanting more details on the procedures for the formation of clubs and related organizations may secure this information from the Student Services Office.

Groups currently approved to operate on campus are as follows:

Accounting Club
Advertising and Design Club
African-American Heritage Club
Association of Information Technology Professionals

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Student Activities (Continued)

Association of Nursing Students
Criminal Justice Association
Democratic Club
Early Childhood Club
Emergency Medical Science Club
Engineering Technology Association
Hispanic/Latino Association
Horticulture Club
Marketing & Retailing Club (Delta Epsilon Chi)
National Vocational Technical Honor Society (NVTHS)
Paralegal Club
Parents for Higher Education
Phi Beta Lambda (Business Area Students)
Phi Theta Kappa Honor Society
Physical Therapist Assistant Club
Practical Nursing Education (PNE) Association
Respiratory Care Club
Sigma Phi Sigma (Student Chapter of A National Morticians Fraternity)
Students Against Driving Drunk (SADD)
Student American Dental Hygienists' Association
Students in Free Enterprise
Student Government Association
Veterans Club

The FTCC Alumni Association operates under the FTCC Resource Development Office.

III-5.4 Honors and Achievements

- (1) President's List - The President's List honors students who earn a 4.0 GPA in a minimum of 12 semester hours of curriculum credit course work. To be eligible, students must be enrolled in a curriculum program.
- (2) Dean's List - The Dean's List honors student who earn a 3.5 GPA in a minimum of 12 hours of curriculum credit course work with final grades of "A" or "B." To be eligible, students must be enrolled in a curriculum program.
- (3) The President's Award - The President's Award is presented to a deserving student selected by a faculty/staff committee. To be eligible for this award, a student must have a minimum 3.0 GPA and must have been enrolled on a full-time basis during the year of nomination. The student must exhibit and promote good student morale and demonstrate a genuine concern for FTCC and its role in the community.

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Student Activities (Continued)

- (4) Marshals - Marshals are selected and have the privilege of leading the academic procession during graduation exercises. The selection of Marshals is a competitive process based on academic averages. Marshals must be second-semester freshmen in a two-year curriculum program.
- (5) Who's Who - Students nominated for Who's Who are made by faculty members. Students must have at least a 3.0 GPA and have exhibited leadership abilities, moral character, and commitment to their educational goals.
- (6) Ambassadors - Each year, Fayetteville Technical Community College chooses eight outstanding students to serve as ambassadors. The Ambassadors act as official hosts and hostesses for various campus events. Ambassador candidates must have completed 12 semester hours at FTCC, have a minimum 2.5 GPA, and be recommended by three members of the College community.
- (7) Graduating With Honors - Any student who has earned a quality point average of 4.0 in his/her program of study at FTCC will be granted a diploma or degree with highest honors. Any student who has earned a quality point average of 3.5 in his/her program of study will be granted a diploma or degree with honors. The student's transcript will be noted to reflect this achievement.

III-5.5 Intramural Sports

Intramurals at FTCC provide a wide variety of intramural sports and recreational activities designed to appeal to the varied interests of the student and faculty population. Everyone is encouraged to enter teams in as many activities as they would like. Teams may consist of students, faculty or any combination of both.

Intramural champions will be determined in all activities in which there are enough entries to set up tournament play. Each person competing on a championship team will receive an award.

Intramural activities available include basketball, football, horseshoes, softball, tennis and volleyball. More information is available from the Student Activities Director. Fliers are also available during registration times.

III-6 STUDENT RIGHTS, RESPONSIBILITIES, AND JUDICIAL PROCEDURES

III-6.1 Preamble

Students enrolled at FTCC are encouraged to develop the capacity for critical judgment and to engage in both an instructor led and an independent search for knowledge. Free inquiry and free expression are essential to developing these skills; however, students should exercise this academic freedom with responsibility. Students are required to follow all College guidelines, including the Student Code of Conduct, and to obey all laws when on any FTCC campus or when participating in any campus sponsored or supported event.

Students who violate College regulations are subject to the disciplinary penalties of the College. If the student's behavior violates both the law and College regulations, the College may take disciplinary action independent of that taken by legal authorities.

III-6.2 Student Rights

- (1) Every student has the right to a learning environment that is free from unreasonable distractions. If a student's behavior interferes with the educational process, that student will be directed to end the activity causing the disruption. A student who continues to disrupt can be removed immediately from class and/or campus. Within a reasonable time after being removed, the student will be advised of their rights, which are more fully described under the section on Disciplinary Action.
- (2) Students have the right to be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- (3) Students have the right to freedom of expression, inquiry and assembly so long as it is not disruptive to a learning environment.
- (4) Students have the right to inquire about and propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and College officers.
- (5) Students and former students have the right to review their official records. No records shall be made available to unauthorized personnel or groups

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Student Rights, Responsibilities, and Judicial Procedures (Continued)

outside the College without the written consent of the student involved, except under legal compulsion or in accordance with federal law and the announced policies/procedures of the College. Student rights in this area are described more fully in this Handbook under the section on Student Records.

III-6.3 Student Code of Conduct

The following regulations set forth rules of conduct that prohibit certain types of student behavior. Students are expected to act and dress appropriately for a college environment. Neither actions nor dress should distract others from concentrating on their course of study. The College has established the following Code of Conduct to ensure that an appropriate college environment is maintained. Violation of one or more of these regulations may result in disciplinary penalties. Students are not permitted to engage in any of the following activities while on campus, participating in a College-sponsored event, or while in a College owned vehicle.

- (1) Academic dishonesty, including:
 - a. Obtaining test information, research papers, notes and other academic material without authorization;
 - b. Receiving or giving help during tests or projects unless specifically authorized by the instructor; and,
 - c. Plagiarism, which is taking credit for another's ideas or works as if they were your own.
- (2) Theft, vandalism, or misuse of College property wherever it is located.
- (3) Possession, use, or distribution alcohol or any illegal drug. In addition, students shall not be under the influence of any such substance while on campus, at College events, or in College owned vehicles.
- (4) Using, recording, or disseminating anything which is lewd, offensive, obscene, profane, or vulgar, including, but not limited to, the use of profane or vulgar language.
- (5) Physical violence against another person or threaten physical violence against another person.
- (6) Harass or intimidate any other person, including but not limited to sexual harassment or intimidation.
- (7) Participate in gatherings or demonstrations that interfere with another's ability to freely access College facilities or property. Students shall not

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Student Rights, Responsibilities, and Judicial Procedures (Continued)

disrupt or interfere with the College's educational processes or College functions. Student shall comply with any instruction of a College employee to leave the scene of a disruptive gathering or demonstration.

