

# *Fayetteville Technical Community College*

## **ACADEMIC PROCEDURES MANUAL**



Current Version Originally Published  
Fall 2009

**Last Revised:** February 21, 2024

**Proponents:**

Academic Deans

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Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Fayetteville Technical Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Fayetteville Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

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### **III-1 ADMISSIONS POLICIES AND PROCEDURES**

Fayetteville Technical Community College, as a comprehensive community college, adheres to an "Open Door" admissions policy. High school graduates, persons achieving a High School Equivalency Diploma (HSE), and adults, 18 years or older, who desire post high school education may be admitted to courses which are appropriate to their educational level. Successful implementation of an "Open Door" admissions policy requires an emphasis on admissions counseling services. As part of the admissions counseling process, Fayetteville Technical Community College utilizes an initial entry assessment, a personal interview, and an evaluation of the applicant's prior school records to determine potential for success. When the admissions counseling process indicates that an applicant lacks sufficient academic background to pursue credit courses, he/she will be directed to the Developmental Studies program prior to or in conjunction with a diploma or degree curriculum. If the applicant lacks a high school diploma, he/she can take courses as a special credit student. If he/she desires to pursue a degree, he/she will be given the opportunity to pursue studies to achieve an Adult High School Diploma or a High School Equivalency Diploma (HSE) prior to entering a regular curriculum.

#### **III-1.1 Assessment and Evaluation of Students**

Effective for the Fall semester 2019, Fayetteville Technical Community College implemented the Reinforced Instruction for Student Excellence Model (RISE) model. Students who graduated from a regionally accredited public high school, private school, or home school within the past ten years, will be placed into the college level math and English course required for their chosen degree based on unweighted high school GPA. Placement is as follows:

- GPA of 2.8 or higher may register for any class
- GPA of 2.2-2.799 may enroll in the program's math and English course with a mandatory corequisite.
- GPA less than 2.2 must enroll in a one semester transition math and English course.

Students who graduated high school within ten years and cannot provide documentation with an unweighted GPA, will begin with the transition math and English course prior to attempting the college level math and English course required for their chosen degree. Students who fall into the placement categories outlined above may not elect to take the RISE assessment.

**Note: FTCC does not accept all on line high schools, please contact the Admissions office for more information.**

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**III-1.1.1 Requirements for Taking Assessment**

Students who graduated from high school more than ten years ago will be required to take the RISE assessment unless documentation can be provided that would qualify the student to be exempt/waived from taking the RISE assessment (see below). Additional requirements include completion of an RDS Application and FTCC Admissions Application. An official government-issued photo identification (i.e. such as a driver's license, military, or passport) that bears your first and last name will be required to take the assessment.

The RISE assessment is required, under the following conditions:

- (1) Graduated high school more than ten years ago
- (2) prior to participating in registration if the student is seeking a degree or diploma and no exemption/waiver is in the place. (see below)
- (3) prior to registration for any course which has an English or Math prerequisite and no exemption/waiver is in place (see below)

The results of the RISE assessment will place students accordingly:

- (1) Program required math and/or English, or
- (2) Program required math and/or English with a corequisite course, or
- (3) Transition math and/or English

Students requiring accommodations with a documented disability should contact the Disability Support Services at (910) 678-8479.

**III-1.1.2 Assessment Exemptions/Waivers**

Students may be exempt/waived from the RISE assessment, if the student provides documentation showing one of the following:

- (A) Has earned an associate degree or higher level of education from a regionally accredited college or university.
- (B) Has satisfactorily completed one college level English and math course at or above the developmental or vocational level at a regionally accredited college or university.
- (C) Has a GED score of 170 on each section (2014 - present).

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- (D) Has a HiSet score of 15 on each section and a 4 on the essay (2014 - present).
- (E) Has taken the ACCUPLACER, ASSET, COMPASS, or North Carolina's Diagnostic Assessment and Placement (NC OAP) within ten years
- (F) Has made the following minimum scored on the ACT or SAT:

**PRIOR TO MARCH 2014:**

ACT score of 20 in Reading AND Writing

ACT score of 20 in Math

SAT score of 500 in Critical Reading AND 500 in writing SAT score of 500 in Math

**MARCH 2014 - MARCH 2016:**

ACT score of 20 in Reading OR 18 in English

ACT score of 22 in Math

SAT score of 500 in Math

**MARCH 2016 - PRESENT:**

ACT score of 22 in Reading 18 OR in English

ACT score of 22 in Math

SAT score of 480 in Evidence-Based Reading and Writing SAT score of 530 in Math

- (G) Has an AP score of 3, 4, or 5 in Math and/or in English. CLEP score of 50 (computer version) in Math and/or English. IB score of 5, 6, or 7 in Math and/or English.

**Note: An approved NC state assessment may not be more than 10 years old from test date.**

**III-1.1.3 North Carolina Community College System Approved Assessment**

The Reinforced Instruction for Student Excellence (RISE) assessment is used by community colleges in North Carolina to assess a student's English, reading, and math readiness and identifies which course or courses best fit a student's college skill level. There is no fee to take the RISE. The assessment takes approximately two to four hours and is available days and evenings. [View the assessment schedule](#)



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Students requiring accommodations with a documented disability should contact the Disability Support Services at (910)-678-8479.

**THE RISE ASSESSMENT:**

**English has two tiers:**

Tier One: Introduction to College Reading and Writing, Identifying Main Ideas, Discovering Implied Meaning, Interpreting Bias, Analysis through Definition, Learning Across Disciplines

Tier Two: Exploring Comparative Elements, Informed Opinions through Causal Chains, Applied Critical Analysis, Using Sources in Critical Reading and Writing

**Math has three tiers:**

Tier One: whole numbers; fractions and mixed numbers; decimals; ratio, proportion, and rates; percent; measurement, geometry, and real numbers

Tier Two: solving equations and inequalities; graphing; exponents and polynomials; concepts in statistics

Tier Three: rational expressions; radical expressions and quadratic equations; factoring; systems of equations and inequalities; and functions

**III-1.1.4 Reassessment Procedure**

Students can retest once per tier. A minimum score of 75 is required to progress to the next tier of the RISE assessment. Students who enroll in Transition Math or English are not eligible to retest for the RISE assessment once the Transition Math or English class has started.

**III-1.2 Admissions Requirements**

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

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

- (1) The College accepts only official transcripts, which are received by the Admissions Office in a sealed unopened envelope and bear the sender's raised seal or printed imbedded watermarks. Exceptions to

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this must be approved by the Director of Admissions. Official transcripts can be sent to:

Admissions Department  
Fayetteville Technical Community College  
P.O. Box 35236  
Fayetteville, NC 28303

- (2) Applicants must complete the Residency Determination System online interview in the FTCC website.
- (3) Applicants must complete an online Admissions application on the FTCC website.
- (4) Applicants must be 18 years of age or high school graduates as indicated on an official high school transcript or meet high school requirements as is evidenced by one of the conditions below.
  - a. A state equivalency certificate or HSE test results which meet North Carolina equivalency standards are acceptable in lieu of a high school diploma.
  - b. An official college/university transcript showing the award of associate's degree or higher. Exception: For applicants who are seeking admission into programs having prerequisites at the high school level and the prerequisite is not met with collegiate courses, an official high school transcript is required.
  - c. Exceptions to these requirements can be granted by the Associate Vice President for Student Services.
- (5) Each applicant is scheduled for the FTCC entry assessment. Previous school records and placement test results will be used in conjunction with the student's personal aspirations to help plan a workable educational program.
- (6) Certain programs have prerequisite course requirements. In addition to published program requirements, the College reserves the right to identify and require specific prerequisites before allowing students into certain courses.
- (7) Students requesting approval for certification of VA Educational Benefits must provide copies of DD/Form(s) 214.

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**III-1.2.2 Current High School Students Admissions Requirements**

Current High School students participating in programs that involve curriculum courses must submit an official, yet partial, high school transcript in lieu of the final high school transcript. In some cases, test scores are also required. Upon graduation, if the student chooses to enroll in a FTCC degree, diploma or certificate, an official final high school transcript is required. More information can be found on the High School Connections webpage.

**III-1.2.3 College/University Transcript Requirements**

Official college/university transcripts are required if an applicant wishes to:

- Apply for veteran's benefits
- Have previous college/university credit(s) evaluated for transfer credit to Fayetteville Technical Community College
- Be exempt from the College's mathematics, English and writing assessment requirements.

**III-1.2.4 Transfer Credit Appeal Process**

The evaluators will provide credit evaluation of coursework based on official transcripts from each institution a student has attended and submitted to FTCC. Also included in the evaluation process are documents pertaining to Credit for Prior Learning (CPL) such as professional certifications. A student may appeal a course transfer decision and request a re-evaluation of his or her record. This includes college or university credit or CPL credit. Students must follow these steps:

1. Review all transfer and CPL awarded by FTCC via WebAdvisor, or with a counselor or advisor.
2. Complete the applicable online appeal form (college/university or CPL).
3. For college/university credit, obtain a copy of the course syllabus for each course being appealed.
4. For CPL, follow steps on the online form.
5. Submit required documentation via the appropriate appeal website on the FTCC webpage.

The Evaluation Center will re-evaluate the requested course(s) for reconsideration through consultation with the appropriate dean, division, or department chair. Once the re-evaluation is complete the decision will be

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email to the student's FTCC email account within 30 business days of the receipt of the appeal form, excluding holidays and college closures.

If additional documentation is required from the student for the evaluator or the department chair to make the decision, the student has 2 weeks from the date of the request to supply documentation. Further appeals will be forwarded to the appropriate dean.

Once the decision has been made, and the student has been notified, the student has five (5) business days from notification, to appeal to the Director of Admissions. Appeals will be considered on a case-by-case basis.

**III-1.2.5 Health Division Admissions Requirements**

Priority in consideration for admission to Health Programs will be given to individuals completing the following by January 30 for Fall Semester and by July 31 for Spring ADN Cohort. Applicants who submit application and related materials received after this date will be considered based on program space availability.

Applicant must:

1. Submit a completed "Application for Admissions" to the Admissions Office.
2. Submit an application to the specific Health Program that the applicants wish to enter by January 30 for Fall Semester and by July 31 for Spring ADN Cohort through the student WebAdvisor account. (Associate Degree Nursing now enters two cohorts. The second application cycle is June 1 – July 31.)
3. Submit official transcripts from high school and each college/university from which the applicant plans to transfer potential credit.
4. Complete all program pre-requisites.
5. Complete the entrance assessment with the required minimum scores, or achieve a grade of "C" or better in all recommended pre-curriculum courses. Pre-curriculum courses may be attempted only twice to satisfy the prerequisite requirements. An attempt includes grades of A, B, C, D, F, W, S, R, and I and includes courses with similar content even if named differently (example, MAT 50 and DMA 025). Exceptions may be approved by the appropriate health program Dean/Chairperson.

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6. Science courses must have been satisfactorily completed with a grade of "B" or better within five years of entry into a health program. These courses may be attempted only twice. (An attempt includes grades of A, B, C, D, F, WF, WP, W, and I.) The appropriate health Dean/Chairperson may approve exceptions.
7. A minimum GPA of 2.5 is required on all previously completed related classes for all degree programs. A minimum GPA of 2.0 is required on all previously completed related classes for all diploma and certificate programs. Related courses are considered those used as a basis for calculation of competitive admission points.
8. A cumulative GPA of 2.0 is required for all health programs.
9. Individual programs may require further pre-requisites. Prerequisites are noted at the top of each program of study sequencing sheet.
10. The Nursing Assistant program does not require separate health admission. Students are accepted on a first come, first served basis.
11. Mammography students are accepted on a first come, first served basis after verification of the student having a current American Registry of Radiologic Technology Certification in Radiography.

**III-1.2.5.1 Selection Criteria**

Applicants who meet eligibility requirements will be ranked and selected on a competitive basis.

In addition, participation in a departmental information session is required. Sessions will be scheduled by the College. A maximum of 15 additional competitive points may be awarded at that time based on departmental criteria.

