ACADEMIC STANDARDS HANDBOOK
2010-2011

TABLE OF CONTENTS

Page

1.0 ADMISSIONS INFORMATION

1.1 Admission Requirement 1
1.2 Admission Procedures 1-3
1.3 Admission of New Students 3
1.4 Transfer Students 3-7
1.5 International Students 7-8
1.6 Late Registration 8
1.7 Summer School Admission 8

2.0 ACADEMIC CLASSIFICATION

2.1 Freshman 9
2.2 Sophomore 9
2.3 Full-time Student 9
2.4 Part-time Student 9
2.5 Special Student 9
2.6 Tuition/Fee Status 9
2.7 Residency Requirements 10-11
2.8 Financial Expenses 11-12
2.9 Refunds and Returns 12-13
2.10 Indebtedness Policy 13
2.11 Petition for Extenuating Circumstances 14

3.0 ACADEMIC PROCEDURES

3.1 Students Rights and Responsibilities 15
3.2 Academic Evaluation 15
3.3 Graduation/Completion of Degree Requirements 15
3.4 Class Attendance 15-16
3.5 Credit Hour Load 16-17
3.6 Satisfactory Progress - Financial Aid 17
3.7 Adding Classes 17
3.8 Repeating Classes 17-18
3.9 Mid Term Assistance 18
3.10 Dropping Classes 18
3.11 Withdrawal from Classes 18-19
3.12 Administrative Withdrawal from a Class 20
3.13 Death of a Student-Records procedure 20
3.14 Registration Holds 20
3.15 Academic Renewal 20-21
3.16 CCCS Academic Progress 21-23
3.17 Grades 23-27
3.18 Academic Honors 27
3.19 Due Process for Grade Change 27-30
3.20 Classroom Related Disciplinary Process 30-31
3.21 Assessment for Course Placement 32
3.22 Due Process for Classroom Disciplinary Process 33
Disruptive Classroom Incident Report Form 34

4.0 ACADEMIC DEGREE REQUIREMENTS
4.1 Degrees and Certificates 35
4.2 General Education Requirements 35
4.3 Credit Hour Restrictions 35
4.4 Types of Course Offerings 35-36
4.5 On the Job Training/Clinical Training 36
4.6 Cooperative Work Experience 36-37
4.7 Individual Studies 38
4.8 Advanced Standing 38-39
4.9 Prerequisites 39-40
4.10 Residency Requirements 40
4.11 Resident Credit 40
4.12 Graduation Requirements 40-41
4.13 Graduation Application 41
4.14 Second Associate Degree/Certificate 41
4.15 Student Rights and Responsibilities 42
4.16 AA/AS Degree Designations 42

5.1 STANDARDS FOR AWARDING CREDIT FOR PRIOR LEARNING
5.1 Purpose 43
5.2 General Standards 43-46
5.3 Evaluation for Credits for Prior Learning 46
5.3(a) Standardized Testing 46
5.3(b) Institutional Examinations 46
5.3(c) Published Guides 46
5.3(d) Portfolio Assessment 47
5.4 Appeal 47
5.5 Records and Transcripts 47
5.6 Fees 47

6.0 CHANGE OF ACADEMIC PROGRAM
6.1 Change Major and Advisor 48
6.2 Major/Advisor Change Procedure 48

7. 0 ACADEMIC EVALUATION
7.1 Examinations 49
7.2 Faculty Authority 49-50
7.3 Final Exams 50
7.4 Grade Reports 50
7.5 Graduation 50
7.6 Graduation Evaluation 50
7.7 Graduation Honors 51
7.8 “On Course” Electronic Degree Audit 51
7.9 Academic Integrity 51-52

8.0 ACADEMIC PROGRESS
8.1 General Guidelines 53
8.2 Term Academic Honors 53
8.3 Academic Standards Required Assistance for Full-time Students 53
8.4 Academic Standards Required Assistance for All Other Degree and Certificate Seeking Students 53-54
8.5 Academic Standards Appeal Procedure 54
8.6 Student Notification 54
8.7 Procedure for Transfer from Area Vocational Schools 55

9.0 TRANSFER POLICY

9.1 Statewide Transfer Policy 56
9.2 Student Transfer Appeals Policy 56
9.3 Grades (Transfer and Applicability to Program Requirements) 56
9.4 Transfer-In of Courses with "D" Grades Form 57

10.1 GENERAL INFORMATION

10.1 Student Records – FERPA/Directory Information 58-60
10.2 Internal Registration Procedure 60-61
10.3 Waiver Request for Institutional Exception to the 145 College Opportunity Fund Lifetime Hours 61-62
Waiver Request Form 63
10.4 Academic Standards Summary 64-65

ADMISSIONS/REGISTRATION INFORMATION

1.1 Admissions Requirement

Admissions Classification – As an open enrollment institution, all students who are 17 years of age or older may enroll in degree credit courses. However, based on individual credentials, students are classified as either "regular" or "special" students. Graduates of accredited high schools or applicants who hold a General Education Development Certificate are given admission as **regular students**. They may carry either a part-time or full-time credit load.

Students not admissible as regular students, i.e., students who have not received the high school diploma or the General Education Development Certificate and those who have completed a home school program or who are under 17 years of ages may sometimes be admitted to college credit courses as **special students**. They may enroll with a part-time or full-time credit load.

Students from home school programs and non-accredited high schools who are over the age of 16 are initially enrolled as "special" students. Home-based education received prior to application to NJC must be compliant with C.R.S. 22-33-104.5. A student may be validated to move from "special" status to "regular" status by completing one or more semesters with satisfactory academic performance. Home schooled students may advance to "regular" status by obtaining passing scores on one of the ability to benefit tests.

Students younger than 17 years of age who seek admission to credit classes must obtain a waiver from the college president based upon extenuating circumstances unique to the role and mission of the college.

In addition to general admission requirements, each student must provide evidence of adequate background to pursue successfully the program in which he/she wishes to enroll. Admission to one program does not automatically satisfy entrance requirements for other courses of study. Professional counselors and academic advisors are available to assist in this evaluation prior to selection of a program or transfer from one program to another.

Admission of Out-of-State Students

Out-of-state students are invited and encouraged to apply for admission to Northeastern. The college prefers out-of-state students submit ACT or SAT scores at the time of application. Students who do not provide these scores are required to take the NJC assessment test prior to enrolling.

1.2 Admission Procedures

How to Apply for Admission - Each student desiring to be admitted must present to Admissions the following materials prior to the date stipulated in the college calendar for submission of credentials.

1. The application for Admission to Colorado Collegiate Institutions properly filled out by the applicant. Students may also apply online at www.njc.edu.

2. An official transcript of high school credits showing date of graduation and signed by the high school principal, college counselor or superintendent of schools. Transfer students must submit current, official transcripts of all previous college attendance, to

be sent by the other college or university at the request of the applicant. Transfer students with less than one year of college must also submit high school transcripts. GED graduates must submit proof of successful GED test completion.

3. Scores from the American College Test or the Scholastic Aptitude Test or the Accuplacer.

4. Northeastern Junior College Health History Report and signed Consent for Medical Treatment must be completed and on file.

5. **Certificate of Immunization** – According to Colorado law, proof of adequate immunization is required for all students 19 years of age and under seeking admission to a residential college. Specifically, students must meet these Measles, Mumps, Rubella (MMR) requirements; first dose of MMR at age 12-15 month or later, second dose at age 4-6 years later. Students residing in a residential hall must

   For all public or nonpublic postsecondary education institutions in Colorado, the state law requires that each incoming freshman student residing in student housing, as defined by the institution, or any student who the institution requires to complete and return a standard certificate indicating immunizations received by the student as a requirement for residing in student housing, be provided with information on **meningococcal disease.** *If the student is under the age of 18 years, the student's parent or guardian must be provided with this information.* Each institution must require each new student who has not received a vaccination against meningococcal disease, or, if the new student is under the age of 18 years, the student's parent or guardian, to check a box and sign to indicate that the signer has reviewed information on meningococcal disease and has decided that the new student will not obtain a vaccination against meningococcal disease.

Students completing admission requirements with incomplete or missing Certificates of Immunization will not be allowed to complete their housing reservation, and will not be assigned to a residence hall until the college has received a completed Certificate of Immunization that is signed and dated by a health official.

Each applicant must accept the responsibility for getting these items to the college before the date they are due. This includes responsibility for requesting and authorizing officials of the high school or college previously attended by applicant to send transcripts.

Mandatory Assessment Guidelines - Assessment is designed to assist students in understanding their current academic levels and to aid them and their advisors in the selection of college courses. All degree seeking student --both first-time and returning—are responsible for making arrangements with the Counseling and Assessment at NJC to meet the assessment requirements prior to conferring with an advisor. First-time students are those who enter the college for the first time with no previous postsecondary experience, or those seeking a degree regardless of previous postsecondary experience, at the time they enroll in a degree program. Prior post-secondary enrollment as a high school concurrent student does not prevent a student from being categorized as first time.

The assessment requirement will be met in <u>one</u> of the following ways:

1. Take the NJC assessment (ACCUPLACER) in English, Reading, Arithmetic and Algebra (if applicable) or

2. Show proof of successful previous college experience at an accredited college (C or better in transfer college level English and Math class) or

3. Show proof of minimum ACT score of 18 in English, 17 in Reading, and 19 in Math or

4. Show proof of SAT scores of 440 in the verbal area and 460 in the math area or

5. Show proof of previous assessment (Accuplacer) at Colorado public postsecondary institution or

6. Show proof of having successfully completed basic skills instruction in mathematics, writing, or reading.

Students who enroll in a certificate program are exempt, unless they seek to enroll in college-level English or mathematics courses.

Students whose completion of courses at other colleges which demonstrate their proficiency in English, Math and/or Reading may submit transcripts for the purpose of waiving all or part of the assessment requirements. The student should contact the Counseling and Assessment office as early as possible for assessment arrangements.

Assessment scores, including ACT and SAT scores, are considered valid for initial placement for a period of five years.

There will be a onetime $15.00 fee charged for the battery of ACCUPLACER tests. If a student meets exemption requirements for any subject area, then the cost is $5.00 for each subject area Accuplacer test required. There is no additional charge for retakes taken for class placement the same semester (up to two retakes). A picture I.D. must be presented before any student will be allowed to take the Accuplacer.

Students with mobility, visual, hearing, learning, mental, emotional, speech, or health disabilities must meet with the Director of the Comprehensive Learning Center to arrange for special accommodations in testing.

1.3 Admission of New Students

It is the procedure of Northeastern Junior College to admit Colorado high school graduates and those who have successfully completed the General Education Development Test (GED). Northeastern Junior College counselors will advise the student of special courses for correction of scholastic or other deficiencies or alternate courses or programs. All admissions are also subject to the space available.

1.4 Transferring Credit to Northeastern Junior College (or CCCS Colleges)

CCCS Colleges do not require transcripts from previous high schools or colleges for admission. However, if a student plans to complete a degree or certificate with applicable transfer credit, an official transcript must be sent to the college.

The transfer of academic credit to the college is governed by the following policies and procedures:

- Courses accepted in transfer MUST match the content and meet or exceed the rigor of the accepting institution as determined by the professional judgment of the Transfer Evaluator or department Chair.

- Transfer credit is accepted as specified by legislated and CCCS articulation agreements.
- The college may examine credits to insure that the content is not outdated or obsolete.
- Courses will be evaluated against the CCCNS Catalog.
- The official transcript will include courses taken at the institution and those transfer credits requested by the student.
- Courses will be recorded with CCCNS course number, title, prefix and the number of credits awarded by the transferring institution.
- Grades for transfer courses will be recorded in Banner but will not show on the official transcript.
- Pre-requisite courses below the 100 level will not be accepted in transfer but will be noted in the student's academic record.
- A grade of "C", "P", "S" or better is required for transfer. Transfer credit will not be awarded for courses with "D", "F" or "U" grades. Individual colleges may choose to grant an exception to this rule and accept transfer courses with a grade of "D" on a case-by-case basis.
- Credits earned at the home institution with a grade of "D" may be applicable to a degree or certificate as determined by the program.
- There is no limit to the number of credits that may be transferred.
- Upper level courses can be accepted in transfer IF the course can be equated to a course in CCNS.
- Elective courses that do not equate to a CCCNS course will be listed with the appropriate prefix numbered as 999 and include Elective with a colon and then an entry to describe the course content. If no appropriate prefix is included in the CCCNS then the elective course will be given either the prefix TRN for Transfer Elective or CTE for CTE Elective. The course number will be 999 and the title will include a colon and an entry to describe the course content.
- Credit for prior learning, standardized tests and portfolio credits will be accepted as determined by the CCCS Guide to Credit for Prior Learning.
- Transfer courses that have the GT designation will be flagged as GT courses. If the course is not present in the CCCNS then it will be recorded with the prefix GTP for GT-Pathways, the course number 999 and the course title that matches the GT designation, e.g., CO1, AH3, MA1, etc.
- Transfer credits will be awarded as governed by CCHE and State Board policies and System President procedures.

