WESTERN PIEDMONT COMMUNITY COLLEGE
SECTION 2: ACADEMIC

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(ACADEMIC, Table of Contents revised on July 21, 2003, on December 13, 2004, on February
7, 2005, on January 20, 2006, on May 8, 2006, on November 13, 2006, on December 4, 2006,
2.1

PURPOSE AND GOALS OF THE OFFICE OF ACADEMIC AFFAIRS

The purpose of the Office of Academic Affairs at Western Piedmont Community College is to provide direction, supervision, leadership, evaluation, planning and budgeting oversight to the academic and educational support divisions that develop, maintain and provide educational opportunities as outlined in the College’s Mission Statement. These divisions include four academic areas (Business Technologies, Health Sciences, Humanities and Social Sciences, and Natural Sciences and Engineering), Student Services, Learning Resources and Continuing Education.

Primary goals of the Office of Academic Affairs are to:

To provide for the needs of the adult learner;

To provide high-caliber, accessible, educational/training opportunities to adults in the College service area;

To provide for the development and maintenance of quality in all of the College’s programs and services;

To provide sound management practices;

To provide liaison to local/state agencies, institutions, businesses and industries;

To provide for quality articulation between the College and the public schools and between the College and other post-secondary educational institutions;

To provide a learning environment that maximizes the quality of the teaching-learning experience and minimizes barriers to the life-long learner;

To provide all academic, continuing education and student development services, activities, and opportunities that are identified with a comprehensive community college; and

To meet or exceed, on a consistent basis, the criteria standard for each performance measure recognized by the North Carolina Community College System.

(PURPOSE AND GOALS OF THE OFFICE OF ACADEMIC AFFAIRS, approved by the Trustees on June 2, 2003.)

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2.2

ADMISSION POLICIES

As a member of the North Carolina Community College System, Western Piedmont Community College operates under an “open door” admission policy. Any person, 18 years of age or older, or who are high school graduates, and who are able to profit from further formal education, will be served by the College. The College serves all students regardless of race, religion, association, sex, age, disability, or ethnic origin. Admission requirements for “limited enrollment” programs are published with the program description.

All students must submit a properly completed application to the Office of Admissions. Application forms are available in Student Services, from local high school counselors, and online.

Academic Advising:

To assist students in their academic programs, Western Piedmont Community College has established a system of academic advising whereby the student is assigned to a faculty member or counselor who serves as an advisor. The advisor helps to plan the student’s academic program during early advising, early registration, and registration periods, keeps a record of progress, and is available throughout the year for additional academic advisement. The final responsibility for meeting all academic requirements for a selected program rests with the student. Students planning to transfer to another college or to a university are cautioned that the receiving institution may use a different method of computing grade point averages for admission or placement purposes.

Admission to Basic Skills Classes:

Persons age 16 or 17 years and not enrolled in public school are eligible to enroll in certain Continuing Education courses. The registration form must be accompanied by a notarized petition (Application for Admission of Minors form) of the student’s parents, legal guardian, or other person or Agency having legal custody.

Persons age 16 or 17 years may be considered a student with special needs and may be admitted into Basic Skills/High School Completion Programs. A minor who has been withdrawn from school a minimum of six months must submit a Referral for Alternative Education form obtained from the local or private educational agency and call the GED coordinator to setup an interview for the student and parent or legal guardian.

A minor may be admitted prior to the six month waiting period by submitting the two required forms and providing documentation of one or more of the following special needs:

1. marriage or emancipation;
2. single parenthood;
3. medical considerations; or
4. full-time employment necessary to the financial well-being of the family.

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The minor student who has been suspended or expelled from school must submit all necessary forms and documentation plus be approved by the Basic Skills Admissions Committee.

Admission to Continuing Education Classes:

Any person at least 18 years of age or a high school graduate may enroll in Continuing Education courses.

Persons age 16 or 17 years and enrolled in public school may concurrently enroll in selected Continuing Education courses. Permission and approval forms must be obtained from the appropriate public school principal.

Persons age 16 or older who are residents of Broughton Hospital, J. Iverson Riddle Developmental Center, Western Youth Institution, or Foothills Correctional Institution, none of whom fall under the jurisdiction of the local public schools, may be classified by the administrators of those institutions as “persons with special needs.” These persons may be admitted to certain courses and/or programs with permission of the appropriate institution administrator and approval of the Dean of Developmental Education.


Application Procedures for Curriculum Programs:

(1) Entering curriculum students to all associate degree programs, and some diploma and certificate programs, are required to be a diploma graduate of a valid high school or GED program. High school transcripts showing graduation, and transcripts from all postsecondary enrollment are required. Students are responsible for releasing all transcripts to Western Piedmont Community College.

The College will accept graduates from valid high schools and adult high school programs, GED programs, home schools approved by the NC Division of Non-Public Education, and valid American schools abroad. Foreign students must have graduated from a secondary school that is equivalent to secondary schools in the United States; otherwise, they must complete a valid GED or high school program. Only the English version of the GED will satisfy proof of high school graduation equivalency.

All students seeking a degree, diploma, or certificate will be required to sit for the ASSET or COMPASS placement test. Students may be exempt from the placement test if they submit appropriate SAT or ACT scores or an official college transcript verifying completion of a college level English and math with a grade of “C” or better.

Permission to register may be denied if all admission requirements are not complete.

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Career and College Promise Course Offerings:

Under regulations issued by the North Carolina State Board of Education, the Burke County Public Schools and the North Carolina School for the Deaf have entered into a cooperative agreement with Western Piedmont Community College under which “qualified high school students” may enroll in certain courses at the College while still enrolled in high school. The Director of Enrollment Management should be contacted for details.

Foreign Applicants:

Proficiency in the English language and satisfactory academic records are important factors in the admission of applicants from outside the United States. Foreign students must have graduated from a secondary school that is equivalent to secondary schools in the United States. Further, the Test of English as a Foreign Language (TOEFL) and Western Piedmont Community College placement tests are required of all foreign applicants. Students should contact a university in their native land for information about TOEFL.

Director of Enrollment Management

Readmission:

Western Piedmont Community College follows the Records and Retention Schedule provided by the North Carolina Community College System. Students who have not attended the College for a period of two semesters and later wish to be readmitted should contact the Director of Enrollment Management. Students re-entering after two semesters of non-attendance may be required to meet the graduation requirements of the current catalog. Students should be aware that some programs have specific requirements for readmission. Additionally, some programs limit the number of times a student can be readmitted.

Students who were suspended due to academic deficiencies may seek readmission after one calendar year (See ACADEMIC SUSPENSION).

Students who were suspended due to a violation of the Student Code of Conduct must meet the terms of their suspension to be considered for readmission.

A former student will not be readmitted until all financial obligations to any program or activity under the administrative jurisdiction of the College have been satisfied.

Residency Requirements:

Under North Carolina law, a person must qualify as a resident for a tuition rate lower than that for non-residents. North Carolina statute 116-143.1 requires that “To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his or her classification as a resident for tuition purposes.”

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Failure to provide correct information for residency classification can result in classification as a non-resident and disciplinary action. A student who believes that he/she has been erroneously classified shall be permitted to appeal the classification to the campus appeals officer in Student Services within one month of the initial residency determination. Regulations concerning the classification of students by residence are set forth in “A Manual to assist The Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes.” A copy of the manual is available in the Admissions Office for inspection.

Special Students:

A special student is defined as one who is enrolled in curriculum credit courses but who is not working toward a degree or diploma. Special students may register for courses that do not have prerequisite requirements. For admission, special students need only to complete the application which is available in the Admissions Office. Special students, however, must submit proof of high school graduation and meet placement criteria if they desire to be reclassified as regular students. Special students pay the same tuition and fees as regular students, and meet course prerequisites, if any.

Transfer Students:

A transfer student is a student entering Western Piedmont Community College who has earned credit at another institution and wishes to apply those credits toward a WPCC degree or diploma. In addition to submitting all other application materials, students desiring to receive transfer credits must have official transcripts sent to Western Piedmont Community College by the institution which originally granted the credit. To be considered for credit, courses must have been taken at a regionally accredited institution. Transfer students must meet the admission requirements of a beginning student; however, students who hold an Associate Degree or higher may be exempt from WPCC placement testing. Students who have successfully completed ENG 111 with a grade of “C” or better may be exempt from the reading and writing sections of the placement test. Exemption from the numerical, elementary algebra, or intermediate algebra sections of the placement test is dependent on the major students are pursuing. Questions regarding exemptions for the placement test should be directed to the Director of Enrollment Management. To receive an exemption, students must submit an official copy of their previous college transcripts.

Transfer credit may be allowed for courses in which a student has made a grade of “C” or better. Transfer credit may be allowed for courses in which a student has made a grade of “D” if approved by petition. Transfer credit will not be allowed for courses in which a student has received a grade for credit by examination. Credits from colleges operating on the quarter system are recalculated on a semester-hour basis. A grade point average for graduation, honors, and continuing enrollment is computed only for courses taken at Western Piedmont Community College.

Visiting Students:

A student working toward a degree or diploma at another institution may take courses at Western Piedmont community College for transfer. The student should get prior written permission from

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the institution certifying that the courses at Western Piedmont Community College will be acceptable toward their graduation requirements.
2.3

STUDENT CLASSIFICATION

The classification of a student depends upon the number of college credits the student has earned or the number of semester hours credit (SHC) in which the student is enrolled.

Full-time: A student enrolled in at least twelve (12) SHC of curriculum classes during the semester.

Part-time: A student enrolled in fewer than twelve (12) SHC of curriculum classes during the semester.

Freshman: A student with fewer than thirty (30) semester hours of earned credits.

Sophomore: A student with thirty (30) or more semester hours of earned credits.

Special: A student enrolled in credit courses but not in a specified program of study.

(STUDENT CLASSIFICATION, amended by Trustees on July 21, 2003.)