**III-1.2.6 Enrollment into Programs Requiring Possession of Firearms**

As required by section 1D SBCCC 400.2 of the State Board Code, enrollment into any program or course which requires possession of a firearm shall be denied to any person who is not lawfully authorized to possess a firearm. Persons wishing to enroll in any such program or course shall provide Acceptable Proof of their legal authorization to possess a firearm at the time of enrollment, but no later than the first day of the program or course. Acceptable Proof shall be defined as

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providing to the Chief of Public Safety and Security (or designee) and to the Program Chair of the applicable program of course any one of the following:

1. A current and valid North Carolina issued concealed carry permit;
2. A current and valid concealed carry permit issued by a state with a reciprocal concealed carry agreement with the state of North Carolina; or,
3. A copy of the results of a Federal Bureau of Investigation "Identity History Summary Check." The "Identity History Summary Check" shall not be at the expense of the College. The results of the "Identity History Summary Check" will be reviewed by the Chief of Public Safety and Security solely to determine whether the applicant for enrollment can lawfully possess a firearm under state laws G.S. 14-269.8, G.S. 14-404(c), G.S. 14-415.1, G.S. 14-415.3, G.S. 14-415.25

Any student who is unable to provide Acceptable Proof as defined above, or whose background check fails to establish a legal authorization to possess a firearm, shall be denied admission into the program or course requiring legal authorization to possess a firearm and shall be administratively withdrawn from the program or course prior to the first day of the program or course.

In the event a person is denied admission into such a program or course as a result of this policy, that person may appeal the denial to the Vice President for Legal and Administrative Services. A decision of the Vice President for Legal and Administrative Services shall be final.

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

Special credit (non-matriculating) students: This student status is designed to allow any qualified and interested individual to enroll in college credit courses with appropriate documentation without declaring a major or seeking a degree, diploma, or certificate. The appropriate documentation is required to determine that the course prerequisites have been met. When a student wishes to become a matriculated student, they must follow the current admission requirements for academic program approval.

Special credit students are not eligible for financial aid assistance, i.e., federal financial aid, vocational rehabilitation, veteran services. If you are unsure about aid eligibility and the program you are considering, contact the Financial Aid Office for clarification.

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**III-1.4 Admission of International Students**

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

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

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

**III-1.4.1 Student Visa Applicants**

International applicants holding an F-1 or M-1 Visa are admitted on a rolling basis. Applications will not be considered until all of the following items have been received:

- (1) FTCC Application
- (2) Preliminary Application (Form A)
- (3) Completed financial certificate (Form B)
- (4) Official high school (secondary) transcript
- (5) Official college or university transcripts, if applicable
- (6) Completed Pre-entrance Medical Record

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

In order to apply for an F-1 or M-1 (student visa), applicants must first apply and be admitted to a school in the U.S. After admission to Fayetteville Technical Community College (FTCC), a Form I-20, which authorizes the applicant's study period, will be issued. \$200.00 Student and Exchange Visitor Information System (SEVIS) I-20 fee must be paid. The Form I-20 must be submitted to the U.S. Consulate in the applicant's country to apply for a visa. To obtain a non-immigrant, student visa, applicants must be able to prove the following:

- (1) That they have strong ties to their home country demonstrating their intention to return home (In other

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words, applicants do not plan to immigrate permanently to the U.S.)

- (2) That they have sufficient funds to pay for their financial needs while studying in the U.S., including tuition, health insurance, housing, travel expenses, etc.
- (3) That they have legitimate intentions to study full time and gain education and training which will be useful in their home country. After receiving an F-1 or M-1 Visa from the U.S. consulate, applicants are eligible to come to the U.S. and “apply” for entry. An Immigration Inspector at the border (usually the airport) will decide if applicants may enter by looking for proof of the above criteria once again. Therefore, applicants may be asked to show financial documentation again, or to prove study plans. Applicants must show their I-20.

#### **III-1.4.2 English Proficiency**

Proficiency in the use of the English Language and past academic record will be important factors in the admission decision. Applicants will be required to take the NC DAP.

#### **III-1.4.3 Financial Information**

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

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

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

***International students are assessed tuition at the out-of-state rate.***



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**Admissions Policies and Procedures (Continued)**

**III-1.4.4 Employment**

- (1) On-campus. F-1 and M-1 students are allowed to work part-time on the campus of the school they are attending (and whose I-20 they have). They may work up to 20 hours per week while attending full-time classes. They can work full-time during summer vacations and between terms, provided they continue at that school the following term.
- (2) Off-campus. Students holding F-1 or M-1 Visas are not authorized to work except under extraordinary circumstances. There are two ways to get permission for off-campus work: practical training and severe economic hardship. The United States Immigration Services must grant permission.

**III-1.4.5 Period of Authorized Stay**

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

**III-1.4.6 Housing**

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

**III-1.4.7 Transportation**

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

**III-1.4.8 Full-time Requirement**

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
**Admissions Policies and Procedures (Continued)**

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

**III-1.4.9 Non-Student Visa and Resident Alien Applicants**

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

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

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

**III-1.4.10 H-1B Visas**

Spouses and unmarried children under 21 years of age may seek admission in the H-4 non-immigrant classification. Family members in the H-4 non-immigrant classification may not engage in employment in the United States.

**III-1.5 Admission of Transfer Students**

Students who have completed course work at other colleges and universities and wish to receive transfer credit should submit official transcripts of all post-secondary work. Transcripts will be reviewed during the admissions process. Credit will be awarded only from the originating institution according to the following criteria:

- (1) Prior course work must correspond in instructional hours and content must be substantially similar to FTCC courses required in the degree or diploma being sought.
- (2) Coursework must be completed at regionally accredited college or university (i.e. Southern Association of College and Schools Commission on Colleges, or regional counterpart). Coursework not completed at a regionally accredited college can be submitted for review. Students wishing

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**Admissions Policies and Procedures (Continued)**

to have courses from non-regionally accredited college reviewed must follow the transfer credit appeal process outlines on the FTCC website.

- (3) Course work must have been completed with a grade of "C" or better.
- (4) Major courses with technical/skill content have time limitations in terms of their relevance to the curriculum program and to the occupational field. Courses in the technical or major area taken more than seven years prior to the current semester, either at other institutions or at FTCC, may not be considered for transfer purposes. Some technology-based programs may have stricter limitations on the transfer of grades, depending on changes in technology and competencies required for jobs in the field. Based on the recommendation of the related Department Chairperson, the final decision of the acceptance of transfer credit for major courses will be made by the appropriate dean.
- (5) Transfer students must complete a minimum of 25 percent of resident credit at FTCC to be eligible to receive an associate degree, diploma or certificate. Transfer credit from ABA-approved paralegal education program may be awarded after approval by the Paralegal Technology Department Chair. The Department Chair will review the course syllabus and other documentation including the method of instruction. A minimum of 18 semester hours of legal specialty courses must be taken at FTCC. A maximum of 6 semester hours of legal specialty courses may be accepted as transfer credits. A minimum of 10 semester hours of legal specialty courses must be completed through traditional classroom instruction.
- (6) Official FTCC transcripts will not be provided until the student has completed the first term of enrollment at the college.

### **III-1.6 Intercurricular Transfer of Credits**

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

### **III-1.7 Credit for Non-Traditional Learning**

FTCC will evaluate non-traditional educational records for the possible transfer of credits. Full documentation must be provided before an evaluation can be made. Transfer of credit of non-traditional work is limited to no more than 75 percent of the AAS degree or diploma requirements. Some examples are listed below. For a

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**Admissions Policies and Procedures (Continued)**

complete and up-to-date list, see the Credit for Prior Learning Handbook on FTCC's Website.

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

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### **Admissions Policies and Procedures (Continued)**

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

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

- (6) High School-to-Community College Articulation Agreement: The following criteria shall be used to award proficiency credit for identified high school courses:

- a. Grade of B or higher in the course, and;
- b. A raw score of 80 or higher on the Standard VoCATS post-assessment.

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

### **III-1.8 Readmission of Former Students**

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

- (1) A student who was dismissed from the College by disciplinary action may re-enter only upon approval by the Program Area Dean.
- (2) A student who withdraws from the institution and re-enters at a later date will be subject to curricular requirements in effect at the time of re-entry.
- (3) Any student indebted to the College is ineligible to re-enter until all financial obligations have been satisfied.

### **III-1.9 Procedures for Revision of Admission Policy**

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

- (1) The need to change is established from data generated by state and local policy changes, legal and ethical considerations, community agencies, secondary school personnel, students, faculty, staff, administration, and other facets of the community and the College.

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**Admissions Policies and Procedures (Continued)**

- (2) These data are assembled and evaluated by representatives of Student Services, faculty and administrative staff.
- (3) A revision of Fayetteville Technical Community College's admission policy is established by the committee on admissions, standards and policy subsequent to approval by the President and the Board of Trustees.
- (4) The final revision is presented to the President for his approval and subsequent approval by the Board of Trustees.
- (5) The admissions policy is then disseminated and implemented until revised by the foregoing process.
- (6) Student Services is responsible for the impartial administration of the admissions policy.

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

**III-1.10 Program Evaluation (Certificate, Diploma, Degree)**

A Program Evaluation (EVAL) is an official guide directing students toward graduation or, in other words, an outline of all the classes they need to take in order to earn a certificate, diploma, or degree in a particular program. The EVAL is a good source of information for students to consult when scheduling classes. The EVAL is crucial for registration, Veterans Administration requirements, and financial aid approval. As long as the student remains enrolled continuously in the College, that EVAL will remain in effect even if a new Academic Program is developed and/or changed for that program of study. An EVAL form is current and valid for one academic year. Attendance or non-attendance during a summer term has no effect on the student's EVAL.

**III-1.11 Military Recruitment and Marketing Practices**

As required by the Department of Defense, the College, its agents, and its employees are prohibited from providing anything valued greater than \$10.00 to any person being recruited to enroll at Fayetteville Technical Community College. This prohibition shall apply to gratuities, favors, discounts, entertainment, hospitality, loans, transportation, lodging, meals and any other item having a monetary value. This prohibition shall not limit the College's ability to grant scholarships to its students.

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**Admissions Policies and Procedures (Continued)**

FTCC recruitment activities also refrains from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, or engage in same-day recruitment and registration for the purpose of securing Service member enrollments.

Employees will sign a Code of Ethical Conduct Statement upon employment with the College, which will be maintained in their personnel file.

**Academic Program Approval**

During registration, a student may request to change to a different curriculum program after classes start and before the 10% point of the term in order for that curriculum program to be valid for the current semester. After the 10% point, the student's new program approval will be valid the following enrollment period. This is important for VA students, as they may be ineligible for benefits if they are not currently taking classes listed on the curriculum program for which they are currently approved. Exceptions to this can be made by the Associate Vice President for Student Services.

**What are Transition Courses?**

Transition courses formerly known as pre-curriculum or developmental education courses, prepare students for success in college-level courses. Students are able to customize foundational content in specific English and math areas. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. Students transferring in college level English and/or math may be exempt from transition courses.

The continuing education office (910-678-8488) have programs available to help students who qualify. The Student Learning Center (910-678-8266), located in the Harry Shaw Virtual Center, offers free tutoring to help students be successful in their coursework.

**Transition Course Procedure**

Students who graduated high school within ten years and cannot provide documentation with an unweighted GPA will begin with the transition math and English course required for their chosen degree.

Students who graduated high school within ten years and unweighted GPA of less than 2.1999 will enroll in transition courses.

Students who placed into a transition course based on unweighted GPA may not opt to take the RISE assessment.

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**Admissions Policies and Procedures (Continued)**

Students who placed into a transition course with the RISE assessment may retest once per tier prior to enrollment.

Students who are currently enrolled in a transition course may not retest.

**Transition Courses (ENG-002)**

A student may opt out of Transition English or math at FTCC by one of the following:

- Has an Associate's Degree or higher from a regional accredited institution (RAI)
- Has completed a college-level English
- Has a HiSet score of 15 or greater on each section and a 4 on essay (2016-present)
- Has GED score of 170 or greater on each section (2016-present)
- Has an unweighted GPA greater than or equal to 2.2 and graduation date is within the last ten years from a regionally accredited public high, private school, or home school
- Has SAT ENG score 480 or greater
- Has ACT score of 20 in Reading OR 18 in English
- Has CLEP, AP, or IB credit for ENG 111

\*Placement waivers have a shelf life of ten years from date.

**Transition Courses (MAT-003)**

A student may opt out of Transition math at FTCC by one of the following:

- Has an Associate's Degree or higher from a regional accredited institution (RAI)
- Has completed a college-level math
- Has a HiSet score of 15 or greater on each section and a 4 on essay (2016-present)
- Has GED score of 170 or greater on each section (2016-present)
- Has an unweighted GPA greater than or equal to 2.2 and graduation date is within the last ten years from a regionally accredited public high, private school, or home school
- Has SAT math score 530 or greater
- Has ACT score of 22 in math
- Has CLEP, AP, or IB credit for MAT 110 or higher

\*Placement waivers have a shelf life of ten years from date.



