

# Academic Information

## DEGREES AND CERTIFICATES

Northeastern Junior College offers programs leading to the Associate of Arts Degree, Associate of Science Degree, Associate of General Studies Degree, and Associate of Applied Science Degree and certificates for Career and Technical Education Programs. All degrees and certificates require a minimum 2.00 cumulative grade point average (GPA) to be awarded.

Graduation requirements for degrees and certificates vary according to program objectives and content. Variation in requirements is given in the following pages. Interpretations of general and specific requirements are available to each student through his/her faculty advisor. Students who expect to transfer will have help in selecting appropriate college/university transfer courses.

A student who wishes to change his/her degree program while enrolled at Northeastern Junior College should ask for an evaluation of his/her transcript.

## ACADEMIC INFORMATION

### STUDENTS RIGHTS AND RESPONSIBILITIES

All students enrolled for any credit course are responsible for knowing of the information appearing in this College Catalog and any updates of costs, course revisions, curriculum changes and published course schedules. All students are responsible for knowledge of the policies and procedures in the Student Handbook. The Student Handbook contains all general student policies and the basic residence hall rules and procedures. The college reserves the right to change procedures and policies in the Catalog and the Student Handbook as deemed necessary and revise the college curricula as may be necessary and desirable.

All students registered for any courses at Northeastern Junior College accept a commitment to seriousness of purpose, academic integrity, and high standards of personal and social behavior. Students are expected to be cooperative and responsive members of the college community and the city of Sterling, comply willingly with college regulations, and abide by all local, state and federal laws. All students have the right to due process and the right to file grievances. The college has the right to restrict, evict, suspend, and dismiss any student whose academic achievement and personal conduct does not meet the standards set forth in the College Catalog and the Student Handbook.



**NORTHEASTERN  
JUNIOR COLLEGE**

*To be Colorado's premier two-year college  
of choice through excellence in education.*

In accordance with the regulations and procedures assuring due process, the College Hearing Board may dismiss any student whose conduct does not meet the standards of the college as set forth in the Student Code of Conduct.

### ACADEMIC ADVISOR

Academic advising at Northeastern Junior College is an integral part of the larger mission of educating students. The primary purpose of the advising program is to assist students in the development of meaningful educational plans that are compatible with their goals. The ultimate and final responsibility for making decisions about goals and educational plans rests with the individual student. The academic advisor assists by helping to identify and assess alternatives and consequences of decisions.

Each full time student at NJC is assigned an academic advisor and is expected to personally meet with that advisor for academic planning prior to each semester registration for courses. The Student Advisor Check List requires students to:

- Know and meet graduation requirements.
- Meet with their advisor during registration period.
- Meet with advisor for discussion/approval of course schedule changes.
- Make frequent advisor contact to help ensure adequate progress toward educational goals.
- Request changes in faculty advisor when necessary by contacting the appropriate academic division.
- Identify and communicate career goals/plans to advisor.

## REGISTRATION & STUDENT RECORDS INFORMATION

### COURSE REGISTRATION

When students have completed the admissions requirements, they are eligible to enroll at Northeastern Junior College. For your success, we encourage you to meet with your Faculty Advisor or a Student Services Counselor in advance of the actual starting date. Registration reserves space in classes and guarantees enrollment. The class schedule, printed each semester, provides critical information concerning each course: when and where the course meets, the instructor, and the cost. Registration information is mailed to all postal patrons several weeks prior to semester registration. Class schedules and registration information are also available on the Northeastern Junior College Website at [www.njc.edu](http://www.njc.edu).

Northeastern Junior College has four registration methods: in person, mail, fax, and web.

### SEMESTER SYSTEM: A TERM, B TERM, AND FULL TERM

Northeastern Junior College operates on the fifteen-week semester plus a three to four-day for final exams. Each semester is divided into two equal terms designated A and B term. Courses are scheduled for full term or approximately sixteen weeks, or A-term and B-term, which is half of the semester. Students can select courses from one or more term combinations to reach an optimum

enrollment. The summer term is an integral part of the yearly calendar and is designed to provide continuous educational opportunity through a comprehensive term of offerings. It provides additional opportunity for the high school graduate to adjust to college level work in a relaxed summer environment.

### CREDIT HOUR LOAD

**Course Load.** The standard course load is 15 credits per semester. Students who carry fewer than 12 credits are part-time students. Students with 12 or more credits are considered a full-time student. The maximum student load is 18 credits unless an override has been granted. A student who desires to carry more than 18 credits in a given semester must have demonstrated the ability to do so.

For many students an 18-semester hour course load will be an extremely heavy schedule. New students should consider taking a lighter load for the first semester. In unusual circumstances, it may also appear necessary for a student to carry more than the normal course load. Permission to carry such a course load may be granted to individual students, depending on the rigor of the course work and attendance.

Full-time vocational students will normally register for the number of credits indicated for that semester in the curriculum outline.

### HOLDS

Academic and administrative offices can place holds on your registration, which prevent registering or changing your registration schedule. Holds are placed for a variety of reasons (academic, financial, etc.). Failure to meet a payment deadline will result in a financial hold which prevents adds for a registered student. Only the office that places the hold can remove the hold. If a hold was placed on your registration after you have registered, your registration will not be automatically cancelled. However, you will not have registration access to adjust your schedule for subsequent terms until the holds are cleared.

### REPEATING COURSES

The college recognizes the varied circumstances when a student requests to repeat a course, such as and not limited to the following: unacceptable grade for transfer, a required course for graduation or transfer, and possibly a need to raise a low grade point average for graduation. To understand how a repeat class could affect grade point average and overall transcript, the student should consult an academic advisor before enrolling in the same class for a second time.

If a student chooses to repeat a course he/she must submit a repeat class form to the records office. The new course must have the same number of credits as the original course.

All college level courses may be repeated. Each registration for the course and each grade received will be listed on the transcript. On the transcript a notation will follow the course indicating that the course was repeated and designating whether the course will be included in the GPA. The highest grade will be used in the GPA calculation. If the grade for the repeated course is the same as the original grade, only the most recent grade will count in the GPA calculation. There will be no limitations on course grades that are eligible for repeat. All credit hours earned for initial and repeated courses will be deducted from a student's remaining COF stipend eligible hours.

"Repeated" courses may be applied only one time to a certificate or degree, except for variable credit courses and

designated courses that may be repeated for professional or personal development.

Developmental courses are eligible to be repeated. All developmental courses will appear on the transcript. Individual colleges may choose to specify a limit for the number of times a developmental course may be repeated.

All enrolled courses will be listed on the student's transcript and none will be eliminated by future enrollments or course completions. Credit hours can only be earned once for any course. Any course beginning Fall Semester 1988 to the present can be repeated (no restrictions on the type of course or the previous grade), and only the highest grade will be used for computation of the grade point average. In the event of a duplicate grade being earned the most recent grade will be used in the computation of the grade point average. All previous grades in a given course will also appear on the student's transcript. Students should direct questions on repeating courses to an academic advisor, the Records Office, or the Counseling Office.