TRANSFER APPEALS PROCESS

Consistent with the requirements of the Colorado Commission of Higher Education, CCCS Colleges have established a Transfer Appeals Process. Based upon the initial transcript evaluation of transfer credits completed, a student may appeal:

1. A decision regarding the transferability of a specific course(s);
2. A decision regarding the placement of a specific course(s); or
3. The college's failure to provide a transcript evaluation within the designated 30-day calendar period.

Procedures:

APPEAL AND INITIAL DECISION

1. Student should meet with the Transcript Evaluator and/or the Director of Admissions and Records to request clarification within 10 calendar days of the date of the evaluation.

2. The appeal must be submitted to the Director of Admissions and Records in writing within 15 calendar days of the date of the evaluation.
3. The decisions regarding course transferability and/or placement made in the initial transcript evaluation will be binding if the student fails to file a written appeal within 15 calendar days.
4. The Transfer Credit Appeal Committee will have 30 calendar days to review the student's appeal and inform the student in writing of the committee's decision on the appeal including the rationale for that decision. In addition, the student shall be informed in writing of the process for appealing this decision.
5. The student is informed by the committee of the remaining appeal options. Failure to do so will result in the committee's decision being considered null and void. The student's request prevails and cannot be overturned by the college.

APPEAL BEYOND INITIAL DECISION

1. The initial decision may be appealed by filing a written appeal with the Academic Vice President of the college within 15 calendar days of the postmark date of the letter notifying the student of the committee's decision. If the student fails to file an appeal within this time period, the original or initial decision shall be binding.
2. The college will hear and reach a decision on the appeal within 15 calendar days after the appeal is filed.
3. The student will be notified in writing by the college of its decision regarding the transfer appeal and the rationale for the decision. In addition, the student may appeal the decision to CCCS.

APPEAL TO COLORADO COMMUNITY COLLEGE SYSTEM (CCCS)

1. The student may appeal the decision of the college by filing a written appeal with the Academic Vice President of CCCS or Educational Services Curriculum Committee within 5 calendar days of the postmark date of the letter notifying the student of the college's decision. If the student fails to file an appeal within this time period, the college's decision will be binding
2. CCCS staff shall review and reach a decision on the appeal within 30 calendar days after the appeal is filed.
3. The student will be notified in writing by CCCS of its decision regarding the transfer appeal and the rationale for the decision. In addition, the student is informed by the college that the student may appeal the decision by filing a written appeal with the Colorado Commission on the Higher Education within 5 calendar days of the postmark date of the letter notifying the student of the decision by CCCS.

APPEAL TO COLORADO COMMISSION ON HIGHER EDUCATION (CCHE)

1. The student initiates an appeal by informing the Commission in writing of the situation and the reason for the appeal.
2. The Executive Director of CCHE will immediately notify the chief executive officer of the institution of the appeal and request the institution to submit documentation for the decision being appealed by the student. The Commission will submit documentation within 15 calendar days of notification.
3. The chair of the Transfer Advisory Council will schedule the appeal to be heard at the council or convene a special meeting if the appeal cannot be heard within 30 calendar days. Both the student and the institution will be notified of the Council's meeting time and location. The student and/or institution may be asked to make an oral presentation to the council. The resolution of a dispute will be completed within 30 calendar days from the time an appeal is made to the Commission. In no circumstance will the appeal

process extend beyond 120 days from the day the student was notified of the transcript evaluation unless it benefits the student.

4. Should an appeal be filed involving a campus or governing board represented on the Transfer Advisory Council, the TAC member will not participate in hearing the appeal, nor may the member be present during the discussion. Transfer disputes will be heard by only those members who are not directly affiliated with the institution or governing board involved.
5. The Council's consideration of the appeal will include, but is not limited to, the institution's compliance with the Statewide Transfer Policy, the governing board policy statement, the institutional Articulation/Transfer Agreements, the transfer appeal process, and the student's compliance with the institutional Articulation/Transfer Agreements. In the absence of a written Articulation/Transfer Agreement for the program in question, the Transfer Advisory Council will conduct a transcript evaluation and determine the transferability of individual courses.
6. The chair will inform the Executive Director of the Transfer Advisory Council's recommendation.
7. The Executive Director will inform the chief executive officer, the chief academic officer; and the student of the final determination and advise the chief executive officer to implement the recommendation within 5 calendar days.
8. The institution's chief academic officer will inform the TAC chair within 10 calendar days of the action taken in regard to the final determination.
9. The Council's recommendation and the action taken by the institution will be reported to the Commission as an information agenda item.

APPEAL OF HIGHER EDUCATION POLICY ISSUES

In addition to hearing appeals regarding the state guaranteed general education program, a student may appeal directly to the Colorado Commission on Higher Education when the issue involves one of the following areas:

- Violation of the Student Bill of Rights
- Noncompliance with Commission policies pertaining to transfer, student fees, etc.
- Failure of an institution to follow its established policies and procedures
- Failure of an institution to respond to a student's written appeal within 30 days

However, the Commission's appeal process is not designed to resolve disputes between an individual and an institution that involves grades, billing, terms of employment or that involve athletic eligibility. In addition, institutional tuition classification decisions are not subject to appeal to the Commission after the institutional appeal process has been completed.

Procedures:

To initiate this process at the Commission level, a student may appeal by submitting a written request (letter or email) describing the issue and steps the student has taken to resolve the issue. Eligible appeals, as indicated above, will follow the full appeal process. Appeals that involve issues that are reserved for the institution will be referred to the appropriate college authority.

FULL APPEAL PROCESS

The Commission will assist the student by identifying the institutional staff person or department that is in the best position to resolve the issues directly. If the institution does not act on the appeal within thirty days from the date that the appeal was received or if the

outcome appears inconsistent with state policy, the student may formally request a hearing by Commission's Appeal Board.

For issues that are within the Commission's authority, the Commission will convene the appeals board. The board will request that the institution provide a 1-2 page document for rationale for its decision. The board will review the submitted material within two weeks and will meet to hear the student's appeal. The board will recommend appropriate action. To ensure timely implementation of the decision, the decision will be communicated to both the student and institution. Such decisions are binding and not subject to further appeal. The Commission will respond to all other issues by letter.

EXPEDITED APPEAL PROCESS

An enrolled student who receives a transcript evaluation that does not award general education transfer credit for a "state guaranteed" general education course may appeal directly to the Commission. The disputed credit must be earned in a course in which a student received a grade of "C" or better. The student must have enrolled during the 2002-03 academic year or later. The Commission staff will resolve such cases within five days.

1.5 International Students

International Student Admissions Information

Admissions of international students will be considered under the following guidelines. An I-20 form will be issued when the following are received on record and evaluated as acceptable. Students attending NJC as a part of special visitation groups may be admitted under separate admission guidelines.

The following documents must be provided and fulfilled:

1. An application for admissions for international students to Northeastern Junior College is required. The application must indicate which semester student will begin. Fall semester applications and all supporting documents must be on file by July 15th. Spring semester applications and all supporting documents must be on file by December 15th.

2. A $500 non-refundable deposit applicable toward tuition and fees once student actually enrolls in classes. This deposit is required prior to any processing of an international student application.

3. Official and complete transcripts of all previous secondary and collegiate academic work with certified English translations (if needed).

4. Statement of financial support for a two-year program of study at Northeastern Junior College. Federal/state financial aid and scholarships are not available for international students.

5. Proof of medical insurance must be provided or purchased. All international students are required to have medical insurance.

6. International students must pay their outstanding tuition and fees on the day they register. Failure to comply will result in withdrawal of their U.S. Immigration Form 20 (I-20).

If the student's native language is other than English, the student must provide one of the following:

a) Test of English as a Foreign Language (TOEFL) showing a minimum score of 475(paper based) or 150 (computer based) or 52 (internet based).

For information contact: Test of English as a Foreign Language
Educational Testing Services
P O Box 899
Princeton, New Jersey 08540 USA

b) Michigan Test of English Language Proficiency showing a minimum score of 75.
c) Recommendations from the English Language School with completion of Level 109.
d) d) Completion of Level 5 advanced at an Intensive English Language Center.
e) Graduation from an American high school after attending for at least two years; or one year and meets assessment test requirements.
f) A student who has taken the STEP examination in Japan and holds a LEVEL II evaluation or above.
g) Special admission waiver approved by the President of the College.

Note: International students can be admitted for one (1) semester as a "Special Student"; after one (1) semester, all regular admission standards must be met. Contact the Admissions Office for further requirements.

Complete application deadline: Fall - July 15th, Spring - December 15th. This school is authorized under Federal law to enroll nonimmigrant students.

1.6 Late Registration and Overrides

Late Registration - Late registration is permitted as stated in the official college calendar. The student will be held personally responsible for making up course work missed because of late registration.

Self service registration (web and phone) will be available until the end of the first week of the course unless a more restrictive time limitation has been established for the course section. Walk-in registration may be available until census as long as the necessary approvals are obtained. Registration after Census will not be permitted due to COF restrictions.

1.7 Summer School Admission

Admission to Summer Semester - Provisional admission may be granted on the basis of a transcript through the first semester of the senior year to permit an applicant to register for the summer semester immediately following high school graduation. Completion of work in the summer term under such provisional admission, however, does not qualify the student for subsequent enrollment. All admission requirements, including a complete high school transcript must be met before regular admission status is granted.

ACADEMIC CLASSIFICATION

2.1 Freshman

A freshman is a student who has earned fewer than 30 semester credit hours.

2.2 Sophomore

A sophomore is a student who has earned 30 or more semester credit hours.

2.3 Full-time Student

A student registered for 12 or more credit hours of college work per semester.

2.4 Part-time Student

A student registered for 11 credit hours or less of college work per semester. A student registered for 9 credits will be considered ¾ time. A student registered for 6 credits will be considered ½ time.

2.5 Special Student

Students not admissible as regular students, i.e., students who have not received the high school diploma or the General Educational Development Certificate may be admitted to college credit courses as **special students**. Such admission allows the student to take course work on a full-time or part-time basis for the fulfillment of individual goals. Special students are required to complete the regular application form, and submit certificate of immunization. All college procedures and academic standards apply to special students.

Special students admitted without the high school diploma or the General Education certificate may obtain regular student status by completing the high school diploma or the GED test battery with a passing average, or one of the "Ability to Benefit" tests with a passing score. Information on the specific tests, acceptable scores and how to arrange testing can be obtained by calling the college counseling center.

Special students are not eligible to receive the Northeastern Junior College Certificate, AAS degree, AGS degree or the AA degree, AS degree, or receive state or federal financial aid.

2.6 Tuition/Fee Status

The number of college credits enrolled and legal residence determines tuition-fee status within the degree credit curricula.

A student who carries twelve credits or more qualifies as a full-time student for billing purposes. A student who carries fewer than twelve credit hours is considered a part-time student.

Residential status may be in state or out-of-state.

2.7 Residency Requirements

Determination of residency status for tuition purposes is made by Northeastern Junior College as prescribed by the Colorado State Stature.

Tuition Determination

General Guidelines

Colorado State Tuition Classification is determined by domicile for students who are twenty-three years of age or older, or their biological parents or court appointed legal guardian if they are under the age of twenty-three. Domicile is established by demonstrating two factors, physical presence **and** intent to create domicile.

Physical presence is established by having a fixed and permanent home established in Colorado twelve consecutive months prior to the beginning of the semester that the student plans to enroll.

Intent is established by creating legal ties in Colorado and severing ties to other states.
Intent must also be established twelve continuous months prior to the beginning of the semester. Examples of legal ties are motor vehicle registration, driver's license, voter registration, employment, and Colorado state income taxes. Physical presence alone does not confer residency.

Students who are under twenty-three years of age are not considered emancipated and their residency is based upon their parents or legal guardian. Legal guardianship can only be established through court order and petitioners must prove that the change in guardianship is not for in-state tuition purposes. Either biological parent can be used for tuition classification purposes. Likewise, students can petition for in-state tuition in order to prove that they are emancipated. Students must prove that their parent or legal guardian has severed all forms of support, care, and custody in order to be considered emancipated, which includes demonstrating that he/she has income sufficient to be self-supporting in addition to domicile and intent. Evidence of non-emancipation are driving a parent-owned vehicle, having a parent co-signed loan, carrying the student on automobile insurance or medical insurance, or living in a parent-owned home. Since the Residency Examiner must determine that no student under the age of twenty-three is emancipated per statute, the student and parent are required to provide clear and convincing evidence of emancipation. The general public erroneously believes that persons are automatically emancipated at age eighteen.