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**Admissions Policies and Procedures (Continued)**

<b>Math Placement Test Waiver Chart</b>
Effective Fall 2019
MAT 110 can be taken for MAT 003 or MAT 010
MAT 121 can be taken for MAT 003 or MAT 021
MAT 143 can be taken for MAT 003 or MAT 010 or MAT 043
MAT 152 can be taken for MAT 003 or MAT 010 or MAT 043 or MAT 052
MAT 171 can be taken for MAT 003 or MAT 010 or MAT 043 or MAT 052 or MAT 071

**Co-requisite Course Procedure**

Co-requisite courses serve as support and provide opportunities for additional instruction directly related to the content of the college-level courses. Students will enroll in a corequisite course simultaneously with a gateway course. Students who graduated high school within ten years and unweighted GPA of 2.2-2.7999 will enroll in co-requisite courses. Students transferring in college level English and/or math may be exempt from co-requisite courses.

**How do Students Know What Classes to Take?**

The first major section of the EVAL lists “General Education Requirements”. These are courses such as English, speech, math, social science, and humanities/fine arts. This section shows each requirement and its sub-requirements with the appropriate status code. If the requirement has not been completed, it will indicate the number of credits, courses or subjects needed.

The second key section of the EVAL lists “Major Requirements”. These are important courses that directly pertain to a designated curriculum. This section shows each requirement and the appropriate status code. If the requirement has not been completed, it will indicate the number of credits, courses or subjects needed.

The third main section of the EVAL lists “Other Courses”. These are courses that have not been applied to any of the requirements of the program. Always check this section to determine if any of the courses could apply toward a requirement’s completion. EVAL includes and assumes successful completion of all courses for which students are registered.

The “Notes” section is an explanation of the “See note” statements as well as a legend of abbreviations used with courses or grades.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
**Admissions Policies and Procedures** (Continued)

Students should always confer with their academic advisor to navigate a successful academic path.

## **III-2 COMMUNICABLE DISEASE POLICY**

Under the FTCC Communicable Disease policy, students who enter a health program or other program with potential exposure to blood or other body fluids will be required to have begun or completed all immunizations as specified in the pre-entrance health form. Students who reject immunization will be required to sign a statement releasing FTCC from any liability related to the failure to have the immunizations and may jeopardize their ability to fulfill clinical requirements.

### **III-2.1 Immunization Policy for Health Curricula Students**

Immunization requirements have been established and will be consistently enforced for all incoming students of the health curricula at Fayetteville Technical Community College. Proof of immunity is required before students will receive final approval for progression in their chosen field of study. An immunization record will be maintained so that immunization information will be available when needed. Immunization requirements change over time. The student will be required to meet current requirements as advised by the Department.

All students must complete the pre-entrance health form and upload it to the immunization compliance tracking site by the date indicated. Incomplete forms will be identified by the compliance tracking site with the deficient areas indicated and the time allowed for compliance noted.

**Any student not completing the requirements within the allotted time will not be allowed to enter the clinical areas and may be removed from class until such time as the requirements are satisfied.**

### **III-2.2 Liability Insurance for Health Curricula Students**

- (1) Students who will not perform duties during a school term that require medical professional liability insurance are not required to purchase such insurance. However, if students perform one (1) day of training in a hospital, lab or other facility for which liability insurance coverage is required, they will be required to pay for the entire term. School liability insurance is applicable only while the student is enrolled at this institution and performing training conducted by the institution. If students do not desire to purchase medical professional liability insurance from the school, they are not required to do so. However, they must obtain such liability insurance coverage from some source and present proof of such insurance to their instructor. The minimum coverage is \$1 million per incident and \$3 million aggregate.

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**Communicable Disease Policy** (Continued)

- (2) Students desiring to purchase the medical professional liability insurance furnished by this College may purchase such insurance at time of registration by means of a special individual insurance receipt, copies of which will be furnished all students requiring them upon request. The individual student is responsible for completing the required insurance payment receipt form and advising the cashier, at the time of registration, that he/she desires to purchase the insurance. The Office of Business and Finance will not collect medical liability insurance fees from any student except on a voluntary basis. Upon payment of insurance fee, one copy of the receipt will be returned to the student for his/her use and proof that he/she has purchased the insurance.

### **III-3 EVALUATION OF STUDENTS**

#### **III-3.1 Evaluation Information**

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

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

- (2) For all courses, except those which include a clinical or laboratory component as required by licensing or accrediting body, the final course grade granted to a student shall be a composite grade giving appropriate weight to several sources of grades. The following guidelines for assigning a final grade are provided:
  - a. Daily grades may be included in the records for which they are appropriate. Maximum weight: 25% of total.
  - b. Weekly or quiz grades should be so marked on the records. A word or two identifying the content area of the quiz may be entered below the grades on the line appropriate to the date given. Maximum weight: 25% of total.
  - c. Eight-week or midterm grades should be entered and labeled adequately. Maximum weight: 25% of total.
  - d. Final exam should be entered in the appropriate record. The date the exam was administered may be entered above the grade. Maximum weight: 25% of total. (Final exams are required in each course.)
  - e. Special projects reflecting work of an applicatory nature (e.g., term papers, efforts to do a specific job, lab reports, etc.) must be given appropriate weight. It should be remembered that the instructor indicates the relative value of an assignment to the student by the

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### Evaluation of Students (Continued)

relative weight the completed effort has insofar as grades are concerned. Maximum weight: 25% of the total.

In instances where an instructor determines that a student has engaged in academic dishonesty on a particular assignment, the instructor may assign the student whatever grade the instructor deems appropriate given the particular circumstances of the academic dishonesty. In instances where an instructor determines a student to have engaged in a second instance of academic dishonesty during the same course, the instructor may give the student an "F" for the course without regard for any contrary requirement of this policy. In addition to assigning an "F" for the course, the instructor may file charges against the student, in accordance with Section III-6.4.2 for having violated the Student Code of Conduct.

- (3) For all courses which include a clinical or laboratory component, the final grade shall be determined, to the fullest extent possible, in accordance with paragraph 2 above. However, the Dean with responsibility for the particular program, which includes the course containing a clinical or laboratory component, may determine that any failure in the clinical or laboratory component of a course is sufficient to warrant a failing grade for the entire course. In instances where the responsible Dean makes such a determination, students shall be notified, in accordance with paragraph 1 above, that a failure in the clinical or laboratory component of the course shall or may result in a failing grade for the course.

The requirements of individual departments will vary, but shall not contradict this policy. Additional guidelines may be established and distributed to faculty and students by the appropriate Department Chairperson.

- (4) Consistency of writing requirements across academic disciplines is of utmost importance; especially when considering the skills necessary to succeed when furthering one's education during and after the FTCC experience. It is for this reason that the following writing and research procedures will be followed:
  - a. Writing methods across all disciplines will include only those espoused in the most current editions of the MLA Handbook for Writers of Research Papers by the Modern Language Association (MLA), or the Publication Manual of the American Psychological Association (APA).
  - b. Deviations from the guidelines presented by each method are in no way helpful to our students from class to class on our own campus, let alone transferring to another institution. Therefore, deviations are not allowed. Students should be able to discern the requirements for

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### Evaluation of Students (Continued)

research paper submission from the texts without additions or subtractions contained within an individual syllabus.

- c. Works Cited or Reference Pages attached to research paper submissions in all non-English classes shall account for no more than 5% of the paper's final grade. For credit English classes shall weight the importance of Works Cited pages individually.
- d. For the purposes of research for papers and or speeches at FTCC, both e-books and e-journals/periodicals will be considered equivalent to printed resources.

(5) Late academic work submission procedures are as follows:

- a. Academic assignments and projects are due by the scheduled/published dates in the course syllabus.
- b. In general, there is a 10-point penalty for each business day that an assignment or project is late. For example, if the maximum number of points you can earn on an assignment or project is 100 points, 10 points will be deducted from your grade for each business day your assignment or project is late. If your assignment is due on Tuesday and you submit on Wednesday, the highest possible grade you can earn is a 90. With each additional day late, there is a 10-point reduction in the grade for this example. Assignments may be submitted no more than one week late without prior approval from instructor.
- c. No late work will be accepted after the 90 percent date of the term without an Incomplete Grade approval from instructor.
- d. Certain course activities may not be eligible for late submission after the conclusion of the week, module or unit. These include, but are not limited to, discussion boards, quizzes, and exams.
- e. We know that extenuating circumstances can sometimes interfere with timely submission of your work. Be sure to tell your instructor right away if you are going to be late with a submission.
- f. Extenuating circumstances include, but are not limited to, personal/family member hospitalization, family member death, a severe weather event, a natural disaster, and an active military situation that prevents timely submission of work. Computer-related issues, Internet connectivity, and account blocks are generally not considered extenuating circumstances.

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## Evaluation of Students (Continued)

- g. You may request an extension or alternative arrangement, preferably prior to the due date, but your request does not automatically result in a waiver of due date or of the penalties for late submissions. Your instructor may also require you to provide documentation of the reason. If your instructor determines that an extension is warranted, they will provide you with the expectations for your submission.

### III-3.2 Assignment of Grades

#### III-3.2.1 Grading Procedures (Effective Fall 2015 Semester)

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

Numerical Grade	Grade	Grade Point Equivalent
90 – 100	A- Excellent	4 grade points for each credit hour
80– 89	B- Good	3 grade points for each credit hour
70 – 79	C- Average	2 grade points for each credit hour
60 -69	D- Below Average	1 grade point for each credit hour
0 – 59	F- Failure	0 grade point
	I- Incomplete	After eight (8) weeks for 16-week classes and 4 weeks for 8-week classes, 2 weeks for 4-week classes the grade becomes an "F" if course work is not completed within the specified time.
	IE- Incomplete due to a State of Emergency	No effect on grade point average and converts to a WE six months after last day of the course for which the IE was assigned if course work is not completed. Available only for courses underway when a State of Emergency affecting the College was declared.



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## Evaluation of Students (Continued)

	AU- Audit (No Credit)	No effect on grade point average
	NS- No Show	No effect on grade point average
	P- Proficiency	No effect on grade point average
	T- Transfer	No effect on grade point average
	W- Withdrawal	No effect on grade point average
	WE- Withdrawal due to a State of Emergency	No effect on grade point average and available only for courses underway when a State of Emergency affecting College operations was declared.

- I (Incomplete) may be given at the discretion of the instructor when all course requirements have not been met. After eight weeks from the end of the class, an incomplete grade in a sixteen-week class becomes an "F." After four weeks from the end of class, an incomplete grade in an eight or nine-week class becomes an "F." After two weeks from the end of the class, an incomplete grade in a four- or five-week class becomes an "F".
- IE (Incomplete due to a State of Emergency) may be granted by the instructor when all course requirements have not been met and the course was underway at the time a State of Emergency, affecting College operations, was declared. In the event all course requirements are not completed within six months after the last day of the course, the grade will be replaced with a grade of WE (Withdrawal due to a State of Emergency).
- AU (Audit) requests must be made at the first class session. The intent of the AU is to allow students to take courses for no credit. Forms must be obtained from the Registrar's Office and be signed by both student and instructor during the first two days of the sixteen-week course and the first day of an eight-week course.
- Developmental classes may not be audited. To receive the AU, the student must meet all course requirements. This grade is permanent and cannot be converted to a letter grade.
- NS (No Show) is administered when a student registers, but fails to attend class(es) prior to the 10% point of the term.
- P (Proficiency) by examination may be given after the student has registered for the course and after a preliminary screening test is

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### Evaluation of Students (Continued)

given by the department chairperson. The grade equates to a "C" or better. This process must be completed within the first four class days of the term.

- T (Transfer) credit is granted for courses completed at other regionally accredited community colleges, colleges, and universities.
- W (Withdrawal) is the grade given when a student drops a class after the 10% point in time through the 90% point in time. The grade is not factored into the student's grade point average. It does count as an attempt for financial aid and veterans' benefits.
- WE (Withdrawal due to a State of Emergency) may be granted when a student drops a class at any time after a State of Emergency, affecting College operations, is declared and on or before the last day the class is scheduled to meet.

### **Withdrawing from an eArmyU Course**

Before dropping a course, please note the following:

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

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

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

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

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
**Evaluation of Students** (Continued)

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

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

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

Health occupations curricula, Funeral Service Education, and Paralegal Technology require course grades of C or better in order to progress to the next course/term. Each department area will issue to the student in written form the necessary information to cover such grading policies. Students who request transfers to other degree curricula are expected to have maintained a 2.0 GPA on all courses completed including prerequisite courses.