ACADEMIC YEAR

The academic year is made up of two sixteen week semesters (fall and spring) and an eight week summer semester. Certain courses each semester may be offered on abbreviated schedules. The course schedule for each term will indicate beginning and ending dates for these “mini-semesters.” A student may enter at the beginning of any semester if the student meets the course/program entrance requirements. Some programs may be entered only at the beginning of the fall semester. For specific dates, see the College Calendar published in the General Catalog.
BEGINNING-OF-SEMESTER CLASS ACTIVITIES

To orient students to specific course expectations and requirements, the following information should be given to each student by faculty as early in the course as possible, preferably at the first class meeting:

1. Your name, office location and hours, and how you may be contacted outside of class;

2. The meeting time and location of all class activities, including laboratories, field experiences, rehearsals, optional or required activities related to the course, including library work;

3. Provide a calendar schedule for the course. Indicate topics to be covered, number and approximate date of tests, deadlines for reports, papers, exercises, or other items to be prepared for submission to the instructor;

4. Explain the bases for evaluation of student performance: e.g., percent of total grade due to unit exams, final exam, laboratory reports, outside papers, collateral readings, special attendance requirements, and class participation; and

5. Other items such as attendance, grading system, whom to contact for various types of information, and any other items you deem appropriate or necessary for students to know.

CREDIT AND CONTACT HOURS

Credit for college work is recorded in semester hours (SHC). One SHC is awarded for one contact hour of classroom work, two or three contact hours of laboratory, three contact hours of clinical/shop or ten hours of work experience per week for a term of sixteen weeks or the equivalent. A contact hour is the actual class time that a student attends class, laboratory, clinical, or shop per week. This information is given for each course in the Course Descriptions section of the General Catalog.

SCHEDULE OVERLOADS

The minimum number of hours required to qualify as a full-time curriculum student is twelve (12) semester hours. No student may take more than twenty-one (21) semester credit hours without permission of the Vice President for Academic Affairs. Students enrolled in two or more segments of a condensed course sequence must obtain written permission to register for more than fourteen (14) credit hours.

(SCHEDULE OVERLOADS, amended by Trustees on July 21, 2003.)

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2.5

AUDITING POLICY

Students auditing a course will not receive credit nor will they be required to take examinations. However, auditors must meet the same requirements as regularly enrolled students by attending, completing assignments, and participating in class activities. Students must indicate “audit” on registration forms and a grade of “AU” will be recorded for satisfactory completion. Fees for auditors are the same as those for students enrolling for credit. Once registered for a course, the student may not change from an auditing status to a credit status or vice versa unless the change is made within the scheduled add/drop period. A curriculum course may be audited only once. Federal financial aid is not available for audited classes.

WITHDRAWAL FROM COURSES OR COLLEGE

A student may withdraw after late registration through one of the following procedures:

(1) See the instructor of the course to be dropped, complete the “Student Class Withdrawal Card”, and have the instructor forward the card to Student Services, or

(2) Visit Student Services and complete a “Student Class Withdrawal Card”. Students are urged to use the first procedure if at all possible. A student who violates the attendance policy of a course may be withdrawn from that course by the instructor. All obligations to the College must be met by the withdrawing student.

A grade of “W” or “IW” will be recorded if withdrawal is on or before the fifty-percent point of the course, regardless of the procedure used for the withdrawal. After the fifty-percent point, a “W” or “IW” grade will be recorded if the student was satisfactorily achieving the course objectives at the time of withdrawal; otherwise a grade of “F” may be recorded.

The student contemplating withdrawal from the College is encouraged to talk with a counselor or a faculty advisor before completing the withdrawal process. The College reserves the right to withhold records and to deny registration until all obligations are met.

(WITHDRAWAL FROM COURSES OR COLLEGE, amended by Trustees on July 21, 2003.)
2.6

STUDENT REINSTATEMENT TO CLASSES

Students who have personally withdrawn from a course, or who have been withdrawn for whatever reason, must submit a completed “Student Reinstatement Card” to Student Services and obtain permission from the original instructor before reinstatement to the course.

CREDIT BY EXAMINATION

Western Piedmont Community College does not award or accept credit for experiential learning. Western Piedmont Community College may grant credit by examination when students demonstrate college level achievement in a subject area by earning an acceptable score on an external or internal examination approved by the academic division from which the credit will be received. Students may only take division provided examinations for a course one time. A partial list of acceptable external examinations is listed below.

Students who successfully complete the Credit by Examination process will receive a grade on their transcript of “CR”. Hours for the course credited will apply toward graduation requirements, but students shall earn no grade points for such credit. In no case shall the combined total of any transfer credit hours, credits by examination, or credit for external examination represent more than one-half of the specified number of hours required for the degree or diploma toward which students are applying those credits.

(CREDIT BY EXAMINATION, amended by Trustees on December 13, 2004, on April 16, 2007, and on May 12, 2008.)

CREDIT FOR EXTERNAL EXAMINATIONS

Advanced Placement Program (AP): Students wishing to receive credit for advanced placement tests must submit an official AP score report to the Admissions Office. Students achieving a minimum score of three on an AP test of the College Board will be given credit for the course covered by the test. Scores of four or five may receive advanced credit.

College-Level Examination Program (CLEP): Students wishing to receive credit for CLEP tests must submit an official CLEP transcript to the Admissions Office. Students achieving a score at or above the minimum score set by the American Council on Education will receive the appropriate credit for the subject covered by the test.

DANTES Subject Standardized Test (DSST): Students wishing to receive credit for DSST must submit an official DSST transcript to the Admissions Office. Students achieving a score at or above the minimum score set by the American Council on Education will receive the appropriate credit for the subject covered by the test.

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Please contact the Director of Enrollment Management for questions regarding awarding of credit for external exams.

(CREDIT FOR EXTERNAL EXAMINATIONS, amended by the Trustees on April 7, 2003.)
2.7

SEVEN YEARS LIMIT

Courses taken at Western Piedmont Community College or courses transferred from other post-secondary institutions that were completed more than seven (7) years ago may not be applicable to a student’s current program or major. General education courses that were completed with a grade of “C” or better will be accepted. No technical, developmental or vocational courses that were completed more than seven years ago will satisfy prerequisite or co-requisite requirements. The entire sequence of quarter courses must have been completed with a grade of “C” or better to receive semester credit. Validation of competencies may be required by oral or written test and/or demonstration of skills.

(SEVEN YEARS LIMIT, amended by the Trustees on April 7, 2003, and on April 16, 2007.)

DEVELOPMENTAL STUDIES PROGRAM

The Developmental Studies Program at Western Piedmont Community College is an attempt to improve a student’s ability to succeed academically. It is a cooperative program involving counselors, instructional faculty, tutors, and administrators to assist students needing additional academic skills before being admitted to a curriculum program or supplementary skills while taking regular curriculum classes. The program includes, but is not limited to, developmental courses in reading, writing, and mathematics for students whose placement scores indicate a deficiency in these areas. Other aspects of the program include the Academic Success Center, Academic Advising, Counseling Services, and the Career Center.

MINIMUM BASIC SKILLS REQUIREMENTS

Western Piedmont Community College requires all curriculum students to demonstrate a minimum proficiency in reading, writing, mathematics, and computer literacy before graduation and before enrolling in certain courses for degree credit. These prerequisites are stated in the Course Descriptions section of the General Catalog in certain program requirements. Proficiency may be demonstrated either by satisfactory performance on the College’s placement tests or successful completion of basic skills courses. Credit hours for developmental courses will count in a student’s load to determine full-time status, but will not count toward the degree, either within a specific category of requirements or as elective credit. Grades earned in developmental courses are not computed in the student’s GPA.

(MINIMUM BASIC SKILLS REQUIREMENTS, amended by Trustees on July 21, 2003.)
2.8

TESTING AND PLACEMENT

Placement testing is required at Western Piedmont Community College to determine the level at which a student should begin study. The College’s series of placement tests measures skill levels in reading, writing, and mathematics. An advisor discusses the test results with each student in order to plan the most efficient route to that individual’s educational goal. Students may take placement tests only once. However, retesting is possible under certain circumstances. Questions regarding the retesting policy should be directed to the Coordinator of Career and Testing. Specific testing requirements are listed in the college General Catalog.

Test results indicate whether a student needs special preparation before credit coursework is attempted. Some programs have requirements that vary from those of the general college and should be explained by a counselor or academic advisor.

Director of Enrollment Management

(*TESTING AND PLACEMENT*, amended by Trustees on July 21, 2003.)
2.9

PHYSICAL EDUCATION REQUIREMENT

Most AA, AFA, AS, or AGE programs require 2 semester hours credit of physical education. Students may not audit physical education classes. Students seeking a waiver of physical education requirements must petition the Coordinator of Physical Education and include a letter on the student’s health diagnosis/prognosis or physical limitations. Students granted a waiver will be required to enroll in HEA 110.
2.10

COURSE REPEATS

Courses at Western Piedmont Community College may be attempted a maximum of three times. A course shall be considered attempted if it appears on the student transcript (this includes withdrawals and incompletes, but excludes no shows). Only the grade points and credit hours earned in the most recent attempt will be used in computation of the grade point average to determine eligibility for graduation. Developmental courses are exempt from this policy, and a program may have a more restrictive policy regarding how many times a student may take a particular course for credit to fulfill program requirements. Students may petition for exception.

(COURSE REPEATS, amended by Trustees on July 21, 2003.)

GRADUATION REQUIREMENTS

Every student expecting to meet graduation requirements must present a petition to the Registrar and fulfill financial obligations to the College prior to graduation. Graduating students are required to meet program requirements specified in the semester-based curriculum standard.

1. Courses taken more than seven (7) years prior to graduation may not be applicable to certain majors. Final action is taken by the Vice President for Academic Affairs and validation of competencies may be required by oral or written tests and/or demonstration of skills;

2. Students must have a program grade point average of not less than 2.0 to graduate;

3. To qualify for any degree or diploma, a student must take 30 semester hours credit at Western Piedmont Community College, including the final 10 semester hours credit; and

4. To qualify for an Associate Degree or diploma, the student must complete an approved curriculum:
   
a. For the Associate in Arts (AA), the Associate in Science (AS), the Associate in Fine Arts (AFA), or the Associate in General Education (AGE) degree, the total semester hours credit required is 64-65.

b. For the Associate in Applied Science Degree (AAS) or a diploma, the specific curriculum standard for the program must be followed. In addition, 50 percent of the total semester hours credit listed in the “Major Hours” category of the program of study must be taken at Western Piedmont Community College.