There are provisions in the law to treat some categories of students as residents for tuition purposes. They include married students under twenty-three years of age, military personnel, prisoners and other inmates, non-immigrant aliens, Olympic athletes, and persons whose parents moved away from Colorado and the student remained to graduate from a Colorado high school.

Initial Classification Procedures

The initial tuition classification decision is made by Admissions and Records staff based upon the residency information provided on the application for admission. Persons with incomplete residency information and persons, who are required to provide parent's information and do not, may be classified as non-residents. The Colorado Community College Registrars have used both the "rule of three" as a guideline for determining residency and others have used the "rule of two." The rule of three requires domicile plus three intent documents on the application for admissions, whereas, the rule of two requires domicile plus two intent documents. In order to

attain consensus, the Community College Registrars were asked to submit a vote on behalf of their respective colleges. The "rule of two" prevailed. This means that students or their parents, depending upon age and/or emancipation, must indicate physical presence and at least two intent documents on the application for admissions in order to be classified as a resident. The Community Colleges of Colorado Registrars have an "application correction form" that students may file if the information on the original application is incomplete or needs to be corrected. If a correction is noted, documentation is required.

Petition Procedures

Changes to tuition classification require a petition for "in-state" tuition classification with documentation to support the claim of resident status. The petition form is available in the Admissions and Records Office. If the petition submitted is incomplete, the Residency Examiner sends a letter to the student requesting necessary documentation with a deadline to respond. If the documentation is not provided, colleges deny the petition for in-state tuition. Paying State of Colorado income tax is considered highly persuasive evidence of intent to remain permanently in Colorado. However, no one factor should enable or prohibit a student from attaining in-state tuition. Colorado State Law requires that motor vehicle registration and driver's license or identification be changed to Colorado within thirty days of relocation, so these are persuading intent factors also. The Residency Examiner determines if there is sufficient evidence to support a claim of domicile, intent, and/or emancipation. An approval or denial letter is sent to the student with the rationale for denial. The petition form and response letters are not consistent in the system at this time. The deadline to submit a petition for "in-state" tuition classification is the 10th day of the term for which the student is petitioning.

Appeal Procedures

Appeals can be made to the residency petition decision. Students may file a formal appeal with the Appeals Committee, Director of Admissions and Records, and/or Registrar at each college. In addition, some colleges have a Tuition Classification Hearing Board. This appeal decision is final.

The Director of Admissions and Records will be glad to answer questions about residence. Opinions of other persons are neither official nor binding.

2.8 Financial Expenses

Completed payment of financial obligations to the college is required at the time of registration. Registration, thus enrollment, is not complete unless the financial obligation is satisfied. Students with any outstanding financial debt to the college will not be able to register for additional classes or receive official transcripts of credits earned and any student officially withdrawing from college must resolve outstanding financial obligations to the college.

Tuition and Fees

The State Board of Community Colleges approves tuition for full-time and part-time students annually and students are billed according to their residency. The number of college credits for which a student registers and the residential classification of the student determine tuition

Student fees are charged to all students for registration process, technology fee and bond fees. In addition, full-time students are charged for student health services, Associated Student Government and Event Center fees. Various courses have fees related to the courses as indicated in the term schedules. Selected career and technical programs, such as cosmetology,

automotive technology and the licensed practical nursing program, require special equipment or materials. The State Board has approved a Student Fee Plan detailing the student participation the annual fee revision.

Room and Board Expenses

Procedure

Students who have permanent residence outside Logan County must live on-campus for two semesters or until 30 semester hours have been completed. Students who are married, over 21 years of age, have minor dependent children, or commuting from a parent or grandparent's residence with a 60-mile radius are exempt from this procedure, as well as residents of Logan County.

Contract

Room and board is expensed on a combined contract for each semester. Each resident is required to pay a room deposit of $125.00 for reservation space; this deposit is refundable less damages, if any, upon completion of the contract. Residence halls and rooms are assigned on a first reserved basis; private rooms can be contracted and are assigned when space is available. Food service (or board) consists of a choice of three meal plans - 10 meals over 7 days, 14 meals over 7 days or 19 meals over 7 days. Sophomores can contract for an 8-meal plan over 7 days. The 19-meal plan provides 3 meals each day except Saturday and Sunday; a brunch and evening meal are served on the weekends. Off-campus students may purchase meals daily or a meal ticket.

2.9 Refunds and Returns

A 100% refund of tuition and fees will be made if a student officially drops a class before the census date (the last day to drop a class for a term. There will be no refund after that date.

When a student completely withdraws from Northeastern Junior College during a term, a refund of room and board will be made as follows:

> Room and board will be refunded on a per day basis during the first eight weeks (or 50%) of the term.

If the student had Title IV federal financial aid, a portion of these grants or loans must be returned to the programs based on the date the student withdrew from college. If the withdrawal occurs after sixty percent (60%) of the term is completed, no return of these federal funds will be required.

In order to calculate the amount to be returned the withdrawal date will need to be determined. This will be the date the student began the withdrawal process as prescribed by NJC, or otherwise provided NJC with official notification of intent to withdraw. If the student drops without any of the above notification, the midpoint of the term will be used as the withdrawal date. If the withdrawal process was not begun because of illness, accident, grievous personal loss, or similar circumstances beyond the student's control NJC can determine the appropriate withdrawal date.

The amount of the unearned institutional charges and unearned Title IV funds based on the number of days in attendance to the withdrawal date will be calculated. NJC will then return to the Title IV programs the lesser of the unearned institutional charges or the unearned Title IV

assistance. The student will return any remaining unearned Title IV funds. (If the student needs to return funds to the Pell or SEOG programs based on the return priority, they need to return no more than fifty percent (50%) of the original award amount.) The loan amounts the student needs to return will be repaid according to the regular repayment schedule for the loan. The school refund to the loan will be credited to the original loan amount. The amount a student needs to return to grants will be collected from the student by the school and then repaid to the grant program.

The order of return of Title IV funds will be as follows:

Unsubsidized Stafford Loans
Subsidized Stafford Loans
Plus Loans
Federal Pell Grants
Federal SEOG
Federal LEAP

In order for NJC to return the federal funds as calculated, NJC may refund unearned money to the student account. In making this refund, one of the following two situations will apply:

If the refund made for the B term classes, other special terms and or from unearned room and board is greater than the amount of the federal awards NJC needs to return according to the calculation the process ends and the returns are made.

If the amount of any scheduled refunds is less than the calculated amount of the return of federal funds to be made by NJC, then the college will refund to the student account the additional funds needed to equal this return amount and then complete the return process.

In times of national or state emergency, certain students (e.g. reserve military units, National Guard, individuals with specialized skills, firefighters) are called to provide services to the country. When the call for service or a national emergency is issued, it is often necessary for student to interrupt their coursework in mid-term. In these situations the refund policy may be altered in keeping with the best financial interest of the student.

Refunds for unearned room and board will be made on a per day basis as indicated above. Tuition refunds will be made on a pro-rata basis even after the census date.

2.10 Indebtedness Policy

No student who has a prior unsettled indebtedness to the college will be allowed to register for any new semester. During the period in which the indebtedness remains, requests to verify attendance or other requests for official college records will not be honored. Indebtedness shall include tuition and fees, room and board charges; and any other financial holds placed on the student's record showing a balance owed to the college. Degrees and certificates will not be granted nor will transcripts of credits be transferred to other colleges or employers until all accounts are paid.

2.11 Petition for Extenuating Circumstances-petition for tuition adjustment

An enrolled student who withdraws from a course(s) is responsible for paying the entire amount of the course's tuition and fees. While this aforementioned contract is binding, NJC recognizes that there are extenuating circumstances that may contribute to the student's

withdrawal action merit consideration. A student who has extenuating circumstances which cause them to withdraw from a course(s) will have an opportunity to petition for an institutional grant to assist with their tuition/fees for the following semester. In these cases, NJC offers the student the right to petition for a grant to partially offset the contracted costs through a future tuition supplement.

1. The Vice President of Student Services will be the college official that has responsibility for disbursement of the petition upon request. This official will visit with the student to identify if their situation would possibly be supported through the petition process.

2. To be eligible <u>for consideration</u> the student would have to meet the following criteria:
   - Meet a narrow definition of acceptable extenuating circumstance: unexpected transfers, family crisis, serious illness, injury or death of an immediate family member or serious personal injury or illness.
   - Petitions must be submitted by the last class day of the semester during which the extenuating circumstance occurred.

3. Completed petitions with attached supporting documentation must be submitted back to the Vice President of Student Services by the last day of the class and/or the last day of the semester.

4. A review board will meet at the end of each semester to review petitions that have been submitted by the last day of the semester, during which withdraw(s) occurred.

5. A set amount of institutional grant money available to award each semester has been determined. Since the grant funding is limited, petitions would be reviewed on a case by case basis.

6. The review board will consist of one student services representative, one business office representative, one records office representative, and 1 financial aid office representative.

7. The review board will determine whether or not to award a grant for the following semester. The dollar amount for the grant would be determined based on number of days complete, the extenuating circumstance and the amount of funding available.

Final decisions will be reviewed and signed by the Vice President of Student Services.

ACADEMIC PROCEDURES

3.1 Students Rights and Responsibilities

All students enrolled for any credit course are responsible for knowledge of the information appearing in the College Catalog and any updates of costs, course revisions, curriculum changes and published course schedules. All students are responsible for knowledge of the procedures in the Student Handbook. The Student Handbook contains all general student procedures and the basic residence hall rules and procedures. The college reserves the right to change procedures 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 responsible 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 of due process and the right to file grievances and the college has the right to restrict, evict, suspend and dismiss any student whose academic achievement and personal conduct do not meet the standards set forth in the College Catalog and the Student Handbook.

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

3.2 Academic Evaluation

Faculty Authority - Professional, qualified faculty are hired to teach each course and make preliminary, ongoing and final evaluations of each student's progress. The instructor is the final authority on each student's academic 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 academic evaluations of each student and assign a final letter grade based upon these evaluations. An Academic Chair supervises each member of the faculty.

3.3 Graduation/Completion of Degree Requirements

Graduation Requirements - Students intending to complete a degree or certificate must complete all course and credit requirements at the acceptable standard of a 2.0 GPA or C average. The student's advisor can provide program advisement guides to inform the student of progress toward graduation.

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 Records Office. Applications received after the deadline may be delayed within the evaluation process.

3.4 Class Attendance

Student learning is best served through regular and consistent class attendance. Students are expected to attend all scheduled meetings of each course. 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 are 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 should 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 instructor.

4. Class attendance is the responsibility of the student. The student must 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 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 to the instructors those 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.

    c. In the event that the instructor determines that an assignment or exam cannot in any form be taken prior to or made up after the excused absence, the assignment or exam shall <u>not</u> be used in calculating the student's grade.

3.5 Credit Hour Load

Course Load - The most common full-time course load is 15 credits per semester in addition to the graduation requirement of one physical education activity credit per semester for two semesters. Students who carry fewer than 12 credits are part-time students. 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 his/her ability to do so by having maintained a "B" average for the preceding semester, and the student must obtain the

approval of his/her faculty advisor. Students working part or full-time should make allowances in their college program for outside work.

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 excellence of the previous course work and attendance.

Full-time career/technical students will normally register for the number of credits indicated for that semester in the curriculum outline. Students may not take a course for more or less credit than assigned in the college catalog or the schedule of classes.

3.6 Satisfactory Progress - Financial Aid

Each institution that receives Title IV funds is required by the U.S. Department of Education, Section 132 of the Higher Education Amendments of 1976, to define and enforce standards for satisfactory academic progress. Satisfactory Academic Progress measures a student's performance in the following three areas/criteria: completion rate, grade point average (GPA) and maximum time frame. The Financial Aid Office is responsible for establishing and monitoring a standard of "satisfactory academic progress: for continuation of financial aid eligibility. In order to be eligible to receive financial aid (federal and/or state and at times institutional aid), the student must be making satisfactory progress towards a certificate or degree, as identified in the quantitative (the completion rate of credit hours attempted) and qualitative (the GPA) standards of the policy. Progress will be reviewed at the time an application is processed (including Federal Pell, Federal Stafford and Federal PLUS Loans if submitted separately) and at the end of each term. The maximum timeframe allowed in which a student is expected to complete his/her certificate and/or degree program is 150% of the number of credit hours required for the specific program. The standard of satisfactory academic progress must include a student's total academic history at Northeastern Junior College regardless of whether he/she has previously received financial assistance. A complete copy of the policy is available in the Financial Aid Office.