**III-3.2.1.1 Pre-Curriculum Course Grading System  
(Effective Fall 2019)**

Courses numbered below 100 are pre-curriculum courses and are graded on a pass/fail grading scale:

**Transition Courses**

Grading in transition courses is mastery based at 85%.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
**Evaluation of Students** (Continued)

**MAT 003:**

<b>Grade</b>	<b>Interpretation of Grade</b>
<b>P1</b>	Mastered through until 8
<b>P2</b>	Mastered through until 12
<b>P3</b>	Mastered through until 17
<b>R</b>	Re-enroll-not successful

**ENG 002:**

<b>Grade</b>	<b>Interpretation of Grade</b>
<b>P1</b>	Mastered through until 6
<b>P2</b>	Mastered through until 10
<b>R</b>	Re-enroll-not successful

**Co-requisite Courses**

MAT 010, MAT 043, MAT 052, MAT 071, and ENG 011 use the following grade scheme:

<b>Grade</b>	<b>Interpretation of Grade</b>	<b>Numerical Grade</b>
<b>S</b>	Successful completion	70-100
<b>F</b>	Re-enroll-not successful	0-69

Pre-curriculum course grades are not counted as credit towards graduation, and they are not calculated in to the student's cumulative Grade Point Average (GPA).

**III-3.2.2 Standards of Satisfactory Academic Progress (SAP)**

To remain eligible for state and federal financial aid programs, students need to make Satisfactory Academic Progress (SAP) toward achieving a degree, diploma, or certificate. Standards of Satisfactory Academic Progress are applied to all students who wish to establish or maintain financial aid eligibility at FTCC, regardless if they have received financial aid funds in the past.

The standards are established to encourage students to progress toward an educational objective and complete a degree within a reasonable time frame and with the least amount of loan debt. If the standards are not met, students are not eligible for federal and state financial aid.

**III-3.2.2.1 Academic Progress Standards for All Students**

All curriculum students at FTCC are required to meet minimum standards for academic progress. Academic progress is evaluated

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### Evaluation of Students (Continued)

at the completion of each term by both the Registrar's Office (for all students) and by the Financial Aid Office (for student's receiving financial aid).

#### (1) Maintain a Minimum Cumulative GPA

- Maintain a cumulative grade point average of at least a 2.0.
- Cumulative GPA is based on all credits attempted since your initial date of attendance at FTCC regardless of program.
- Grade forgiveness and program GPA are not factors in the calculation of cumulative GPA.
- A student's cumulative grade point average must meet the minimum standards of the institution according to degree intentions. The minimum cumulative and major grade point average for graduation at FTCC is 2.0.

#### (2) Maintain a Minimum of Completed Credit Hours for Credits Attempted

- Complete a minimum of 67% of cumulative credit hours attempted.
- Attempted credits include courses with grades of "A" through "F", "W", A\* B\* C\* U\* WP\* WF\* U, WF, C@, D@, WF, F@, I\* I, T, S WP, B@, U@, A@. An F, W, WF, WP, U, F@, I\*, I, IP or IC grade is not considered a completed credit and will count against your attempted credit calculation and GPA.
- All transfer credits accepted by FTCC will count toward the calculation of attempted credits.
- Credit hours taken for a grade of "audit" (AU) do not apply toward an associate degree, diploma, or certificate program. Therefore, credit hours with this designation are not included in determining enrollment status for financial aid disbursements or Satisfactory Academic Progress. Students with changes in grade type of an "audit" (AU) after the disbursement of financial aid will be reviewed for an enrollment status change. This change may result in a reduction of financial aid eligibility and a balance owed to the College.
- Courses with grades of "I" (Incomplete) or I\* will be considered as credit hours attempted and not completed. Students who have made arrangements with the instructor to complete required course work are not required to re-register for the same class during a subsequent semester.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
**Evaluation of Students** (Continued)

to complete the work. Any course carried forward to the next semester for completion will not be counted as part of the new semester enrollment status. If the "incomplete" grade was instrumental in placing a student on financial aid probation or suspension, once completed, the student may appeal for a re-evaluation of Satisfactory Academic Progress by submitting the Satisfactory Academic Progress Appeal form.

- Repeated courses will be counted as hours attempted and also toward maximum credits allowable for each type of program for financial aid.
- Courses with grades of "IE" (Incomplete due to a State of Emergency) will not be considered as credit hours attempted and will not be considered as completed. Students who have made arrangements with the instructor to complete required course work are not required to re-register for the same class during a subsequent semester to complete the work. Any course carried forward to the next semester for completion will not be counted as part of the new semester enrollment status. Once course requirements are completed, the grade IE will be converted to the grade (A, B, C, or D) as assigned by the instructor, the course will be considered as credit hours earned during the semester in which the student was enrolled in the course for which the IE grade was granted, and the course grade shall count towards the student's GPA. In the event the course requirements are not completed within six months after the last day of the course, the grade of "IE shall be converted to a grade of "WE."
- Courses with grades of "WE" (Withdrawal due to a State of Emergency) will not be considered as credit hours attempted, will not count towards the student's GPA, and will not be considered as completed.

(3) Complete A Degree, Diploma or Certificate Program in No More Than 150% of the Average Length of the Program:

Cumulative credit hours attempted are defined as all credit hours attempted at FTCC, and all credit hours transferred to FTCC from other institutions.

- Students will not be eligible to receive financial aid once they have attempted 150 percent of the normal credits required for their approved program of study, i.e., degree, diploma or certificate.

**Evaluation of Students (Continued)**

- All attempted credits are counted, including credit for prior learning, and developmental courses; whether or not financial aid was received, or the course work was successfully completed.
- A student who completes an associate degree at FTCC is considered to have reached their maximum program length and is not eligible for financial aid for other programs. Students who have completed a diploma or a certificate may enroll in an associate degree. The course credits obtained toward the diploma/certificate will continue to be calculated as part of the 150% percent of the program length.

**(4) PROCEDURE FOR REVIEW OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

At the conclusion of each term (including summer) and following the posting of grades to the official transcript; the Financial Aid office will review the student academic history and notify students who do not meet the Standards for Satisfactory Academic Progress using the student Gmail system.

The Financial Aid Office will process the SAP review following the posting of grades to the official transcript. Email notifications regarding SAP Warning will be sent at that time and hard copy letters sent to students indicating SAP Suspension.

Students not meeting the Standards for Satisfactory Academic Progress will be placed on SAP Warning or SAP Suspension following the completion of this review process.

**III-3.2.2.2 Student Academic Standing Procedures for All Students**

All curriculum students at FTCC are required to meet minimum standards for academic progress. Academic progress is evaluated at the completion of each term by the Registrar's and Records Office. This procedure involves reviewing each student's cumulative grade point average (GPA) to evaluate his or her academic progress and academic standing.

Students are encouraged to review the online College Catalog for details of how a student's academic progress may affect his or her

**Evaluation of Students** (Continued)

continued enrollment. Please keep in mind that Financial Aid and Veterans Services may have more restrictive academic progress and academic standing requirements as conditions for his or her continued funding.

**Good Standing**

A student is considered to be in good academic standing when he or she earns a cumulative GPA of 2.0 or above.

**Academic Warning**

A student is considered to be on academic warning when his or her cumulative GPA is below 2.0 at the end of the semester. This warning is an indication of potential academic problems and is communicated to the student and the student's advisor and major department(s). A letter is sent via email encouraging attendance at Pathways to Academic Success (PAS) sessions facilitated by Counseling Services and an orientation of the Success Center.

**Academic Probation**

A student is considered to be on academic probation when the student is already on academic warning and his or her cumulative GPA is still below 2.0 at the end of a semester. The student is placed on academic probation, and this is noted on the student's permanent record. A letter is sent via email requiring the student to meet with his or her academic advisor.

**Academic Suspension**

A student who is currently on academic probation and his or her cumulative GPA remains below 2.0 at the end of the semester is considered to be on academic suspension. The student is suspended from the College for one 16 week academic semester. A letter is sent via email requiring the student to meet with his or her academic advisor. The advisor will complete the Academic Probation of Suspension form.

**III-3.3 Classification of Students:**

- (1) Full-time student: A student enrolled for 12 or more credit hours.
- (2) Part-time student: A student enrolled for fewer than 12 credit hours.



## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### **Evaluation of Students** (Continued)

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

### **III-3.4 Academic Course Load**

**“Financial aid recipients registered during the summer semester will need 12 semester credit hours for full PELL awards. VA requirements may vary.”**

The maximum course load for any academic term range is 18 credit hours for the Fall and Spring semesters and 12 credit hours for the Summer semester. Any request for exception to the academic course load maximum must be evaluated by the applicable program Dean of the student's program of study. When extenuating circumstances exist, the Dean may grant a student special permission to deviate from the course load maximum.

The College reserves the right to limit the number of credit hours in which students can enroll if developmental studies courses are needed or if placed on academic probation.

### **III-4 FINANCIAL INFORMATION**

#### **III-4.1 Tuition, Fees, and Books**

(1) Tuition: (effective Spring 2016)

- a. In-State Tuition: \$76.00 per credit hour, up to 16 hours\* or;  
\$1,216.00 per semester, or;  
\$2,432.00 for two semesters,
- b. Out-of-State Tuition: \$268.00 per credit hour, up to 16 hours\* or;  
\$4,228.00 per semester, or;  
\$8,576.00 for two semesters

(2) Fees

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

<u>Course Length</u>	<u>Registration Fee</u>
0-24 Hours	\$ 70.00
25-50 Hours	\$125.00
50+ Hours	\$180.00

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

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
**Financial Information** (Continued)

- f. Student Activity Fee of \$25.00 per semester.
  - g. Technology Fee of \$16.00 per semester.
  - h. Campus access, parking, security (CAPS) fee of \$15 per semester.
- (3) Books (Estimated): \$750 per semester

**III-4.2 Tuition/Fee Waivers**

- (1) High school students enrolled in a community college curriculum course under the Career and College Promise program are exempt from tuition.

High school students in the Career and College Promise program are also exempt from the CAPS fee. In addition, high school students in these programs are exempt from the activity fee and technology fee when the course location is the high school. The activity fee and technology fee is paid by Cumberland County Schools when the student attends high school in the public school system. Private and home school students pay the activity fee and technology fee under the Career and College Promise program.

- (2) When an employer, other than the Armed Services, pays tuition for an employee to attend a community college and when the employee works at a North Carolina business location, the employer is charged the in-state tuition rate.
- (3) Certain out-of-state students who are members of families that were transferred to this state by businesses, industries, or civilian families transferred by the Armed Forces, for employment may be eligible for tuition payment at the in-state rate.
- (4) Out-of-state service members and their dependents stationed at a North Carolina base are eligible to be charged the in-state tuition rate. The waiver is for the academic year. Continuing students may re-apply each fall term.
- (5) Members of the Armed Forces that register through the GoArmyEd website are exempt from the activity fee, technology fee, and CAPS fee based on the agreement between the College and contractual agency.
- (6) Certain veterans shall be granted in-state tuition rates so long as they live in North Carolina, enroll at FTCC within 3 years of leaving active duty, and meet other criteria as described in G.S. § 116-143.3A.

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### Financial Information (Continued)

- (7) Students enrolled in Internet courses only (taking no traditional face-to-face courses) may request a waiver of the student activity fee.
- (8) Volunteer fireman, municipal, county, state or NC military installation fire department personnel; volunteer EMS or rescue and lifesaving department personnel; municipal, county, state or NC military installation EMS or rescue and lifesaving department personnel; municipal, county or state law enforcement officers are exempt from tuition and registration fees when enrolled in courses requested by their organization in support of that organization's training needs
- (9) Students enrolled in Human Resources Development programs are exempt from continuing education registration fees.
- (10) Elementary and secondary school employees enrolled in courses in first aid or cardiopulmonary resuscitation (CPR) are exempt from continuing education registration fees.
- (11) Law enforcement officers employed by a municipal, county, or state agency and trainees that are sponsored by a state, county, or municipal law enforcement agency taking state-mandated Basic Law Enforcement Training Programs are exempt from tuition.
- (12) Eligible survivors of a law enforcement officer, firefighter, volunteer, firefighter, or rescue squad worker killed in the line of duty, are exempt from tuition and registration fees.
- (13) An eligible spouse or child of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker who is totally and permanently disabled, as a result of an injury sustained in the line of duty, is exempt from tuition and registration fees.
- (14) An eligible ward of the state is exempt from tuition and registration fees not covered by other financial aid.
- (15) Students participating in an apprenticeship program that meets all of the following criteria: (a) is a registered apprenticeship program recognized by the United States Department of Labor; (b) has a documented plan of study with courses relating to a job-specific occupational or technical skill; (c) the student is a high school student when entering the program.
- (16) Tuition/fee waivers are not applicable to courses established on a self-supporting basis.

### III-4.3 Tuition Refunds

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
**Financial Information** (Continued)

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

- a. **100 Percent Refund:** A 100 percent refund shall be made if the student officially withdraws prior to the first day the academic period as noted in the College calendar; or prior to the first day of a course section, for a course section that is not consistent with the academic period. Also, a student is eligible for a 100 percent refund if the course section in which the student is officially registered is cancelled.
- b. **75 Percent Refund:** A 75 percent refund shall be made if the student officially withdraws from a course section prior to or on the official 10 percent point of the course section.