- (8) Violate any state law prohibiting the possession of weapons on the campus. Generally, explosives, guns, knives, razors, other sharp instruments, leaded canes, brass knuckles and stun guns are not permitted on campus unless the possession of the weapon is a necessary part of a class in which the student is enrolled and the possession of the weapon is authorized by the student's instructor. Refer to the detailed policy regarding Weapons on Campus in Section I-26 of the Administrative Procedures Manual.
- (9) Tampering with a fire alarm or other safety equipment belonging to the College.
- (10) Gambling.
- (11) Smoking or using other forms of tobacco in any unauthorized area including but not limited to classrooms, shops and labs. For areas of the campus where smoking is permitted, refer to the College's policy on Smoking on Campus on Section I-25.3 of the Administrative Procedures Manual.
- (12) Altering or misusing College documents, records or instruments of identification with intent to deceive.
- (13) Financial irresponsibility including, but not limited to, failure to pay College fines, failure to repay College funded loans or passing worthless checks to College officials.
- (14) Violating the terms of any disciplinary probation or any College regulation during the period of probation.
- (15) Failing to follow instructions of College employees.
- (16) Participating in conduct that disturbs peace and order of the College. This includes, but is not limited to yelling, screaming, or talking in an unnecessary or unreasonably loud voice, or using of any device which produces loud and/or disruptive noises.
- (17) Unauthorized use of any electronic device, such as cell phones, recorders, cameras, i-pods, MP3 players, computers, and the like, in a virtual or physical classroom, shop, or lab.

- (18) Permitting any person under the age of sixteen (16) and who is not a FTCC student to enter any instructional area without prior authorization. Instructional areas include virtual or face-to-face classrooms, labs, libraries, the Success Center, clinical sites, or shops. However, students under the age of sixteen (16) shall be permitted to enter into any instructional area for purposes related to their own education.
- (19) Violating any College rule, regulation, policy and/or procedure.
- (20) Violating any local, state or federal law or regulation.
- (21) This Student Code of Conduct is not all inclusive. Any conduct which is disruptive to the educational environment of the College is prohibited.

III-6.4 Disciplinary Action

III-6.4.1 Immediate Suspension

Disruptive behavior or conduct that is an immediate threat to the health or safety of any member of the academic community requires immediate action. This includes, but is not limited to, obscene and /or disruptive language, threatening acts or blocking or restricting access to College classes, offices and programs. Therefore, the College has established that this behavior will be dealt with in the following manner.

An instructor or administrative officer may direct the student to stop the behavior and advise him or her that failing to do so will result in immediate suspension and/or removal from the campus. If the behavior continues, the instructor may suspend the student from class until further notice. An administrative officer may suspend the student from class or have the student removed from campus until a resolution of the matter can be made.

As soon as possible, but no later than two working days after the incident, the instructor or administrative officer invoking the suspension will notify the program area Dean/Director in writing of the name of the individual involved, the behavior that resulted in suspension, the time, place and date of the incident, and the names of person(s) directly involved and/or witnesses.

Upon notification, the Dean/Director may make a decision that the student will be allowed to return to class or campus pending the outcome of an inquiry into the allegations made against the student. Any such decision shall be communicated to the student as soon as is reasonably possible.

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Student Rights, Responsibilities, and Judicial Procedures (Continued)

Within five working days after the Dean/Director's written notification of the incident, an inquiry into the allegations will be completed by FTCC Security or some other appropriate college official. Upon completion of the appropriate inquiry, the Dean/Director will schedule a conference with the student to discuss the incident.

At the conference the Dean/Director will discuss the alleged violation of the Student Code of Conduct and the information used in determining whether the violation occurred. The student will also have the opportunity to present information in his/her favor. The Dean/Director and the student may have witnesses at the conference.

Within five working days after the conference, the decision of the Dean/Director will be presented to the student in writing personally or mailed to the address the student gave at the conference. The Dean's/Director's decision may include the following:

- a. Dismissal of the charges;
- b. Imposition of any of the penalties listed in Sections III-6.4 or III-6.5 below;
- c. Referral of the student to a College office or community agency.

In instances where the student cannot be reached to schedule a conference with the Dean/Director or where the student fails to attend the scheduled conference, the Dean/Director will send a certified letter to the student's last known address stating the alleged violations of the Student Code of Conduct, the Dean's/Director's decision as to whether the student violated the Code of Conduct, the penalties imposed. The written notification will also inform the student of his right to appeal as outlined in subsequent sections of this catalog entitled Right of Appeal found in Section III-7 below.

III-6.4.2 Violations Not Resulting in Immediate Suspension

Any administrative official, faculty/staff member or student may file charges with the FTCC Security Office or with some other appropriate College official against a student or student organization believed to have violated the Code of Conduct.

The individual making the charge must complete a charge form. This form requires the following information:

- a. Name of the student involved;
- b. Specific violation of the Code of Conduct claimed to have been committed;

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Student Rights, Responsibilities, and Judicial Procedures (Continued)

- c. Time, place and date of the incident; and
- d. Names of person(s) directly involved and/or witnesses to the incident.

The completed form will be forwarded directly to the appropriate Dean/Director while Security or some other appropriate College official conducts an inquiry into the allegations.

Within five working days after the charge has been filed, a conference between the student and the Dean/Director will be scheduled.

At the conference the Dean/Director will discuss the violation claimed to have been committed and the information used in determining whether the violation occurred. The student will also have the opportunity to present information in his favor. The Dean/Director and the student may have witnesses at the conference.

Within five working days after the conference, the decision of the Dean/Director will be presented to the student in writing personally or mailed to the address he gave at the conference. The Dean's/Director's decision may include the following:

- a. Dismissal of the charges;
- b. Imposition of penalties;
- c. Referral of the student to a College office or community agency for services.

In instances where the student cannot be reached to schedule a conference with the Dean/Director or where the student fails to attend the scheduled conference, the Dean/Director will send a certified letter to the student's last known address stating the alleged violations of the Student Code of Conduct, the Dean's/Director's decision as to whether the student violated the Code of Conduct, the penalties imposed. The written notification will also inform the student of his right to appeal as outlined in subsequent sections of this catalog entitled Right of Appeal found in Section III-7 below.

III-6.5 Sanctions

- (1) Reprimand: A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
- (2) General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two

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Student Rights, Responsibilities, and Judicial Procedures (Continued)

- (2) important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) semesters.
- (3) Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the College community. Generally the individual will not be eligible for initiation into any local or national organization, and may not receive any College award or other honorary recognition. The individual may not occupy a position of leadership with any College or student organization or activity. This probation will be in effect for not less than two (2) terms. Any violation of Restrictive Probation may result in immediate SUSPENSION.
- (4) Restitution: Paying for damaging, misusing, destroying or losing property belonging to the College, College personnel, or students.
- (5) Interim Suspension: Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
- (6) Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.
- (7) Withholding grade reports, diploma, or right to register or participate in graduation ceremonies: Imposed when financial obligations are not met. (Will not be allowed to register until all financial obligations are met.)
- (8) Suspension: Exclusion from class(es), and/or all other privileges or activities of the College for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must get specific written permission from the Dean before returning to campus.
- (9) Expulsion: Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the College only with the approval of the Vice President for Academic and Student Services.
- (10) Group Probation: This is given to a College club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.

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Student Rights, Responsibilities, and Judicial Procedures (Continued)

- (11) Group Restriction: Removing College recognition during the term in which the offense occurred or for a longer period (usually not more than one other term). While under restriction, the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.

- (12) Group Charter Revocation: Removal of College recognition for a group, club, society, or other organizations for a minimum of two years. Recharter after that time must be approved by the President.

III-7 APPEALS AND DUE PROCESS

Students subject to administrative decisions affecting their right to attend classes are entitled to due process. Due process includes, but is not limited to, the following considerations:

- (1) The student must be informed of any charges made against him/her that may result in administrative action.
- (2) The student must be advised in writing of the administrative action taken.
- (3) The student will be advised of corrective action required.
- (4) The student is entitled to an appeal as herein provided. The appeals process described in the following paragraphs must be followed.
- (5) The student is entitled to appear and present testimony at any committee meeting scheduled to hear an appeal from said student.