Note: Due to the logistics of the college conversion from quarters to semesters in the fall of 1988, the repeat policy is limited to those courses completed from the fall of 1988 to the present.

### **COURSE SCHEDULE CHANGES**

Students are encouraged to secure advisor approval for all schedule changes. Students can add a class up to 6% of the class, drop a class up to 15% of the class (census date) and withdraw from a class 15-80% of the class.

### **ADDING A CLASS**

To register for class (add) students must complete an Add/Drop Registration Form and submit this completed form to any of the five registration sites listed in the Registration information. Students may add classes during the "add period" which is the first six percent (6%) of the specific course.

### **DROPPING A CLASS**

Students may drop a class during the first fifteen percent (15%) of the course duration, census date, without being financially responsible for the class: the class will not appear on the student's permanent record. Specific drop deadlines for A, B, and Full-term classes are listed in the schedule of classes. Students who register and do not want to be held liable for tuition and fees and/or have a transcript record created must drop the class on or before the last day for refund, census date. Notifying the instructor, your advisor or simply not attending the class is not sufficient to ensure that you are dropped from the class. An official Add/Drop Registration form must be received with appropriate signatures within deadline. This procedure can also be done via the students "Access NJC" web page.

### **WITHDRAWAL FROM CLASS(ES)**

Any student may withdraw from any course(s) or the college without academic penalty anytime up to 80 percent of any term being completed. All courses withdrawn during this period will receive the grade "W". Courses designated "W" will be recorded on the student's permanent record, but will not be used in the calculation of the student's semester or cumulative grade point average. After the dates for withdrawal without penalty specified above, the students may not withdraw from a course and "W" is no longer a grade option for the instructor.

A student initiates requests for withdrawal from a course by obtaining the appropriate withdrawal form from either the Records Office or an academic advisor. The student will then obtain the signatures of the instructor(s) and the advisor as a matter of information, indicating communication of the student's intent. Course withdrawals will not become valid until the student has returned the completed forms to the Records Office. This procedure can also be done via the students "Access NJC" web page. Failure to complete the prescribed withdrawal procedure will result in the student receiving a grade of "F" (failure) or earned grade in each course affected by withdrawal.

### **WITHDRAWAL FROM COLLEGE/ALL COURSES**

A student who decides to withdraw from all courses must obtain the "Withdrawal from College - All Courses" form from the Student Services Office. This form must be completed and returned with the current ID before withdrawal from college is official. Withdrawal from college can be completed up to and including the day prior the start of final exams. The withdrawal code to be used by an instructor will be a "W" to show a termination of enrollment or an "I" for an incomplete which allows the student to complete specific course requirements by the end of following semester (excluding summer). The last date of attendance for the business office, records and financial aid purposes will be the date of request to withdraw.

Note: In unusual circumstances (death, disability, and excessive absences) the Dean of Students, the instructors of the courses enrolled, or the academic advisor may initiate the "withdrawal from college - all courses" for a student. Procedures for withdrawing from the institution may be initiated only in the Student Service Office. Upon withdrawal from all classes, the student automatically severs the relationship with the college and is required to surrender his/her college identification card. Withdrawal does not remove any outstanding financial balances or financial aid obligations due to the college or financial aid office. "Withdrawal from college - all courses" does not preclude the students appeal for re-admission at a later time.

### **ACADEMIC RENEWAL**

The Academic Renewal Policy allows former NJC students to apply for establishment of a new academic record. A student may be granted a "Academic Renewal" only once, and if approved by the Academic Standards Committee and accepted by the student, the decision will be final.

Call 970-521-6608 for additional information and clarification on this procedure.

#### **Eligibility**

1. A student who has an academic record with courses older than two (2) years from the current date is eligible for an Academic Renewal.
2. A student must have all financial and department chair holds cleared before a request can be honored.
3. Students can only apply for Academic Renewal once and it is not reversible.
4. A student must have completed at least 6 credit hours with 2.00 grade point average prior to an application for Academic Renewal.

**Procedures**

1. A student must submit a letter of request to NJC Records Office for a Academic Renewal.
2. The Records Office will check the student's transcript for eligibility and if eligible, forward the request of eligible students to the Chair of the Academic Standards Committee for review.
3. The Academic Standards Committee will review and make recommendations for approval or denial prior to a semester pre-registration or registration period.
4. The NJC Records Office, after a thorough review of the student's transcript, will identify and recommend the appropriate academic term to declare an Academic Renewal.
5. The Records Office will compute an Academic Renewal GPA from the designated academic term and provide the student with an updated transcript.

**Guidelines**

1. The student's transcript will reflect the entire academic record and no classes will be deleted or removed. 30 hours can be excluded from GPA
2. Only grades earned after the Academic Renewal will be used to compute the new cumulative grade point average.
3. Courses with a C grade or better prior to the Academic Renewal may be applied toward graduation requirements.
4. Academic Renewal will not change Satisfactory Progress for Financial Aid eligibility and previous grades are subject to interpretation by specific Financial Aid Policy.

**CONFIDENTIALITY OF STUDENT RECORDS**

The college maintains an educational record and student service record for each student who is or has been enrolled at the college. In accordance with the Family Educational Rights and Privacy Act of 1974, as amended (hereafter "Act"), the following student rights are covered by the Act and afforded to all eligible students at the college.

1. The right to inspect and review information contained in the student's records.
2. The right to request amendment of the contents of the student's records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or rights.
3. The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student's records.
4. The right to secure a copy of the college's policy.
5. The right to file complaints with the U.S. Department of Education concerning alleged failures by the college to comply with the provisions of the Act.

Each of these rights, with any limitations or exceptions, is explained in the college's policy statement. A copy may be obtained in the Records Office.

Educational agencies – colleges – may disclose educational records to the parents of a dependent student without the student's consent. Post-secondary institutions may disclose to parents and legal guardians of students under the age of 21 information regarding the student's violation of any Federal,

State or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance (amended 6/99). The college is obligated to keep within the student educational records, a "record of access" for all people and organizations that have been granted access to the student's records. This record of access is available only to approved and authorized people within and outside the institution.

The institution shall disclose to an alleged victim of a crime of violence or a non-forcible sex offense, the final results of disciplinary proceedings conducted by the institution. The institution may disclose the results of a disciplinary hearing for such violations of the college's rules; disclosure is limited to the name of the violator, violation committed, sanctions imposed. Names of other students and/or witnesses can only be released by written permission.

Disciplinary records may be released to other schools and school officials when those records contain information regarding conduct that posed significant risk to the safety of any student or members of the school community.

Northeastern Junior College may provide directory information in accordance with the provisions of the Act without consent of an eligible student unless the student initiates a written request to prevent disclosure of such information. The following information is designated as directory information and may be released concerning any student for any purpose at the discretion of the college unless a written request for nondisclosure is on file.

- student name
- birth year (birthday and month cannot be disclosed)
- major field of study
- participation in officially recognized activities and sports
- dates of attendance
- degrees and awards received
- most recent educational institution attended
- college issued student e-mail account

Currently-enrolled students may prohibit general disclosure of this directory information by notifying the Records Office in writing, specifying the categories to be withheld, within ten (10) calendar days after the first scheduled class day of each term.