**Drop/Add with no Penalty After a Course Section Begins:** After a course sections begins, students should complete all drop/add transactions in one process. If a student changes or drops a a course section of equal hours during the same computer transaction, no additional cost will be incurred.

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

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

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

- c. A 100 percent refund shall be made if the student officially withdraws from a contact hour course section prior to the first day of the course section or if the College cancels the course section. A 75 percent refund shall be made if the student officially withdraws from a contact hour course section on or before the tenth calendar day of the course section.

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### Financial Information (Continued)

- (2) To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations stated in this rule.
- (3) Where a student, having paid the required tuition for a course section, dies prior to completing that course section, all tuition and fees for that course section shall be refunded to the estate of the deceased.
- (4) For a course section that the college collects receipts which are not required to be deposited into the State Treasury account, the College shall adopt local refund policies. Course sections in this category are considered self-supporting and the College follows the same refund policies stated above.

#### **III-4.3.1 Military Tuition Refund**

Upon request of the student, each college shall:

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

#### **III-4.3.2 Tuition/Fee Refund Appeals**

Students are responsible for charges and payments to their student tuition/fee account.

Appeals for the current and/or immediate prior term only will be considered and reviewed. All other appeals will not be considered. Decisions of the Appeal Committee are final. Book charges may not be appealed.

- Certain mitigating circumstances may qualify for a refund of tuition and fees paid to FTCC. Mitigating circumstances may consist of the following:

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### Financial Information (Continued)

- Death of an immediate family member. A copy of the death certificate is required.
- Medical emergency which results in the inability to attend class. Medical documentation is required. Medical documentation including the dates of illness or admission to the hospital and/or a signed letter from the doctor is required.
- Unanticipated military service, including TDY, training, activation for deployment and unanticipated reassignment. Proof of orders is required.

For any other mitigating circumstances, documentation and explanation must be submitted with the appeal form.

Requests for a tuition refund will be reviewed by the Student Tuition/Fee Appeal Committee. Appeals are reviewed monthly on the third week of every month. A letter will be mailed within a week after the Appeals Committee meeting indicating the decision of the Appeals Committee.

Financial Aid Students: A dropped class will result in a charge in enrolled credit hours, which could generate a refund or a requirement to repay financial aid. Please contact the Financial Aid Office at (910) 678-8242 or [finaid@faytechcc.edu](mailto:finaid@faytechcc.edu) with any questions regarding your financial aid prior to submitting this form.

#### **III-4.4 Return of Federal Title IV Funds, Military Tuition Assistance, and Veteran Administration Sponsored Tuition Programs for Complete Withdrawals**

Students receiving Federal Title IV funding (Pell Grant, Supplemental educational Opportunity Grant, or William D. Ford Direct Loans) and active duty military or veteran students receiving tuition sponsorship through the Military Tuition Assistance Program or Veteran's Administration, who completely withdraw from classes, are required to have aid evaluated to determine amount earned. Unearned aid is returned to the federal programs. The amount of federal funds returned to the federal programs will be determined based on Title IV funds, military tuition assistance, or Veteran Administration funds will not be returned after the 60 percent point of the semester.

#### **III-4.5 Financial Aid Policy**

Fayetteville Technical Community College operates with the assumption that no student should be denied a college education due to lack of financial

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### Financial Information (Continued)

resources. As far as possible, students are aided in meeting college costs through careful planning and various forms of financial aid and other third-party support.

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

#### **III-4.5.1 Eligibility Requirements - A student must:**

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

#### **III-4.5.2 Financial Aid Application and Verification of Student Aid Application Information**

- (1) To apply for financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA) and include FTCC's school code (007640).



FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
**Financial Information** (Continued)

- (2) The Department of Education's Central Processing System (CPS) will electronically forward the student's completed application, also known as the Institutional Student Information Record (ISIR), to the FTCC Financial Aid Office for review and processing.
- (3) All students selected for verification shall be advised of documentation required for verification upon review of the ISIR by the Financial Aid Office. Students will be notified of required documentation by way of a check list sent to their FTCC student email account and the self-service account.
- (4) No incomplete records will be accepted in the Financial Aid Office. Students who fail to provide the required documentation will be ineligible for financial aid.
- (5) Any conflicting information or discrepancies must be resolved prior to packaging which may require corrections to the ISIR.
- (6) All financial aid records will be audited prior to disbursement of funds. An aid recalculation will be required if the student withdraws prior to the Financial Aid census date. Students will be notified in writing of any discrepancies found.
- (7) The Director of Financial Aid shall report any evidence of fraud or presence of information which suggests the possibility of fraud to the administration for referral to the local law enforcement authorities, the Office of the State Auditor, and/or the North Carolina State Bureau of Investigation.

**III-4.5.3 Aid Packaging**

Aid packaging consists of the following steps:

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

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
**Financial Information** (Continued)

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

**III-4.5.4 Completion of Packaging**

When the package is complete, an offer letter is generated by the College's data system and accessible to the student in Self-Service (Financial Aid).

- (1) Students are sent an email notification of their offer letter.

**Financial Information** (Continued)

- (2) Students may then charge tuition, fees, and books against their financial aid award according to FTCC's Bookstore schedule.

**III-4.5.5 Work Study**

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

**III-4.5.6 Other Considerations**

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

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

**Financial Information** (Continued)

- a. Pell Grant award checks are released to the student at a designated time each term according to the disbursement calendar published on FTCC's website.
  - b. Pell Grant recipients who had awards approved after the initial pay voucher was processed by the Business Office will be paid on the next FTCC Pell Grant disbursement date.
  - c. Federal Work Study checks are released on FTCC scheduled pay dates following receipt of the previous month's FWS time sheets.
- (6) Federal Direct and PLUS loan disbursements are distributed as follows:
- a. Disbursements are released to the student according to the disbursement calendar published on FTCC's website.
  - b. Loans are disbursed in three installments during the fall and spring semesters. Loans are disbursed in two installments during the summer semester.
  - c. Disbursements for first time loan recipients are released 30 days after the first day of the term. See the disbursement calendar published on FTCC's website for first-time loan borrowers.
  - d. The student can view transmittal activity showing refund receipt and disbursement history in Self-Service (Student Finance).

### **III-5 STUDENT ACTIVITIES**

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

#### **III-5.1 Student Government Association**

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

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

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

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

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
**Student Activities** (Continued)

### **III-5.2 Social Activities and Clubs**

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

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

Clubs may be organized within the student body as an outgrowth of a particular curriculum or an educational emphasis. Procedures for organizing a club are as follows: (1) An appropriate Advisor is selected. (2) A club constitution and by-laws must be written. (3) Constitution and by-laws must be presented to the Director of Student Activities. All such off-campus activities must have prior approval of the Director of Student Activities. All clubs will maintain their own financial accounts through the Business Office. Quarterly financial reports and an annual report must be filed with the Business Office. Clubs may conduct approved fundraising projects in accordance with institutional policy.

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

### **III-5.3 Honors and Achievements**

- (1) President's List - The President's List is generated at the end of each semester for students with a perfect grade point average. This honor is reflected on students' transcripts. Students must be approved for a curriculum prior to the start of the semester. The developmental studies curriculum and courses are excluded from this consideration.
- (2) Dean's List - The Dean's List is generated each semester for students with an outstanding grade point average. This honor is reflected on students' transcripts.
- (3) The President's Award - The President's Award is presented to a deserving student selected by a faculty/staff committee. To be eligible for this award, a student must have a minimum 3.0 GPA and must have been enrolled on a full-time basis during the year of nomination. The student must exhibit and promote good student morale and demonstrate a genuine concern for FTCC and its role in the community.

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### **Student Activities** (Continued)

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

### **III-6 STUDENT RIGHTS, RESPONSIBILITIES, AND JUDICIAL PROCEDURES**

#### **III-6.1 Student Rights**

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

- (1) Every student has the right to a learning environment that is free from unreasonable distractions. If a student's behavior interferes with the educational process, that student will be directed to end the activity causing the disruption. A student who continues to disrupt can be removed immediately from class and/or campus. Within a reasonable time after being removed, the student will be advised of his/her options, which are more fully described under the section on Disciplinary Action.
- (2) Students have the right to be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- (3) Students have the right to freedom of expression, inquiry and assembly so long as it is not disruptive to a learning environment.
- (4) Students have the right to inquire about and propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and College officers.
- (5) Students and former students have the right to review their official records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, except under legal compulsion or in accordance with federal law and the announced policies/procedures of the College. Student rights in this area are more fully described in the following section.

#### **III-6.2 Student Responsibilities in a Pandemic or Public Health Threat**

Students shall be sensitive and responsive to protecting the health and wellness of faculty, staff, students and the community. As such, they shall follow all protocols established by FTCC and the Center for Disease Control



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**Student Rights, Responsibilities, and Judicial Procedures (Continued)**

(CDC). In response to pandemic or other public health threats associated with a Public Health Emergency or a declared "State of Emergency". This includes, but is not limited to (1) properly wearing masks, as described by the CDC, (2) monitoring students and enforcing FTCC protocols when non-compliance is observed, (3) remaining off campus when experiencing any COVID-19 symptoms identified by the CDC, and (4) any other protocols implemented by FTCC. This policy shall supersede any conflicting FTCC policies. Failure to comply with College protocols associated with pandemics or other health threats may result in the imposition of disciplinary action by the College.

### **III-6.3 Student Code of Conduct**

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

- (1) Academic dishonesty, including, but not limited to:
  - a) Obtaining test information, research papers, notes and other academic material without authorization;
  - b) Receiving or giving help on tests, projects, or assignments submitted for a grade unless specifically authorized by the instructor; and,
  - c) Plagiarism, which is taking credit for another's ideas or works as if they were your own.
- (2) Theft, vandalism, or misuse of College property wherever it is located.
- (3) Possession, use, or distribution of alcohol or any illegal drug. In addition, students shall not be under the influence of any such substance while on campus, at College events, or in College owned vehicles.
- (4) Using, recording, or disseminating anything which is lewd, obscene or which substantially and materially disrupts or threatens to disrupt the operation of the College.
- (5) Physical violence against another person or threatening physical violence against another person.

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**Student Rights, Responsibilities, and Judicial Procedures** (Continued)

- (6) Harassment or intimidation of any other person which is defined as verbal or physical conduct that is severe, pervasive, and objectively offensive such that it substantially interferes with an individual's academic or work performance or creates an intimidating, hostile, or demeaning academic or work environment. Sexual Harassment, as defined by the College's policy prohibiting sexual harassment, is a form of prohibited harassment.
- (7) Participation in gatherings or demonstrations that interfere with another's ability to freely access College facilities or property. Students shall not disrupt or interfere with the College's educational processes or College functions. Student shall comply with any instruction of a College employee to leave the scene of a disruptive gathering or demonstration.
- (8) Violation of any state law prohibiting the possession of weapons on the campus. Generally, explosives, guns, knives, razors, other sharp instruments, leaded canes, brass knuckles and stun guns are not permitted on campus unless the possession of the weapon is a necessary part of a class in which the student is enrolled and the possession of the weapon is authorized by the student's instructor.
- (9) Tampering with a fire alarm or other safety equipment belonging to the College.
- (10) Illegal Gambling.
- (11) Smoking or using other forms of tobacco in any unauthorized area including but not limited to classrooms, shops and labs. For areas of the campus where smoking is permitted, refer to the College's policy on Smoking on Campus which is described more fully later in this section.
- (12) Altering or misusing College documents, records or instruments of identification with intent to deceive.
- (13) Financial irresponsibility including, but not limited to, failure to pay College fines, failure to repay College funded loans or passing worthless checks to College officials.
- (14) Violating the terms of any disciplinary probation or any College regulation during the period of probation.
- (15) Failing to follow instructions of College employees.
- (16) Participating in conduct that disturbs peace and order of the College. This includes, but is not limited to yelling, screaming, or talking in an

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
**Student Rights, Responsibilities, and Judicial Procedures (Continued)**

unnecessary or unreasonably loud voice, or using of any device which produces loud and/or disruptive noises.

- (17) Unauthorized use of any electronic device, such as cell phones, recorders, cameras, i-pods, MP3 players, computers, and the like, in a virtual or physical classroom, shop, or lab.
- (18) Permitting any person who is under the age of sixteen (16) and who is not an FTCC student to enter any instructional area without prior authorization. Instructional areas include virtual or face-to-face classrooms, labs, libraries, the Success Center, clinical sites, or shops. However, students under the age of sixteen (16) shall be permitted to enter into any instructional area for purposes related to their own education.
- (19) Violating any College rule, regulation, policy and/or procedure.
- (20) Violating any local, state or federal law or regulation.
- (21) This Student Code of Conduct is not all inclusive. Any conduct which is disruptive to the educational environment of the College is prohibited.