III-7.1 Admissions Decisions

Initial decisions to approve a student or potential student to enter a program or a student re-entering a program are made by the counselor conducting the admissions interview. Appeals of admissions decisions are referred to the Director of Admissions. Decisions of the Director of Admissions may be initially appealed in writing no later than 10 College days after the date of the Director of Admissions' letter to the Associate Vice President for Student Services. The Associate Vice President for Student Services will confer with the Department Chairperson and respond to the student within five (5) working days. Decisions of the Associate Vice President for Student Services are final.

III-7.2 Attendance Problems

Students with excessive absences are dropped by the instructor according to guidelines published in the Student Handbook. They should be referred to the curriculum program counselor.

- (1) Appeals of attendance decisions should be made first to the Department Chairperson and then to the Program Area Dean. Further appeals of administrative withdrawal from class for attendance will be made in writing

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Appeals and Due Process (Continued)

no later than five (5) working days to the FTCC Student Appeals Committee through the Director of Counseling.

- (2) The decisions of the FTCC Student Appeals Committee are referred to the Associate Vice President for Student Services as recommendations. The Associate Vice President for Student Services will review the case, consider the recommendation, reach a decision, and notify the student involved of the resulting decision as soon as possible, but no later than three working days from the receipt of the recommendation of the Student Appeals Committee.
- (3) If the student wishes to appeal the decision of the Associate Vice President for Student Services, the appeal must be in writing and addressed to the Vice President for Academic and Student Services. Thereafter, the route of appeal is to the President and then to the Board of Trustees. Decisions of the Board of Trustees are final.
- (4) Students placed on suspension for attendance problems may be allowed to continue attending class until the appeal has been resolved.

III-7.3 Grades

Grading is the prerogative of the faculty member. Appeals concerning grades must be directed to that faculty member. Failing to reach a satisfactory solution, the student may appeal in accordance with the outline below. The appeal of a grade must be initiated prior to the end of the next regular term.

- (1) The student shall present the appeal in writing to the chairperson or coordinator of the department within which the protested grade was earned. The chairperson or coordinator shall, by conferring with the student and the faculty member, seek resolution by mutual agreement. If applicable, the student should continue to attend classes throughout the appeals process.
- (2) Failing to reach a resolution, the Department Chairperson or coordinator will transmit the appeal to the appropriate Academic Dean or Director who may convene the Academic Review Committee after conferring with the Department Chairperson.
- (3) The Academic Review Committee will consist of the convening Dean or Director and four faculty members appointed by the Dean or Director. During the appeal process, the appropriate Department Chairperson and/or faculty member will be contacted to provide information. The student's appeal will be provided to the committee. If the committee supports the student's appeal, it shall prescribe the method by which the

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Appeals and Due Process (Continued)

student will be re-evaluated. The Dean will notify in writing the faculty member, the student, and the Department Chairperson of the committee's decision and any options recommended within five working days. The resulting grade must be submitted within college guidelines and may not be further appealed.

- (4) A grade appeal that is presented after the term immediately following the term in which the grade was earned must be presented in writing to the Associate Vice President for Curriculum Programs. The Vice President for Academic and Student Services must approve a recommendation for a grade change at this point. No grade change will be made without approval of the faculty member.
- (5) Grades may not be appealed after one calendar year from the time the final course grade was recorded on the official class roster, unless extenuating circumstances justify the change.

III-7.4 Academic Probation and Suspension

Students who fail to meet requirements of academic progress according to guidelines published in the Student Handbook will be placed on Academic Probation or Academic Suspension. These students should be referred to their academic advisor or counselor. The College will assist the student in identifying the probable causes of academic difficulty and will attempt to recommend strategies for change.

Any consideration of academic standing or reinstatement must be approved by the appropriate Department Chairperson and would require assurances that the reasons for academic difficulties have been removed.

Appeals of decisions of the Department Chairperson may be made to the appropriate Program Area Dean. All appeals must be in writing and received no later than five days from the time of notification of the Department Chairperson's decision. Students placed on Academic Suspension may be allowed to continue attending class until the appeal has been resolved. The decision of the Dean in matters of Academic Probation or Academic Suspension is final and not subject to further appeal.

III-7.5 Disciplinary Sanctions

The Program Area Dean or Director investigates charges of misconduct and determines the action to be taken. The decision of the dean/director is presented to the student in writing within five (5) working days after the charge is filed. If

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Appeals and Due Process (Continued)

the student is notified that a disciplinary sanction will be imposed, he or she may appeal the decision.

- (1) If the student wishes to appeal the dean's/director's decision, he or she must submit the appeal in writing within five (5) working days to the Associate Vice President for Curriculum Programs or the Associate Vice President for Continuing Education. The Associate Vice President will render a decision and will notify the student of the decision in writing within five (5) working days of the receipt of the appeal.
- (2) Further appeals of disciplinary sanctions may be made to the FTCC Student Appeals Committee through the Director of Counseling, provided that they are made in writing within five (5) working days of receipt of the Associate Vice President's decision.
- (3) The decisions of the FTCC Student Appeals Committee are referred to the Associate Vice President for Student Services as recommendations. The Associate Vice President for Student Services will review the case, consider the recommendation, reach a decision, and notify the student involved of the resulting decision as soon as possible, but no later than three (3) working days from the receipt of the recommendation of the Student Appeals Committee.
- (4) If the student wishes to appeal the decision of the Associate Vice President for Student Services, the appeal must be in writing and addressed to the Vice President for Academic and Student Services. Thereafter, the route of appeal is to the President and then to the Board of Trustees. Decisions of the Board of Trustees are final.

III-7.6 Financial Obligations

Initial telephone contacts and certified letters of advisement from the Business Office at FTCC regarding delinquent loans and returned checks are mailed to the student. Unpaid indebtedness to the College will result in suspension from the class(es). Students will not be allowed to register for the next term until the debt is cleared with the Business Office.

For returned checks, students are given 15 days from the date of the certified letter to clear the debt before legal action is taken by FTCC. If after 15 days the debt is not cleared, a warrant is issued by the Cumberland County Magistrates' Office. After this time, the student must make payment of the returned check plus court costs to the Clerk of Superior Court.

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Appeals and Due Process (Continued)

For student loans, the promissory note states that payment in full becomes due immediately upon default of any installment or termination of at least half-time study. If payment is not made, the student's account is submitted to the Attorney General's Office for collection. Upon notification of disposition by the Attorney General, the student's unpaid account is submitted to an outside collection agency.

Monthly, any unpaid student accounts are submitted to the North Carolina Department of Revenue under the Set-Off Debt Collection Act. This entitles FTCC to claim a part or all of the student's income tax refund to apply against the debt.

Financial indebtedness to FTCC can only be appealed through the Business Office until the matter is submitted to local and state legal authorities.

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III-8 DISMISSAL

Fayetteville Technical Community College reserves the right to dismiss any student when it believes such action is in the best interest of the College, the students, the faculty, the staff, or the student him/herself. In all cases, the right of due process is the student's prerogative.