The college will honor the request until the student notifies the Records Office in writing of intent to allow release of directory information. The student should carefully consider the consequences of any decision to withhold any category of directory information. Regardless of the effect upon the student, Northeastern Junior College assumes no liability that may arise out of its compliance with a request that such information be withheld. It will be assumed that the failure on the part of the student to request the withholding of directory information indicates the student's consent to disclose.

Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Dean of Students.

### AUDITING CLASSES

Auditing means participation without evaluation or receipt of credit. An Audit/No Credit request form signed by the instructor must be submitted to the Records Office by the last day to register or add a course in any term. Students electing the audit option will pay all required tuition and fees, meet all course requirements and receive the no credit grade of (AU). An audited class may be retaken at a later date for credit. The Colorado Opportunity Fund (COF) stipend can not be used for audited classes.

The "AU" grade will continue to be included in the grading policy. Audit is a registration status in Banner. "AU" is automatically posted as the grade.

Students must choose the audit option by census date so that colleges can reconcile the COF file. The COF stipend cannot be used for "audit" courses. If students change to the audit status following initial enrollment they will be responsible for the entire in-state tuition, not just the student portion. Students should consider the S/U grading option rather than audit because the COF stipend will be eligible for S/U courses but not for audit courses.

### CLASS ATTENDANCE

Learning is best served through regular and consistent class attendance. Students are expected to attend all scheduled meetings of each course and the encouragement of regular class attendance remains with the instructor while the actual responsibility remains with the student. The development of class attendance guidelines for each class is encouraged. Students may be dropped from a class for excessive absences. The following general attendance guidelines apply for all students and all classes.

### ATTENDANCE GUIDELINES

1. Each class will have attendance procedures set forth by that instructor. Self contained vocational programs may develop uniform program attendance procedures.
2. Specific procedures for class attendance and the effect that absences may have on daily assignments, make-up work, examinations, and/or course grades will be made available in written form and given to enrolled students during the first or second class meeting.
3. Class attendance procedures must be uniformly applied to all students enrolled in a course. Individual students should confer with instructors on personal and specific attendance concerns and conflicts. The determination and application of attendance guidelines is the responsibility of the faculty member.
4. Class attendance is the responsibility of the student. The student should communicate to each of his/her instructors regarding any attendance situation that may affect course assignments, exams, or grades.
5. Students serving on athletic or livestock judging teams or as members of an approved college club or extra-curricular activity, or students enrolled in a class that is missed for a field trip or college sponsored-performance, will be considered "excused" by all instructors for the duration of the travel. The college sponsor advisor- coach should communicate the students who will be participating. The students are

representatives of the college in these approved instances.

- a. It is the responsibility of the student to make faculty aware of upcoming "excused absences" for approved college activities and to assume responsibility for completion of all assignments during the excused absences.
- b. It is the responsibility of faculty sponsors, coaches, or instructors involved in other student travel to inform Department Chair and other faculty members of students who miss classes because of approved student travel. The notification of students to be excused from classes should be distributed at least five (5) class days before departure from class.

### CANCELLATION OF CLASSES DUE TO LOW ENROLLMENT

The college may cancel classes due to insufficient enrollment or other extenuating circumstances. Students enrolled in cancelled classes will receive written notice of the cancellation. Refunds of tuition and fees charged for that class will be made by the college business office.

## FACULTY AUTHORITY IN THE CLASSROOM

Northeastern Junior College students are expected to meet and exceed all standards of academic and personal commitment as determined by the instructor of each class. The faculty member sets the academic standards for each class taught, and the student is expected to comply with the following standards of classroom conduct and academic experience.

### DEMONSTRATED PREPARATION

All students must demonstrate the necessary preparation (academic background and assessments) before enrolling in any class or course of study.

### ATTENDANCE REQUIREMENTS

Each student is expected to attend all class sessions. Each instructor sets his/her attendance policy according to NJC procedures as described in the Student Handbook and Academic Standards Handbook.

### CLASSROOM CONDUCT

Each student is expected to arrive when or before class begins and remain until the class is dismissed. Each student is expected to bring only books and appropriate educational materials into the classroom. The instructor must approve guests, visitors and any small children present in the classroom. Any student or visitor can be asked to leave if their presence creates a hindrance to the learning process.

### **TEXTBOOKS, REQUIRED MATERIALS, SUPPLIES AND EQUIPMENT**

Each student is expected to purchase all the required supplies and materials to meet the requirements of the course by the second class session.

### **READING ASSIGNMENTS, WRITTEN AND VERBAL REPORTS**

Each student is expected to complete all reading assignments as required. Each student will complete all written reports, writing assignments and verbal reports as required.

### **SPECIAL ASSIGNMENTS**

Special assignments for extra credit (if offered by the instructor), make-up tests or assignments require instructor's approval.

### **TEST AND EVALUATION ASSESSMENTS**

Each student will comply with all course evaluations as required.

### **PLAGIARIZED MATERIALS, CHEATING OR FALSIFYING AND ASSIGNED MATERIALS AS ORIGINAL**

Students are expected to produce original work with properly documented sources.

### **ACADEMIC INTEGRITY PROCEDURE**

Northeastern Junior College students are expected to maintain the highest standards of academic honesty and integrity. Unless specified otherwise, all work submitted by a student is to be the original creation of that student. Penalties for plagiarism, cheating, falsifying work or other acts of academic dishonesty may include, but not limited to, verbal or written warning to the student, no credit or reduced credit for an assignment, administrative withdrawal from the course, "F" grade for the course, disciplinary probation, or expulsion from the college.

When a student commits an act of academic dishonesty, the faculty member is required to meet with the student to discuss the alleged violation of academic integrity and the evidence available. Following the meeting, the faculty member decides on the sanction to be given the student (e.g., no credit or reduced credit for an assignment, "F" grade for the course, etc.). The faculty member will report the incident to his/her Department Chair. In the report, the faculty member should provide a brief summary of the case, the evidence available, and the academic sanction given.

After consulting with the student and instructor, the Department Chair will place the student on disciplinary probation. The student shall be notified in writing of this action, and this action will be communicated to the Vice President of Academic Services, the Vice President of Student Services, and Office of Financial Aid. If the student commits a second act of academic dishonesty, the student will be placed on one semester academic suspension or expulsion from the college. Any act of academic dishonesty may also result in the student being required to complete a program designed to educate that student about academic integrity and associated issues.

Students who violate this policy have rights accorded to them by the NJC Judicial System. Please refer to the NJC Student Handbook for details.

A student who fails a course because of a violation of this policy may retake the course. However, both the original "F" grade and the new grade will be included in the student's overall GPA calculation. This is an exception to the Repeated Course Policy.

Note: The Vice President of Academic Services will maintain a list of all students who have been placed on disciplinary probation. Each time the VP is notified of a student being placed on probation by a Department Chair, he/she will review the list to determine if it is the student's second violation.