**III-6.3.1 Disciplinary Action**

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

- 1) If an act of misconduct threatens the health or safety of any member of the academic community or seriously disrupts the function and good order of the College, an instructor or administrative officer may direct the student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. The instructor may suspend the student(s) from the class until further notice. An administrative officer may suspend the student(s) from either the class or the College until a resolution of the matter can be made. Disruptive behavior may include, but is not be limited to, obscene and/or disruptive language, threatening actions, and blocking or restricting access to college classes, offices, and programs. The instructor or administrative officer invoking such suspension shall notify the Academic Dean or Designee (for curriculum students) or the Associate Vice President for Continuing Education (for continuing education students) in writing of the individual(s) involved and the nature of the infraction as soon as possible but no more than two days following the incident. The Academic Dean or Designee shall resolve the matter in a timely fashion.

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**Student Rights, Responsibilities, and Judicial Procedures (Continued)**

- 2) A violation, or possible violation, of the Weapons on Campus policy shall be reported to campus security immediately by phone, 678-8433, Emergency Call-box, or in person. The Director of Public Safety and Security, or designated representative, shall cause a full inquiry to be conducted and notification of civilian police if deemed necessary. An incident report shall be filed on all violations of this policy. Violations shall be reported in the Annual Crime Statistics published by campus security as requested by the Campus Security Act of 1990. The Academic Dean or Designee (for curriculum students) or the Associate Vice President for Continuing Education (for continuing education students) shall be notified by the Director of Public Safety and Security, or designated representative, immediately when any student is believed to have violated the Weapons on Campus policy. In the absence of the Academic Dean or Designee or Associate Vice President for Continuing Education, the next available Dean/administrator/director/ supervisor should be notified.

Upon notification by the Director of Public Safety and Security, the Academic Dean or Designee or the Associate Vice President for Continuing Education shall temporarily suspend any student being investigated for a violation of this policy. The temporary suspension shall be imposed until the inquiry into the alleged violation is complete, but under no circumstances shall the temporary suspension exceed five weekdays.

Upon completion of the inquiry, the Academic Dean or Designee or the Associate Vice President for Continuing Education shall determine whether a violation of this policy occurred. If the Dean or Designee or Associate Vice President determines a student did violate this policy, the Dean or Designee or Associate Vice President shall suspend the student for a minimum of 120 days and shall notify the student of any right to appeal the decision. If it is determined the student did not violate this policy, the student shall be immediately allowed to return to class and shall be given every reasonable opportunity to complete any missed coursework.

- (3) Any administrative official, faculty/staff member, or student may file charges with the FTCC Security Office against any student or student organization for violations of College regulations. The individual(s) making the charge must complete a charge form stating:
- a) name(s) of the student(s) involved
  - b) the alleged violation of the specific Code of Conduct
  - c) the time, place, and date of the incident

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**Student Rights, Responsibilities, and Judicial Procedures** (Continued)

- d) name(s) of the person(s) directly involved or witnesses to the infractions
- e) any action taken that relates to the matter, and
- f) desired solution(s)

The completed charge form should be forwarded directly to the Academic Dean or Designee (for curriculum students) or the Associate Vice President for Continuing Education (for continuing education students).

Within five (5) working days after the charge is filed, Security shall complete a preliminary investigation of the charge, and the Dean or Designee or Associate Vice President shall schedule a meeting with the student. After discussing the alleged infraction with the student, the Dean or Designee or Associate Vice President may act as follows:

- a) Drop the charges
- b) Impose a sanction
- c) Refer the student to a College office or community agency for services

The decision shall be presented to the student in writing or mailed within five (5) working days. In instances where the student cannot be reached to schedule an appointment or where the student refuses to cooperate, the Dean or Designee or Associate Vice President shall send a certified letter to the student's last known address providing the student with a list of charges, the decision, and instructions governing the appeal process.

- (4) Violations of the Code of Conduct related to academic issues, for example, cheating, plagiarism or classroom disruption will be addressed through the chain of command within the academic area.

The penalty for academic offenses is imposed or recommended by the instructor teaching the course. Ignorance of the rules or carelessness about plagiarism or cheating is no excuse.

Penalties for plagiarism and cheating that may be imposed by the instructor include but are not limited to the following:

- Re-writing the assignment
- Receiving a "0" on the assignment
- Failing the course in which the assignment was submitted.

Penalties for plagiarism and cheating that may be recommended include but are not limited to the following:

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**Student Rights, Responsibilities, and Judicial Procedures** (Continued)

- Academic probation
- Academic suspension
- Expulsion from the college

When probation, suspension, or expulsion is recommended, the recommendation must be submitted to the appropriate Academic Dean within five (5) working days of the discovery of the incident. Within five (5) working days after the recommendation is made, the appropriate Dean/Associate Vice President shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the administrative official may act as follows:

- a) Drop the charges
- b) Impose a sanction
- c) Refer the student to a College office or community agency for services

The decision of the Dean/Associate Vice President shall be presented to the student in writing or mailed within five (5) working days. In instances where the student cannot be reached to schedule an appointment with the Dean/Associate Vice President, or where the student refuses to cooperate, the Dean/Associate Vice President shall send a certified letter to the student's last known address providing the student with a list of charges, the Dean/Associate Vice President's decision, and instructions governing the appeal process.

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

### **III-6.4 Sanctions**

The following sanctions are example of those that may be imposed for discipline:

- (1) Reprimand: A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
- (2) General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without

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**Student Rights, Responsibilities, and Judicial Procedures** (Continued)

further penalty; secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) semesters.

- (3) **Restrictive Probation:** Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the College community. Generally the individual will not be eligible for initiation into any local or national organization, and may not receive any College award or other honorary recognition. The individual may not occupy a position of leadership with any College or student organization or activity. This probation will be in effect for not less than two (2) terms. Any violation of Restrictive Probation may result in immediate **SUSPENSION**.
- (4) **Restitution:** Paying for damaging, misusing, destroying or losing property belonging to the College, College personnel, or students.
- (5) **Interim Suspension:** Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
- (6) **Withholding grade reports, diploma, or right to register or participate in graduation ceremonies:** Imposed when financial obligations are not met. (Will not be allowed to register until all financial obligations are met.)
- (7) **Suspension:** Exclusion from class(es), and/or all other privileges or activities of the College for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must get specific written permission from the Dean before returning to campus.
- (8) **Expulsion:** Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the College only with the approval of the Vice President for Academic and Student Services.
- (9) **Group Probation:** This is given to a College club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
- (10) **Group Restriction:** Removing College recognition during the term in which the offense occurred or for a longer period (usually not more than one other term). While under restriction, the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.

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**Student Rights, Responsibilities, and Judicial Procedures (Continued)**

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

**III-6.5 Student Dress Code**

The Trustees of Fayetteville Technical Community College recognize the importance of maintaining an education environment which promotes rigorous academic studies, encourages critical thinking, and teaches students skills necessary to be successful in the workplace. The Trustees authorize individual educational programs to implement and enforce dress codes when required to protect the health and safety of students. Additionally, the Trustees hereby determine that all students not in such a program should be encouraged to dress, while on campus, in a manner appropriate for an educational environment. Effective June 1, 2011



### **III-7 APPEALS AND DUE PROCESS**

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

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

#### **III-7.1 Appeal of Disciplinary Sanction**

The Academic Dean or Designee (for curriculum students) or the Associate Vice President for Continuing Education (for continuing education students) investigates charges of misconduct and determines the action to be taken. The decision of the Dean or Designee or Associate Vice President is presented to the student in writing within five (5) working days after the charge is filed. If the student is notified that a disciplinary sanction will be imposed, he or she may appeal the decision.

- (1) If a student wished to appeal the decision, he or she must submit the appeal in writing within five (5) working days of receipt of the Dean's or Vice President's decision to the Student Appeals Committee through Associate Vice President for Academic Support.
- (2) The decisions of the FTCC Student Appeals Committee are referred to the Associate Vice President for Student Services as recommendations. The Associate Vice President for Student Services will review the case, consider the recommendation, reach a decision, and notify the student involved of the resulting decision as soon as possible, but no later than three (3) days working days from the receipt of the recommendation of the Student Appeals Committee.
- (3) If the student wished to appeal the decision of the Associate Vice President for Student Services, the appeal must be in writing and addressed to the

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### **Appeals and Due Process (Continued)**

Senior Vice President for Academic and Student Services. Thereafter, the route of appeal is to the President and then to the Board of Trustees. Decisions of the Board of Trustees are final.

#### **III-7.2 Appeal of Attendance Problems**

The instructor, according to guidelines published in the Student Handbook, may drop students who have excessive absences.

- (1) Appeals of attendance decisions should be made first to the department chairperson and then to the program area Dean. Further appeals of administrative withdrawal from class for attendance will be made in writing no later than five (5) college days to the FTCC Student Appeals Committee through the Associate Vice President for Academic Support.
- (2) The decisions of the FTCC Student Appeals Committee are referred to the Associate Vice President for Student Services as recommendations. The Associate Vice President for Student Services will review the case, consider the recommendation, reach a decision, and notify the student involved of the resulting decision as soon as possible, but no later than three (3) College days from the receipt of the recommendation of the Student Appeals Committee.
- (3) If the student wishes to appeal the decision of the Associate Vice President for Student Services, the appeal must be in writing and addressed to the Senior Vice President for Academic and Student Services. Thereafter, the route of appeal is to the President and then to the Board of Trustees. Decisions of the Board of Trustees are final.
- (4) Students dropped for attendance problems may be allowed to continue attending class until the appeal has been resolved.

#### **III-7.3 Appeal of Grades**

Grading is the prerogative of the faculty member. Appeals concerning grades given for a course must be directed to the faculty member assigning the grade and must be in writing. The faculty member assigning the grade and the student appealing the grade shall discuss the circumstances and attempt to resolve the appeal. Failing to reach a satisfactory resolution, the student may appeal in accordance with the specific procedures described below. The appeal of a grade must be initiated no later than the last day of the fourth full month after the course grade was assigned.

- (1) The student shall present the appeal in writing to the chairperson or coordinator of the department within which the protested grade was earned. The chairperson or coordinator shall, by conferring with the student and the

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### **Appeals and Due Process (Continued)**

faculty member, seek resolution by mutual agreement. If applicable, the student should continue to attend classes throughout the appeals process.

- (2) If the student wishes to appeal the final decision of the chairperson or coordinator, the student must appeal in writing to the appropriate Academic Dean or Director. If, after conferring with the student, the Instructor, and the Department Chairperson, the matter remains unresolved, the Dean shall convene the Academic Review Committee.
- (3) The Academic Review Committee will consist of the convening Dean or Director and four FTCC faculty members, at least one of whom, if possible, shall be qualified to teach the course. The committee will be appointed by the Dean or Director. The faculty member assigning the grade shall not be appointed to the Academic Review Committee. During the appeal process, the appropriate Department Chairperson and/or faculty member will provide all relevant information to the appeal. The student's written appeal will be provided to the committee and, if requested by the student, the student shall be afforded the right to personally appear and provide testimony to the committee and to ask questions of anyone providing evidence to the committee. Upon receiving all relevant evidence presented, the committee shall determine whether the grade assigned by the instructor shall be upheld. If the grade is not upheld, the committee shall make a decision as to how a grade shall be assigned to the student. The Dean will notify, in writing, the faculty member, the student, and the Department Chairperson of the committee's decision within five working days. The resulting grade must be submitted within College guidelines and may not be further appealed.

#### **III-7.4 Appeal of Academic Probation and Suspension**

All curriculum students at FTCC are mandated to meet minimum standards for academic progress. Failure to meet these standards will result in a student being placed on Warning, Probation, or Suspension for Financial Aid (FA) and/or academic studies. These students are required to attend the Pathway to Academic Success (PAS) workshop offered by Counseling Services. Attendance is also required at an orientation to the Success Center.

Any consideration of academic standing or reinstatement must be approved by the Director of Student Activities after completion of the Student Suspension Appeal for re-admission form. The decision of the Director of Student Activities in matters of Academic Probation or Academic Suspension is final and not subject to further appeal.

#### **III-7.5 Appeal of Financial Obligations**

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### **Appeals and Due Process** (Continued)

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

For returned checks, students are given 5 days from the date of the certified letter to clear the debt with FTCC. If after 15 days the debt is not cleared, the debt is submitted to the Cumberland County District Attorney's Office Worthless Check Program, the North Carolina Attorney General's Office and the North Carolina Debt Set-Off Program for collection.