Students with extenuating circumstances that prohibit them from meeting the standards have a right to file an appeal with the Financial Aid Office. All appeals should be in writing and accompanied by third party documentation.

3.7 Adding Classes

To register for a class (add) students must complete an Add/Drop Registration Form and submit this completed form to any of the six registration sites (Adult Education, Agriculture, Arts and Sciences, Business, Physical Education and Student Services Counseling.) Students may add classes during the "add period" which is the first six percent (6%) of the specific course.

3.8 Repeating Classes

The college recognizes the varied circumstances when a student requests to repeat a course, such as but 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: They need to submit a Repeat Class form to the Records Office. (*The Repeat Class form should be submitted to the Records Office before the student starts the class that they are intending to repeat.)* The new course must have the same number of credits as the original course. All courses completed will be listed on the student's transcript and none eliminated by any future course completions. Credit hours can only be earned once for any course. Any college level 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 duplicate grade is earned, the most recent grade will be used in the computation of the grade point average. All repeat courses that are excluded from the grade point average will have an "E" printed after the grade to show it was excluded. All previous grades in a given course will also appear on the student's transcript. All credit hours earned for initial and repeated courses will be deducted from a student's remaining COF stipend eligible hours. Students should direct questions on repeating courses to an Academic Advisor, the Records Office or the Counseling Office.

Developmental courses are eligible to be repeated. All developmental courses will appear on the transcript.

NOTE: Due to the logistics of the college conversion from quarters to semesters in the fall of 1988, the Department Chairs and Registrar agreed to limit the repeat procedure to courses completed from the fall of 1988 to the present.

3.9 Mid Term Assistance

All students are assessed at the middle of each term - A, B, or full semester. This academic assessment provides the student with a mid-term grade review to plan needed improvements before final exams. All students assessed at a D or F grade level will be contacted to encourage use of tutors, study skills or a change in academic preparation to raise their grades.

3.10 Dropping Classes

Students may drop a class during the first fifteen percent (15%) of the course duration (the 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 must drop the class on or before the last day for refund (census date.) Notifying the instructor, the advisor or simply not attending the class is not sufficient to ensure that a student is dropped from the class. An official Add/Drop Registration form with appropriate signatures must be submitted to the Records Office within the prescribed deadlines.

3.11 Withdrawal from Classes

Withdrawal from Class(es) - Any student may withdraw from any course(s) or the college without academic penalty anytime up to and including eighty percent (80%) of total class days. 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. Failure to complete the prescribed withdrawal procedure will result in receiving a grade in each course affected by withdrawal.

Note: The student is responsible for the full amount of tuition and fees for courses which are withdrawn from.

Withdrawal from College/All Courses - A student who decides to withdraw from all enrolled courses must obtain the "Withdrawal from Northeastern Junior College - All Courses" form from the Vice President of 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 to the start of final examination week. 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 at a later date. Instructor and student must complete all required protocols before the instructor can assign a grade of incomplete. (See section 3.16 Inventory of Common Grading Symbols – I Incomplete.)

As part of a total withdrawal from college, a student cannot withdraw from a class that has already given its final exam or has otherwise ended, such as A-term and non-standard term classes that have concluded.

Note: In unusual circumstances (death, disability, and excessive absences) the Vice President of Student Services, the instructor of the course enrolled, or the academic advisor may initiate the "Withdrawal from Northeastern Junior College - All Courses" for a student. Procedures for withdrawing from the institution may be processes only in the office of the Vice President of Student Services. Upon withdrawal from all classes, the student automatically severs the relationship with the college and is required to surrender his/her college identification card.

Special provisions for individuals who leave the institution mid-semester to respond to a state or national emergency will be made according to CCHE Tuition and Fee policy. This includes exempting the student from normal withdrawal deadlines and permitting full tuition refund if a student's enrollment is interrupted mid-semester; waiving fees from breaking room and board contract and permitting refund of pre-paid room and board; modifying grading policies to give student reasonable options.

3.12 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 documentation and reasonable information indicating, but not limited to, the following:

1) Persistent and continued nonattendance 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 indicates that 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.

3.13 Death of a Student-Records Procedure

The Record's Office is responsible to follow the guidelines set by the Academic Standards Committee for handling a deceased student's records:

1. Obtain documented verification (copy of death certificate) and will be kept with permanent student records. Newspaper article, first hand witness account, a signed statement or a copy of the death certificate.

2. The Records Office will send notification to offices with the need to know:

   - Financial Aid/Veterans Rep- notification if student was receiving aid/benefits
   - Business Office- student's financial accounts to be submitted to collections
   - Residence Life- arrangement of student's personal effects
   - Counseling Office – support to family/friends at NJC
   - Director of Marketing – release of information to media if needed
   - VP Student Services- withdrawal procedure and condolences and notification that the student's bill will be submitted to collections from the deceased's estate

3. The Records Office will code the student information system so that no future communication will be set to the student, parent, or spouse. The system will flash a message hold on a user's monitor whenever the student's information is accessed. The student's paper files will be marked "DECEASED".

3.14 Registration Holds

Academic and administrative offices can place holds on the student's registration, which prevent registering or changing the 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 a registered student from adding additional classes.

3.15 Academic Renewal

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

The following guidelines apply:

1. 30 hours can be excluded from GPA
2. Students must be out of school for 2 years before being eligible
3. Students must be enrolled and have completed at least 6 hours with a 2.0 minimum GPA
4. Students can only apply for Academic Renewal once and it is not reversible.

A student granted an "Academic Renewal" would have demarcation on the permanent academic record to identify courses not used to compute the cumulative GPA under the "Academic Renewal" procedure. The student's transcript will reflect the entire academic record while only the grades earned after the "Academic Renewal" will be used to compute the new cumulative grade point average. Credits for those courses in which a grade of "C" or better was awarded prior to the "Academic Renewal" may be applied toward graduation requirements under the "Academic Renewal" procedure.

Previous classes/grades will remain on the permanent transcript and may be evaluated by other receiving institutions when a student transfers. "Academic Renewal" applies only to the student's academic standing. Previous grades will impact Financial Aid eligibility and are subject to interpretation by specific Financial Aid Procedure.

The Records Office and the Academic Standards Committee will review the applicant's academic record and the student will receive notification of the decision within thirty (30) days by mail.

Call 970-521-6659 for additional information and clarification on this procedure.

Procedures

1. A student must submit a letter of request to NJC Records Office for an 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 Academic Renewal Transcript.

Guidelines

1. The student's transcript will reflect the entire academic record and no courses will be deleted.

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 Procedure.

3.16 CCCS Academic Progress

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 home institution and does not transfer or impact a student's enrollment at other CCCS colleges.

Practice standards:

Good standing
Cumulative Grade Point Average (CGPA) $\geq$ 2.00 for all classes completed in residence.

Academic Alert
Student has completed less than 13 credits with a 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) $\geq$ 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).

NOTES:

1. A student's transcript will include the following notation as appropriate: Good Standing, Probation, Continued Probation, and Suspension (Initial, Second, and Third).
2. Summer semester will be considered as a term of non-enrollment.
3. Academic standing at one institution does not affect academic standing at another institution.

3.17 Grades

Final Grades - Final grades are issued by the primary instructor for each course approximately three days after the course ends. Final grades for any term will be available either on an official college transcript or an unofficial academic record. The official and unofficial academic record can be ordered or printed by the student through CCCWeb 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.

INVENTORY OF COMMON GRADING SYMBOLS

(Implementation of the 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. Students 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 Term or 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.

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.

Incomplete Grade Contract must include the following information:

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.
8. Instructor Signature and Date:

9. 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.

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.

Veteran Administration regulations require:

1. Daily attendance records on all veterans enrolled in Certificate programs.
2. Incomplete grades must be made up and a letter grade assigned to count in the GPA.
3. Withdrawal grade should not be used since all grades must count in the veteran's grade point average.

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

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 or 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.

AW- Administrative Withdrawal
This "withdrawal" grade is assigned by the college when a student has been withdrawn administratively for administrative reasons. No academic credit is awarded. The course will count in attempted hours.

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

CPL-Prior Learning Credit

Within Banner there must be a symbol in the Grade column. A symbol of "CPL" indicates that the course and credits to which it is attached were awarded according to BP 9-42, Credit for Prior Learning.

CNG – Conversion No Grade

In the Legacy System, courses could exist on a transcript with no grade posted. These courses have been migrated to Banner with a symbol of "CNG", defined as Converted No Grade.

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 A Exclude from earned hours but count in GPA calculation.

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; I - not computed in the grade point average. The following example illustrates how grade points are calculated:

SUBJECT	GRADE	CREDIT	X	GRADE POINT		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 quality hours.

Physical education activity classes, although required and figured into the enrolled credits, do not calculate quality credits and 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.

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 the S/U option may be submitted to the registration office. 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. College catalogs should identify the number of S/U credits that may be applied to a degree or certificate. No S/U course may be applied to the AA/AS degree with the exception of physical education courses.

An "S" grade will indicate that the quality of student work in the course is equivalent to "C or better". "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.

Calculation of GPA

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.

No Quality Points will be assigned, and there will be no impact on either the Term or Cumulative GPA.

3.18 Academic Honors

Northeastern Junior College promotes and encourages scholastic achievement. Students who achieve a Term GPA 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 Term GPA 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.

3.19 Due Process for Grade Change

Purpose

A final grade is 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 members*. 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 faulty member and the college from

requests that do not meet a minimum standard. The baseline of a grade change request involves 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 gratuitous 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 the 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 - 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 or for an assignment.

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 record.

4. A final grade was given after the completion of a paper, test, assignment or class obligation, and the final grade was more than one letter grade level lower than the student's class average prior to the last obligation. This reduction in final grade is entitled to an appeal.

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 unfair 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 has 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 Records 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 Affairs. 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.

3.20 Classroom Related Disciplinary Process

Procedures for Dealing with Disruptive Behavior in the Classroom

Assumptions:

Faculty members have two essential prerogatives in dealing with a disruptive student:

1. Establish and implement academic standards (expectations) for the classroom.
2. Establish and enforce behavioral standards for each class.

Reasonable accommodation will be followed and the instructor will handle minor disruptions. Major disruptions to the educational process invoke disciplinary action.

Forewarning Students in the Course Syllabus:

When instructors definitively state in writing those behaviors proscribed in their particular classes, several things follow: students know the expectations; the expectations underscore the importance of civil and respectful classroom behavior; they notify the student that the instructor has the prerogative to intervene and discipline when the student behaves disrespectfully. Written guidelines convey to students that instructors are not only acknowledged authorities in their respective field but also have institutional and legal rights to teach in an environment of consensual respect.

Disciplinary procedure:

1. Students are required to adhere to the behavior standards listed in the Student Code of Conduct and to refrain from disrupting classes and other academic settings.

2. If a student is disruptive, the faculty member may ask the student to stop the disruptive behavior and warn that such disruptive behavior can result in academic or disciplinary action.

3. A faculty member is authorized to ask a student to leave the classroom or other academic site if the faculty member deems it necessary. If the faculty member does this, s/he must file a Disruptive Classroom Incident Report with the Department chair within 24 hours. The Department Chair shall provide the student with a copy of the report.

4. A faculty member may also exclude the student from the classroom or other academic area pending resolution of the matter by:

    a. Informing the student of the exclusion
    b. Informing the student of his/her right to request an expedited review of the exclusion

c. Immediately referring the matter to the relevant Department Chair. If such exclusion occurs, and if the student requests a review, the Department Chair shall review the exclusion within three business days of the date that the student requests the review.

5. If a disruption is serious, and other reasonable measures have failed, the class may be adjourned, and the Sterling Police Department summoned. Teachers may not use force or threats of force, except in immediate self-defense. They must prepare a written account of the incident and identify witnesses for the SPD as needed. A written report is immediately filed with the Vice President of Academic Services and Vice President for Student Services for disciplinary action to follow.

Documentation for disciplinary action:

Referrals to the Department Chair or the Vice President of Student Services require written documentation. Faculty members need to note the dates, times, witnesses and details of the incidents of disruption, and impact of the disruption on those present may be important in any future proceeding. Referral needs to include factual and concrete descriptive information, stressing only the student's unacceptable behavior. The student is entitled to see this documentation. (See "Disruptive Classroom Incident Report" format at the end of this section.)

If instructors have strong preferences regarding the ultimate disposition of their complaints, they should specify those preferences in their reports.