### **FACULTY AUTHORITY FOR THE CLASSROOM EXPERIENCE**

The Northeastern Junior College faculty member has the authority to make immediate and preliminary evaluations of a student's academic progress in a class and related personal conduct in the educational setting. This evaluation will be based upon one or more of the above standards and the instructor has the option of withdrawing a student from their class based upon noncompliance with classroom conduct and academic experience standards.

### **ADMINISTRATIVE WITHDRAWAL FROM A CLASS**

An approved representative of the college reserves the right to withdraw a student from a class, without a student's approval or signature, based upon documented and reasonable information indicating, but not limited to, the following: (1) persistent and continued non-attendance for personal, health, legal, or other reasons, to such an extent that passing the course(s) is not possible; (2) disruptive and/or discourteous behavior in the classroom that continues to prevent other students from obtaining an education; (3) course assessment that indicates the student's current level of skill performance does not meet the course entrance requirements.

Note: The approved college representative must complete the required withdrawal forms within the college withdrawal deadlines for class or classes and for that enrolled term. The college will make every effort to communicate the Administrative Withdrawal to the student. This act does not remove/defer or reduce any incurred financial obligation due to the college.

## **CCC ONLINE**

### **COLORADO COMMUNITY COLLEGE ONLINE (CCC ONLINE)**

Colorado Community Colleges Online (CCOnline) is comprised of thirteen member colleges in the Colorado Community College System (CCCS).

Through CCOnline, students can earn fully accredited Associate of Arts degrees, Associate of Science Degree, Associate of Applied Science Degrees, and Certificates in various disciplines. The degrees and courses available are fully accredited and recognized

by all member institutions of CCCS and are accredited by North Central Association of Colleges and Schools.

Currently, CCCOnline offers over 275 courses in the following certificate, degree emphasis and general education areas: Accounting, Agricultural Business, Building Code Enforcement, Business, Criminal Justice, Computer Information Systems, Early Childhood, Education, Emergency Management Planning, Library Technician, Occupational Safety, and Paralegal. New areas of emphasis are continually being added.

Students can find more information by logging in at [www.cconline.org](http://www.cconline.org), calling 1-800-801-5040 or scheduling an appointment with your NJC academic advisor. Students must complete all CCC Online course requirements via computer and Internet-based study and communication.

## ACADEMIC DEGREE REQUIREMENTS

### DEGREES & CERTIFICATES

The college offers the Associate of Arts, Associate of Science, Associate of Applied Science, and Associate of General Studies Degrees, and Certificates in individual career/technical and general studies programs.

### ON-THE-JOB TRAINING/CLINICAL TRAINING

These courses are available as supervised cooperative education arrangements between the college and an employer. The courses provide the students with work experiences, which are relevant to their technical program and personal career interests. The work and study calendar varies by program and may be adjusted as appropriate to individual interests, needs, or the availability of work opportunities.

The NJC Program Coordinator or OJT instructor will provide course objectives to the work centers. A weekly class session will be held between student and instructor to review assignments and course objectives. Cooperative Work Experience students and instructors will follow the same procedures.

Work experience is an integral part of the following career programs: Marketing Management, Nursing Programs, Agri-Business, Early Childhood Professions, Production Agriculture, and Equine Management. These courses have special credit hour and clock hour designations.

MINIMUM CLOCK HOURS REQUIRED	SEMESTER CREDIT HOURS
320	8
200	5
160	4
80	2

One credit will be given for each 40 contact hours of work.

### COOPERATIVE WORK EXPERIENCE

Cooperative Work Experience offers an extension and application of classroom instruction through the college and an employer who supervises work experiences closely related to the student's educational and career plans. The student's faculty advisor, the instructional director, and the coordinator of cooperative education must approve job placement and credit allocation.

Cooperative Work Experience has special credit hours and clock hour designations. A minimum of 40 clock hours of work experience is required for each semester credit hour.

MINIMUM CLOCK HOURS WORKED	SEMESTER CREDIT HOURS
240	6
200	5
160	4
120	3
80	2
40	1

CWE 187 indicates freshman cooperative work experience enrollment and CWE 287 indicates sophomore enrollment. The designation a.b.c. and d. indicates first, second, third, or fourth enrollment in cooperative work experience per year.

Cooperative Work Experience credit may be applied toward certificate or degree requirements with the following limitations:

1. A maximum of 8 semester credits may be applied toward graduation requirements.
2. Cooperative Work Experience credits are general electives and may not replace general education requirements or required courses for a major.

Benefits to the student include:

1. Enhanced learning through practical work experience related to the individual's major area of study.
2. Work experience becomes a part of the student's permanent record (college transcript) and may be valuable when seeking future employment.
3. The grades earned are included in the student's cumulative grade point average.
4. A high school fast-track student may enroll in Cooperative Work Experience with the approval of the student's faculty advisor, department chair person, the coordinator of cooperative education. This approval must be granted prior to enrollment in Cooperative Work Experience.
5. Wages earned.

### INDEPENDENT STUDIES

Independent study provides an opportunity for the above-average student to do independent research in areas not covered in the regular curriculum, or to explore in much greater depth a topic covered in a class. Each independent study project must be arranged in advance through a supervising faculty member. The standard tuition charge will be assessed. A maximum of four (4) credit hours may be applied toward graduation requirements.

**CREDIT FOR PRIOR LEARNING**

Credit for prior learning, often referred to as non-college or experience-based learning, is learning that has been attained primarily outside the sponsorship of accredited post-secondary institutions. The term "credit for prior learning" applies to learning acquired from work and life experiences such as travel, correspondence, extension courses, individual study, participation in formal educational settings, and in-service training sponsored by associations, business, government, and industry. Credit is not awarded for experiences, but college level learning which entails knowledge, skills and competencies which students have obtained as a result of their prior learning experience. Credit for prior learning may be granted by the following methods:

1. Transfer of credits from an accredited college program, official transcripts.
2. Standardized tests, such as CLEP, Advanced Placement, DANTES, and other nationally recognized tests for training, licensing and certification including ASE testing for automotive technicians.
3. Institutional tests, as developed and approved by each instructional area.
4. Educational experience in the Armed Services.
5. Portfolio assessment.

Northeastern Junior College awards credit for prior learning through established procedures. All credit must meet the specific standards for approved courses and relate to the student's educational program. A student seeking credit for prior learning must contact the Counseling Office for a preliminary assessment and specific standards for awarding credit, and understand all colleges and universities reserve the right to accept or reject prior learning credit in transfer.

**Alternative Offerings:**

A student having completed an ASE test and having the required work experience may be eligible to receive Credit for Prior Learning (CPL) and would be able to apply this towards their Associate of Applied Science Degree. Refer to the "Academic Information" section of the college catalog for more information.

**COLLEGE TRANSCRIPTS**

Official cumulative permanent records must be established and maintained for all students who have been awarded credit from prior learning experiences. Official NJC transcripts shall designate all credit earned through the prior learning process, and such credit shall be identified as special course prefix and number and credit. All documentation used as a basis for credit awarded is to be maintained by the NJC Records Office.