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

The Debt Collection Act entitles FTCC to claim a part or all of the student's income tax refund to apply against the debt.

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

### **III-7.6 Appeal of Student Tuition/Fees**

Students are **responsible** for charges and payments to their student tuition/fee account.

A dropped class will result in a change in enrolled credit hours, which could generate a refund or a requirement to repay financial aid. Please contact the Financial Aid Office with any questions regarding your financial aid prior to submitting this drop for a class or withdrawal from all classes.

Certain mitigating circumstances may qualify for a refund of tuition and fees paid to FTCC. Mitigating circumstances may consist of the following:

- Death of an immediate family member. A copy of the death certificate is required.
- Medical emergency which results in the inability to attend class. Medical documentation is required. Please attach medical documentation including the dates of illness or admission to the hospital and/or a signed letter from the doctor.
- Unanticipated military service, including TDY, training, activation for

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**Appeals and Due Process** (Continued)

deployment and unanticipated reassignment. Proof of orders is required.

For mitigating circumstances, students should complete and submit the Student Tuition/Fee Appeal form with all supporting documentation. Requests for a tuition refund will be reviewed by the Student Tuition/Fee Appeal committee. Appeals are reviewed on the third week of every month. A letter will be mailed within a week after the Appeals Committee meeting.

Appeals for the current and/or immediate prior term only will be considered and reviewed. No other appeals will be considered. Decisions of the Appeal Committee are final. Book charges may not be appealed.

### **III-7.7 Admissions Decisions**

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

### **III-8 DISMISSAL**

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

### **III-9 STUDENTS WITH DISABILITIES**

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

#### **III-9.1 Eligible Students**

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

(Definitions from "Americans with Disabilities Act.")

#### **III-9.2 Reasonable Accommodations**

- (1) The College is required by law to make "reasonable accommodations" for qualified individuals with a disability. Accommodations that should be routinely made are as follows:

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**Students With Disabilities** (Continued)

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

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

### **III-10 STUDENT APPEALS COMMITTEE**

#### **III-10.1 Procedures**

The Student Appeals Committee will follow the procedures listed below:

- (1) Meet at least once per academic year and as the need arises. The Associate Vice President for Academic Support will determine the need to meet, based on appeals reaching his/her office, and will notify the Chairperson of the committee.
- (2) The committee will utilize faculty, counseling staff, administrative staff, students, and any other source to obtain complete information, except when the information asked for would violate a confidence.
- (3) The committee will keep on file a written account, detailing the necessary information to clearly define the case. (Security and confidentiality of the information will be maintained as required by the current federal regulations governing the Privacy Act.)
- (4) The committee will present in writing to the Associate Vice President for Student Services its recommendations as to the decision which it feels should be made in the case. The Associate Vice President for Student Services will return to the committee, a copy of the response made in the case. This copy should be placed with the other pertinent information in the committee's files.
- (5) The committee will act on all student appeals that affect the students' right to attend class which are appealed beyond level of the Academic Dean or Designee (for curriculum students) or the Associate Vice President for Continuing Education (for continuing education students.)
- (6) The FTCC Student Handbook states the line of progress in the due process procedure. The Student Appeals Committee will function in the line of due process between the Deans and the Associate Vice President for Student Services.

If a student wishes to the appeal the decision of the Associate Vice President for Student Services, the appeal must be in writing and addressed to the Vice President for Academic and Student Services. Thereafter, the route of appeal is to the President and then to the Board of Trustees. Decisions of the Board of Trustees are final. It is hoped that all students' appeals will be decided at the lowest level possible.



FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
**Student Appeals Committee (Continued)**

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

**III-10.2 Financial Aid**

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

**III-10.3 Parking Violations**

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

**III-10.4 Residence Classification for Tuition Purposes**

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

**III-10.5 FTCC Residency Classification Procedures**

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

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**Student Appeals Committee** (Continued)

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

### **III-11 FACULTY ADVISORY SYSTEM**

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

#### **III-11.1 Faculty Advisory System Objectives**

The objectives of the faculty advisory system are:

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

#### **III-11.2 Faculty Advisor Duties**

The duties of the faculty advisor include:

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

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
**Faculty Advisory System** (Continued)

- (3) Assisting the student in selection of courses appropriate to successful completion of graduation requirements.
- (4) Documentation of graduation requirements.
- (5) Assistance with schedule correction procedures, including resolution of scheduling conflicts.
- (6) Assistance with academic problems, including study habits, appropriate course load and career objectives.
- (7) Each semester conducting a scheduling conference with each advisee.
- (8) Being available to advisees through regularly scheduled office hours.
- (9) Referral of advisees for special services and/or counseling as needed.
- (10) Make a minimum of two (2) contacts per semester with each advisee.

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

### **III-11.3 Assignment of Faculty Advisors**

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

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

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

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**Faculty Advisory System** (Continued)

Students who are coded into a pre-health track will receive academic advisement from their faculty advisor in the Health Technology Building.

**III-11.4 Evaluation of Faculty Advisory System**

The Faculty Advisory System is evaluated annually by students through the Completer/Non-Completer Surveys and by faculty and staff through the Annual Services Survey. The appropriate dean evaluates the survey results and develops improvements for the Faculty Advisory System.

## **III-12 STUDENT RECORDS POLICY**

### **III-12.1 Introduction**

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

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

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

### **III-12.2 Definitions**

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

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

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### **Student Records Policy (Continued)**

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

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

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

### **III-12.3 Annual Notification**

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

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

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

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### **Student Records Policy (Continued)**

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

### **III-12.4 State of Rights**

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

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



FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
**Student Records Policy (Continued)**

**III-12.5 Locations of Education Records**

Type	Location	Custodian
Admissions Records	All student files are scanned and digitally stored on the College's server.	Director of Admissions
Academic Records	All student files are scanned and digitally stored on the College's server.	Registrar/Curriculum
Continuing Education	Continuing Education Vault (Neil Currie Building)	Assist. Registrar for Continuing Education
Financial Aid	Financial Aid Office (Student Center)	Director of Student Financial Aid Services
Financial Records	Business Office (Administration Office)	Vice President for Business and Finance
Literacy Test Data	Test & Retention Office (Neil Currie Building)	Test & Retention Coordinator
Student Data Files	All student files are scanned and digitally stored on the College's server.	Assistant Registrar/Curriculum
Test Scores	All student files are scanned and digitally stored on the College's server.	Testing Coordinator
Veteran Records	All student files are scanned and digitally stored on the College's server.	Veteran's Services Office Coordinator

**III-12.6 Procedure to Inspect Education Records**

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

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

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
**Student Records Policy (Continued)**

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

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

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

**III-12.7 Fees for Copies and Records**

- (1) FTCC will charge the following fees for copies of education records:
  - a. Transcripts - FTCC will furnish each student, without cost, an official transcript upon graduation. In addition, the student may request official transcripts to be sent to his/her home or to a college or employer.
  - b. In-Person Transcript Requests – The cost is \$5.00 per official transcript. A valid picture ID is required to pick up transcripts. The transcript will only be issued to the student requesting the transcript or to a third-party person with a valid picture ID who has written authorization from the student.
  - c. eTranscript Options - Official transcripts for current and former students are processed through the National Student Clearinghouse Transcript Ordering Center (eTranscripts). The charge is \$5.00 plus fees per transcript. Please refer to the webpage for additional information.
- (2) FERPA requires FTCC to provide copies of educational records to students when:
  - a. The failure to do so would effectively deny the student access to the records.
  - b. At the request of the student, FTCC has provided the records by the student's prior written consent.

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### **Student Records Policy (Continued)**

- c. The student requests copies of records FTCC has forwarded to another school where the student intends to enroll. \*No transcript fee will be charged for FERPA required copies.
- (3) Copies (not signed and certified) of education records will be available to students, even though FERPA does not require them.
- (4) FTCC reserves the right to deny transcripts or copies of records not required by the FERPA in any of the following situations:
  - a. The student has unpaid financial or other obligations to FTCC, including, without limitation, unresolved parking violations, overdue books, or unpaid library fines.
  - b. There is unresolved disciplinary action against the student or unresolved litigation between the student and FTCC.
- (5) The fee for all other copies will be charged, per page (plus postage, if mailing is involved).

### **III-12.8 Directory Information**

FTCC designates the following personally identifiable information contained in student records as "directory information."

- 1) Name
- 2) Mailing Address
- 3) Phone Listing
- 4) E-mail Address
- 5) Date of Attendance
- 6) Curriculum
- 7) Enrollment Status
- 8) Date of Enrollment
- 9) Degree Received

Directory Information shall not be disclosed to any person or organization except:

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
**Student Records Policy (Continued)**

1. Any federal, state, or local government entity;
2. Any institution of higher education accredited by an organization recognized by the United States Department of Education.
3. Any institution of higher education which has an articulation agreement with Fayetteville Technical Community College;
4. Any entity organized under the laws of the State of North Carolina and recognized by the Internal Revenue Service as a 501 (c)(3) organization;
5. Any North Carolina (state or local) political organization;
6. Any media outlet serving Fayetteville, Cumberland County, and counties surrounding Cumberland County;
7. Any organization with which the College has a written agreement requiring the sharing of directory information; or,
8. Any individual or organization conducting educational research when the research has been approved by the Institutional Review Board of an Institute of higher education which is accredited by an organization recognized by the United States Department of Education.

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

**III-12.9 Disclosure of Education Records**

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

- (1) To FTCC officials who have a legitimate educational interest in the records.
  - a. An FTCC official is a person:

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
**Student Records Policy (Continued)**

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

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**Student Records Policy (Continued)**

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

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

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

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

The record will include at least:

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

**III-12.11 Procedures to Correct Education Records**

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

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

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**Student Records Policy (Continued)**

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

**III-12.12 Document Control Procedures**

FTCC manages the physical security of record storage according to offices and/or departments that have legitimate educational interest in the specific type of student record. Departments which maintain student records have individual processes for

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
**Student Records Policy (Continued)**

records storage and disposal per III-12.5 of this document. Financial Aid files and records are maintained and disposed of accordingly:

(1) STORAGE

- a) Student Financial Aid Files: Student financial aid records, regardless of stored format, must be maintained for a period of three full award years after the student separates from the College. An award year is the period of July 1 to June 30.
- b) Reports, Aggregate Data, and Policies: Aggregate financial aid records, COA backup documentation, policy statements, audit/program review documentation forms, reports (and any associated documentation used to create the reports) should be must be maintained for a minimum of five full award years. An award year is the period of July 1 to June 30.
- c) Electronic vs. Paper Records: Records stored in electronic format, including those stored through a document imaging system, are equivalent to paper records and are subject to the same record-keeping time periods under this policy.

(2) DISPOSAL PROCEDURE:

- a) Student Financial Aid Records: All financial aid files/records should be labeled/archived by academic year upon the student's graduation/separation from the College. All files, including those in electronic format, should be shredded or otherwise destroyed/deleted during the fourth full academic year after the student's date of separation. For example, the financial aid records for a student who graduated/withdrew in May 2017 (2016-2017 award year) would be archived for three award years (2017-2018, 2018-2019, and 2019-2020).
- b) Reports, Aggregate Data, and Policies: Aggregate financial aid records, COA backup documentation, policy statements, audit/program review documentation sample forms, reports (and any associated documentation used to create the reports) may be deleted/destroyed after five full award years or may be maintained for any period of time beyond the five year minimum. Certain documents that are potentially useful for future research or archival purposes may be maintained indefinitely at the discretion of the Director of Financial Aid.



### **III-13 GENERAL CLASS INFORMATION**

#### **III-13.1 Religious or Solemn Observances**

The Board of Trustees grants each student two days of excused absences per academic year for religious or other solemn observances. In order for the absence to be an excused absence, students must notify the College in writing within two weeks of the beginning of any class and/or course, in which they are enrolled, of the dates of any religious or other solemn observance for which they request an excused absence. Written notice to the college shall be deemed received by the College when it is received by the FTCC Director for Evening and Weekend Programs, located in the Horace Sisk building, room 610(g).

For the purpose of this policy, an excused absence is an absence for which the student is held harmless for their failure to attend a scheduled class, and for which the instructor provides the student a reasonable opportunity to make up any tests, exams, assignments, or other work missed as a result of the absence. Should the student fail to complete the tests, exams, assignments or other work missed during the excused absence, after the instructor has given a reasonable opportunity to complete them, the instructor is authorized to give no credit for any tests, exams, assignments, or other missed work.