Possible Sanctions

Authority of faculty member and Department Chair:

- Warning
- Exclusion from instructor's classroom or academic area, pending expedited review by Department Chair.
- Academic sanction, if course participation is a component of the final grade and is so indicated in the course syllabus.
- Authority of the Vice Presidents of Academic Services and Vice President of Student Services:
- Educational Sanction, such as classes, papers, or community services
- Disciplinary Probation
- Summary Suspension
- Exclusion from any of or all of campus
- Suspension
- Expulsion

Resources	**Phone#**
NJC Campus Security	520-7454 (cell phone) 7:00 p.m.-3:00 a.m..
Sterling Police Department	911 or 521-3512
Disability Services on campus	521-6679
Disability Services in community	522-3737
Department Chair in relevant division	521-6650 or 521-6777
NJC Counseling	521-6656
Vice President of Student Services	521-6673

3.21 Assessment for Course Placement

Accuplacer is a nationally recognized placement test used to measure student skills in Reading, English and Math. A new student is required by the State of Colorado to take an assessment test and enroll in appropriate courses unless they qualify for an exemption. Students exempt from assessment include those who:

1. Have earned a baccalaureate degree;
2. Have earned a transfer-oriented associate degree (i.e. A.A. or A.S.; excludes A.G.S. and A.A.S. graduates);
3. Are an exchange student (students coming from another institution, state, or country for study) for a defined period of time (e.g. academic term or year);
4. Show proof of minimum ACT score of 17 in Reading, 18 in English, and 23 in Math;
5. Show proof of SAT scores of 430 in the reading area, 440 in the verbal, and 460 in math;
6. Have successfully completed (earned a grade of C or higher) in a college-level mathematics or a college-level writing course. College-level courses are defined as those courses that apply to the graduation requirements of an academic degree;
7. Have successfully completed (earned a grade of C or higher) necessary remedial course(s), if required, in mathematics, writing, and reading.

Students whose completion of courses at other colleges which demonstrate their proficiency in English, Math, and/or Reading may submit transcripts for the purpose of waiving all or part of the assessment requirements.

There will be a $15.00 fee charged for the battery of Accuplacer tests, or a fee of $5.00 per subject area test if the entire battery is not needed. After the initial test has been paid for and taken, the student will be allowed to retest two (2) times for free. However, a student is only permitted to test 3 times for placement in any given semester and they will not be allowed to take the test more than one time in a day. A picture I.D. must be presented before any student will be allowed to take the Accuplacer. Cell phones, food, and drink are not permitted in the testing lab.

Students will have 3 opportunities to test for placement for the fall semester. Students will have 3 opportunities to test for placement for the spring semester.

In special circumstances a student may be granted an additional 4th testing opportunity in one of the 3 subject areas. The student must be enrolled in a course directly related to the subject in which he/she needs additional assessment. The instructor of the course must recommend the additional testing opportunity, believing the student would benefit from this extra attempt. The instructor must also communicate this to the Assessment Center personnel. The student will pay the additional $5 for this one time exception.

Testing for one semester may occur in the previous semester (i.e., testing in the summer for placement in the fall. This will be counted as a testing opportunity for the fall semester). The cut-off testing date for placement during a current semester is the withdrawal deadline date for classes during that term.

Assessment scores, including ACT and SAT scores, are considered valid for initial placement for a period of 5 years from the original date of testing.

3.21 Due Process for Classroom Disciplinary Process

All students are entitled to a system of due process. Students who violate a college procedure and are notified of a violation should review their rights of due process as outlined in Section 5.11 of the Student Handbook.

DISRUPTIVE CLASSROOM INCIDENT REPORT

Date of Report _____

Student's Name _____ ID# _____

Instructor's Name _____

Instructor's Phone Number _____

Instructor's email _____

Title of Course, Course Number _____

Date/Time/Location of Incident _____

Please attach a detailed summary of the incident, including a description of the disruptive behavior.

Witnesses:

Action, if any, taken by instructor (e.g., student warned, asked to leave class, etc.)

What is your recommended course of action and reasons for this recommendation?

Instructor's Signature _____

(Please use other side for additional information.)

ACADEMIC DEGREE REQUIREMENTS

4.1 Degrees and Certificates

Degrees and 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, vocational and general studies programs.

The CCCS Colleges are approved to offer one Associate of Arts Degree, and one Associate of Science Degree. These Degrees have a generic major of Liberal Arts. No designation of an emphasis area or concentration may appear on a transcript or Diploma, other than "Liberal Studies".

4.2 General Education Requirements

Degree Requirement Limitations: General Education Requirements - The following courses do not meet or cannot be substituted for the general education requirements: Occupational/Vocational OJT or Cooperative Work Experience (199 or 299); Televised courses (293) unless specifically approved; independent/individual studies courses (295); Travel/field studies (296); Special Credit classes not in the catalog (297), or any required courses designed as part of the program's regular course work.

4.3 Credit Hour Restrictions

Degree Requirement Limitations: Credit Hour Restrictions - The following courses have limits as to the number of credits that may be applied toward any degree:

Category	Credit Hour Restriction
Courses numbered under 100	**No credit can apply**
	Maximum Credit
Individual studies	4
CLEP Examinations	30
Advanced Placement Program	30
Cooperative Work Experience	8
United States Arm Forces Institute	30
Prior Learning (Total)	50% of Requirements

4.4 Types of Course Offerings

Varied instructional approaches to coursework are available including: lecture lab, clinical experience, private instruction, arranged individual study, seminars, applied art/studio/performance courses, televised courses, travel/field studies, cooperative work experience and on-the-job training. These courses have a special number designation.

100 Generally freshman level coursework
200 Generally sophomore level coursework
199 OJT/Cooperative Work Experience/Clinical (Freshman)
284 Applied Studio/Performance courses

290 Seminars or Special Topics
293 Televised courses
295 Independent/Individual Studies courses
296 Travel/Field studies
297 Special Credit classes not in catalog
299 OJT/Cooperative Work Experience/Clinical (Sophomore)

4.5 On the Job Training/Clinical Training

These courses are a supervised cooperative education arrangement between the college and an employer. The courses provide the students with work experience, which are relevant to their vocational 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.

In some programs, a student may alter between full-time study with one or two terms of full-time work experience, or a student may have all or part of the work experience on the parallel plan where part of the day is spent in the classroom and part of the day is spent at a cooperative work assignment that is educationally related to the student's program. Students may be enrolled in the alternate plan only after one period of full-time study. Qualified students may enter the parallel plan during their first semester of study.

Work experience is an integral part of the following career programs: Marketing Management, Practical Nursing, Agri-Business, Child Care, Production Agriculture, Business Technology, Ornamental Horticulture, Agriculture, Diesel Equipment, Equine Management Technology, and Marine Mechanics Technology.

These courses have special credit hour and clock hour designations.

Hours Worked/Week With Employer	Total Week	Minimum Clock Hours Required	Semester Credit Hours
40	16	640	16
30	16	480	12
20	16	320	8
10	16	160	4
5	16	80	2

Credit hours are computed on a 2.5:1 ratio of work contact hours (60 minutes) to credit hour assignment. One credit will be given for each 40 contact hours of work.

4.6 Cooperative Work Experience

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

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

Minimum Clock Hours Worked	Semester Credit Hours
480	16
240	6
200	5
160	4
120	3
80	2
40	1

Credit hours are computed on a 2.5:1 ratio of work contact hours (60 minutes) to credit hour assignment.

CWE199 indicates freshman cooperative work experience enrollment and CWE299 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.

3. One-third of the credits earned after the first semester of full-time enrollment may be applied toward graduation requirements.

4. One-third of the credits earned during the first semester of enrollment may be applied toward certificate or degree requirements only with approval of the student's faculty advisor, Department Chair, and coordinator of cooperative education. This approval must be granted prior to enrollment in cooperative work experience.

5. More than one-third of the credits earned during a semester may be applied to certificate or degree requirements only with approval of the student's faculty advisor, Department Chair, and coordinator of cooperative education. This approval must be granted prior to enrollment in cooperative work experience.

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, the Department Chair, the coordinator of cooperative education. This approval must be granted prior to enrollment in Cooperative Work Experience.

5. Wages earned.

4.7 Individual Studies

Individual 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 supervised faculty member. The standard tuition charge will be made. A maximum of six credit hours may be applied toward graduation requirements.

4.8 Advanced Standing

Northeastern Junior College subscribes to the philosophy that the course placement function of the college includes helping students to identify where they are in educational development and to move on toward their goals at the most efficient rate possible. Advanced standing is the administrative placement of students beyond introductory course(s) in a curriculum, allowing college credit for subject matter, demonstrated skills, and/or other appropriate training. Students must submit transcripts of previous educational study, results of examinations or proof of occupational training to be granted advanced standing.

Advanced standing may be granted to students by the following methods: transfer of credit, standardized tests, military experience and course proficiency.

Advanced standing credits earned by the above methods are not considered part of the students' normal semester load for reports to Veterans Administration, Social Security Federal Financial Aids Department, and similar agencies. Credits earned through advanced standings are not applicable toward fulfillment of NJC residency requirements for graduation and, unless specified, are not figured into cumulative or semester grade point averages.

Advanced standing may be granted to students who successfully complete examinations in any of the following standardized tests.

1. CLEP Examinations for Advanced Standing - The College Level Examination Program from the Educational Testing Service has been approved in five basic liberal arts areas and in specific subject examination areas, depending on the score attained.

   Students must obtain a score at the 50th percentile or above, have not previously taken the class for college credit and have completed 15 credit hours or more at NJC in order to have the credit placed on an NJC transcript. Up to 30 credits may be applied to graduation requirements.

2. Advanced Placement Program for Advanced Standing - Specific college course credits will be granted for scores of 3, 4, or 5 on the Advanced Placement Examinations of the college Entrance Examination Board. Students must have official AP score report forwarded from the Educational Testing Service to Northeastern Junior college for inclusion in the permanent record.

3. United States Armed Forces Institute and Other Military Schools - The college will recognize and grant up to 30 credit hours to veterans for educational training completed in the Armed Forces and for college work completed through the United States Armed Forces Institute, provided such credit is not a duplication of work previously taken.

Veterans must submit to the Registrar, authentic military service and training records, including separation papers (DD Form 214 or D-295 if still on active duty) for evaluation.

United States Armed Forces Institute college level courses taken by correspondence or by extension through another accredited college are accepted on regular transfer credit provisions. Official reports of the educational achievement must be mailed directly to the college from the United States Armed Forces Institute at Madison, Wisconsin.

4. Transfer of Credits – The College will accept transfer credit hours from regionally accredited colleges and universities not to exceed 75% of the total credit hours required for graduation and degree completion in respective programs. Transfer credit shall be accepted at NJC with an academic/university transfer and/or occupational vocational designation. When a question exists as to course equivalency or designation, a request will be made for a description of that course from the Transfer College or school where the course was taken.

   Transfer courses from regionally accredited colleges or universities and from regionally accredited post secondary programs from vocational schools which correspond to equivalent NJC/university transfer or occupational/vocationally designated courses shall be accepted at face value (in semester credit hours). These courses will be used to fulfill as many course/program requirements as possible. Courses for which there are no equivalencies will be treated as electives.

   Only transfer credits with passing grades of A, B, C, S (satisfactory) or P (pass) will be evaluated and transcripted. All transfer credits and grades will not be used to calculate a NJC cumulative GPA.

For each of the above advanced standing credit option, the college Records Office will provide:

1. The statement "awarded on the basis of (type) examination." Type indicates CLEP, Advanced Placement, or United States Armed Forces Institute.

2. The course title.

3. The number of credits awarded.

4. The date on which the credit was awarded.

5. All CLEP, Advanced Standing Examination scores, and United States Armed Forces Institute credits are to be sent to the Registrar for evaluation.

6. It will be the responsibility of the Registrar to provide instructional divisions with information pertaining to student's examination scores for the purpose of advising.

4.9 Prerequisites

A prerequisite is a requirement (or its equivalent) that 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 or prior to pre-registration/orientation sessions, basic skills will be evaluated for course advising and placement.

4.10 Residency Requirements

Students enrolling in Northeastern Junior College are classified as residents or nonresidents of Colorado according to established guidelines. The decision will be based upon information furnished by the student and all other available, relevant information. The Director of Admissions is authorized to require such written documents, affidavits, verifications or other evidence as deemed necessary to establish the residence of a student. These documents may include proof of adoption, emancipation, award of custody or appointment of a guardian. The burden of establishing that a student is exempt from paying the nonresident fees and tuition rests with the student.

4.11 Resident Credit

Students must satisfactorily complete a minimum of 15 credit hours at the institution from which the Degree is offered. For Certificates, at least 25% of the credits must be completed in residence. Online courses with registrations through the home college will be included in residency hours.