The Registrar and applicable faculty will evaluate prior learning credit being transferred from a regionally accredited institution.

**PREREQUISITES**

A prerequisite is a requirement - or its equivalent - which must be met before a student is admitted into a course. A prerequisite may be a specific high school course, another Northeastern Junior College course or a demonstrated proficiency. Prerequisites may be waived on the basis of diagnostic testing and/or the recommendation of an appropriate faculty member or Department Chair.

All students at the college are expected to demonstrate proficiency in basic communication, mathematics and reading skills necessary to be successful in college level courses. During pre-registration orientation sessions, basic skills are evaluated for course advising and mandatory placement for success. Previous educational records and diagnostic testing will also be considered for optimum course selection and advising.

**RESIDENT CREDIT**

A degree candidate must satisfactorily complete a minimum of 15 credits from Northeastern Junior College. For certificates at least 25% must be completed in residence.

**GRADUATION REQUIREMENTS**

The catalog in use during a student's first enrollment in the college normally is used in determining completion of degree or certificate requirements. The effective catalog may, however, be no more than six years old at the time of graduation. A student may elect to meet the requirements of any subsequent catalog published during the six-year period including the current year.

A student who has a break in college enrollment of two consecutive semesters or more, excluding summer semester, must meet the program requirements of the catalog in use at the time of readmission. Any previously completed Northeastern Junior College occupational course work may be subject to an evaluation of relevancy to any revised program. If the occupational program in which the student was previously enrolled has been discontinued, the student cannot re-enroll in that program.

The college reserves the right to substitute courses for those no longer offered, to modify course content at any time, to approve the substitution of one course for another in any program or degree, or to waive any course prerequisite or co-requisite.

All lower division undergraduate credit hours awarded within the prior ten years will apply towards the completion of the graduation requirements. Credits more than ten years old will receive careful consideration. The Registrar, in conjunction with the Department Chairs of the respective academic divisions, reserves the right to examine any courses more than ten years old to determine their currency and applicability to existing curriculum and programming before credit is accepted.

**GRADUATION APPLICATION**

Students who expect to graduate must complete an Application for Graduation by the beginning of their final semester. Applications for Graduation are available in the Office of Records, the advisor, and from respective Department Chair Offices.

**GRADUATION HONORS**

Graduation honors recognize outstanding academic achievement throughout a student's academic career at the home institution. The honors are awarded to students who complete the requirements for an associate degree, complete 30 credits at NJC and earn a 3.5 or better cumulative grade point average at the institution. Only college level courses completed at the institution will be included in the GPA calculation. The three levels of recognition are defined as follows and will be posted on the

student's transcript.

Cum Laude ("with honor") 3.50 to 3.749 Cumulative GPA  
 Magna Cum Laude ("with great honor") 3.75 to 3.99 Cumulative GPA  
 Summa Cum Laude ("with highest honor") 4.00 Cumulative GPA

## ACADEMIC EVALUATION

### ACADEMIC STANDARDS OF THE COLLEGE

All policies pertaining to academic standards apply to students who enroll in credit courses at Northeastern Junior College, full-time, part-time, regular degree/certificate seeking or special status. All students must maintain a cumulative grade point average of 2.0 (C) and fulfill all course requirements in order to graduate and receive a degree or certificate. Students not maintaining the required grade point average may be warned or suspended based upon their academic status. Academic progress to maintain financial aid requires a minimum in both number of credits and grade point average.

**Faculty Authority** – Professional – qualified faculty are hired to facilitate learning by teaching each course and making preliminary, ongoing and final evaluations of each student's progress. The instructor is the final authority on each student's learning progress and the assignment of final grades for each course. Each faculty member is committed to teach the course content, make individual and on-going learning evaluations of each student and assign a final letter grade based upon these evaluations. A Department Chair or Director supervises each member of the faculty.

### GRADE REPORTS – GRADES

**Grade Reports** - Final grades are posted by faculty approximately two working days after the last day of the semester or grading period. Final grades for any term shorter than a semester should be posted by individual faculty. Final grades for any term will be available either on an official college transcript or an unofficial academic record only at the end of each semester. The unofficial academic record can be accessed by the student through "Access NJC" using the student's PIN number.

**Grading System (Pass-Fail Option)** - Student achievement is evaluated in relation to the attainment of specific objectives of the course. At the beginning of the course the instructor will explain the basis upon which students earn grades. For the purpose of the grade descriptions, "achievement" means successfully reaching an identified level of knowledge or understanding, and "mastery" means successfully reaching an objective level of competency in a skill.

Veterans Administration regulations have prohibited certain grading practices for veteran students. Each veteran student must be aware of these regulations and conform accordingly. The following summary specifies those grading regulations with which the veteran must be in compliance.

### INVENTORY OF COMMON GRADING SYMBOLS

(Implementation of Common Grade Symbols to be effective Fall 2006)

A	-	Excellent or Superior
B	-	Good
C	-	Average
D	-	Deficient
F	-	Failure
I	-	Incomplete
S	-	Satisfactory
U	-	Unsatisfactory
S/A	-	Satisfactory (A-Level) work in a developmental course
S/B	-	Satisfactory (B-Level) work in a developmental course
S/C	-	Satisfactory (C-Level) work in a developmental course
U/D	-	Unsatisfactory (D-Level) work in a developmental course
U/F	-	Unsatisfactory (F-Level) work in a developmental course
W	-	Withdrawal
AW	-	Administrative Withdrawal (available as an individual college option)
AU	-	Audit

### Place Holders

SP	-	Satisfactory Progress
Z	-	Grade not yet reported
R	-	Repeat Field
CPL	-	Prior Learning Credit
CNG	-	Conversion - No Grade

### AU - Audit

By auditing a course, a student may participate in course activities, but does not receive a formal transcript grade. Students must indicate intent to audit a course at registration or by the deadline listed in the course schedule. Audited courses are not eligible for the College Opportunity Fund stipend. Student will be responsible for the full in-state or out-of-state tuition. Audited courses do not meet the credit hour requirements for financial aid or veteran benefits and may not be applied to certificates or degrees.

Course credits for which an AU is earned will not count in Attempted Hours and Earned Hours. No Quality Points will be assigned, and there will be no impact on either the the Term of Cumulative GPA.

### I - Incomplete

The "Incomplete" grade is a temporary grade and is designed for students who, because of documented illness or circumstances beyond their control, are unable to complete their course work within the semester, but have completed a majority of the course work (defined as at least 75% of all course assignments and tests) in a satisfactory manner (grade C or better).

If circumstances beyond the student's control prevent the student from completing a test or assignments at the end of the term, then it is the student's responsibility to initiate the request for an "Incomplete" grade from the instructor. The instructor will determine whether the student has a reasonable chance of satisfactorily completing the remaining course activities in a timely manner.

In requesting an "Incomplete" grade the student must present to the instructor the documentation of circumstances justifying an "Incomplete grade". Institutions will determine if electronic or paper contract is required for incomplete grade.