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III-9 STUDENTS WITH DISABILITIES

FTCC remains committed to meeting the needs of all students, including the disabled and handicapped. The following procedures have been established to provide for students with special needs within the scope of federal regulations (Section 504 of the Rehabilitation Act of 1973).

III-9.1 Eligible Students

- (1) Student Services personnel will determine eligibility of special population students from a self-disclosure form completed by the student following admission to the College.
- (2) Students in need of "reasonable accommodations" must make that request in writing at least 30 days prior to the next scheduled registration period.
- (3) Eligible students will be limited to qualified individuals with a disability. A qualified individual with a disability is defined as having:
 - a. a physical or mental impairment that substantially limits one or more of the major life activities of such individuals;
 - b. a record of such an impairment; or
 - c. being regarded as having such an impairment."

(Definitions from "Americans with Disabilities Act.")

III-9.2 Reasonable Accommodations

- (1) The College is required by law to make "reasonable accommodations" for qualified individuals with a disability. Accommodations that should be routinely made are as follows:
 - a. Assistance with registration and scheduling for students with a legitimate disability.
 - b. Use of tape recorders by students whose disability indicates such a need.

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Students With Disabilities (Continued)

- c. Selective seating where appropriate.
 - d. Substitution of courses where educationally sound.
- (2) Additional accommodations may be authorized where it has been determined that the accommodation is educationally sound, essential to the successful matriculation of the student, and does not present an "undue hardship" on the College. In each case, the student should be required to present an "Authorization for Special Services" form prior to receiving the assistance requested. Instructional personnel are urged to contact the Counselor for Special Populations or the Director of Counseling if there are any questions or suggestions concerning the student's special needs. These accommodations may include, but are not limited to:
- a. Use of interpreter for the deaf, note-takers, and readers for qualified individuals.
 - b. Provision for tutors.
 - c. Alternative testing methods including extension of testing time.
 - d. Use of auxiliary aids and services including taped texts, phonic ears, and other similar services and actions.
 - e. Alterations to the instructional methodology.
 - f. Alterations to the program requirements.

The College will not provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature. The College will provide access to all services and activities that are available to non-handicapped students.

III-10 STUDENT APPEALS COMMITTEE

III-10.1 Procedures

The Student Appeals Committee will follow the procedures listed below:

- (1) Meet at least once each term, and more frequently as need arises, but not more than once per week. The Director of Counseling will determine the need to meet, based on appeals reaching his/her office, and will notify the Chairperson of the committee.
- (2) The committee will utilize faculty, counseling staff, administrative staff, students, and any other source to obtain complete information, except when the information asked for would violate a confidence.
- (3) The committee will keep on file a written account, detailing the necessary information to clearly define the case. (Security and confidentiality of the information will be maintained as required by the current federal regulations governing the Privacy Act.)
- (4) The committee will present in writing to the Associate Vice President for Curriculum Programs its recommendations as to the decision which it feels should be made in the case. The Associate Vice President for Curriculum Programs will return to the committee, a copy of the response made in the case. This copy should be placed with the other pertinent information in the committee's files.
- (5) The committee will act on all student grievances which are appealed beyond the Dean level.
- (6) The FTCC Student Handbook states the line of progress in the due process procedure. The Student Appeals Committee will function in the line of due process between the Deans and the Associate Vice President for Curriculum Programs.

If a student wishes to appeal beyond the Associate Vice President for Curriculum Programs, to the Vice President for Academic and Student Services, all information, including recommendations of the committee and the response of the Vice President, will be used by the President and up the line, to the Board of Trustees if needed. It is hoped that all students' appeals will be decided at the lowest level possible.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Student Appeals Committee (Continued)

It is imperative that clearly defined records be kept, since appeals fall under the heading of due process with federal regulations governing this phase of individual rights.

III-10.2 Financial Aid

Students who are no longer eligible for Title IV financial aid support due to lack of satisfactory progress may request an extension of financial aid through the Appeals process. Students may appeal financial aid decisions through the Financial Aid Office. The appeal must be in writing and should state the reasons for prior unsatisfactory progress and specify the action that has been taken to insure academic success upon continuation/re-entry. The appropriate Financial Aid Satisfactory Academic Process Appeal Form must also be submitted.

III-10.3 Parking Violations

Appeals of parking violations may be submitted in person or in writing at the Security/Traffic Office, Room 132 of the Student Services Center. Appeals cannot be made via telephone or at other campus locations. To be considered, appeals must be submitted within ten days of the alleged offense. The Traffic/Administrative Officer is granted final authority to grant or deny an appeal based upon its merits.

III-10.4 Residence Classification for Tuition Purposes

Appeals of residency classification for tuition purposes are conducted in accordance with North Carolina statutes. Copies of the applicable law (G. S. 116-143.1) and implementing regulations are available in the Student Services Office and the circulation desk of the Paul H. Thompson Library. Appeals and requests for reclassification must be filed with the office of the Director of Admissions. Decisions of the Director of Admissions may be appealed to the State Residency Committee only. Information concerning the appeals process is available in the Student Services Office.

III-10.5 FTCC Residency Classification Procedures

- (1) Initial residency classification is to be accomplished by the Director of Admissions or an admissions counselor, based upon information supplied by the applicant and following "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residency Classification for Tuition Purposes."

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Student Appeals Committee (Continued)

- (2) Requests for re-classification are to be directed to the Director of Admissions, who is designated by the Chief Executive Officer to handle appeals of residency classification pursuant to established rules and procedures.
- (3) Students requesting reclassification are expected to request an appeal in writing. A completed FTCC "Residency and Tuition Status Application" is to accompany that request. Students may provide supportive information if they so choose.
- (4) Upon receipt of the "Residency and Tuition Status Application" the Director of Admissions will review all information relative to the appeal and make a determination of residency status. The student may request to be present at the time of review and residency determination.
- (5) The Director of Admissions will notify the applicant/student of appeals action within 10 days of said action. The Director of Admissions shall advise the student at that time of their right to further appeal.
- (6) The Director of Admissions will notify the Vice President for Business and Finance and the Registrar/Curriculum of the results of any appeal action.
- (7) Students who are declared out of state at the institutional level and choose to appeal their case to the State Residency Committee must notify the Director of Admissions of their intention to appeal within 10 days of receipt of notification of the appeals action.
- (8) The Director of Admissions will assist students on processing appeals to the State Residency Committee. Procedures established in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes" and current "Policy and Procedures of the State Residency Committee" will be followed.

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III-11 FACULTY ADVISORY SYSTEM

The Faculty Advisory System at Fayetteville Technical Community College is an integral part of the instructional and student development programs of the College and serves two primary functions: (1) to assist students with course selection for their curricular studies, and (2) to provide assistance with the scholastic and school-related problems encountered in reaching their academic goals. The faculty advisory system is designed to provide the student with information, assistance with procedural tasks and educational program planning. In addition, the faculty advisory system is to provide the student with an educationally supportive relationship outside of the classroom environment. The effective use of the faculty/advisor-student relationship is essential to both student academic success and retention.

III-11.1 Faculty Advisory System Objectives

The objectives of the faculty advisory system are:

- (1) To facilitate the smooth and timely function of the registration process.
- (2) To instill the student with a sense of responsibility for carrying out his/her academic program.
- (3) To effect a positive attitude toward the College and toward the student's academic endeavors.
- (4) To disseminate vital information to the student body.
- (5) To assure that the student's program planning and course selection will lead to graduation.