4.12 Graduation Requirements

The tradition of quarters to semester and also to core requirements has presented some credit evaluation problems. The following statement is necessary to clarify graduation requirements.

Students, who have not completed 50 percent (50%) of the credit hours for a degree or certificate under a catalog prior to August 1989, will be required to satisfy current catalog requirements.

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.

Guarantee of degree in 2 years:

The Colorado Community college System's (CCCS) colleges have adopted a set of guidelines to define the conditions under which a student can expect to graduate with an Associate of Arts or Associate of Science in two years. The CCCS colleges guarantee that if the scheduling of essential courses is found to have prevented a student from completing all course work necessary for an AA or AS degree from a specific Colorado Community college in 60 credit hours, and 2 years (24 months), that college will provide tuition plus any fees for all courses required for completion of the degree requirements. Students must satisfy all the conditions described below to be eligible for this guarantee.

To be eligible for the above guarantee, the student must:

1. Enroll at the same community college for at least four consecutive fall and spring semesters.

2. Have completed all required remedial coursework before the beginning count of two years

3. Enroll in and pass an average of 15 credit hours each of the four consecutive semesters.

4. Earn a grade point average of 2.0 for each semester.

5. Earn a C- or better in all course work.

6. Have met with an academic advisor during the 1st and 3rd semesters of study.

7. Have a recommended plan of study signed by the student and his/her advisor no later than the start of the second semester of study.

8. Follow the signed recommended plan of study.

9. Documentation proving requirements were all satisfied. (Advising records, transcripts, etc.)

4.13 Graduation Application

Students who expect to graduate must complete an Application for Graduation by the graduation application deadline as published in the college academic calendar. Applications for Graduation are available in the Office of Records.

4.14 Second Associate Degree or Certificate

Students may earn more than one degree or certificate at Northeastern Junior College as long as all course requirements for each separate degree or certificate are satisfied. Additional conditions that apply are:

1. General Education requirements need not be repeated.

2. Cooperative Education or On-The-Job Training or Clinical credits may not be used for the second degree or certificate if any of the credits were earned for the first degree or certificate.

3. NJC students (native or transfer) may not be awarded a second AA, AS or AGS degree.

4. Students may work on more than one degree concurrently.

5. No more than two degrees may be awarded (completed) for any given semester.

4.15 Student Rights and Responsibilities

All students enrolled for any credit course are responsible for knowledge of the information appearing in the catalog and any annual updates of costs, course revisions, curriculum changes and published course schedules. All students are responsible for knowledge of the information contained in the student handbook. The student handbook contains all general student policies and all residence hall rules and procedures. The college reserves the right to change procedures and policies in the catalog and the student handbook, and to revise curricula as may be necessary and desirable. The official college curriculum is approved by professional staff and contained in the Master Curriculum File.

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, and comply willingly with college regulations and to abide by local, state and federal laws. All students have the right of due process, the right to file grievances and 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 catalog and the student handbook.

In accordance with regulations and procedures assuring due process, the Chief Judicial Officer may dismiss from Northeastern Junior College any student whose conduct is not in keeping with the standards of the college.

4.16 AA/AS Degree Designations

The CCCS Colleges are approved to offer one Associate of Arts Degree and one Associate Science Degree. These Degrees have a generic major of Liberal Arts. A designation of an emphasis area may appear on the transcript and the diploma.

STANDARDS FOR AWARDING CREDIT FOR PRIOR LEARNING

5.1 Purpose

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

To receive Northeastern Junior College credit for prior learning, the learning must be evaluated through established procedures, meet the standards of specific courses at NJC, and relate to the student's educational program in which the student is enrolled.

5.2 General Standards

A. Academic or vocational credit will be granted only for those NJC courses directly applicable to curriculum requirements and the declared certificate or degree program of the student as outlined in the current NJC catalog. All academic or vocational credit will be stated in semester hours.

B. Students can be awarded NJC credit hours for prior learning up to fifty percent of the requirements for a certificate or degree program in which the student is enrolled. The NJC Executive Vice President of Learning Services may approve exceptions to the fifty-percent limit.

C. Effective Summer 2008, the following exceptions to the rule stating that a maximum of 50% of the required credits for a degree or certificate can be earned through Credit for Prior Learning will be placed into affect.

Fire Science Technology - Wildland

Individuals with certificates through the National Wildfire Coordinating Group and other state or federal agencies, can utilize Credit for Prior Learning in order to complete an Associate of Applied Science in Fire Science Technology - Wildfire at NJC. For this degree, NJC will allow 75% or approximately 47 credits to be earned via Credit for Prior Learning. At least 15 of the remaining credits required for the AAS degree must be earned through NJC. Any remaining credits can be transferred in from other higher education institutions.

Certifications used for Credit for Prior Learning must be current and valid and an official transcript or copy of the certification must be sent to the Student Records office to validate these.

The Fire Science Wildland Certificate I and Wildland Certificate II available at NJC cannot be earned entirely through Credit for Prior Learning. These are subject to the 50% limit.

Automotive Technology
Individuals with the following Automotive Service Excellence certifications can receive credit for the following NJC courses. The certifications must be current and valid and an original ASE transcript must be sent to the Student Records office to validate these. This exception will enable individuals with all eight ASE A-Series Certifications and the L1 Advanced Engine Performance Specialist Certification to earn their Associate of Applied Science in Automotive Technology by completing all required General Education requirements through NJC. The one-year and two-year Automotive Technology certificates at NJC cannot be earned entirely through Credit for Prior Learning. These are subject to the 50% limit.

Engine Repair (A1)

ASE-160	Engine Removal & Installation	1
ASE-161	Engine Disassembly, Diagnosis, & Assembly	5

Automatic Transmission/Transaxle (A2)

ASE-250	Automatic Transmission/Transaxle Service	1
ASE-251	Automatic Transmission/Transaxle Repair	5

Manual Drivetrain and Axles (A3)

ASE-150	Auto U-Joint & Axle shaft Service	2
ASE-151	Auto Manual Transmission/Transaxle & Clutches	2
ASE-152	Differentials & 4WD/AWD	2

Suspension and Steering (A4)

ASE-140	Suspension & Steering I	3
ASE-240	Suspension & Steering II	3

Brakes (A5)

ASE-110	Brakes I	3
ASE-210	Brakes II	3

Electrical Systems (A6)

ASE-101	Auto Shop Orientation	2
ASE-120	Basic Automotive Electricity	2
ASE-123	Auto Battery/Starting/Charging Systems	2
ASE-220	Special Electronics Training	2
ASE-221	Automotive Body Electrical	4
ASE-235	Driveability & Diagnosis	1

Heating and Air Conditioning (A7)

ASE-265	Auto Heating & Air Conditioning	5

Engine Performance (A8)

ASE-132	Ignition System Diagnosis & Repair	2
ASE-134	Automotive Emissions	2
ASE-231	Automotive Computers	2
ASE-130	General Engine Diagnosis	2
ASE-233	Fuel Injection & Exhaust Systems	4

Advanced Engine Performance Specialist (L1)
Also required, does not align with any specific NJC class.

Diesel Technology
Individuals with the following Automotive Service Excellence certifications can receive credit for the following NJC courses. The certifications must be current and valid and an original ASE transcript must be sent to the Student Records office to validate these. This exception will enable individuals with ASE T-Series T2-T8 Certifications, the L2 Electronic Diesel Engine Diagnosis Specialist Certification, and the Auxiliary Power Systems Installation and Repair Certification (E3) to earn their Associate of Applied Science in Diesel Technology by completing all required General Education requirements through NJC. The one-year and two-year Automotive Technology certificates at NJC cannot be earned entirely through Credit for Prior Learning. These are subject to the 50% limit.

Diesel Engines (T2)

DPM 106	Diesel Fuel System	3
DPM 103	Diesel Engines I	4
DPM 203	Diesel Engines II	4

Drive Train (T3)

DPM 105	Heavy Duty Powertrains I	3
DPM 205	Heavy Duty Powertrains II	3

Brakes (T4)

DPM 206	Heavy Duty Brakes I	3
DPM 207	Heavy Duty Brakes II	3

Suspension & Steering (T5)

DPM 140	Heavy Duty Steering & Suspension I	3
DPM 240	Heavy Duty Steering & Suspension II	3

Electric/Electronic Systems (T6)

ASE 120	Basic Automotive Electricity	2
ASE 123	Auto Battery, Starting, & Charging Systems	2
ASE 220	Special Electronics Training	2
ASE 221	Automotive Body Electrical 4	
DPM 222	Heavy Duty Lighting & Instrumentation	4

Heating, Ventilation, & Air Conditioning (T7)

ASE 265	Auto Heating & Air Conditioning	5

Preventive Maintenance & Inspection (T8)

DPM 111	Preventive Maintenance I	3
DPM 211	Preventive Maintenance II	3

Electronic Diesel Engine Diagnosis Specialist (L2)
Also required, does not align with any specific NJC class.

Auxiliary Power Systems Installation and Repair (E3)

DPM 121	Hydraulic Systems I	3
DPM 122	Hydraulic Systems II	3

D. Credit earned from prior learning may not be used to meet residency credit requirements for NJC certificate or degree programs. A student must be enrolled at NJC to participate in any credit option outlined in these standards. No credit for prior

learning will be posted on the student's transcript until a minimum of 6 semester hours of regular (not community education) college courses have been successfully completed.

E. NJC courses, which have been approved for prior learning credit, will be transcripted with appropriate course prefixes, numbers and titles. Credits for prior learning will not be awarded for developmental courses.

F. Transcripted credits awarded for prior learning in required program or degree courses are counted in the total credits earned toward graduation requirements.

G. Credits awarded for prior learning will not be used to calculate a student's grade point average.

H. Students planning to transfer to four-year institutions should confer directly with the four-year institution to confirm the transferability of credits awarded through credit for prior learning.

5.3 Evaluation for Credits for Prior Learning

5.3(a) Standardized Testing

National standardized placement tests such as CLEP, College Entrance Examination Boards, Advanced Placement Program (APP), and the Defense Activity for Nontraditional Education Support Program (DANTES) and other nationally recognized testing, training, licensing or certification programs may be used to assess levels of knowledge, skills and competencies of students.

5.3(b) Institutional Examinations

Institutionally approved examinations (objective, essay, oral, hands-on, simulated demonstrations, etc.) may be used to evaluate the competency level of students in specific courses listed in the NJC catalog. Institutional examinations are the equivalent of the comprehensive final examinations and/or other exams/projects as determined appropriate for the courses listed in the NJC catalog.

5.3(c) Published Guides

Evaluation of previous military and industrial training programs by American Council of Education:

1. Educational Experience in the Armed Services: The credit recommendation of the American Council of Education (ACE), as published in The Guide to the Evaluation of Educational Experiences in the Armed Services, is to evaluate military training and learning experiences.

2. Industrial and Corporate Training Programs: The credit recommendation from the American Council of Education's (ACE) Program on Noncollegiate Sponsored Instruction (PONSI), as published in The National Guide to Educational Credit for Training Programs, is to be used to evaluate industrial and corporate training programs.

5.3(d) Portfolio Assessment

Credits for learning which has been acquired through work and life experiences will be evaluated and substantiated through a formal portfolio assessment program. The following principles are used when assessing the portfolio:

1. The learning must be demonstrable.

2. The learning must have both a theoretical and an applied component.

3. The learning must be college level.

4. The learning must be currently applicable.

5. The learning must be equated to a specific course or courses in the current NJC catalog and are applicable to the student's certificate or degree requirements.

6. Students must not be enrolled nor have been enrolled previously in the course for which credit is requested. Generally, credit will not be awarded for courses that are prerequisite(s) for courses already completed.

5.4 Appeal

The student has the right to appeal the outcome of the prior learning assessment process, in writing within ten (10) school days following notification, to the Department Chair. The Department Chair will be the final level of review and decision for any appeal.

5.5 Records and Transcripts

Official cumulative permanent records must be established and maintained for all students who have been awarded credit for prior learning experiences. Official NJC transcripts shall designate all credit earned through the prior learning process and such credit shall be identified as specific 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.

5.6 Fees

Fees have been established to cover the costs generated by each method of evaluation. A fee schedule may be obtained from the Counseling Office in Hays Student Center 120. Financial aid awards do not cover these fees.

CHANGE OF ACADEMIC PROGRAM

6.1 Change Major and Advisor

A program of study or college major is the choice of the student. The college urges a selection of major upon admission so the appropriate academic advisor can be assigned to assist in course registration and complete requirements for graduation. An advisor is a faculty member who teaches within a specific program. If a student realizes another course of study suits his/her interests and abilities, contacting the Department Chair in the student's current program can complete a change of major/advisor.