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Degrees and diplomas are awarded during graduation exercises. Permission to graduate in absentia must be obtained from the Dean of Student Services. Graduation fees will not be refunded. Exceptions to the stated graduation requirements may be authorized in unusual circumstances, provided the student submits a formal petition to the Vice President for Academic Affairs.
2.11

SECOND DEGREE POLICY

A student may earn more than one degree or diploma concurrently or consecutively. Courses which apply appropriately to more than one degree or diploma program may be counted toward the completion of each program, but the specific requirements of each must be met. To receive more than one transfer associate degree, AA, AS, or AFA, a student must meet the requirements of a pre-major option under each degree. Students who are candidates for any degree cannot be eligible for the Associate in General Education or the Associate in Applied Science in General Occupational Technology.

DEAN’S LIST

In recognition of academic achievement in any semester, a student who enrolls in at least 6 SHC on which grade points may be computed, and who attains a grade point average of 3.5 or better, is placed on the Dean’s List of honor students for that semester. When the following grades are recorded W, I, SC, NC, NS, AU, CS, CR, IW, A#, B#, C#, neither grades, credits, nor hours attempted will be considered in computing grade point averages (GPA). Students will only be recognized on one honor list per semester.


PRESIDENT’S LIST

In recognition of academic achievement in any semester, students who enroll in at least 12 SHC on which grade points may be computed, and who attain a grade point average of 4.0 are placed on the President’s List of honor students for that semester. When the following grades are recorded W, IW, I, SC, NC, NS, AU, CS, CR, A#, B#, C#, neither grades, credits, nor hours attempted will be considered in computing grade point averages (GPA). Students will only be recognized on one honor list per semester.

(PRESIDENT’S LIST, approved by Trustees on June 5, 2006, and on April 14, 2008).

HONOR GRADUATES

The College will recognize students with outstanding scholastic work as honor graduates. Graduation with High Honors is granted to students in degree or diploma programs who have achieved a program grade point average of 3.80 or better. Graduation with Honors is granted for those who have achieved a program grade point average of 3.5 to 3.79.

Four rising sophomore degree students and one second semester diploma student will be selected as marshals for graduation. Selection is made on the basis of the highest grade point average on credits earned at Western Piedmont. The Marshal with the highest academic average and total credits shall be designated Chief Marshal.

(Honor Graduates, approved by Trustees on April 14, 2008).

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2.12

CERTIFICATE OPTIONS

Several Associate in Applied Science degree and diploma programs offer certificate options especially designed for the part-time student and for currently employed workers to upgrade job skills. Each certificate option is listed in the General Catalog with the appropriate associate degree or diploma program. These options have specific course and credit hour requirements which are usually completed in one year or less. Student financial aid is not available for all certificate programs. Contact the Director of Financial Aid for additional details. Students and Program Coordinators should plan the course of study carefully and consider the following requirements:

1. All College placement testing requirements must be met;
2. Admission into some certificate options requires a high school diploma or completion of the GED;
3. Course prerequisites must be met unless the requirement is waived by the appropriate Program Coordinator or Division Dean;
4. Course substitutions must be minimal and must be approved by the appropriate Program Coordinator or Division Dean;
5. Fifty percent of the certificate semester hour credit requirements must be completed at Western Piedmont Community College;
6. An overall 2.0 GPA is required for the certificate award; and
7. The student must submit a “Request for Curriculum Certificate” form upon completion of course requirements to Student Records and pay a $5.00 (per certificate) processing fee to the Business Office.

(CERTIFICATE OPTIONS, amended by the Trustees on November 3, 2003.)

GRADING SYSTEM

Requirements for degrees and diplomas are computed not only in semester hours credit but also in grade points, the numerical equivalents of the letter grades earned by the student. The grade point average (or GPA) is determined by dividing the total number of grade points earned by the total number of credit hours attempted at WPCC. Calculation of the GPA for graduation purposes is based only on those courses which apply toward the degree or diploma. If a course is repeated, only the points and credit hours earned in the most recent attempt will be used in the computation of the GPA to determine eligibility for graduation.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Significance</th>
<th>Grade Points per semester hour credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior accomplishment of course objectives</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Excellent accomplishment of course objectives</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Good accomplishment of course objectives</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Fair accomplishment of course objectives</td>
<td>1</td>
</tr>
</tbody>
</table>

Reprinted/Effective: December 2011
F  Unsatisfactory accomplishment of course objectives  0

Other Grades:

When the following grades are recorded, neither the grade, credit, nor hours attempted will be considered in computing the grade point average (GPA) for graduation:

W  Withdrawal. The “W” will be given to any student withdrawing from a course up through the 50 percent point for that class. After the half-way point, a “W” grade will be recorded if the student was satisfactorily achieving course objectives at the time of withdrawal, otherwise a grade of “F” may be recorded.

IW  Same as above, but withdrawal is initiated by instructor.

I  Incomplete. The use of the “I” is restricted to extenuating circumstances which prevent a student from completing course objectives. It is given only with a commitment by the student to remove the deficiency by the end of the following semester (not including summer term). At that time, the “I” can be changed to “A”, “B”, “C”, “D”, or “F”. If a student does not remove the deficiency by the end of the following semester, the grade will automatically change to “F”. A student with two incompletes in a given semester will ordinarily be expected to take a reduced load until all work is completed satisfactorily. Students will not be allowed to register for a course or courses in which the "Incomplete" course is a prerequisite until the student receives a passing grade for the prerequisite course.

SC  Satisfactory Completion of course objectives on Satisfactory/Non-Satisfactory grading system.

NC  Non-Satisfactory Completion of course objectives on Satisfactory/Non-Satisfactory grading system.

NS  No Show. A “NS” will be recorded for any student that registers for a course and does not attend at least one class meeting prior to the 10 percent point for that class.

AU  Audit. See Auditing Policy, Section 2.5.

CS  Continued Study. Incomplete accomplishment of course objectives. The student must re-enroll and continue study in the course to receive credit.

CR  See Credit by Examination Policy, Section 2.6

A#  Not computed in Grade Point Average.

B#  Not computed in Grade Point Average.

C#  Not computed in Grade Point Average.

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Satisfactory/Non-Satisfactory Grades:

Specified courses, as shown in the Course Descriptions section of the General Catalog, will be offered on a Satisfactory/Non-Satisfactory basis. Courses offered as SC/NC must have the prior written approval of the appropriate Division Dean and the Registrar. A current list of these courses will be maintained in the Vice President for Academic Affair’s Office. Students may petition the Vice President for Academic Affairs at the beginning of a course to be graded on an A, B, C, D, F scale. SC/NC grades and hours earned will not be considered in computing grade point averages.

(Grading System, amended by Trustees on July 21, 2003, January 20, 2006, on April 16, 2007, and on May 12, 2008.)
2.13

POSTING OF GRADES

Grades will not be posted by Social Security Number, alphabetically, or by any other identifiable system other than a number randomly assigned by the instructor; the decision of whether or not to post grades in this manner is within the discretion of the instructor.

GRADE CHANGES

Curriculum grade reports are posted at the end of each semester. All grade changes are to be initiated by the instructor and must be made on the proper form by the end of the semester following the one in which the grade was issued. Requests for grade changes must include reasons for the change.

GRADE APPEAL POLICY

Final Course grades are determined by the course instructor in accordance with a grading policy distributed at the beginning of the course; grading is the prerogative of the instructor. A student may appeal a grade received in accordance with the procedures outlined below. The appeal of a grade must be initiated prior to the end of the next term.

1. Student shall confer with the instructor from whom the student received the contested grade.
2. Should the student and the instructor fail to reach a mutual agreement as to the resolution of the issue, the student shall present the appeal in writing to the Department Head or Program Coordinator of the area within which the protested grade was awarded. The Department Head or Program Coordinator shall, by conferring with the student and the instructor, seek resolution by mutual agreement. If the instructor is also the Program Coordinator, appeal should be submitted in writing to the Division Dean.
3. Should the Department Head or Program Coordinator, instructor and student fail to reach a mutual agreement, the Department Head or Program Coordinator shall forward the matter to the Division Dean within which the program is located.
4. Should the Division Dean, Department Head or Program Coordinator, instructor and student fail to reach a mutual agreement, the Division Dean will then request that the Dean of Student Services convene a Student Grade Appeal Committee.
5. The Dean of Student Services, or a designee, will serve as Chair of the Grade Appeal Committee and be a non-voting member.

Voting members will consist of a faculty member from each academic division selected by the Vice President for Academic Affairs and the student’s faculty advisor (if different from the instructor). The Committee will meet to discuss the grade appeal and may hear from the instructor, the student, and any other persons the Committee deems appropriate. Should the Committee find that the grade received was inappropriate, the Committee shall determine the method by which the grade will be re-evaluated. The resulting grade, if different, must be submitted within College guidelines and may not be further appealed. Should the Committee find that the grade received by the student was appropriate, the Committee will direct that no action.
be taken to change the grade. Findings will be submitted to the Vice President for Academic Affairs.

Failure of a student to pursue a grade change pursuant to the established guidelines in the Grade Appeal Policy process will be deemed an acceptance of the grade originally received.

*(GRADE APPEAL POLICY, amended by Trustees on December 13, 2010.)*
2.14

PROGRAM CHANGES

A curriculum student considering a program change is encouraged to discuss these objectives with his/her advisor or counselor. A change of Program Form must be completed by the student and returned to Student Services. When a student changes from one program to another, any course taken in the first program which is applicable to the new program will be carried to the new program with the grade earned in that course. These course grades will be used in the calculation of the program GPA. The courses allowed for transfer into the new program will be determined by the coordinator of that program in consultation with the student and the Registrar. This policy shall also apply to any student who changes from a “Special Student” to a program major. Veterans must receive approval from the Veterans Affairs Office on campus to change programs.

(PROGRAM CHANGES, amended by Trustees on July 21, 2003.)

COURSE WAIVERS, SUBSTITUTIONS, AND INDEPENDENT STUDIES

I.  Prerequisites and Corequisites

Before enrolling in a course with prerequisite requirements, students must satisfactorily complete the prerequisite course(s). Corequisite courses should be taken the same semester. Exceptions may be approved by the appropriate dean and will be documented in the student’s registration record.