III-11.2 Faculty Advisor Duties

The duties of the faculty advisor include:

- (1) The transmission of information from the administration to the student population.
- (2) Providing accurate information about academic regulations, procedures, course prerequisites and graduation requirements.

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Faculty Advisory System (Continued)

- (3) Assisting the student in selection of courses appropriate to successful completion of graduation requirements.
- (4) Documentation of graduation requirements.
- (5) Assistance with schedule correction procedures, including resolution of scheduling conflicts.
- (6) Assistance with academic problems, including study habits, appropriate course load and career objectives.
- (7) Each semester conducting a scheduling conference with each advisee.
- (8) Being available to advisees through regularly scheduled office hours.
- (9) Referral of advisees for special services and/or counseling as needed.

The faculty advisor will be issued advisee information for each student assigned to the advisor by the Office of the Registrar/Curriculum. Advisee information will include transcript copies and a copy of the student's educational plan which will list any transfer credit or course recommendations. Faculty advisors should be prepared to deal with student questions and concerns involved with program and course selection. A familiarity with VA regulations, attendance requirements, career expectations, and the kind and amount of effort required for the student's academic success are essential. The faculty advisor should be knowledgeable of the support services of the College and be able to refer students to the appropriate offices: i.e., Counseling, Career Center, Financial Aid, Success Center, Library, Office of the Registrar/Curriculum, Veterans' Services Office.

III-11.3 Assignment of Faculty Advisors

Faculty are normally not assigned advisees during their first year of employment. Those faculty that are assigned to a curriculum that has no other faculty assigned will be assigned advisees. During the first year of employment faculty should shadow their assigned mentor and become familiar with the advising process.

Students are assigned to faculty advisors upon meeting admission requirements for an academic program. Advisor assignments are based on the student's program of study.

Students who have not met the requirements for admission to an academic program receive academic advisement from the Student Services counseling staff.

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Faculty Advisory System (Continued)

III-11.4 Evaluation of Faculty Advisory System

The Faculty Advisory System is evaluated annually by students through the Completer/Non-Completer Surveys and by faculty and staff through the Annual Services Survey. The Associate Vice President of Curriculum Programs evaluates the survey results and develops improvements for the Faculty Advisory System.

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III-12 STUDENT RECORDS POLICY

III-12.1 Introduction

This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Fayetteville Technical Community College (FTCC) is committed to the policy and will follow the procedure outlined.

The Board of Trustees of FTCC authorizes the President or his designee to inform students of their rights under the policy and to commit the resources of FTCC to carry out the policy as well as to deal with individuals who violate it.

In case a student believes that FTCC has violated the FERPA, the student has a right to file a complaint with the U.S. Department of Education.

III-12.2 Definitions

For the purposes of this policy, FTCC has used the following definitions of terms:

- (1) Student - any person who attends or has attended FTCC.
- (2) Education records - any record (in handwriting, print, tapes, film, or other medium) maintained by FTCC or an agent of FTCC which is directly related to a student, except:
 - a. A personal record kept by a College staff member if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
 - b. An employment record which is used only in relation to a student's employment by FTCC.
 - c. Alumni records which contain information about a student after he or she is no longer in attendance at FTCC and the records do not relate to the person as a student.
- (3) Permanent student records - records that are kept by the College on all current and former students. The following documents are maintained as a part of the student's permanent records and are subject to all state and

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Student Records Policy (Continued)

federal regulations governing the safety and confidentiality of those records:

- a. Curriculum student records: completed application for admission; statement of residency; entry-assessment test scores; transcripts; the student's educational plan; any statement of waiver by the student concerning student records; student correspondence with administrators or officials at FTCC; and copies of official correspondence mailed to the student regarding academic status, i.e., President's List, Dean's List, Academic Probation, etc.

Other records, such as veteran's records and completed medical forms, are maintained for a specified period but are not part of the student's permanent record.

- b. Continuing Education student records: transcripts of courses taken.

III-12.3 Annual Notification

FTCC will publish in the FTCC Student Handbook, provided each student at registration, a notice to students of their right under the FERPA. Additional copies of the FTCC Student Handbook are available in the Office of the Registrar/Curriculum. The College will include the same notice in Tech Notes at least once a term. The Continuing Education Division will notify students by flyers and tabloids distributed throughout the county.

The notice to students will include, but not be limited to, the following:

- (1) The right of a student to inspect and review his/her educational record.
- (2) The intent of FTCC to limit the disclosure of information contained in the student's educational record, except:
 - a. With the student's prior written permission.
 - b. Directory information which the student has not prohibited from disclosure.
 - c. Under certain limited circumstances permitted by the FERPA and listed in section VIII of this policy.
- (3) The right of a student to petition the Registrar/Curriculum to amend or correct any part of the educational record which the student believes is inaccurate, misleading, or in violation of student rights. This includes the

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Student Records Policy (Continued)

right to a hearing to present evidence that the record should be changed if FTCC decides not to alter it according to the student's request.

- (4) The right of any person to file a complaint with the Family Education Rights and Privacy Act Office, U.S. Department of Education, 330 Independence Avenue, S.W., Washington, D.C. 20201, if FTCC violates the FERPA or this policy.
- (5) The procedure that a student should follow to obtain copies of this policy and where copies may be obtained.

III-12.4 State of Rights

FTCC encourages students to exercise all of their rights under the FERPA and this policy. Operating under the premise that the educational process is a cooperative venture between the student and FTCC, this policy emphasizes the following rights of students:

- (1) To inspect and review their educational records.
- (2) To exercise limited control over other people's access to their education records.
- (3) To seek to correct their education records in a hearing if necessary.
- (4) To report violations of FERPA to the Family Education Rights and Privacy Act Office, Department of Education.
- (5) To be informed about their FERPA rights.

III-12.5 Locations of Education Records

Type	Location	Custodian
Admissions Records	Records Vault (Student Center)	Director of Admissions
Academic Records	Records Vault (Student Center)	Registrar/Curriculum
Continuing Education	Continuing Education Vault (Neil Currie Building)	Assist. Registrar for Continuing Education
Financial Aid	Financial Aid Office (Student Center)	Director of Student Financial Aid Services
Financial Records	Business Office (Administration Office)	Vice President for Business and Finance

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Student Records Policy (Continued)

Type	Location	Custodian
Literacy Test Data	Test & Retention Office (Neil Currie Building)	Test & Retention Coordinator
Student Data Files	Data Memory Registrar's Office (Computer Center)	Assistant Registrar/Curriculum
Test Scores	Testing Office (Student Center)	Testing Coordinator
Veteran Records	Veteran's Service Office (Student Center)	Veteran's Services Office Coordinator

III-12.6 Procedure to Inspect Education Records

FTCC encourages students to inspect and review their education records, at least annually or, if for any special need, more frequently. It may be mutually more convenient for the record custodian to provide copies of the records. Students who wish to review their records may submit a written request to the records custodian or to the Registrar/Curriculum identifying the precise records sought to be inspected. If it is mutually convenient, the records custodian will allow the student to review the records at once. If the student is unable to inspect the records immediately, arrangements will be made to make the records available at a specific time and place. The procedure will be completed as promptly as possible, but in all cases the student will be permitted to inspect the records within 45 calendar days after the records custodian receives the student's request.