The instructor will complete and sign an "Incomplete Grade Contract" and will submit it to Student Services with final grades for the semester. Student Services will send a copy of the "Incomplete Grade Contract" to the student. Instructor must assign an Incomplete Grade on the regular grade roster in a timely fashion.

Whether colleges utilize the paper contract or an electronic contract, the student and instructor must satisfy the following:

1. Student Name (F, MI, L):
2. Student ID#:
3. Course Number and Section:
4. Reason for assigning a grade of incomplete (statement of extenuating circumstances):
5. Work to be completed for removal of incomplete grade (instructor should be very specific including the work to be done and how the final grade is to be calculated):
6. Evidence of completion of 75% of the semester course work:
7. Completion of a work plan that includes the following:
  - \*What, when, and how assignments and tests will be submitted to complete the course.
  - \*The time period in which the work must be completed.
- 8a. If using paper contract/form, faculty must list default grade and include appropriate signatures.  
OR
- 8b. If using electronic method, faculty will report the incomplete grade through the institution's online student information system (e.g. Portal). At this time, faculty can assign a default grade higher than an "F" and designate a date by which the remaining work must be submitted (this date will not extend past the subsequent semester).  
If using electronic contract, submission of an Incomplete grade and default grade via the Portal signifies that both instructor and student agree to the conditions in the electronic contract.
9. Instructor Signature and Date.
10. Student Signature and Date.

Students are encouraged to let instructors know, as soon as possible, if they are having difficulties with any part of the course. In the event that a student and instructor cannot reach resolution concerning an Incomplete, then the student should contact the Instructional Officer of the college.

Military personnel and emergency management officials who are required to go TDY in the middle of a term should contact their instructor for special consideration. Documentation of official TDY assignment is required and must be approved by the Chief Instructional Officer.

Incomplete grades which are not converted to a letter grade by the instructor after one subsequent semester (not including summer semester) will revert to a F grade. If the student would have earned a letter grade higher than a F without completing the work, faculty should be encouraged to submit that higher grade before the automatic conversion to F.

### **S/U Grading**

Individual students will not be able to select the S/U grading option for a course that has been identified as a traditionally graded course when using the self service features of Banner. A request for S/U option must be submitted to the registration office prior to the first day of class. NOTE: If individual students are permitted by

college procedure to choose an S/U option for a course, the college will build two sections of the course - one for the graded section and one for the S/U option.

No S/U courses may be applied to the AA/AS degree with the exception of physical education courses. "S" and "U" will count in attempted and earned credits, but will not carry any quality points. Therefore, S/U grades will not be included in GPA calculations.

### **S - Satisfactory**

The satisfactory grade is equivalent to a grade of "C or better". The course will count in attempted and earned credits, but will not carry quality points.

### **U - Unsatisfactory**

The unsatisfactory grade is equivalent to a "D" or "F" grade. The course will count in attempted credits, but will not carry earned credits of quality points.

### **S/A, S/B, S/C**

These are satisfactory grades awarded only for developmental courses. The A, B, and C indicate the level of satisfactory performance. These grades are not included in the GPA calculation. The course will count for attempted and earned credits.

### **U/D, U/F**

These are unsatisfactory grades awarded only for developmental courses. The D and F indicate the level of unsatisfactory performance. These grades are not included in the GPA calculation. The course will count in attempted credits, but will not carry earned credits.

### **W - Withdrawal**

The "Withdrawal" grade is assigned when a student officially withdraws from a course. A withdrawal can only be processed during the first 80 percent of the course. No academic credit is awarded. The course will count in attempted hours. Faculty is required to provide the last date of attendance for each student who is assigned this grade.

### **Last Date of Attendance**

Faculty is required to provide the last date of attendance for each student who is awarded an F or U/F grade. In addition, if faculty assign a W then last date of attendance is also required.

### **Place Holders**

### **SP - Satisfactory Progress**

This symbol is limited to certain approved courses that extend beyond the end of a normal semester. No academic credit is awarded until the course is completed.

### **Z - No Grade Submitted**

The grade of "Z" is a temporary grade entered by the Registrar when a grade is not received from the course instructor. The "Z" grade is replaced and credit is awarded upon the Registrar's receipt of the grade.

### **R - Repeat Field**

The Repeat Field on the transcript will be marked I - Include in hours and GPA calculation, A - Exclude from earned hours and GPA calculation, or E Exclude from earned hours but count in GPA calculation.

**CCC ONLINE GRADING SYSTEM**

The following grading system is approved by the Community Colleges of Colorado for online courses.

GRADE	QUALITY POINTS
A	4
B	3
C	2
D	1
F	0

S (Satisfactory) No Quality Points ("S" grade of C or better – no impact on GPA)

- Approved only for selected, approved courses
- A request for the S/U option must be submitted to the registration office prior to the first day of class.
- No S/U course may be applied to the AA/AS degree with the exception of physical education courses.

U (Unsatisfactory) No Quality Points

I (Incomplete) None (75% of the course work must be completed with a grade of "C" or better within a time period equivalent to one semester after the end of the class.)

W (Withdrawal) None (Must be issued prior to 80% of course duration. Can be initiated by either the student or instructor.)

AU (Audit) None (Must be issued prior to 15% of class duration. Student initiated only – has no impact on GPA.)

Z None (No grade reported)

**Grade Point Average Calculations.** The College employs a system of grade points for rating the student's scholastic achievement. The following point scale is used: A - four points for each credit; B - three points for each credit; C - two points for each credit; D - one point for each credit; F - 0 points for each credit. "S" and "U" will count in attempted and earned credits, but will not carry any quality points. Therefore, S/U grades will not be included in GPA calculations. The following example illustrates how grade points are calculated.

SUBJECT	GRADE	CREDITS	X	GRADE POINTS	QUALITY POINTS
English	B	3	x	3	= 9
Band	F	(1)	x	0	= 0
Biology	D	4	x	1	= 4
Spanish	C	5	x	2	= 10
History	A	3	x	4	= 12
Total		16			35

Total Credits Attempted .... 16

Total Credits Earned ..... 15

Grade Point Average ..... (35 divided by 16) = 2.1875

The cumulative average is obtained by dividing the total number of quality points accumulated at a given time by the total number of credits undertaken while they are being earned.

Physical education activity classes, although required, do not have grades computed in the academic grade point average. Grades earned in college preparatory courses are not computed in the academic grade point average.

Grades awarded for developmental courses (as defined by CCHE as Basic Skills courses) will not be included in a student's grade point average (GPA). Grading for developmental courses will utilize the Developmental grade mode (S/A, S/B, S/C, U/D, U/F). The credits will count toward earned and attempted credits. GPA's for term recognition such as President's List, VP List and Dean's List will not include developmental courses in the calculation.

**MID TERM ASSESSMENT**

All students are assessed near the middle of each term A, B, or full semester. This academic assessment provides the student with a midterm grade review to plan needed improvements before final exams. All students assessed at a D or F grade level will be contacted for referral to the Counseling Services or Comprehensive Learning Center or a change in academic preparation to raise their grade.