Prerequisites and corequisites may be met and approved for the following reasons:

- Course credit transferred from another college.
- Credit by examination or evaluation.
- Professional licensure/certification.

II.  Course Substitutions

Course substitutions must be approved by the appropriate dean, overseeing the course in question, through student petition and documented in the student’s registration record. The course grade will be the grade earned in the substitute course.

III.  Independent Studies

Independent Study Courses are defined as those courses offered with enrollment of only one student. Prior to taking a course as an independent study, students must petition based upon a legitimate need and obtain approval from appropriate faculty and staff.

- Reasons for consideration of an independent study

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Course needed for immediate graduation where inability to take the course would present a hardship on the student. Examples include:

- Course is not offered during next term
- Student has a formal offer of employment or advancement
- Student faces the loss of Financial Aid

Petitions must be routed through the following individuals. All individuals must approve of the independent study prior to its initiation.

- Student’s Faculty Advisor
- Course Instructor
- Department Head or Program Coordinator
- Division Dean
- Director of Financial Aid
- Director of Registration and Records
- Dean of Student Services
- Vice President of Academic Affairs

Criteria for approval of Independent Study

- Independent Study may only be taken during the student’s last semester before graduation
- First consideration must be given to faculty recommended course substitutions
- Student’s Advisor must attest that the student did not have a reasonable opportunity to take the course in previous semesters.
- Faculty and Student agree to meet one-on-one for a minimum of 15% of the course hours. Meeting times shall be set during normal working hours at the discretion of the faculty member. Parties agree that failure to do so will result in the student being withdrawn from the course.

(COURSE WAIVERS AND SUBSTITUTIONS, amended by Trustees on November 13, 2006 and April 8, 2013.)
ATTENDANCE POLICY

Because Western Piedmont Community College recognizes that academic success is tied to regular attendance, students are expected to attend and be on time for all classes. Although an occasional absence may be unavoidable, it in no way excuses a student from meeting all requirements of the course and being responsible for all learning experiences.

An attendance policy will be established for each course by the instructor and/or Program Coordinator in concurrence with the appropriate Division Dean. This attendance policy will be part of the Course Document given to each student at the beginning of the course. Class attendance is calculated from the first scheduled class meeting through the last scheduled class meeting. Neither late registration nor other circumstances will change this requirement.

Pursuant to N.C.G.S. 115D-5(u); S.L. 2010-112, S.2, students enrolled in curriculum classes may be accorded up to two days of absence from classes per academic year for religious observances required by the faith of the student. For the purposes of this policy the academic year begins on the first day of fall semester and runs through the last day of summer term. Students should follow the procedure set forth on the college’s website to apply for an excused absence from class(es) for religious observances.

(ATTENDANCE POLICY, adopted by Trustees on September 13, 2010).

CLASS MEMBERSHIP

A student is in class membership when (1) enrolled as evidenced by registering and payment of the applicable tuition and fees; (2) attended one or more classes by the ten percent point in the class; and (3) has not withdrawn or been withdrawn from the class.

CLASS ROLLS AND REPORTS

A permanent class roll must be maintained by each full-time and part-time curriculum instructor as an official attendance record. This policy is mandatory for state and federal reporting purposes and must be accurate for the entire term. Once completed, signed, and dated, the class roll becomes a legal document that certifies grades, attendance, and FTE. Therefore, permanent class rolls should be neat and kept daily. If accurate records have been maintained by the instructor, all required data will have been placed on the Permanent Class Roll. A 10 percent reporting date will be distributed with the Permanent Class Roll. On the first working date following this 10 percent reporting date, instructors should separate the two copies of the Permanent Class Roll, sign and date the second copy only and submit it to the appropriate Program Coordinator or Division Dean.
Attendance:

If instructors have properly maintained the Permanent Class Roll throughout the course, absences should be up-to-date at the end of the course.

Final Grade:

Instructors should enter each student’s final grade for the class under the Grade (GR) column to the right of the student’s name. These grades should include the following:

A  B  C  D  F  W  IW  NS  I  SC  NC  AU  CS  CR
A#,  B#,  C#  (A#, B#, C# not computed in GPA)

(Refer to the General Catalog, and Section 2.16-2.17 of this manual for definition of each grade).

(CLASS ROLLS AND REPORTS, amended by Trustees on January 20, 2006.)
2.16

ACADEMIC PROBATION

Students enrolled in degree, diploma, or certificate programs are expected to maintain satisfactory progress toward the completion of requirements. Since a 2.0 grade point average is required for graduation in all programs, students are expected to maintain upward progress toward this average to be considered in good academic standing.

For purposes of determining academic progress, grade point averages are based on the final grades received. To be considered making minimum academic progress toward successful completion, students must maintain the following minimum grade point average in relation to the number of credit hours earned:

<table>
<thead>
<tr>
<th>Credit Hours Earned</th>
<th>Minimum Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-15 SHC</td>
<td>1.25</td>
</tr>
<tr>
<td>16-23 SHC</td>
<td>1.50</td>
</tr>
<tr>
<td>24-31 SHC</td>
<td>1.75</td>
</tr>
<tr>
<td>32+ SHC</td>
<td>2.00</td>
</tr>
<tr>
<td>Graduation</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Students failing to maintain the average shown will be placed on academic probation and will remain on probation until the student’s cumulative GPA reaches the standards of progress listed. However, if after one academic year the student is not demonstrating satisfactory progress, the student will be placed on Academic Suspension. The Registrar will notify students by letter of probationary status and will advise those students to make an appointment with their academic advisor. The advisor will explore various options with the student, including the following:

1. Reduction of course load;
2. Referral to Student Services for counseling;
3. Tutoring assistance;
4. Attending seminars on effective study techniques;
5. Guidance into another program;
6. Enrolling in additional preparatory courses; and/or
7. Reduction of nonscholastic activities.

Students receiving VA benefits should check with the Veterans Coordinator about VA regulations concerning probation progress and benefits.

(ACADEMIC PROBATION, amended by the Trustees on December 4, 2006.)

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2.17

ACADEMIC SUSPENSION

A student who fails to maintain the minimum grade point average outlined below, or who has not
demonstrated satisfactory progress for one academic year, will be subject to a period of academic
suspension equal to one calendar year.

<table>
<thead>
<tr>
<th>CREDIT HOURS EARNED</th>
<th>MINIMUM GRADE POINT AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-20</td>
<td>0.50</td>
</tr>
<tr>
<td>21-31</td>
<td>0.75</td>
</tr>
<tr>
<td>32 and above</td>
<td>1.00</td>
</tr>
</tbody>
</table>

Credit hours earned include only those classes for which grades of A, B, C, D, or F are assigned.
(See Grading System, Section 2.16 of this manual for additional information).
Suspended students seeking readmission must petition the Registrar’s Office at least 30 days
prior to the beginning of the semester for which readmission is sought. The returning student
must also receive academic counseling prior to re-entrance.

(ACADEMIC SUSPENSION, amended by the Trustees on December 4, 2006.)
2.18

PLAGIARISM

Western Piedmont Community College supports the highest standards of ethics, scholarship, and job performance among its faculty, staff, and students. Work which is presented as original by the author or presenter must, in fact, be the authentic work of that person and include, when appropriate, all necessary references to other sources. Appropriate sanctions will be imposed in cases where plagiarism is found. Employees should refer to the policy on “Employee Disciplinary Action” while students should refer to the “Student Code of Conduct.”

Plagiarism is the use of the distinctive ideas or words belonging to another person or source without adequate acknowledgment of that person’s or source’s contribution. In the context of college academic work, the standards established by scholars and instructors for acknowledging sources are very high; e.g. due credit must be given whenever quoting another person’s or source’s actual words; whenever using another person’s ideas, opinions, or theories; and whenever borrowing facts, statistics, or illustrative materials, unless the information is common knowledge. The following statements provide examples of plagiarism:

1. Plagiarism of direct quotations from resources occurs when the reader cannot easily recognize that a statement is taken from another author or source. Every direct quotation must be identified by quotation marks, or by appropriate indentation, and promptly acknowledged. While footnotes and other notation methods may vary, the citation must be complete and in a style appropriate to the academic discipline.

2. Paraphrase can be plagiarism when an idea or opinion is stated in the writer’s own words but is not easily recognized by the reader as the original thought from another person or source. Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part in one’s own words. The writer may acknowledge the source by stating: “According to Rousseau…” and conclude with a citation that identifies the exact reference. Both direct quotes and paraphrases must be separately cited. A citation which only acknowledges a direct quote is not sufficient to notify the reader of any preceding or succeeding paraphrased materials.

3. Illegally borrowed facts or information occurs when a writer fails to indicate references used in the writing of a report or paper. Information which is common knowledge may be used without reference, e.g. the names of prominent persons, historical facts, and basic scientific laws. However, if there is any doubt whether information is common knowledge, the citation should be given. Materials which contribute only to the reader’s general understanding of the subject may be acknowledged in the bibliography as a resource. Likewise, one citation in the page is usually sufficient to acknowledge a number of borrowed facts from one source. Short reports using only one resource should acknowledge that source at the beginning of the report. Prompt acknowledgment, in context, is required for all direct quotations and paraphrased statements.

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2.19

FIELD TRIPS

Class-Related Field Trips:

All off-campus trips must be approved in advance by the Division Dean, with notification to the Vice President for Academic Affairs. All field trips should be made in insured, College-owned vehicles, or in vehicles provided by a licensed commercial carrier. When it is necessary to use other vehicles, in order to minimize personal liability risk to individual faculty members, the College has secured blanket liability coverage to back up individual faculty member’s personal coverage. The faculty or staff member in charge will make all reasonable provisions for the safety and welfare of the students involved. Students who do not have accident insurance, or an equivalent personal accident policy, should obtain insurance from the Business Office.