If for any valid reason such as work hours, distance, or health, a student cannot personally inspect and review his/her education record, FTCC will arrange for the student to obtain copies of the record.

When a record contains personally identifiable information about more than one student, a student may inspect only that information which relates to him.

FTCC reserves the right to refuse to permit a student to inspect and review the following:

- (1) The financial statement of the student's parents.
- (2) Information which is not contained in educational records as defined in this policy.
- (3) Any information pertaining to an applicant who has not enrolled or paid tuition at FTCC.

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Student Records Policy (Continued)

III-12.7 Fees for Copies and Records

- (1) FTCC will charge the following fees for copies of education records:
 - a. Transcripts - FTCC will furnish each student, without cost, personal copies of the student's transcript not to exceed one copy a year. In addition, the student may receive one official transcript or have an official transcript sent on request to a college or employer.
 - b. There will be no charge for additional transcript copies provided upon the student's written request.
- (2) FERPA requires FTCC to provide copies of educational records to students when:
 - a. The failure to do so would effectively deny the student access to the records.
 - b. At the request of the student, FTCC has provided the records by the student's prior written consent.
 - c. The student requests copies of records FTCC has forwarded to another school where the student intends to enroll. *No transcript fee will be charged for FERPA required copies.
- (3) Copies (not signed and certified) of education records will be available to students, even though FERPA does not require them.
- (4) FTCC reserves the right to deny transcripts or copies of records not required by the FERPA in any of the following situations:
 - a. The student has unpaid financial or other obligations to FTCC, including, without limitation, unresolved parking violations, overdue books, or unpaid library fines.
 - b. There is unresolved disciplinary action against the student or unresolved litigation between the student and FTCC.
- (5) The fee for all other copies will be charged, per page (plus postage, if mailing is involved).

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Student Records Policy (Continued)

III-12.8 Directory Information

FTCC designates the following personally identifiable information contained in student records as "directory information." FTCC may, at its discretion, disclose directory information without a student's further prior consent:

- (1) Name
- (2) Curriculum
- (3) Enrollment Status
- (4) Dates of Enrollment
- (5) Degree Received
- (6) Mailing Address
- (7) E-mail Address(es)

In addition, the student's telephone number, address and location on campus may also be released if a need for emergency access exists as determined by the Registrar/Curriculum or the Registrar's designee.

FTCC will publish, in the FTCC Student Handbook, the above list or a revised list of the items classified as directory information. Students will be advised at that time that they have the right to request that directory information not be disclosed. Any student who objects to release of directory information must notify the Registrar/Curriculum in writing within five (5) school days from the first day of the term of the items that the student does not want disclosed. If no objection is received by that date, the information will be classified as directory information until the beginning of the next school year.

III-12.9 Disclosure of Education Records

FTCC will release transcripts and other information from educational records only upon the written request of the student, except:

- (1) To FTCC officials who have a legitimate educational interest in the records.
 - a. An FTCC official is a person:
 - Employed as an administrator, supervisor, instructor, or support staff member.

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Student Records Policy (Continued)

- Elected to the Board of Trustees.
 - Employed by or under contract to FTCC to perform a special task, such as an attorney, auditor, medical consultant or therapist.
- b. An FTCC official has a legitimate educational interest if the official is:
- Performing a task that is specified in his or her position description or by a contract agreement.
 - Performing a task related to a student's education.
 - Performing a task related to the discipline of a student.
 - Providing a service or benefit relating to the student or student's family, such as health care, counseling, or job placement.
- (2) To officials of another school in which a student seeks or intends to enroll upon request of such official.
- (3) To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational or labor authorities, in connection with certain state or federally supported education programs.
- (4) In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- (5) If required by a state law requiring disclosure that was adopted before November 19, 1974.
- (6) To organizations conducting certain studies for or on behalf of FTCC.
- (7) To accrediting organizations to carry out their functions.
- (8) To parents of an eligible student who claim the student as a dependent for income tax purposes.
- (9) To comply with a judicial order or a lawfully issued subpoena.
- (10) To appropriate parties in a health or safety emergency.

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Student Records Policy (Continued)

- (11) To official United States military recruitment personnel as authorized by Public Law 104-208 (Solomon-Pumbo Amendment).

III-12.10 Records of Requests for Access and Disclosures Made from Education Records

Requests for disclosure of information contained in a student's educational records, including transcript copies, submitted by the student will be honored for a period of one year unless otherwise specified by the student at the time of the request. All requests for disclosure of information or for access to the record by persons other than FTCC officials or the student, must be submitted to the appropriate records custodian or the Registrar/Curriculum. The records custodian will approve or disapprove all such requests for access and disclosures and, except for directory information, a record will be maintained of these actions.

The records of requests for and disclosures made from education records will be available only to the Registrar/Curriculum or the records custodians, the student, or to Federal, state or local officials for the purpose of auditing or enforcing state and federally supported educational programs.

The record will include at least:

- (1) The name of the agency or person that made the request.
- (2) The interest the person or agency had in the information.
- (3) The date the person or agency made the request.
- (4) Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

III-12.11 Procedures to Correct Education Records

FTCC will permit students to challenge the content of their education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students.

If a student believes there is an incorrect item in his/her education records, he/she should informally discuss the problem with the record custodian. If the record custodian agrees the record is incorrect because of a patent error, the record custodian is authorized to make such changes. If the record custodian cannot change the record to the student's satisfaction, or the record does not appear to be obviously incorrect, the custodian will:

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Student Records Policy (Continued)

- (1) Provide the student with a copy of the questioned record at no cost.
- (2) Ask the student to provide a written request for the change, identifying the part of the record he/she wants changed and specifying why he/she believes it is inaccurate, misleading or in violation of the student's privacy or other rights.
- (3) FTCC may comply with the request or it may decide not to comply. If it decides not to comply, FTCC will notify the student of the decision and advise him/her of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
- (4) Upon request, FTCC will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
- (5) The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of FTCC. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
- (6) FTCC will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision.
- (7) If FTCC decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
- (8) The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If FTCC discloses the contested portion of the record, it will also disclose the statement.
- (9) If FTCC decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

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III-13 GENERAL CLASS INFORMATION

III-13.1 Class Attendance Policy

Because of the nature of the vast majority of the courses at Fayetteville Technical Community College, the administration has established the following policy. The policy has been established for the benefit of the students who are forced, because of reasons beyond their control, to miss classes as well as those who do not miss any classes (both groups of students are involved). Attendance may be taken separately in each portion of a course (i.e., class, lab, clinic, shop). Missing 20% of any portion of a course may result in administrative withdrawal.