**FINAL EXAMS**

Final exams are held in all subjects according to the published schedule. No examinations should exceed two hours in length. Should any unusual circumstances develop requiring a special examination at a time other than the scheduled time, special authorization must be approved by the Department Chair and instructor involved.

**SCHOLASTIC HONORS**

Northeastern Junior College promotes and encourages scholastic achievement. Students who achieve a Term Grade Point Average (TGPA) of 3.75 or higher while carrying a minimum of twelve credits within one semester will be listed on the Vice President's List. Students who achieve a TGPA of 4.00 while carrying a minimum of twelve credits within one semester will be listed on the President's List. This honor roll is published each semester. Students with incomplete grades for the semester are not eligible. S/U grades and grades for Developmental Education coursework are not included in the Grade Point Average Calculation. Students must complete a minimum of 12 eligible credit hours in the term to be considered for Term Academic Honors.

Athletic Scholastic Honors are given to students carrying a minimum of twelve credits with a cumulative grade point of 3.5 and participating in athletics. Each scholastic honors athlete receives a certificate denoting this achievement.

**DUE PROCESS FOR GRADE CHANGE**

**Purpose.** A final grade must remain a professional educational decision made strictly by the faculty member and must have the complete support and backing of the college. The integrity of the academic standards of the college depends upon the grading procedures of the individual faculty member. A change of a final grade results from a personal and private appeal from the student to the faculty member. The intent of the following procedures is to keep the ultimate control of the final grade with the faculty member and to protect the faculty member and the college from requests that do not meet a minimum standard. The baseline of a grade change request should involve unusual and mitigating circumstances to allow the faculty member to reconsider the decision involving a final grade in question. The following conditions and procedures are required for any grade change request.

**REQUIREMENTS FOR AN APPEAL**

1. The student must have written academic materials or written information that supports an appeal. This information must be material that the faculty member could have, by some error, misplaced, overlooked or not included in the final grade. Other materials that assist an appeal would be schedule modification forms or withdrawal from college forms.
2. The appeal must be based upon documented material and not a challenge to the judgment of the faculty member.
3. The appeal must be initiated within ten (10) college workdays after the start of a new grading semester. Summer is considered a grading semester. An appeal requested ten days after the first class day of the next semester will not be considered.
4. The instructor of record for the class must be a continuing full-time or part-time employee of the college. If the instructor of record is no longer an employee of the college, then an appeal for a grade change can only be resolved through a Department Chair.
5. Only the student who has unusual and mitigating circumstances for the request may initiate the appeal. Other parties may assist but cannot make the appeal or present materials for the student.

**CONDITIONS OF A GRADE APPEAL (FINAL GRADE ONLY)**

Conditions for a grade change appeal include but are not limited to the following examples.

1. The grade was the result of a mistaken identity, or a student was given a grade that was intended for another student.
2. The instructor inadvertently recorded the wrong grade for an assignment or failed to record a grade for a test, paper, or project. The student subsequently produced the original assignment or paper or test results for re-consideration.
3. The grade was based upon the criteria of attendance and the student documents claims to have attended the class sessions as required, but the instructor has attendance records that are different from the student's records.

**GRADE APPEAL PROCEDURES INFORMAL RESOLUTION**

The student should request a private discussion with the instructor to present the reasons for an informal resolution to the grade change request. The instructor can make the grade change or reject the request without any further action, no written response is required.

1. An informal resolution by the instructor must be completed within ten (10) days of the student's initial request. A non-response within ten days by the instructor of record is considered a rejection of the appeal, unless the instructor of record is unavailable.
2. If the student feels the decision by the instructor of record was un-fair and was not based upon current college grading practices, then a request for a

formal resolution can be filed.

3. If the college no longer employs the instructor of record, the Department Chair will review the appeal and determine the resolution. No other action is available after the Department Chair and Academic Vice President have reviewed the grade change request if the instructor of record is no longer employed by NJC.

**FORMAL RESOLUTION FOR A GRADE CHANGE REQUEST**

A Formal Resolution can occur, but is not limited to, the following. (1) If a student has attempted an Informal Resolution with the instructor of record and feels that additional impartial staff need to review the appeal. (2) If the student prefers not to seek an informal resolution with the instructor for whatever reason and wants impartial staff to review the appeal.

**PROCEDURES FOR A FORMAL GRADE CHANGE APPEAL**

1. The student can appeal the decision of the instructor by obtaining a Grade Change Petition from the NJC Records Office. The Grade Change Petition must be initiated within the first ten (10) days of the next grading period; copies of the petition will be filed with the Records Office, the Instructor and the Department Chair. If an informal attempt has been made, the ten-day limit will begin after an informal resolution has been tabled or denied.
2. The Registrar will review the appeal and research the files for materials pertaining to the class and grade involved. The record staff will forward all findings to the instructor of the course and to the Department Chair. The Instructor will provide all grading materials to the Department Chair pertaining to the student and grade involved. Materials from both the Records Office and the Instructor will be forwarded to the Department Chair within five (5) days of the request.
3. The Department Chair will review all material relating to the appeal and review the best possible resolution with the Instructor. Based upon the Department Chair's review of all related materials, personal interview of the Instructor and possibly the student, the Department Chair will respond to the Grade Appeal. The Department Chair will give a written response within ten (10) days after receipt of the materials.
4. The student may appeal the Department Chair's decision to the Vice President of Academic Services. This appeal must include the Grade Change petition and significant and mitigating reasons for the continued appeal. The Vice President of Academic Services will confer with the President and will respond in writing within ten (10) days of receiving the Grade Petition.
5. The student may appeal the President's decision to a President's Academic Hearing Board. This board appointed by the President will consist of three (3) faculty representatives, two (2) professional staff and three (3) students – could be ASG Officers or ASG Senators. The chair of the President's Academic Hearing Board must be selected from the membership to insure an Impartial Decision. This appeal must include the Grade Change Petition and significant and mitigating reasons for the continued appeal.

The Hearing Board will forward a response to the President within ten (10) days of receiving the Grade Petition. The President will respond to the student's appeal within five (5) days of receiving the Hearing Board's recommendation. The President's response is final.

## ACADEMIC STANDARDS

**Overview:** Recognizing the value of measuring academic progress for all students, the Colorado Community College System (CCCS) has established the following practice for measuring and notifying students of their academic progress (APP) standing. The APP practice is intended to be informational and not punitive. CCCS colleges are encouraged to devise and implement appropriate Academic Alert strategies early in the term, to assist students who are experiencing academic difficulties.

**Application:** During a student's first twelve credits, the college will monitor satisfactory progress through an Academic Alert process. The Academic Progress Procedure applies to all students who have completed thirteen (13) or more credits in residence while attending a Colorado Community College System college. The APP practice shall be applied consistently and uniformly by all CCCS institutions. All colleges will determine the APP status of enrolled students no later than five days following the posting of term grades for each semester. Students with deficient progress statuses will be notified of their status. Suspended students will not be allowed to begin enrollment in the subsequent semester. Students Academic Progress status will be noted on their transcripts. The APP status of a student is specific to the college determining the status and does not transfer or impact a student's enrollment at other CCCS colleges.