Extra-Curricular Field Trips:

When planning and implementing field trips that are not directly class-related, the following guidelines apply:

1. State funds cannot be used to support extra-curricular trips;

2. College-owned vehicles may be used, providing that advance approval has been granted by the Vice President for Administrative Services and a College staff member is in attendance. College insurance on the vehicles will cover the driver and passengers. Reimbursement for the cost of vehicle operation will be charged, at the current rate, to the club or group sponsoring the activity. Vehicle log sheets provided in each vehicle must have mileage recorded;

3. All curriculum students are required to purchase accident insurance each semester. This covers students involved in extra-curricular field trips. Worker’s Compensation will protect College staff members acting in an advisory capacity for approved field trips;

4. Chaperones are not required to attend extra-curricular field trips, but it is prudent to have a responsible adult with the group. It is the responsibility of each club or group to determine if the club’s advisor, or other responsible adult, should accompany the group, and to provide the funds for this person’s expenses; and

5. All Western Piedmont Community College students attending extra-curricular trips will follow the Student Code of Conduct and project a positive image for the College.
2.20

TEXTBOOK ADOPTION

Textbook selections are made by Department Head or Program Coordinators. In the event that a textbook has been written by a member of the College, special care is taken to assure an impartial review of that text by all levels of administration.

All textbook selections must be approved by an appropriate Division Dean. Textbooks selected for use in curriculum classes will be adopted for a minimum of two years.

Upon notification by a publisher that a textbook is changing to a new edition or out-of-print, the Book Cellar will notify the Division Dean, Department head and Program Coordinator. If the textbook is to be changed, the selection process will be the same as that previously outlined. If a textbook proves to be unsuccessful in a given course, the Division Dean and the Book Cellar Manager will arrange for disposal of textbooks on hand.

Textbook Orders:

The Book Cellar orders textbooks approximately six weeks prior to the beginning of each semester. The proposed semester class schedule, with class enrollment information supplied by each Division Dean, and the Textbook Adoption Forms are used as ordering guides. A memo will be sent to all faculty each semester notifying them of the deadline date for any orders they wish to place for supplemental books or supplies needed for the next semester. Supplemental books or supplies should be ordered on Book and Supply Requisition Forms submitted through the appropriate Division Dean.

PROGRAM REVIEW AND EVALUATION

Western Piedmont Community College uses the program review process as the primary means of demonstrating institutional effectiveness. All instructional programs regularly participate in comprehensive assessment of program and general education competencies. All academic and student support services regularly participate in comprehensive assessment of critical activities. Assessment results will be reviewed by the planning council and integrated into program reviews. Through the program review, each instructional program and administrative unit identifies expected outcomes and assesses the extent to which it achieves these outcomes.

The major goal of the Program Review is to maintain educational programs and administrative units consistent with identified student and community needs. The Program Review process also seeks to:

1. Complete a periodic review and evaluation of all educational programs and administrative units.
2. Produce and maintain appropriate program data and information for on-going decision-making;
3. Identify the priority educational and training needs of the College and the service area;
4. Identify those programs and services to be expanded, reduced, implemented, or terminated;
5. Develop short-term and long-range planning objectives;
6. Maintain comprehensive and balanced education programs;
7. Maintain appropriate student and administrative support services; and
8. Assist management in the allocation of College resources.

The Program Review Committee will conduct a thorough review of each educational program and administrative unit every three years. In the interim, the Committee will annually evaluate programs identified for termination or monitoring and the implementation of recommendations made. The Committee will report its findings to the President and Planning Council. Since the program review process is College-wide, it is anticipated that all members of the College community will have an opportunity to comment on their respective area of responsibility. In addition to this, selected students, community groups, program advisors, and external agencies may be asked for comments in an attempt to acquire the most current and accurate information possible about the College’s programs and services.

Conducted within the constraints of N. C. General Statutes 115D, the N. C. Administrative Code, College Policy Manual, and the Southern Association Principles, program review participants should be cognizant of the impact that specific program changes can have upon employees, students, and the College. For these reasons, program review should always be conducted in a serious and conscientious manner with the welfare of the College, and of the students we serve, as the most important consideration.

The Program Review Committee coordinates the review process. Chaired by the Director of Planning and Research, the committee includes one representative from each division appointed by the President. Appointees to the Committee serve three-year terms.

(PROGRAM REVIEW AND EVALUATION, amended by Trustees on April 4, 2005, November 3, 2008, and on November 5, 2012.)
COOPERATIVE EDUCATION

Cooperative Education (Co-op) is designed to give students an opportunity to receive college credit for on-the-job experience. The work experience, conducted under the direction of Western Piedmont Community College, must be significantly related to the student’s program of study. Co-op students work from one to four semesters at part-time or full-time jobs with employers selected and/or approved by the College. Academic credit is awarded for the learning experience that occurs during the Co-op work period. Students receive guidance from their Co-op instructors and on-the-job supervisors.

Eligibility

Any student enrolled in a program offering Co-op for academic credit is eligible if he/she meets the following minimum requirements:

1. Students with no previous work history must complete at least one semester at the College with a grade point average (GPA) of 2.0 or better;

2. Students with a previous work history must be registered for or have completed a minimum of one course in a curriculum and maintain a grade point average (GPA) of 2.0 or better;

3. Approval by his/her advisor; and

4. Approval by the Office of Cooperative Education.

Academic Credit

A minimum workload of 160 hours per semester is required to qualify for the program. Generally, co-op students may earn credit toward the Associate degree, diploma and certificate programs. Grades are awarded by the Co-op instructor and are based on the student’s accomplishment of specific learning objectives or projects, student reports, and employer evaluations.

Co-op Options

Students in eligible programs may substitute Co-op credits for program requirements or related electives. Approval for substitution must be obtained from the appropriate Division Dean and Program Coordinator.

Application Procedure

Interested students should obtain an application form from the Cooperative Education Office and schedule an interview with the Director of Cooperative Education.
are selected for Co-op based on the evaluation of information obtained from their application, transcripts, and interviews. After approval, the office of Cooperative Education will be responsible for helping the student locate an appropriate assignment. Students already working must have the approval of the College and their employer.

**Registration**
Students must have the “Approval for Cooperative Education” form completed before registering for a Co-op work experience. Those students who are approved must follow normal registration procedures. Students are invited to inquire at the Co-op Office for more detailed information.
Western Piedmont Community College Distance Learning Policy

I. Mission and Organizational Structure

A. Mission:
The purpose of distance learning at Western Piedmont Community College is to provide high-quality, accessible learning opportunities for adult learners that maximize student success and utilize distance learning techniques.

B. Goals:
- To enable the adult learner to achieve their educational goals by delivering academically sound courses and programs that are flexible, responsive, and innovative.
- To utilize a variety of learning strategies to improve access to programs and services to students by eliminating barriers to traditional access.
- To blend the best of traditional teaching with telecommunications technology-based approaches including the Internet and Web, live video conferencing, and the North Carolina Information Highway.
- To ensure that distance learning courses and programs provide the same academic standards, criteria, quality, and content as traditional on-campus courses.
- To provide professional development that encourages continuing scholarship and technology training among faculty and that recognizes the importance of faculty participation in distance learning efforts.
- To provide learning resources, student services, and technical support for all forms of distance learning programs and courses.
- To plan and maintain facilities and equipment that will maximize the potential of the distance learner, encourage active participation, and facilitate communication between faculty, staff, and the distance learner.

C. Definition:
WPCC expands learning opportunities by offering courses through a variety of delivery methods including online, hybrid, web-assisted and interactive video-audio courses. Distance learning is defined as instruction that takes place when the instructor and student are separated by geographic location for a majority or all of the instructional period. Online distance learning delivers the curriculum through a variety of resources which include: audio recordings, videos, television recordings, computer software, web-based interaction, and other emerging technologies. Hybrid distance learning replaces some face-to-face meetings with online learning. Any courses requiring on-campus sessions or class meetings are defined as hybrid. Web-assisted defines courses in which fifty percent or more of the instruction is conducted through seated sessions, and forty-nine percent or less of the instructions occurs online. All distance learning courses and programs are delivered through the College supported Learning Management Systems (LMS) at WPCC.
II. Institutional Effectiveness:

A. Academic Integrity:
The Office of Academic Affairs at Western Piedmont Community College provides direction, supervision, leadership, evaluation, planning and budgeting oversight to the academic and educational support divisions that develop, maintain and provide educational opportunities as outlined in the College’s Mission Statement. (WPCC Academic Policy Section 2.1)

Distance learning courses are comparable to on-campus courses in terms of: syllabi, textbooks, grading, methods of evaluation, and expected learning outcomes. Distance learning courses carry full Curriculum or Continuing Education credit and have the same requisites as their on-campus equivalents. Each course is equivalent to the on-campus section of the same course in terms of objectivity, content, rigor, and in the case of curriculum courses, transferability. Students pay the same tuition and fees and have access to all student services, library, and other support services.

B. Oversight of Courses:
Distance learning, like all academic activities, operates under the purview of the Vice-President of Academic Affairs. The College’s Curriculum/ Academic Standards Committee reviews and approves all courses offered at WPCC. Any faculty member may initiate a curriculum change, but all curriculum changes should be discussed with the appropriate coordinators, department heads, and deans prior to beginning this process to ensure all local and state procedures are followed.

In addition to the Curriculum/ Academic Standards Committee’s procedure for curriculum changes, steps must be taken when an existing course is being converted to a distance learning format. A Distance Learning Team consisting of a full-time subject matter expert in the course under development (or closely-related subject areas), the Director of Distance Learning, the Instructional Technologist, and the Instructional Technology Administrator oversees the frontline development of distance learning courses. The Distance Learning Team will assist faculty to ensure that all content standards relevant to the curriculum are met, consistency in user interface and course structure across the curriculum is maintained, adequate assessment methods are employed, and appropriate technologies are selected to maximize the learning experience. In addition to subject-specific materials, documentation used by the committee in the course development process will include the WPCC Distance Learning Policy Manual, and the NCCCS Common Course Catalog, and the SACS-COC Standards for the Delivery of Distance Learning. The Distance Learning Course Approval form found in Appendix A of this policy should be completed and signed by the faculty member, Department Chair, Academic Dean, and Director of Distance Learning.