- (1) Instructors will make every effort to advise students who have missed more than 10% of a course that their standing in class is in jeopardy. Students who add a course after the first day of the class are responsible for all materials covered from the beginning. Instructors are encouraged to refer students with excessive absences to the Counseling Office.
- (2) If absences exceed 20%, at any point during the term, the faculty member may: drop the student from the course, or allow the student to continue in the course under conditions set by the instructor.
- (3) Tardy students interrupt the beginning of a class meeting. If a student enters the class after the instructor has started the class, the student shall be recorded as being tardy. Three tardies shall be counted as one absence.
- (4) No absence, for any reason, shall excuse a student from an announced test, examination, or other assigned activities. Make-up of any tests or work missed shall be at the discretion of the faculty member. The make-up of any test or examination shall be scheduled on the earliest possible date after the student returns to class.
- (5) Special attendance policies are in effect for the following programs: Associate Degree Nursing, BLET, Dental Assisting, Dental Hygiene, Early Childhood Education Credential Certificates, Emergency Medical Science, EMT classes (Continuing Education), Fire Academy (Continuing Education), Nursing Assistant, Pharmacy Technology, Phlebotomy, Physical Therapist Assistant, Practical Nursing, Radiography, Respiratory Care, Speech Language Pathology Assistant, and Surgical Technology. No department may impose a different attendance policy unless specifically required for licensure purposes. Requests for a more stringent

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General Class Information (Continued)

policy must be submitted in writing to, and approved by, the appropriate Program Area Dean.

- (6) The following programs require that a student complete the stated course work with a grade of "C" or better in order to progress to the next course/term:
 - a. Associate Degree Nursing - C or better in all major and science courses. Satisfactory grade in clinical.
 - b. Emergency Medical Science - C or better in all major and science courses. Satisfactory grade in clinical.
 - c. Funeral Service Education - C or better in all FSE courses and ACC 110, BIO 105X, BIO 105Y, BUS 115, BUS 116, PSY 254 and SOC 251.
 - d. Nursing Assistant - C or better in all major courses.
 - e. Paralegal Technology - C or better in all LEX courses.
 - f. Pharmacy Technology - C or better in all major and science courses.
 - g. Phlebotomy - C or better in all major courses.
 - h. Physical Therapist Assistant - C or better in all major and science courses.
 - i. Practical Nursing Education - C or better in all major and science courses.
 - j. Radiography - C or better in all major and science courses.
 - k. Respiratory Care - C or better in all major and science courses.
 - l. Speech-Language Pathology Assistant - C or better in all major or science courses.
 - m. Surgical Technology - C or better in all major and science courses.
- (7) Special permission must be obtained from the Registrar/Curriculum and the faculty member before a friend can sit in on a class. Students are responsible for their guest's behavior while on campus.

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General Class Information (Continued)

- (8) Children are not to be left unattended anywhere on campus. Small children of students are not permitted to sit in classes, labs, or the library.

III-13.2 Early Dismissal from Class

Approval to leave any portion of a class period earlier than the time the session usually ends must be secured prior to the beginning of that class.

A student who leaves a class without prior permission from the instructor will be counted absent for that class period.

III-13.3 Attendance Records Applicable to Student Veterans Only

Fayetteville Technical Community College is required by federal regulations to show termination or reduced class loads of all student veterans within 30 days of the last date of attendance. Failure to do so causes the College to be held liable for overpayments made to the student. To help eliminate any possible liability, the following steps must be followed in reporting attendance of student veterans:

- (1) Daily attendance records must be maintained for all veterans.
- (2) When a veteran is determined withdrawn according to the current withdrawal policy, a "change of registration" (drop) form must be filled out immediately and submitted to the Office of the Registrar/Curriculum.
- (3) The drop date and last date of attendance or contact shown on the form must agree with the instructor's class roster.
- (4) The drop form must be submitted no later than eleven (11) school days following the last date of student's attendance or contact with the class.

III-13.4 Course Repeat

A student may repeat for credit or audit any curriculum course one time in an effort to earn a higher grade and/or to add to his/her mastery of course content. If a student petitions for another attempt through the appropriate Dean, a third and final attempt may be granted based on documented major extenuating circumstances. When a course is repeated, the last grade earned (A, B, C, D, F, and WF) will be counted in determining the hours earned and in determining the grade point average at Fayetteville Technical Community College. However, all grades will be recorded on the student's official transcript. Grades of withdrawal passing (WP) and audit (AU) are not calculated in the GPA, but they will be considered as a repeat grade.

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General Class Information (Continued)

Specific program requirements for academic progress are outlined in the College catalog (i.e., Health occupations curriculums, Funeral Service Education, and Paralegal Technology).

The University of North Carolina System and other colleges or universities requires that a student earn a grade of “C” or better in each transfer course completed. A student planning to transfer should realize that receiving institutions do not have consistent policies regarding course repeats. Admissions personnel will review the transcripts of transfer applicants and may recompute grade point averages to include the grade originally assigned, or compute all grades assigned at Fayetteville Technical Community College.

Note to students receiving VA assistance: Two attempts will be the maximum allowed for counting a course as part of a student’s credit hour load for determining eligibility. Veterans who wish to repeat courses, for which a passing grade (D or higher) has been earned, will not receive educational benefits for repeating those courses.

Note to students receiving financial aid: All attempted classes will be counted toward academic progress.

Not to students interested in a health program: Previously completed science courses must have been satisfactorily completed with a grade of “C” or better within five years of entry in a health program. These courses may be attempted only twice. The appropriate health department chairperson through the Dean of Health Programs may approve exceptions.

Course Repeat Procedures

The request for course repeat must be initiated by the student and directed to the Registrar. All requests must be initiated prior to the end of the final term of enrollment (i.e., at the end of fall term if graduating at the end of the spring term). Students applying for health programs must make the request prior to the January 30 deadline. The “Class Repeat” form is available in the Registrar’s office.

A student may petition in writing to the Associate Vice President for Curriculum Programs to have grades which are at least seven years of old forgiven.

The Vice President for Academic and Student Services must approve exceptions to this policy.

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General Class Information (Continued)

III-13.5 Course Conflicts

Students are not permitted to take courses with overlapping class hours.

III-13.6 Schedule Adjustments and Withdrawals

- (1) Students may add a class within the first two school days (one day for 8-week and 9-week terms) of any term if the class has not met.
- (2) Once a student has duly enrolled in a class and paid the registration fee, the student shall maintain membership in said class, until one of the following occurs:
 - a. Student Withdrawal - he or she officially withdraws. This constitutes student withdrawal and is effective as of that date.
 - b. Administrative Withdrawal
 1. He or she ceases attending class. Students who are absent for more than 20 percent of scheduled class sessions may be dropped from the class rolls.
 2. If a student fails to attend class prior to the 10% point of the term (census date), then the instructor may be reasonably assured that the student does not intend to pursue the learning activities of the course. This constitutes administrative withdrawal (No Show) and is effective as of the first day of class.
 3. He or she completes the minimum objectives stated for the class or transfers to another class.
- (3) For Withdraw Grading Policy, see III-3.2 Assignment of Grades.
- (4) A student who wishes to withdraw must complete a "Registration Change" form, have it initialed by the faculty member, and present it to the Registrar before an official withdrawal can be recorded.
- (5) Students who are dropped for excessive absences prior to the 30% point of the class will be assigned a grade of "WP" or "WF."
- (6) Failure to withdraw properly may result in a failing grade for the course and may jeopardize their right to re-enroll at a later date.

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General Class Information (Continued)

- (7) Students receiving Financial Aid or VA Educational benefits should confer with personnel in those offices before dropping classes or withdrawing from the College.
- (8) Students who withdraw or drop from any portion of a course (classroom, lab, clinic or shop) will be dropped from the entire course.