Practice standards:

### Good standing

Cumulative Grade Point Average (CGPA) > 2.00 for all classes completed in residence.

### Probation (initial)

Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence.

### Probation (continuing)

Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) > 2.00.

### Suspension (initial)

Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) < 2.00. Student may not register for the next term (fall, spring, or summer) following the suspension term. Student may register for the subsequent term after meeting with an academic advisor of the college. Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).

### Suspension (second)

Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) < 2.00. Student may not register for the next two terms (fall, spring, or summer) following the suspension term. Student may register for the term following the two term break in enrollment after meeting with an academic advisor of the college. Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).

### Suspension (third)

Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) < 2.00. Student is suspended from the college and may not register for two (2) calendar years. Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).

**Academic Appeal Procedure.** Any student who is suspended for the next enrollment has the right to appeal. The following procedures will be followed.

After notification of suspension, the student must write a letter for reconsideration of this action to the Chair of the Academic Standards Committee requesting to be re-admitted on academic warning, stating all reasons for this consideration. This letter must be received seven (7) days prior to the next registration day.

The student's parent or guardian (if student is a dependent) must write a letter supporting this appeal, stating reason for their support. This letter must be submitted seven (7) days prior to the next registration day.

The Academic Standards Committee will review the student's academic record and letters of appeal. Based upon the committee's consensus, the chair will inform the suspended student in writing if re-admittance is approved or denied. The Academic Standards Committee can require a re-admitted student to take a certain course load, take the success seminar, assign counseling or study skills. Weekly progress checks can also be part the re-admittance requirements.

Any re-admitted student who shows no academic progress (more than two D or F grades at midterm) based upon the mid-term report of the re-admit term will be administratively withdrawn and placed on two (2) semester suspension.

## ACADEMIC ASSISTANCE – FULL TIME STUDENTS

All full-time students (enrolled in more than 12 credits) placed, continued, or re-admitted on Academic Warning are required to do the following:

1. The student will be scheduled for up to eight (8) weekly success appointments or enroll in a student success seminar as determined by the counseling staff.
2. The student will be assigned to weekly study skills assistance in the Comprehensive Learning Center with tutors or help sessions as determined by counseling/or study skills evaluation.

3. The student will continue the counseling appointments and study skill assistance in the Comprehensive Learning Center if academic progress is not sufficient by mid-semester.

#### ACADEMIC ASSISTANCE – PART TIME STUDENTS

All part-time students (enrolled in fewer than 12 credits) placed, continued, or re-admitted on Academic Warning are required to do the following:

1. Consult an academic advisor or counselor to review the student's academic transcript and plan tutorial or personal assistance before completing preregistration for additional classes.
2. Receive an academic advisor's or counselor's approval to enroll in any classes while on academic warning.
3. Part-time students from outreach sites, evening or day enrollment are encouraged to seek weekly progress appointments with a counselor, enroll in a student success class or request tutorial and study skill assistance at a convenient place and time.

#### SATISFACTORY PROGRESS - FINANCIAL AID

Because of increased demands from the public and from federal and state authorities, regulators are placing increased accountability standards on colleges and universities. One of these standards is a satisfactory academic progress policy for financial aid recipients. The policy monitors three different aspects of a student's academics: 1) Course Completion Standards, 2) Qualitative Standards and 3) Quantitative Standards. Summaries of NJC's standards are listed on page 24.

#### ACADEMIC PROGRESS – SUMMER TERM

A first year student on academic suspension, regardless of when the suspension was instituted, may enroll for the summer term. If the student on academic suspension achieves above 1.50 grade point average for the summer term, earning 5 credit hours or more, the suspension will be changed to academic warning. The student could continue the next academic term on academic warning.

#### ACADEMIC ASSESSMENT PROGRAM

General education at Northeastern Junior College leads students to career, technical and transfer competencies. The skills and abilities developed through general studies enable students to pursue personal, professional and academic goals. Student learning is designed to enhance four core competencies identified by the Assessment Steering Committee at Northeastern Junior College: Communication, Critical Thinking, Technology, and Ethics/Diversity/Globalization. Therefore, students who graduate from NJC will demonstrate proficiency in the following core competencies:

##### Communication

Graduates will demonstrate the ability to read, write, and speak effectively.

Upon completion of their course of studies, students will be able to effectively express and exchange thoughts, opinions and information both orally and in writing. The successful student will be able to:

- \* Construct effective written and oral communications using content, organization and delivery techniques that convey accurate, concise and complete information appropriate to topic, audience, occasion and purpose.
- \* Create written communications using grammar, sentence structure, mechanics, spelling skills and content appropriate to defined standards or criteria.
- \* Adapt listening behaviors to provide accommodation to the listening situation and offer appropriate and effective feedback.

##### Critical Thinking

Graduates will demonstrate the ability to interpret, evaluate, and analyze and synthesize information.

Upon completion of their course of studies, students will be able to examine and utilize reasoning strategies in order to select, apply and evaluate evidence in multiple disciplines. Students will be able to reason and draw logical conclusions from numerical information. The successful student will be able to:

- \* Illustrate basic mathematical functions, i.e. addition, subtraction, multiplication, and division; estimate and judge the reasonableness of numerical results, and think proportionally, and analyze statistically.
- \* Interpret and apply data in various forms, e.g. charts, graphs.
- \* Formulate solutions to problems by separating information into component parts, determining the relevancy of data, evaluating facts and inferences and recognizing logical fallacies in reasoning.
- \* Evaluate alternative viewpoints, arguments and belief systems.
- \* Gather and assess relevant information after generating vital questions and problems.

##### Technology

Graduates will demonstrate the ability to use technology to achieve educational objectives.

Upon completion of their course of studies, students will be able to make use of various technology-based applications. The successful student will be able to:

- \* Investigate and use technology to access information and to assess its reliability.
- \* Construct completed work that demonstrates competency in the operation of applicable equipment and software in various programs of study.
- \* Utilize technology to complete various tasks applicable to lifelong skills of communication and critical thinking, thriving in a global community.

**Ethics / Diversity / Globalization**

Graduates will demonstrate the ability to recognize diversity and their individual roles in acknowledging the increasing globalization of their world. Graduates will demonstrate the ability to analyze and accept responsibility for personal behaviors and interactions that reflect individual and societal ethical standards and values.

Upon completion of their course of studies, students will be able to recognize and respect the importance of diversity as they work cooperatively in a group setting on situations and issues that affect the common welfare and one's own welfare in relationship to others. Students will be able to identify characteristics of ethical behavior and define qualities that signify the integrity of a project, person or society. The successful student will be able to:

- \* Analyze the divergent views of others and to interpret behaviors without making stereotypical or prejudicial judgments.
- \* Analyze and accept responsibility for personal behaviors and interactions that reflect individual and societal ethical standards and values.
- \* Determine appropriate ways to work respectfully in both leadership and followership roles with people of various capabilities and orientations in order to appreciate the integrity and uniqueness of interactions among diverse social and cultural groups.