If a program of study is a completely new field, then a new advisor will be requested. Students have the privilege of changing major or advisor for any term. Caution should be taken in this procedure; frequent changes will delay completing graduation requirements.

6.2 Major/Advisor Change Procedure

1. The student meets with his/her current advisor and notifies the advisor of intent to change major or advisor.

2. The advisor assists the student with the “Change of Major/Advisor form and signs it on the upper portion of the sheet where it reads “Advisor’s Signature.”

3. The Advisor refers the student to the Administrative Assistant in the division of his/her new major or advisor. It may be in the same division or it may not be.

4. The student hand-carries the triplicate “Change of Major/Advisor” form to the Administrative Assistant in the division of the NEW major/advisor. In some instances, the Administrative Assistant is able to assign the new advisor; in other instances, the Administrative Assistant may need to inquire with the Department Chair.

5. Once the Department Chair prints the name of the NEW advisor on the bottom of the “Change of Major/Advisor: form, the form can then be separated before it goes to the Records Office. The top, white original is sent to Records: the pink copy is for the student and the yellow copy is sent to the newly assigned advisor.

6. The Records Office will (after receiving the white copy) make the necessary major/advisor/degree changes in the Banner System.

ACADEMIC EVALUATION

7.1 Examinations

Examinations are required in all courses and must be taken at the time and place scheduled.

7.2 Faculty Authority

No student will be permitted to begin the study of any subject if he/she lacks the necessary preparation to undertake it. This rule takes precedence over all others.

Every student is required to attend class regularly and to satisfy the instructor that he/she is performing the work of the course in a systematic manner. An instructor may exclude from the class any student whose conduct is discourteous or who fails to show satisfactory interest and effort.

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.

Northeastern Junior College faculty is expected to attend all class sessions. Each instructor sets his/her attendance policy.

- **Attendance Requirements** - Each student is expected to attend all class sessions. Each instructor sets his/her attendance policy.

- **Classroom Conduct** - Each student is expected to arrive on or before class begins and is expected to remain until the class is dismissed. Each student is expected to bring only books and appropriate educational materials into the classroom; food and drink are not allowed. Guests and visitors/small children's presence in the classroom must be approved by the instructor and may be asked to leave if disruptive. Any student can be asked to leave if their presence creates a hindrance to the teaching and educational process.

- **Textbooks, Materials, Supplies, 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.

- **Textbooks, Materials, Supplies, Equipment** - Each student is expected to complete all reading as required.

- **Written Reports, Assignments and verbal Reports** - Each student will complete all written and verbal reports as required.

- **Special Assignments** - Special assignments for extra credit and make-up tests or assignments require instructor's approval.

- **Test and Evaluation Assessments** - Each student will comply with all course evaluations as required.

- **Performance or Lab Requirements** - Students enrolled in courses which involve physical performance of assigned tasks are assessed on performance outcomes.

- **Plagiarized Material, Cheating, and Falsifying Material** - Students are expected to produce original work and to complete all assessments without any aid or assistance from any source.

The Northeastern Junior College faculty member has the right to make immediate and preliminary evaluations of a student's academic and personal conduct based upon one or more of the above standards and can withdraw a student from their class based upon noncompliance with classroom and academic experience standards. All student withdrawals initiated by a faculty member will be documented to the Vice President of Academic Services.

7.3 Final Exams

Final examinations are held in all subjects according to schedule. No examination exceeds two hours in length. No student will be excused from the final examinations.

Should any unusual circumstances develop requiring a special examination at a time other than at the scheduled time, special authorization must be secured from the appropriate Department Chair and instructor involved. Failure to secure this authorization may result in a final grade of "F" or, at the discretion of the instructor, in a reduced grade in proportion to the weighted value of the examination in the course work.

Under certain circumstances, the Department Chair may approve special early examination arrangements.

7.4 Grade Reports

Final grade reports are posted on the NJC student web as soon as the faculty member posts the grades at the end of the semester. All grades are posted by individual faculty. Final grades for any term will be transcripted only at the end of each semester.

7.5 Graduation

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 Records Office, Room 132, Hays Student Center.

7.6 Graduation Evaluation

Each student who applies for graduation will receive a formal evaluation of his or her degree. The student's advisor will also receive a copy of this evaluation. The evaluation will identify degree requirements the student has completed and the requirements the student still must complete.

7.7 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 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. Individual colleges may choose to designate a minimum number of credits to be earned in residence at the college to be eligible for graduation honors. 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

7.8 Electronic Degree Audit

The degree audit is a computer assisted academic advising tool which is designed to meet the needs of faculty, counselors and students. It keeps the student up to date with their chosen degree program. It gives the student an instant picture of where they stand, how many courses have been completed, what courses do not count and how many courses they have remaining to complete their educational goal. All advisors have access to this program.

7.9 Academic Integrity

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 are 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 suspended 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 and Vice President of Academic Services. 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 Vice President of Academic Services 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 Student Services and the Office of Financial Aid. If the student commits a second act of academic dishonesty, the student will be placed on one semester academic suspension 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.

Additional guidelines:

First violation
Student is placed on disciplinary probation and will be required to complete an educational sanction dealing with academic dishonesty. The students name will be placed on a list

containing those who have violated this policy. If more than one violation occurs prior to the student being formally placed on disciplinary probation, this is not considered two violations.

Second violation:
If a second violation occurs prior to the full-term census date in any semester, the student will be suspended from school for that current semester. In these situations, if the entire situation was handled and the student notified of their suspension prior to census date, the student could actually drop their courses and receive any refunds they would normally be due. This is consistent with other suspensions that occur prior to census date.

If a second violation occurs after the full term census date in any semester, the student will receive an "f" in that course but will be allowed to complete their other courses. The student would be suspended for the following semester.

Summer session does not count as a suspended semester. A student who has a second violation in the spring semester (after census date) could enroll in summer session, but would be suspended for the fall semester.

If a second violation occurred during summer session, the student would be suspended for fall semester. If this occurred during the fall semester, a student could take January term course but would be suspended for the spring.

If a second violation occurred during the January term, the student would be suspended for Spring Semester. An further violations beyond the second violation will be considered grounds for suspension.

A-term, B-term, and other non-standard terms of courses will not be a factor. For occurrences not specifically covered in this procedure, the respective Department Chair will strive to arrive at a decision based on as much consistency as possible with the rest of the guidelines set forth in this policy. The list of violators will be confidential. Faculty will not be able to consult the list to see if a student is on the list.

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.

Students who are accused of violating the academic integrity policy have the right to due process accorded them the NJC Judicial System. Refer to 3.20.

ACADEMIC PROGRESS

8. 1 General Guidelines

All degree-seeking students must maintain a cumulative grade point average of 2.0 (C) and fulfill all course requirements in order to graduate.

Scholarships, grants and full benefits of financial aid are awarded to students who enroll for 12 credit hours or more per term. Student enrolled in fewer hours will have benefits prorated.

Academic Honors, Academic Warning or Academic Suspension status is entered permanently on the student transcript.

8.2 Term Academic Honors

NJC provides an opportunity for students to be recognized with Academic Honors on a term-by-term basis. The two recognized Honors are the Vice President's List and the President's List. Students who qualify will receive a notation for that term on their official transcripts.

Term Grade Point Averages required to qualify for these Term Academic Honors, are as follows:

- Vice President's List 3.75 to 3.999
- President's List 4.00

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.

8.3 Academic Standards Required Assistance for Full-time Students

All students placed, continued or readmitted on academic warning are required to do the following:

1. The student will be scheduled for up to eight (8) weekly progress appointments or enroll in an academic improvement seminar as determined by the Counseling Services staff.

2. The student may be assigned to weekly study skill assistance with tutors or help sessions as determined by counseling evaluation.

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

8.4 Academic Standards Required Assistance for All Other Degree and Certificate Seeking Students

All part-time students placed, continued, or readmitted on academic warning that enroll in less than 12 credits are required to receive the following assistance.

1. An academic advisor or counselor is required to review the student's academic transcript and plan tutorial or personal assistance before approving pre-registration for additional classes.

2. Part-time enrolled students must have an academic advisor or counselor's approval to enroll in any credit 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, an academic improvement class and to request tutorial and study skill assistance at a convenient place and time.

8.5 Academic Standards Appeal Procedure

Any student who is suspended for the next enrollment term 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 Vice President of Student Services requesting to be readmitted on academic warning, stating all of the reasons for this consideration. This letter must be submitted seven (7) days prior to the next registration day.

The student's parent or guardian (if dependent) must write a letter supporting this reconsideration stating reasons for readmittance. 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 and the Vice President of Student Services (Chair of the Academic Standards Committee) will inform the student of readmittance or request the student to appear at the appropriate time before the Academic Standards Committee. The Academic Standards Committee can assign credit hour limits, study skill requirement, counseling and specific class enrollment as well as weekly progress checks for all readmitted suspension students.

The Vice President of Student Services will inform the student if readmittance is denied or if readmittance is approved and the appropriate procedure to be followed for the next enrolled term.

Any readmit suspension student who shows no progress based upon the mid-term report of the readmit term may be subject to an administrative withdrawal by the Vice President of Student Services. The student's tuition and fees will not be reimbursed.

8.6 Student Notification

All students, whose academic degree status changes due to academic deficiencies as determined by the academic standards of the college, will receive notification of their deficiencies. The appropriate Student Services offices, as directed by the Vice President of Student Services, will send all academic status changes to those designated students as soon as their status has been determined.

8.7 Procedure for Transfer from Area Vocational Schools to Colorado Community College System Colleges

Transfer is recognized as a crucial element with a seamless educational system. A seamless educational system offers the best resources to provide high quality education for every citizen, and empowers and encourages each citizen to reach maximum potential by completing a meaningfully educational plan. This includes:

- Aligning high school and college expectations and standards to improve access and success
- Providing access to higher education
- Providing quality advising and information at every point of the educational journey to insure students understand the preparation to succeed at the next level.
- Building connections and strengthening communications within and between the "parts" of the system
- Providing a smooth transition from one level of learning to the next level.

This procedure provides guidance for the transfer of **career and technical education post-secondary credits** to all Colorado Community College System colleges from the four area vocational schools – Emily Griffith Opportunity School, Delta-Montrose Area Vocational-Technical College, T.H. Pickens Technical College, and San Juan Basin Technical College – to all Colorado Community College System colleges. Guidance for these procedures was provided by:

- C.R.S. 23-60-802
- BP 9-72
- SP 9-72
- SP 9-47
- Higher Learning Commission

<u>Procedure:</u>

1. <u>Requirement for Transfer of Credits</u>
   The transfer eligibility of credits earned at area vocational schools will be determined through transcript evaluations administered by the receiving institution. All institutional academic/transfer policies and procedures such as "in residence" requirements shall be applied.

2. <u>Transfer of Credits from Area Vocational Schools</u>
   A student who completes coursework at an area vocational school may transfer any career and technical post-secondary CCCNS credits with an earned grade of "C" or better to any Colorado Community College System Institution.

   These eligible career/technical credits may be applied to the requirements of a program leading to a certificate, an Associate of Applied Science or an Associate of General Studies degree.

   Transfer is limited to Career and Technical (CTE) coursework from an SBCCOE/CCCS approved CTE certificate program.

3. <u>Articulation Agreement</u>
   The Community College System has implemented a statewide articulation agreement that allows AVS graduates to transfer completed certificates of 45 credits or less to a community college and then complete an AAS degree in Applied Technology by completing an additional 15-18 credits of general education courses at the community college.

   The college Standards for Career and Technical Education programs requires that all AAS degree programs and certificates be renewed at least every five years for continued approval by the SBCCOE.

TRANSFER

9.1 Statewide Transfer Policy

Colorado's guaranteed transfer program for general education—called "GT Pathways"—allows students to transfer from Northeastern Junior College to Colorado public four-year schools with certain assurances. For students who complete an Associate of Arts (A.A.) or Associate of Science (A.S.) degree, 60 credits of their A.A. or A.S. degree are guaranteed to transfer to a Colorado public four-year college or university, once that student is accepted for admission. In addition, students should be able to finish a B.A. or B.S. degree within another 60 credit hours. This is called a 60 + 60 transfer plan. The Colorado commission on Higher Education's (CCHE) website, www.state.co.us/cche/, has a list of bachelor degrees that are part of this 60 + 60 plan.

Within the 60 credits that are required for the A.A. or A.S. degree, 35-37 of the credits are considered "guaranteed transfer" courses. Although other courses in the A.A. and A.S. degrees transfer easily to a wide variety of schools, guaranteed transfer courses (with a "C" or better" will automatically transfer and continue to count toward general education core or graduation requirements for any liberal arts or science associate or bachelor's degree program at Colorado public colleges and universities.