III-13.7 Directed Studies Guidelines

A. Directed Studies – A course in which:

1. The student learns the course content for the most part on his or her own under the advisement and leadership of an FTCC faculty member.
2. The course learning objectives and outcomes closely match those of the traditionally taught course.
3. A faculty member guides and assesses the student's learning and outcomes during the class.
4. The faculty member determines, with agreement by the student(s), the configuration of the following:
 - a. Student/faculty conferences
 - b. Readings
 - c. Projects, research papers
 - d. Experiences
 - e. Presentations
 - f. Examinations and assessments
5. A Directed Studies Agreement between the student(s) and instructor spells out in detail the expectations of each. The written agreement closely resembles the detailed information found on a traditional syllabus.

B. Guidelines and Limitations

1. The Academic Dean authorizes/approves the directed studies class. The Academic Dean is responsible for determining if the student meets the qualifying criteria as noted in item 4 below.
2. Most scientific laboratory, English composition, and capstone courses are not available for directed studies. Third or subsequent attempts should not be approved for Directed Study.
3. The Academic Dean should consider overloading a course before approving the Directed Studies option.

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General Class Information (Continued)

4. The Directed Studies option was not designed as a solution to the lack of poor student planning. The following criteria shall be used in qualifying students for Directed Studies:
 - a. The student should have completed at least 12 hours of study at FTCC.
 - b. The student should have a cumulative GPA of 2.25.
 - c. A student can take no more than one Directed Studies per semester and three Directed Studies classes total in an associate degree program (limited to two for a diploma and one for a certificate).
 - d. Priority shall be given to students who need a course in order to graduate.
 - e. A student cannot use the Directed Studies option for a course that has been unsuccessfully completed in the past.
5. The maximum number of students in a Directed Studies option class is four (4).
6. The instructor shall prepare a syllabus including a teaching timeline and documentation describing how the course goals and learning outcomes shall be met by the completion of the Directed Studies Agreement.
7. Full-time faculty shall receive a 0.25 load factor per student for a maximum of 1 load credit for the class. If the class also contains a lab component approved for the Directed Studies option, then the faculty may receive a 0.25 load factor per student for a maximum of 1 load credit for the lab component.
8. Part-time faculty shall be compensated at a rate based upon the student cost per credit hour for the class (currently \$50.00) plus \$5.00. The following chart indicates compensation per credit hour.

<u>Credit Hours</u>	<u>Compensation</u>
1 credit hour course	\$55.00 per student
2 credit hour course	\$110.00 per student
3 credit hour course	\$165.00 per student
4 credit hour course	\$220.00 per student
5 credit hour course	\$275.00 per student

Classes with lab components that have been approved for Directed Studies may be compensated for the actual lab time. The total amount paid to a part-time faculty member for a group of students (maximum of four) in a Directed Studies class cannot exceed the normal part-time faculty compensation for a traditional course.

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General Class Information (Continued)

9. Exceptions to the Directed Studies Guidelines may be made with the approval of the Vice President for Academic and Student Services.

C. Process

1. The department Chair and Academic Dean will determine if a Directed Studies class is justified for a low enrollment class or a request from a student to take the Directed Studies option for a class.
2. If the Directed Studies option is denied, the Department Chair will notify the student(s) and provide other alternatives.
3. If the Directed Studies option is approved, the Academic Dean will have the class coded for "Directed Studies" with a restricted registration.
4. The student will be notified that the Directed Studies option has been approved and that he or she is registered for the course. All tuition payment deadlines must be met as well as all refund and withdrawal dates.
5. The student will be responsible for contacting the instructor to set up a meeting to plan the Directed Studies. This meeting must occur no later than the third day of the semester/term. The assigned faculty will arrange a time to meet when as many of the students who are enrolled in the class as possible can meet.
6. At this meeting the student(s) and the instructor will finalize the details of the Directed Studies Agreement.
 - a. The instructor and the student(s) agree to the components of the course and to the series of scheduled meetings (the learning agreement) and sign applicable documents.
 - b. The instructor will attach the course syllabus and the learning agreement that has been reached.
7. The Academic Dean will approve the completed Agreement. Full-time faculty will receive faculty workload for the class and part-time faculty will receive a part-time contract.
8. The instructor will maintain an attendance record/log to include date, length of session (for FTE purposes), topic(s) discussed, and student's signature. The attendance record/log will be submitted to the Department Chair, Dean, and Registrar at the end of the semester/term.
9. The Academic Dean's office will keep a folder on each student enrolled in a Directed Studies option class. The folder will include:
 - a. Signed Agreement
 - b. Syllabus
 - c. Teaching Timeline

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
General Class Information (Continued)

- d. Class Roster
- e. Attendance Record
- f. Learning Outcomes

III-13.8 Course Prerequisite and Corequisite Guidelines

A prerequisite is a course that must be taken prior to another course. A corequisite is a course that must be taken at the same time as another course or prior to the course to be taken. The college may mandate prerequisites and corequisites to ensure students are prepared to meet the requirements of the course material. Students who do not have confirmed prior credit, equivalency via placement test scores, or transfer equivalency that satisfies the stated prerequisites and corequisites may be administratively dropped from the course. Course prerequisites and co-requisites may be found by using WebAdvisor. Academic Deans, Division Chairs, Department Chairs, and Program Coordinators have the authority to waive a prerequisite or corequisite based upon verified evidence that the student has the necessary prerequisite or corequisite experience to meet the demands of the higher level course. A **Prerequisite Waiver Approval Form** will be completed for each waiver granted when the evidence of the prerequisite or corequisite is not identified in Datatel.

III-14 GRADUATION PROCEDURES

To be eligible for graduation, the student must:

- (1) Successfully complete the curricular requirements in effect at the time the student entered the curriculum. Students who enter a curriculum after the fall term are subject to the curricular requirements in effect at the time of re-entry. A student who withdraws from the College and re-enters at a later semester, including students who have completed at least one or more semesters, will be subject to curricular requirements in effect at the time of re-entry. In cases where students re-enter at the beginning of fall semester, they are subject to the requirements for the curriculum at the fall semester re-entry.
- (2) Have met all admissions requirements for the program in which the student will graduate, including receipt of high school transcript and transcripts of all post-secondary school work.
- (3) Have sufficient grade points to average 2.0 major GPA.
- (4) Have passing grades in all required courses (certain curricula, especially in the health area, require that a student make at least a "C" on major subject areas for the student to be eligible to take state and national examinations for licensure.)
- (5) Must have taken care of ALL financial indebtedness to Fayetteville Technical Community College, including a graduation fee.
- (6) Applications for degrees or diplomas must be completed by the student and returned no later than the end of the fall semester for the spring graduation and the end of the spring semester for summer graduation from those programs that are completed in sequence during the summer (i.e., Emergency Medical Science, Radiography, and certain vocational curricula). The College assumes no responsibility for making special adjustments for students who fail to file applications by the designated time. A candidate who fails to file an application for graduation or meet graduation requirements by the designated date for each automatically voids his/her candidacy for that particular graduation.
- (7) Substitutions of courses for graduation purposes must be approved by the Department Chairperson and the Program Area Dean.

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Graduation Procedures (Continued)

- (8) Electives taken by students under VA educational benefits may exceed the total required hours of a curriculum only by the hours of the last elective taken to fulfill those requirements.