C. Program and Course Review:
All educational programs and administrative units, whether campus-based or distance learning, are thoroughly reviewed every three years by the Program Review Committee. In the interim, the Committee will annually evaluate programs identified for termination or monitoring and the implementation of recommendations made. (Section 2.20, Program Review and Evaluation,
In addition to the Program Review Committee reviews, every distance learning course is reviewed by the deans or a designated appointee once per academic year using the Distance Learning Course Review form. The Distance Learning Team will monitor distance learning courses regularly to assist in ensuring instructional design consistency. Data concerning student satisfaction, learning outcomes, and retention is collected at the end of each academic course to compare results between seated, web-assisted, hybrid, and online students. All review results are discussed with faculty to ensure continuous improvement. If needed, the Distance Learning Team or Curriculum/ Academic Standards Committee may be convened, with the approval of the Vice-President of Academic Affairs, to address specific curricular concerns.

D. Faculty Interaction with Students:
Faculty interaction and communication are essential to the success of all courses, especially those involving distance learning. Communication specific to distance learning can include instructor with class, instructor with student, and instructor facilitation of student-to-student. Numerous tools are available to instructors for facilitating all three forms of communication within courses. Methods of interaction may include e-mail, blogs, wikis, podcasts, social media, chats, discussion boards, phone, and fax. Social media tools may be used by instructors in a manner that promotes specific learning goals, and not for sharing confidential or proprietary information about the College, its students, its alumni, or fellow employees. Guidelines set forth by the Family Educational Rights and Privacy Act (FERPA) should be followed when utilizing social media tools for course instruction. Specific requirements for planned interaction and timely feedback between students and faculty are detailed in course materials and presented on College supported course management software, whether in distance learning or on-campus courses. Distance learning instructors should respond to student emails, discussion board posts, or phone calls within 48 business hours of receiving the communication from the student.

E. Faculty Responsibility:
The instructor is responsible for course content, delivery of instruction, and for evaluating student progress in online, hybrid, and traditional seated courses. It is essential for faculty members to communicate program expectations about student responsibilities including assuming a greater responsibility for learning, taking more initiative in asking questions and obtaining help, being flexible, and being prepared to deal with technical difficulties. Contact information for academic, administrative, and technical support should be included in a location easy for students to find in each distance learning course. If the class requires collaborative group learning activities, the technology must support those activities, and students should be provided with instruction in the collaborative technologies so that they can participate effectively. Each course will be evaluated by a full-time faculty member or other department representative every semester in which a particular course is taught to determine currency and completeness of instructional materials.

F. Accessibility (ADA):
As with on-campus courses, Western Piedmont Community College is committed to providing equal access to distance learning courses for students with disabilities in compliance with the Rehabilitation Act and the Americans with Disabilities Act. It is the student’s responsibility to make his or her disability known and to request accommodations from the Office of Disability

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Services. The Office of Disability Services advises and assists in securing academic adjustments and support services for students with a qualifying disability. In order to establish the student’s eligibility for services, documentation of a disability is required of all students who request accommodations. Documentation should be submitted to the Coordinator of Disability Services and may include results of medical or psychological tests or other professional evaluations that verify the existence of a qualifying disability. All documentation and records provided will be maintained in a confidential manner as outlined in the Family Educational Rights and Privacy Act (FERPA).

G. Third Party Providers:
In the event that Western Piedmont Community College wishes to purchase or lease modules or entire courses from a third party, such courses or modules will be evaluated to ensure that the materials meet all quality criteria set forth by the College, before any legal agreements are signed between parties. Deans or a delegated department representative along with the Distance Learning Distance Learning Team, will be responsible for the evaluation of all third party courses or modules.

H. Student Code of Conduct:
The Student Handbook states that it is the responsibility of each student to be familiar with the Student Code of Conduct and policies concerning academic dishonesty. Academic dishonesty includes, but is not limited to, plagiarism, cheating or collaborating on a test, or submitting the academic work of another as one’s own. (Section 2.18, Plagiarism, Academic Policies) The Student Code of Conduct enforcement procedures will be followed in the event of academic misconduct. The Student Code of Conduct and enforcement procedures can be found in the Western Piedmont Community College Student Handbook.

I. Copyright Compliance:
Faculty are expected to understand and adhere to the copyright law of the United States (Title 17, United States Code), as updated by the Technology, Education, and Copyright Harmonization Act (TEACH Act) and with the Digital Millennium Copyright Act (DMCA). Copyright law must be followed when performances, displays, copies or other reproductions of copyrighted material are made available to students. This includes the posting of copyrighted material on course management software or other online sites. Under the TEACH Act, it is permissible to make copyrighted materials available to students, providing that such materials (1) do not exceed an amount or duration comparable to that typically displayed in a live classroom setting; (2) are directly related to the course content; (3) are an integral part of the teaching content; (4) are intended solely for and are available only to students enrolled in the course; and (5) are retained only for the class session. The students must be notified that the materials may be subject to copyright protection.

J. Testing Policies: A testing center is provided for students to take proctored exams if necessary. An Academic Success Center is available on the main campus, as well as other centers across the state. In addition, faculty may use Course management software to give tests online.
1. Proctored Examinations in Distance Learning Courses Offered Through Western Piedmont Community College
Tests will be given as scheduled. The instructor is not obligated to repeat or remind students of tests and assignments dates. It is the student’s responsibility to acquire notes and assignments from the website. No make-up tests will be given unless approved by the instructor. The procedure for students taking Western Piedmont Community College proctored examinations in distance learning courses is as follows:

a. Present a valid picture I.D. (for example, state driver license) to the staff/proctor or other approved proctor personnel.
b. Sign the test register before receiving your test.
c. Leave textbooks, book bags, notes, phones, electronic devices, etc. in the locker provided.
d. Sit in the designated area.
e. Have only your test, unless otherwise indicated by the proctor.
f. Complete your test in one session. You must allow enough time to finish your test in the appropriate designated time period.
g. If you have questions, concerns or needs, ask the proctor for assistance.
h. Do not talk to other students during testing.
i. Do not leave the test area during testing, unless approved by the proctor.
j. Turn in your completed test and any other materials approved by the proctor.

2. Policies Relative to the Role of Proctor in Distance Learning Courses Offered Through Western Piedmont Community College
a. Proctors shall not be degree-seeking students at Western Piedmont Community College or the educational institution administering the exam.
b. Proctors must record the test-taker’s “time in” and “time out”.
c. When monitoring an exam, a proctor shall remain in the room where the exam is being taken for the entire duration of the exam, unless relieved by another proctor. Proctors may not authorize others to serve as temporary substitute proctors unless those individuals acting as substitutes are authorized by the institution to be proctors. Proctors may not leave the room unless important safety and health emergencies require it.
d. Proctors shall not be a social acquaintance or relative of a student taking the exam.
e. Proctors shall not be a co-worker of the person taking the exam.
f. Proctors shall not be a subordinate who operates within the line of authority of the person taking the exam.
g. Proctors shall be cognizant of the proper role of a test administrator; such training shall include familiarity with Western Piedmont Community College policies affecting the administration of exams in a proctored setting.
h. Proctors shall report cheating and all other forms of academic misconduct known to them as a result of the role of exam proctor.
i. Proctors shall not assist students in any way during the exam with regard to understanding, interpreting or answering questions on the exam.

j. Proctors shall make all efforts to maintain an environment in the examination room that is conducive to concentration and the taking of exams. Use of electronic communication devices (i.e. cell phone) is strictly prohibited for all people in the room. The proctor shall prohibit loitering, socializing, or any other acts that might disturb the environment in the exam room by persons not taking the exam.

k. Proctors and all others in the exam room may be monitored via a camera, with the approval of the site administrator

III. Faculty:

A. Faculty Qualifications:
Faculty members who teach web-assisted, hybrid, or online courses must meet the same qualifications as faculty who teach on-campus based courses at Western Piedmont Community College. The guidelines for determining acceptable qualifications for faculty can be found in the Faculty Credentials section 3.48 of the Human Resources policies in the College Policy Manual.

B. Faculty Training:
Western Piedmont Community College provides a variety of technical training for teaching online including pedagogical training on providing feedback to online students, active learning, student collaboration, and designing online content. Distance learning training modules are designed, evaluated, and updated by the Distance Learning Team. All faculty new to distance learning, full-time or part-time, must attend and complete distance learning training sessions within the first semester of employment. In addition, required copyright module, designed by the Distance Learning Team and the Dean of Learning Resources and Technology, is completed each calendar year by all distance learning instructors beginning in the Fall 2013 semester. The copyright module is designed to assist instructors on the basics of copyright law as it relates to their use of online content.

C. Faculty Evaluation:
Distance learning faculty members are evaluated in the same manner as those who teach on-campus courses. Administrative evaluations will be conducted yearly for full-time and part-time faculty. Self-Evaluations will be conducted yearly during fall or spring semesters for full-time instructors. Student evaluations are completed online in all courses, whether they are on-campus or offered through distance learning. Those faculty evaluated will have adequate consultation with their supervisor.

D. Faculty Teaching Load:
Faculty members teaching distance learning courses receive the same credit towards their teaching load as do faculty who teach campus-based courses. The decision as to how many distance learning courses a faculty member may teach is left to the discretion of the appropriate Dean or the Vice-President of Academic Affairs.
E. Enrollment Limits:
The Deans, along with guidance from the Vice-President of Academic Affairs, set the enrollment limit for each distance course taught by that division. The most important factors in setting an enrollment limit are: the enrollment limit already existing for the same course when offered on campus, the special needs and requirements of the course, and the recommendations of the instructor teaching the course.

E. Faculty Users Group:
The Distance Learning team maintains virtual learning communities via the College supported LMS for faculty to periodically share information and discuss ideas to enhance the effectiveness of courses and quality of courses being taught. Discussion boards, blogs, and wikis are used within the virtual community to exchange questions, answers, and helpful tips.

F. Policies on Intellectual Property and Faculty Compensation:
Western Piedmont Community College will follow the Intellectual Property Policy as outlined in Section 1.9 of WPCC’s Administration Policies. The College recognizes the personal right of faculty or staff to create or profit from copyrightable materials, so long as those materials are produced by the individual and have not involved substantial use of College materials, equipment, scheduled work hours, or personnel in their preparation; and so long as said materials do not consist of teaching/learning materials produced by an employee of the College in the normal course of work or other assigned duties.