#### **III-13.2 Class Attendance Policy**

##### **III-13.2.1 Pre-Census Attendance**

Fayetteville Technical Community College is committed to student success, retention, and progression. The College believes that when students participate in class regularly, they are demonstrating responsibility and commitment to their education. While the College does not have an institutional attendance policy, taking attendance is required through the census date of the class. The Office of Veteran Affairs requires notification when VA students stop attending class, and instructors are responsible for reporting these dates. Additionally, some programs may have outside regulatory bodies that require a minimum of course attendance hours (e.g. Cosmetology, BLET, health programs, etc.).

Students enrolled in any course, regardless of delivery method, must be in attendance, or receive a participation grade and be recorded as present, or actively participating at least one time on or before the census date of the course (the first 10% of the term). Students who have not attended or actively participated at least once by the census date will be dropped by the

**General Class Information (Continued)**

instructor as a “No Show.” For fully online courses, a student must complete a course entry quiz or graded assignment on or before the census date. For Blended and Hybrid courses, a student must be physically present in the class or submit a course entry quiz or other assignment on or before the census date.

**III-13.2.2 Active Participation**

Following the census date of the course, students are expected to actively participate in all scheduled courses. Expectations for active participation for each class will be included in the course syllabus and be provided to students at the beginning of the academic term. It is the student’s responsibility to know and understand the expectations for active participation for each course and to understand how absences, late arrivals, and/or early departures may affect the final grade.

Students who do not actively participate may be withdrawn from their courses by the faculty member. Active participation includes, but is not limited to the following academically related activities:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking or submitting an assessment, test, exam, or quiz;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group or group project, whether in person or online, that is assigned by the instructor;
- Participating in a discussion in the class or posting in a discussion forum online regarding academic matters;
- Interacting with or emailing an instructor about the academic subject studied in the course.

As required by law, students are allowed two days of excused absences each academic year for religious observances. Students must notify instructors in writing in advance of expected religious absences.

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### **General Class Information (Continued)**

Students are not permitted to bring guests or children to class. Only registered students and employees of the College are permitted to sit in classes or labs. Exceptions will be made for students with accommodations approved through Disability Support Services.

#### **III-13.3 Early Dismissal from Class**

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

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

#### **III-13.4 Attendance Records Applicable to Student Veterans Only**

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

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

#### **III-13.5 Course Repeat**

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

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### General Class Information (Continued)

considered as a repeat grade. A student's grade point average (GPA) is based on the number of credits earned and the grades received. Cumulative GPA reflects all courses taken; major GPA reflects courses in the major.

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

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

**Note to students taking developmental courses (courses designated less than the 100 level, i.e. MAT 070): Developmental courses may be attempted only twice. This procedure is effective as of June 21, 2010.**

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

Note to students receiving financial aid: All attempted classes will be counted toward academic progress. (Attempted includes a grade of A, B, C, D, F, W, WP, WF, U, I)

Note to students interested in a health program: Previously completed science courses must have been satisfactorily completed with a grade of "B" or better within five years of entry in a health program. These courses may be attempted only twice. The appropriate health department chairperson through the Dean of Health Programs may approve exceptions.

### **Course Repeat Procedures**

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

### **Grade Forgiveness Procedures**

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### **General Class Information (Continued)**

A student may petition in writing to the Dean of Enrollment Management to have grades which are at least four years old forgiven. In order for the request to be considered, the course in question must not have been under a previously granted certificate, diploma, or degree. Prior to making this request, it is the student's responsibility to review the change with a counselor to make sure that there are no potential program conflicts, Financial Aid issues, Veteran's Aid issues or third party payment issues. The forgiven grade will remain on the student transcript; however, will no longer be counted in the calculation of the GPA. A forgiven grade will still be counted in the calculation for the Financial Aid GPA.

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

### **III-13.6 Course Conflicts**

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

### **III-13.7 Schedule Adjustments and Withdrawals**

- (1) Students may add a class within the first two school days (one day for 8-week and 9-week terms) of any term if the class has not met.
- (2) Student Withdrawal from Class: The student officially withdraws and the action is effective as of the date the action is taken. A student may withdraw from a class with the following results.
  - a. A student may withdraw from a class as late as the 90 percent date of the term without penalty. The transcript will indicate a "W." A "W" does not negatively impact the student's GPA, but will count as an attempt for purposes of veteran's benefits or financial aid.
  - b. Failure to withdraw properly may result in failing grade for the course and may jeopardize a student's right to re-enroll at a later date.
  - c. A student who withdraws or drops from any portion of a course (classroom, lab, clinic, or shop) will be dropped from the entire course (class and lab).
  - d. A student who withdraws after the 90 percent date of the class will be assigned a grade of "F."
  - e. A student who receives Financial Aid or VA Education benefits should confer with personnel in those offices before dropping classes or

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### General Class Information (Continued)

withdrawing from the College regarding the impact of a withdrawal on those benefits.

- f. In order to withdraw from a class (es) a student should go to the Registrar's Office to initiate the process. If the student does not complete this process, he/she will remain enrolled in the course and receive the grade assigned by the instructor. The instructor will note the last day of contact with the student, which will impact financial aid owed for repayment.
- g. Beginning Fall 2010 faculty will no longer do withdrawals from class for students except when it is an administrative withdrawal by FTCC.

#### (3) Withdrawal by Faculty or Administration

- **For Curriculum Courses (numbered 100 or higher):**  
Students who do not meet the course expectations for active participation as outlined on the course syllabus may be withdrawn from the class by the instructor. A grade of "W" will be assigned if the student is withdrawn prior to the 90% date.
- **For Developmental Courses (numbered below 100):**  
Students who do not meet the course expectations for active participation as outlined on the course syllabus may be withdrawn from the class by the instructor. A grade of "W" will be assigned if the student is withdrawn prior to the 90% date.
- A student who registers for a class and never attends, actively participates, or receives a participation grade on or before the census date of the course (first 10%) is a "No Show." A "No Show" student will be dropped from the class and a grade of "NS" will be assigned to the student's record. An "NS" will not be disbursed for benefits or financial aid. Offered financial aid will be removed from students who withdrew from all classes as a "No Show."
- If a student is suspended from the College during the term, a grade of "W" will be assigned for each class in which the student was enrolled that term.

#### III-13.8 Directed Studies Guidelines

##### A. Directed Studies – A course in which:

- 1) The student learns the course content for the most part on his or her own under the advisement and leadership of an FTCC faculty member.

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### General Class Information (Continued)

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

#### **B. Guidelines and Limitations**

- 1) The Academic Dean authorizes/approves the directed studies class. Notification is provided to the instructor of record concerning course designation or a directed studies course prior to start of the semester. The Academic Dean is responsible for determining if the student meets the qualifying criteria as noted in item 4 below.
- 2) Most scientific laboratory, English composition, and capstone courses are not available for directed studies. Third or subsequent attempts should not be approved for Directed Study. Faculty should check with the department's Academic Dean regarding procedures that apply to course offerings in specific programs of study.
- 3) The Academic Dean should consider overloading a course or other appropriate options to facilitate effective instruction before approving the Directed Studies option.
- 4) The Directed Studies option was not designed as a solution to the lack of poor student planning. The following criteria shall be used in qualifying students for Directed Studies:
  - a. The student should have completed at least 12 hours of study at FTCC.
  - b. The student should have a cumulative GPA of 2.25.

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## General Class Information (Continued)

- c. A student can take no more than one Directed Studies per semester and three Directed Studies classes total in an associate degree program (limited to two for a diploma and one for a certificate).
- d. Priority shall be given to students who need a course in order to graduate.
- 5) The maximum number of students in a Directed Studies option class is four (4).
- 6) The faculty shall prepare a syllabus including a teaching timeline and documentation describing how the course goals and learning outcomes shall be met by the completion of the Directed Studies Agreement. The instructor of record is to review the course syllabus with the enrolled student (s) at the first class to agree upon expectations.
- 7) Full-time faculty shall receive a 0.25 load factor per student for a maximum of 1 load credit for the class. If the class also contains a lab component approved for the Directed Studies option, then the faculty may receive a 0.25 load factor per student for a maximum of 1 load credit for the lab component.
- 8) Part-time faculty shall be compensated at a rate based upon the current student cost per credit hour for the class. The following chart is an example of computing compensation per credit hour. The current tuition rate will be used when computing compensation.

Credit Hours	Compensation
1 credit hour course	\$76.00 per student
2 credit hour course	\$152.00 per student
3 credit hour course	\$228.00 per student
4 credit hour course	\$304.00 per student
5 credit hour course	\$380.00 per student

(Fall 2018 Tuition Rate)

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

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



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**General Class Information** (Continued)

**C. Process**

- 1) The department chair and academic dean will determine if a Directed Studies class is justified for a low enrollment class or a request from a student to take the Directed Studies option for a class. This determination is based on enrollment on the first day of semester.
- 2) If the Directed Studies option is denied, the department chair will notify the student(s) and provide other alternatives.
- 3) If the Directed Studies option is approved, the academic dean will have the class coded for "Directed Studies" with a restricted registration.
- 4) If the course in question is designated as a Directed Studies course, the dean or department chair will notify the instructor of record of the decision on or before the first day of the semester.
- 5) The student will be notified that the Directed Studies option has been approved and that he or she is registered for the course. All tuition payment deadlines must be met as well as all refund and withdrawal dates.
- 6) The student will be responsible for contacting the faculty to set up a meeting to plan the Directed Studies. This meeting must occur no later than the third day of the term. The assigned faculty will arrange a time to meet when as many of the students who are enrolled in the class as possible can meet.
- 7) At this meeting the student(s) and the faculty member will finalize the details of the Directed Studies Agreement. The instructor of record is responsible for reviewing course syllabus and expectations with student during the first class.
  - a. The faculty member and the student(s) agree to the components of the course and to the series of scheduled meetings (the learning agreement) and sign applicable documents.
  - b. The faculty member will attach the Directed Studies Course Acknowledgement from (D- 3) to course syllabus and the learning agreement that has been reached. These documents will be submitted to the Academic Dean.
- 8) The academic dean will approve the completed agreement on or before the first day of the semester. Full-time faculty will receive notification of faculty workload assigned for the class and part-time faculty will a part-time contract on or before the census date.

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**General Class Information** (Continued)

- 9) The faculty member will maintain a daily attendance record/log in WebAdvisor to include date and length of each session (for FTE purposes).
- 10) The Academic Dean's office will keep a folder on each student enrolled in a Directed Studies option class. The folder will include:
  - a. Signed Agreement
  - b. Syllabus
  - c. Teaching Timeline
  - d. Class Roster
  - e. Attendance Record
  - f. Learning Outcomes

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
**General Class Information** (Continued)

**III-13.9 Course Prerequisite and Corequisite Guidelines**

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

**III-13.10 Course Substitution**

A course substitution may be made when a similar course taken by a student has academic relevance to the course it replaces. Course substitutions must not exceed time limits imposed by the college and specific curricula (e.g. . seven years for technology courses, five years for certain courses in Funeral Service Education and, in health programs, five years for science courses). Course substitutions should be requested as early as possible within the student's academic program. Every effort should be made to request course substitutions no later than the 10% point of the semester of expected graduation.

Certain courses are generally accepted as substitutions throughout the college and include those that have been deemed "crosswalk" courses when conversion was made from a quarter hour to a semester hour system. "Crosswalk" courses have been approved by the North Carolina Community College System (NCCCS) office so may include core courses. No other core courses may be substituted without approval from NCCCS (NCCCS Curriculum Procedures Reference Manual, Section 23, Guidelines and Definitions, pages 23-25.) Courses that are considered to be generally accepted must be pre-approved by the appropriate Department Chair and Dean and submitted to the webmaster for inclusion in the Pre-approved Course Substitution list. Requests for course substitutions included in this list may be submitted electronically. Course substitutions falling into this category will apply to all curricula.

Courses not included in the Pre-approved Course Substitution list must be considered individually for each student and curriculum. The request for approval will be submitted via a Course Substitution Form (Form #C-9) with approval signatures from the Department Chair and Academic Dean responsible for the

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### **General Class Information** (Continued)

course in question. Course substitutions falling into this category will apply only to the curriculum for which they are approved and may not include core courses unless approved by NCCCS.

In most instances, the Academic Advisor is responsible for requesting course substitutions and may do so via the electronic Pre-approved Course Substitution list or via the C-9 Form for appropriate approvals. If a Counselor/Admissions Evaluator indicates to a student who is entering the college that credit will be awarded for a course, the Counselor must submit the corresponding electronic Pre-approved Course Substitution request. Counselors may not indicate credit for courses not on the electronic Pre-approved Course Substitution list.

\* Students receiving assistance from the Veterans Administration must have prior approval from the Veterans' Services Officer to make course substitutions.

### **III-14 GRADUATION PROCEDURES**

To be eligible for graduation, the student must:

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