G. Faculty Support and Supervision:
Full-time and part-time faculty in distance learning and on-campus courses are supervised as a regular activity of the Dean of the appropriate division. Distance learning courses and programs are integrated into an appropriate management framework within the College. Mentors, assigned representatives chosen by the respective Dean, will serve to support new web-assisted, hybrid, and online instructors. A full-time faculty member, assigned by the respective Dean, will be added to a part-time instructor’s distance learning class, in order to provide on-campus student support if needed.

IV. Student Support Services:

A. Student Services
Distance learning students apply for admissions, register for classes, and check course availability online, as do traditional students. Information is available online at the College website for distance learning orientation sessions, financial aid, placement services, developmental services, and academic advising. Students must consult an advisor before registering for distance learning courses. Advising services are available by a faculty advisor in the individual divisions. Phone and email are being used to advise students remotely, however web conferencing tools are being evaluated by the Academic Success Center and the Distance Learning Team for on-line tutoring and advising. An on-campus visit may be scheduled to fulfill special requests. Western Piedmont Community College offers developmental services in the areas of math, writing, and reading.
B. Student Activities:
The Student Activities Coordinator and the Student Government Association serve as mediators between the faculty, administration and the student body and assist with all student activities. Information concerning student activities and clubs/organizations is available on the WPCC website for both distance learning students and traditional students.

C. Student Complaints/Grievance Procedure:
Any student who wishes to make a formal complaint to the College should refer to the Student Grievances and Student Due Process Sections of the Student Handbook.

D. Marketing of Distance Learning Program
Advertising, recruiting, and admissions information adequately and accurately represent current distance learning courses, requirements, and services available to students. Interactive technology assumptions and requirements are fully described in promotional and descriptive materials, as should requirements for any attendance at on-site sessions.

E. Library Resources:
The College ensures that students participating in distance learning courses have access to multiple electronic learning resources, including over 70,000 e-books, periodical databases with many thousands of full-text journal and newspaper articles, and web-based reference books and encyclopedias available 24 hours a day. In addition to our virtual library, distance learners have onsite access to over 40,000 printed volumes, 140 current journals, and a large video/DVD collection of over 2,000 titles. Through interlibrary loan privileges, the distance learner may request materials from a worldwide collection of millions of titles, usually available free-of-charge. To assist distance learners with reference questions, the Library webpage provides the “Ask-a-Librarian” online form. Responses to this form are usually provided within a matter of minutes through either email or phone. Distance learners may also request copies of materials from the library (not to exceed 10 pages per day) to be emailed, faxed, or mailed to them. Numerous video tutorials are available on the Western Piedmont Library web pages to guide students through using the collection of electronic resources available to them. Distance learning students may access all virtual library resources by using their Western Piedmont network user ID and password which are created for them during the registration process.

F. College Bookstore:
The Western Piedmont Community College website provides a link to the campus bookstore which provides information for both distance learning students and traditional students. All students may make bookstore purchases using the online service. The bookstore will mail the requested materials to the student.

V. Facilities and Support Services:

A. Equipment and Facilities:
Western Piedmont Community College provides the necessary equipment and facilities to effectively deliver synchronous and asynchronous courses at a distance. The College supported LMS is the platform for Internet-based delivery of online programs. All courses will be placed on the LMS, whether online, hybrid, or on-campus. Computers with Internet access are available.
on campus for students who may need to use campus facilities for distance learning purposes. All courses that require laboratories and clinical site visits, which cannot be completed via technology-based distance learning, are handled with special arrangements made by the faculty member and the division Dean.

B. Funding for Distance learning:
Sufficient funds for the operation of distance learning programs have been allocated to maintain instructional offerings. The annual College budget, overseen by the Executive Vice-President, provides for the maintenance of equipment and networks.

C. Technology Support:
The Information Technology (IT) Department provides the technical expertise necessary for maintaining equipment and networks, so that the delivery of distance learning programs may occur. The Instructional Technology Administrator addresses student and faculty concerns with the LMS software and an online Helpdesk is available for equipment problems. The Distance Learning Team, schedules several training modules for professional development during the year, however the Deans may request additional training for faculty and staff on an as-needed basis. The Distance Learning Team provides orientation and training modules online for students.

VI. Planning and Evaluation:

A. Institutional Planning:
Planning at Western Piedmont Community College is viewed as an administrative tool for thinking about and preparing for the future. The viability of distance learning courses and programs is included in the planning process. Distance learning is planned to meet the College mission, strategic initiatives, goals and objectives, and is consistent with the College long-range planning document (Administration Policies Section 1.7 – Institutional Long-Range Planning). Distance learning is designed and evaluated according to the same guidelines used for on-campus programs. The effectiveness of distance learning is assessed as discussed in this document. The results of the assessment are used to make appropriate changes to the long-range plan and to the program.

B. Educational Effectiveness and Learning Outcomes:
The Office of Institutional Planning and Research and the Distance Learning Team assist the Deans and program coordinators in developing program reviews that address the educational effectiveness of distance learning to ensure comparability to on-campus programs. Western Piedmont Community College collects survey data each year from individual courses, faculty members, and students. A student satisfaction survey is disseminated through the College supported Learning Management System to measure overall attitudes about course design, desired learning outcomes, and social interaction concerns. The student satisfaction survey is distributed to all online courses within the first five to six weeks of the course and is used to aid in student retention and course design. Instructors of hybrid courses may choose to conduct the student satisfaction survey in a seated on-campus meeting or through the LMS within the same first five to six week time frame. All information collected is used to make recommendations for course revisions and to better serve the student. The College assesses student capability to
succeed in distance learning programs through a web-based self-assessment instrument and uses the information in advising the student. If the student does not possess the necessary skills, the student is referred to an advisor to discuss the skills needed to succeed in distance learning. Faculty members teaching a distance learning course will provide course syllabi and other appropriate course information on the LMS.

VI. Federal Requirements:

A. Academic Integrity:
Western Piedmont Community College verifies that the student who registers in a distance learning course or program is the same student who participates in and completes the course or program and receives credit by assigning each individual a secure log in and passcode. The Management Information Systems Director creates a secure unique log in and passcode based on the information entered into the Datatel system when a student enrolls at the College. The unique log in assigned by the College is required to access Pioneer Pass which allows students to register for classes, view class schedules, grades, and transcripts, access financial aid documents, and pay tuition for classes. Web-based LMS, such as Blackboard and Moodle, are used by the College to deliver distance learning courses, and can only be accessed using the assigned log in credentials. Every student is assigned a Western Piedmont Google e-mail address based on the same unique log in credentials. Third-Party web conferencing software, used by some departments on campus, sends an invitation e-mail to students enrolled in the class to participate in class activities via the WPCC Google e-mail account. The invitation includes an embedded link needed by students to start or join online meetings. Proctored exams, which require a photo ID for verification purposes, can be completed by distance learning students at several academic testing centers throughout the state.

B. Student Privacy Protection
All students enrolled at Western Piedmont Community College, regardless of the mode of instructional delivery (traditional, hybrid, or online), are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). A written policy detailing the procedures in place for protecting the privacy of WPCC students can be found in Section 4.5 Student Records within the Student Services section of the WPCC Policy Manual.

C. Notification of Student Fees
At the time of registration in any curriculum course, all students regardless of delivery method receive a registration statement which includes details on all charges associated with enrolled courses. Some courses within certain curriculum programs require additional fees for course materials, however there are currently no additional fees associated with the verification of student identity.

(Western Piedmont Community College Distance Learning Policy, amended by Trustees on November 5, 2012.)
EMERGENCY CLOSING OF THE COLLEGE

Occasionally, Western Piedmont Community College will be closed because of weather conditions or emergencies beyond the control of College officials. (See also Emergency Procedures, Section 7.7 of this manual.) In the event of closing, please use the resources listed below for announcements from the College. The quickest way to check for announcements is to call the College’s main phone number:

828-438-6000

A recorded message will be prepared if there is an announcement to make. If no announcement is made, the College is open and operating under a normal schedule.

Every effort will be made to have an announcement published and distributed to media outlets by 6:00 am for day classes (starting before 5 pm) and by 2:00 pm for evening classes (starting after 5 pm).

Day classes are considered as any classes that start before 5 pm. Evening classes are any classes that start after 5 pm.

The following outlets will be used to make weather and emergency related announcements:

College phone…………………………………………………………………………828-438-6000

Internet………………………………………………………………………..www.weatherclosings.com
WPCC Facebook page

WPCC Messaging System
WPCC Employee Email
WPCC Student Email

Radio……………………………………………………………………………..WMNC FM, 92.1, Morganton

Television…………………………………………………………………….WCNC, NBC, Charlotte
WSOC, ABC, Charlotte
WBTV, CBS, Charlotte
WLOS, ABC, Asheville

Print…………………………………………………………………………..The News Herald, Morganton

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The quickest way to check for announcements is to call the College’s main number at 828-438-6000. If no announcement is made, the College is open.

Make-Up Classes Due to Emergency Closing:

Whenever Western Piedmont Community College is closed, and it is determined that special make-up days will be needed, the following rules will apply:

1. Recommendations to make-up missed days will originate with the Vice President for Academic Affairs, with final approval by the President; and
2. If specific days are designated as make-up days, all classes will meet on those days as regularly scheduled class days. Exceptions must be approved in advance by the appropriate Division Dean and Vice President for Academic Affairs.

Approved Programs for Operation:

The following programs may remain operational when safety permits and on-campus classes have been cancelled:

a. Medical Laboratory Technical Program-Field Placement: students in field placement follow the policies of the hospital to which they are assigned;
b. Continuing Education courses offered at agencies and institutions will follow the procedures of that agency or institution;
c. In-plant Training: offered in businesses or industries when open;
d. BLET students operate on a different curriculum schedule than College curriculum classes. Therefore, the BLET program may remain operational when the College is closed; and

e. Classes at Foothills Correctional Institute, Western Youth Institute, Broughton Hospital, and the J. Iverson Riddle Developmental Center may remain operational when the College is closed.
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ACADEMIC FREEDOM

Under the concept of “academic freedom”, each faculty member is free to pursue the acquisition and transmission of knowledge unhampered by arbitrary limitations on the right of free inquiry or discussion of any and all ideas and concepts relevant to their institutional and professional duties. These same rights and privileges also extend to students.

Likewise, faculty are obligated to support the mission and policies of Western Piedmont Community College and to refrain from activity which would violate such policies and/or tend to hamper the achievement of those goals. While the right to disagree with or criticize College operations remains inviolate, faculty members are expected to understand that those objectives or policies, perceived by them as improper, should be altered not by violating such policies, but should be discussed through established appropriate channels.

Western Piedmont does not impose censorship or arbitrary limitations on the activities of faculty members outside the institution. However, faculty members should be aware that because of their College affiliation, their actions and statements may be attributed to the College. They are expected, therefore, to be judicious in their non-College activities and statements, so as to avoid any misrepresentation of the College and its policies.
FREE SPEECH POLICY

Western Piedmont Community College encourages faculty, staff, and students to exercise their right of free speech guaranteed by the First Amendment of the Constitution of the United States. An exchange of stimulating ideas and conflicting views is the lifeblood of any college. Open discussion is valued highly by the College to assure its continued academic vitality and to encourage independent and creative thought. In addition, faculty and staff enjoy complete First Amendment protection when speaking as citizens about matters of public concern. While employees should speak freely and without fear of interference or adverse action, the right to free speech is not absolute and does not protect any speech that substantially interferes with the effective and efficient operation of the College.

PROGRAM ADVISORY COMMITTEES

Program Advisory Committees, as the name implies, are advisory only. Appointed by the President, upon recommendation of the Vice President for Academic Affairs, members have no policy-making authority and are not designed to be decision-making bodies in regard to College operations. Decision-making is a College function within the program and the College. Advisory Committees may advise the College on personnel needs of business and industry, specific skills and level of skills acceptable to employers, trends in occupational and professional fields, the type of equipment, materials, and processes currently in the field, and the success of Western Piedmont Community College graduates. Advisory Committee members may recruit students, assist in locating and selecting instructors, assist in locating equipment, materials, and supplies, and assist in finding full or part-time jobs for Western Piedmont Community College students.

INTERNAL AUDIT OF CURRICULUM CLASSES

Both full-time and adjunct curriculum faculty are subject to unannounced class visitations from the Vice President for Academic Affairs, Curriculum Dean or the appropriate Program Coordinator.

Curriculum Deans, on an annual basis, will monitor at least one class of each full-time curriculum instructor. Either a Curriculum Dean or the appropriate Department Head or Program Coordinator, on an annual basis, will monitor at least one class of each adjunct curriculum instructor.

For each class visited, the Vice President, Dean, Department Head or the Program Coordinator will complete and sign WPCC form “Internal Audit: Curriculum Classes.” This form will be used to audit and evaluate the class based on the following criteria:

1. Class starting time;
2. Class ending time;

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3. Class attendance;
4. Number of students on the permanent roll;
5. The instructor’s possession of the course document/syllabus and the permanent class roll;
6. General Observations (instructor’s attire, classroom presence, presentation, etc.)

This form becomes part of the annual evaluation for each faculty member. Any concerns noted during the internal audit process will be immediately referred to the appropriate Curriculum Dean and the Vice President for Academic Affairs.

(INTERNAL AUDIT OF CURRICULUM CLASSES, approved by Trustees on February 7, 2005.)
CONTINUING EDUCATION POLICIES

Internal Audit Plan

I. Class Visitations:

A. Each semester, Continuing Education staff or representatives, approved by the Dean of Continuing Education or the Dean of Developmental Education (For Basic Skills Classes), will make unannounced visits to 50% of all off-campus and distance education classes as well as 25% of all on-campus classes. Off-campus refers to locations not owned, leased, or under staff supervision during the time of instruction. A distance education class is a class that is offered through distance education technology (e.g., information highway, internet, and telecourses) and does not physically meet on campus for at least half the time scheduled. Written documentation of each visit will be submitted to the Dean of Continuing Education or the Dean of Developmental Education as appropriate. Staff will be accountable for ensuring that the classes for which they are individually responsible are visited.

B. Each semester, the Dean of Continuing Education or the Dean of Developmental Education as appropriate, or a designated representative, approved by the Vice President for Academic Affairs will visit, unannounced, a 10% sample of both off-campus and distance education classes. Written documentation of each visit will be maintained in the Continuing Education Office or the Developmental Studies Division.

C. Continuing Education/Developmental Education staff and the System Office Program Auditors will have access to information needed to conduct unannounced visits of Internet classes that do not physically meet and cannot be physically visited.

D. Community service, self-supporting (receipt supported) and any classes meeting 12 hours or less are exempt from visitations.

II. Student Membership Verification:

A. For classes that meet physically with instructors, each enrolled student will sign the class registration and/or receipt forms. Class documents and rosters, which by necessity require the participants to be listed by the teacher (e.g., special ABE or compensatory education classes), will be verified by staff in the Continuing Education Division or the Developmental Education Division. In all instances, State Administrative Code and Accounting Procedures Manual shall be followed.
B. For classes that do not meet physically with instructors (e.g., some distance education classes), one of the following criteria will be met:

(1) Evidence of payment of the registration fee for the class; or

(2) If no registration fee is paid (e.g., student exempt from fee) electronic certification by student such as an electronic signature on e-mail is required.

III. Instructor Verification:

New Continuing Education/Basic Skills instructors must complete an Employment Eligibility Verification Form (I-9). Continuing Education staff will make a record of required identification information. The staff person receiving the information will sign the I-9, attach the record and place in the instructor’s folder. Contracts, time sheets and/or attendance rosters will serve as verification of services rendered.

IV. Institutional Approval Process:

A. The Dean of Continuing Education or the Dean of Developmental Education as appropriate will approve the establishment of all continuing education classes. All classes must be consistent with the mission of Western Piedmont Community College and the North Carolina Community College System. Classes held without prior approval will be subject to audit exception.

B. Programs, courses, and instructors will be evaluated. All instructors will be evaluated annually. New instructors will be evaluated during the first semester of service. Students and/or the class supervisor shall conduct instructor evaluations. The written summary of evaluation will be filed in the Continuing Education/Developmental Education Office. Programs and courses will be evaluated annually by the Office of Institutional Advancement.

C. A current master schedule listing day, time, and location for all classes as well as directions to off-campus locations will be on file in the Continuing Education Office or Academic Affairs office.

D. Course outlines (including course goals, objectives, activities, and evaluation procedures) will be maintained for all courses offered.

V. Institutional Responsibility for Accuracy and Reporting:

The Vice President for Academic Affairs will take appropriate measures to ensure that the Internal Audit Plan is maintained and that WPCC complies with the required procedure. Reports will be forwarded to the Vice President for Academic Affairs for review and documentation. The Vice President for Academic Affairs will report the
results to the College President biennially. The President will present a report on the implementation of the Internal Audit Plan to the Trustees once per academic year.

(*INTERNAL AUDIT PLAN amended by Trustees September 9, 2002.*)

**Minimum Class Size**

The Division of Continuing Education and the Developmental Education Division consider the following criteria in setting appropriate enrollments for programs and courses: student needs, certification requirements, course subject matter, time and location, facilities, special equipment requirements, funding sources, and economic feasibility. If enrollment is below the minimum class size, the course is cancelled.

**Course Repetition**

Students who take the same occupational course more than twice within a five year period will pay a fee for the course based on the funding cost of the course (N. C. Administrative Code 2D.0325(a) (9)). The above provision is waived if course repetition is required by standards governing the certification or licensing program in which the student is enrolled.

**Continuing Education Units**

Continuing Education Units (CEUs) are awarded to students who satisfactorily complete designated courses. One CEU is defined as ten contact hours of participation in an organized Continuing Education experience under responsible sponsorship, capable direction, and qualified instruction. A permanent record of each person’s CEUs will be maintained by WPCC. The Continuing Education Division will follow the Southern Association of Colleges and Schools, Commission on Colleges, document “C.E.U. Guidelines and Criteria” for administering these units.

**Grading System**

In special circumstances, attendance requirements may vary and alphabetical or numerical grades may be given to meet special certification or program requirements. Otherwise, one of the following final grades will be recorded for each student enrolled in a Continuing Education class at the end of the grading period:

- **S** Satisfactory completion – Attended 75% of the total class hours and/or completed the prescribed course objectives;
- **U** Unsatisfactory Non-Completion – Attended less than 75% of the total class hours or did not complete the prescribed course objectives;
- **W** Withdrawn – Dropped/Withdrawn from class; or

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CS  Continued Study – Student did not meet course requirements and continues to work for completion.

AU  Audit – Represents attendance for students who attend a NC Fire & Rescue Commission certification class and do not wish to take the certification exam.

I   Incomplete – Student had extenuating circumstances and was unable to complete course requirements. Incomplete grades not changed by the end of the following semester will automatically change to a “U”.

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SELF-SUPPORTING COURSES

Non state supported or self-supporting courses may be provided depending upon perceived need. Permission for the college to offer self-supporting courses is provided in 23 NCAC 2(D).203(b). Minimum levels of enrollment in self-supporting courses will be established once each year based on the average costs of providing course offerings.

Registration Fees
Registration fees for self-supporting courses will be determined by college administration and make every attempt to cover the direct and indirect costs of the courses as well as provide for a reserve.

Direct Costs
The direct costs for self-supporting courses include instruction costs, instructional supplies, rental costs, marketing, equipment, and other costs directly associated with conducting a course.

Indirect Costs
Indirect costs for all self-supporting courses include utilities, custodial, security, administration, electrical, and other indirect costs associated with the course.

Additional Funds
Any additional funds that are generated and maintained from income exceeding direct and indirect costs may be used for the following:

1) Establish a 20% - 40% reserve of the annual operating budget;
2) Replacement and addition of instructional equipment; and
3) Other costs that provide direct benefit to students.

Refund Policy
Refunds for self-supporting curriculum courses will follow the guidelines outlined in the Fees and Expenses Policy of the Policy Manual. The last date of withdrawal from a course to receive a partial refund will be posted in the college schedule of courses.

Students will receive a full refund for self-supporting curriculum courses if:
A. The course is cancelled,
B. The student withdraws before the first day of the term, or
C. There are extreme circumstances beyond the student’s control that necessitate withdrawal.

To officially withdraw from a self-supporting curriculum course, the student must contact the Registrar’s office and request to be withdrawn from the course.

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