Students should note that statewide articulation agreements for the following professional degree programs prescribe specific general education courses and degree requirements: Business; Early Childhood Education; Elementary Education; Engineering; and Nursing. Student s interested in these fields should meet with an academic advisor to discuss the requirements for these programs.

The student will save time by seeing their transfer advisor at their earliest opportunity for "transfer guides." In addition to showing the student which lower division courses are required for articulated programs such as Business, these guides will show which lower division courses will be best suited for the intended major to ensure completion of the pre-requisites for sequenced coursework before transferring to a four-year college.

This guaranteed transfer agreement applies to courses completed at any Colorado community college. Credit earned for prior learning, Advanced Placement, correspondence courses, CLEP and other tested-only credit may not apply. The institution to which the student transfers will evaluate these credits according to its own policies.

9.2 Student Transfer Appeals Policy

If the student

- graduated with an AA/AS degree,
- completed 35 credits of state-guaranteed general education courses, and
- earned a C or better in each course,

AND

- the transcript evaluation indicates that the student needs more than 60 hours to complete the bachelor's degree, the student can file an appeal.

The transfer advisors at the community college will provide the student the appeals policy and process. The complete policy may be found at www.cccs.edu or www.state.co.us/cche/stuinf.html.

9.3 Grades (Transfer and Applicability to Program Requirements)

"C" or better grades will be accepted in transfer. Individual colleges may choose to transfer "D" grades on a "case-by-case basis". Individual colleges will determine by program whether a "D" grade may be used to meet degree or certificate requirements.

9.4 Transfer-In of Courses with "D" Grades Form

NORTHEASTERN
JUNIOR COLLEGE

Transfer-In of Courses with "D" Grades

The policy of the Colorado Community College System is to accept courses with grades of A, B, C, P (pass), or S (satisfactory). This policy allows the individual system colleges to decide on a case-by-case basis whether to accept courses with a grade of "D". A grade of "D" indicates the student was deficient in meeting the learning objectives or outcomes of a course.

Be advised that other institutions may not accept courses with a grade of "D" and if transferring to a four-year college or university in Colorado, a grade of "D" will not satisfy the requirements of the 60+60 statewide transfer agreement.

Name: _____

Student #: _____

Transfer Institution: _____

Course Number and Title: _____

_____

Please provide a short explanation as to why you are submitting this request:

By signing this form you are requesting a course with a grade of "D" be accepted and transcribed onto your official Northeastern Junior College transcript.

Student Signature _____ Date: _____

Student Advisor
Signature _____ Date: _____

Please return this form to the Student Records Office, Hays Student Center, Room 137

File: Transfer D Grades

GENERAL INFORMATION

10.1 FERPA

The Family Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of student's educational records. The law applies to all schools/colleges, which receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student, or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have been transferred are called eligible students.

Northeastern Junior College maintains individual records and information about students for the purpose of providing educational, vocational and personal services. Northeastern Junior College complies fully with the law to control release of and access to the aforementioned records.

The Intent

All students have the right to access their college records. Only approved personnel have the right to access student information without prior consent by the student. Appropriate college personnel based on educational need can use student records. Student records are privileged, private information and should be treated as such.

The Rights of Eligible Students

- Eligible students have the right to inspect and review all of the student's education records maintained by the school/college. School/colleges are not required to provide copies of materials in education records unless, for reasons as great distance, it is impossible for eligible students to inspect the records. The college may charge a fee for copies.

- Eligible students have the right to request that college correct records believed to be inaccurate or misleading. If the college decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the college still decides not to amend the record, the eligible student has a right to place a statement with the record commenting on the contested information in the record.

- Generally, colleges must have written permission from the eligible student before releasing any information from a student's record. However, the law allows colleges to disclose records without consent, to the following parties.

  - School employees who have a need to know.
  - Other schools to which a student is transferring.
  - Certain government officials in order to carry out lawful functions.
  - Appropriate parties in connection with financial aid to a student.
  - Organizations conducting certain studies for the college.
  - Accrediting organizations.
  - Individuals who have obtained court orders or subpoenas.
  - Persons who need to know in cases of health and emergency; and State and local authorities, within a juvenile justice system, pursuant to State law.

Prior Consent Needed

The eligible student must provide a signed and dated written consent before the institution may disclose personally identifiable information, other than directory information, from the student's education records.

The written consent must:
Specify the records that may be disclosed; state the purpose of the disclosure; and identify the party or class of parties to whom the disclosure may be made.
All requests, other than the above must have prior consent. Directory information unless personally restricted by the student is not restricted.

Directory Information

The following items will be designated as "directory information". Colleges may disclose any of this information without prior written consent, unless notified by the student in writing to the contrary by the first official class meeting date of each semester.

- student name
- 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 email account

Request to Release Student Information

All student information requests, other than the unrestricted information, will be denied unless the eligible student can sign a release of specific requested information or they can sign a release for all restricted information to a specific person. Student Information Release forms are available in the Student Service Office, Hays 116. A release of information has a time limit unless otherwise specified, usually one year.

Parental or Guardian Disclosure

The eligible student may provide a signed and dated written consent for disclosure of personally identifiable information from the student's education record prior to the start of a semester to avoid a later request.

Right to File a Complaint with the Department of Education

A student may file a written complaint with the Department's Family Policy Compliance Office (Family Policy Compliance Office, U.S. Department of Education, Washington, DC 20202-4605) regarding alleged failures by the institution to comply with FERPA requirements.

Conduct or Student Judicial Records

The college has the right to restrict access to personally identifiable conduct or judicial information. The "Right to Know" laws require the college to disclose conduct and specific legal violations that have occurred on the college campus. None of this information can be personally identifiable. Prospective students and parents, and all enrolled students have the "Right To Know" regarding campus crime statistics. If a personal record is generated for a student on-campus for a judicial file, this information is not available to the public. If the police off-campus has generated the record, this information is accessible.

Any violation of federal, state, or local law or of any NJC policy governing the use or possession of alcohol or controlled substances may be made to the parent or legal guardian if the student is under the age of 21 and it has been determined that the student committed a disciplinary violation.

Police Reports

Student information that is provided by the police is accessible as public information and is not restricted nor controlled by the college.

Counseling Records, Assessment Records, Employment Records, Class Schedule, Grades, Transcripts, Scholarship Information, Financial Records, Financial Aid Information

The entire above are types of college information that has restricted access. Numbers of students who participated can be released but not "personally identifiable" information. Private parties calling for a phone release of any of this information should be informed of the following:

"I'm sorry, federal law regarding access to student records and student information requires the following college procedure; the student you are inquiring about must come in and personally sign a release form before the college can send you this restricted information. The college apologizes for not being able to provide you this information upon request but it is against the law. We can attempt to contact the student or better yet you contact the student to come in and sign a release form in the Student Service Office, Hays 116". This procedure does prevent the release of student information without the student's consent.

Note: The academic standards of Northeastern Junior College is presented and approved by the expressed majority of the college professional staff. Changes in procedural statements contained in this publication are invalid without the approval of the college professional staff. Professional staff seeking to change a procedural statement in this publication should contact their professional staff representative on the Academic Standards Committee or the Vice President of Student Services.

10.2 Internal Registration Procedure

Adding, Dropping, or Withdrawing Transactions:
CCHE FTE guidelines indicate that the student must be "officially registered" by the course census date otherwise we cannot count the course registration credit.

Adding a student to a class:
When a student is registering for a class ("adding") before the "last day to add", the administrative assistant, department chair, or counseling office completes the "add" transaction from the student's course registration form by signing and dating it upon receipt, and entering the add on SFAREGS.

If the student is registering after the "last day to add" the student and instructor must sign and date the form before it can be entered on SFAREGS. The registering offices will be accountable for the instructor and student signatures before processing the add.

The student will not be able to enroll in the course past the course's census date.
Adding a short term course:
The general rule for a short term course is 1 to 5 sessions.

The purpose of the census date is to assure that the student is enrolled in the course prior to that time in order to gain full advantage of taking the course. Due to the geographic location of some of our outreach sites and the fact that some of our courses are short-term, we believe the

actual enrollment form should supersede Banner in validating their enrollment. In some cases, it would be impossible to have the students entered in Banner prior to the course census date. In those instances the student's signature and date on an enrollment form will serve as proof of their enrollment prior to the course census date.

It should be noted that in some cases, the student is applying for admission and enrolling for a course at essentially the same time. The college will process the application first to verify the residency status and then the registration form in a timely manner.

The course registration form must be completed in entirety, signed and dated by the person admitting the student in the course. It is our intent to enter such enrollments in the Banner system within a two week window of time from the date of the class. The "absolute" deadline for entering courses and enrollments into Banner would be two weeks before the end of term. The college would not seek FTE reimbursement for any enrollments after that date for that semester.

Dropping a student from a class:
If a student is dropping a class before census date, they have two options. The student can drop the class online or they will need to complete an add/drop/withdrawal form. The student must sign and date the form, and it is *strongly recommended* that student speaks directly with the instructor of the class before the drop is processed. Dropping a class can be done within the academic offices, counseling office or records office. The person who is dropping the class in Banner also needs to initial and date the form once the class has been dropped.

The student will be able to "drop" (discontinue the course without charge) up until the census date.

Withdrawing a student from a class:
The student is informed and is responsible for understanding his/her financial and educational options and obligations. A student who wishes to discontinue a course after the census date is financially responsible for the course, as well as understanding that he/she will receive the grade of "W".

If a student is withdrawing from a class after the census date, they have two options. The student can withdraw from the class online or they will need to complete an add/drop/withdrawal form. The student must sign and date the form, and it is *strongly recommended* that the student speaks directly with the instructor of the class and his or her advisor before the withdraw request is processed. A withdrawal can be done in the records office, and the person who is withdrawing the class in Banner is required to initial and date the form once the class has been withdrawn.

10.3 Waiver Request for Institutional Exception to the 145 College Opportunity Fund Lifetime Hours

Instructions to request additional COF lifetime hours

- Fill out this form completely and legibly; all appeals must be in writing.
- Submit all documentation with this form. *All information submitted is confidential.*
- NJC will consider each waiver request based on the materials provided and the facts submitted by the appropriate NJC offices and/or individuals.
- NJC must receive the COF Waiver Request within the semester you exceed your COF lifetime limit. **NJC cannot grant COF Waiver Requests retroactively**.
- Return the Waiver Request form and all supporting documentation to:
  Records & Application Processing office
  Hays Student Center, Room 137
  100 College Avenue
  Sterling, CO 80751

Process and Deadlines

- The State of Colorado limits the number of waivers to COF lifetime hours that NJC can approve in a 12-month period (July through June). NJC's Registrar's Office monitors and grants the number of COF Waivers.
- If approved, NJC will award the student a one-time 30-credit hour waiver. The student must use the additional stipend hours within three consecutive semesters.
- NJC calculates excess COF lifetime hours at full tuition. Submitting a COF Waiver Request does not exempt you from tuition, fees, or deadlines and does not guarantee approval.
- If NJC approves the COF Waiver Request and awards additional COF lifetime hours, NJC will recalculate your tuition bill and adjust your COF lifetime hours. As part of the COF required reporting, NJC will notify the College Assist office of the COF institutional waiver status.
- NJC will notify you of a final decision in writing. The Waiver Request Committee will meet monthly to review all requests. The decision of the committee is final and binding-there is no appeal after the Committee has made its decision.

Waiver Criteria

The criteria reviewed by NJC officials to grant a waiver to the COF 145 lifetime hours include the following:

1. Extenuating circumstances exist outside the student's control (health, physical ability, change of work hours/location) that kept the student from finishing the degree program within the 145 COF lifetime credit hour limit.
2. CCHE approved and the institution implemented an alteration of the degree requirements or standards for the student's specific degree.
3. The full-cost of tuition without the COF stipend would cause substantial economic hardship on the student or the student's family.
4. According to SB04-189 and SB05-132, priority for waivers to the COF undergraduate maximum hours are given to students who participated in the Post-Secondary Options Program (PSEO) during high school, and who still might need more than 145 COF hours to complete their associate's degree/certificate program or to those seeking job retraining.

Additional NJC considerations for COF Waiver Requests:

1. Review of the student's academic transcript, including changes in major, course withdrawals, etc,;
2. If NJC granted a previous tuition refund. Since CCHE policy requires that students who withdraw from classes must use COF hours for those courses taken in that term even though tuition might have been refunded, this might be considered reason for a waiver of the 145 hours, for an amount of hours equal to the hours taken in the withdrawn semester.
3. Review of transfer hours (if applicable) and how many did not count towards current degree program (only for students enrolled in NJC or college prior to July 1, 2005).

If a waiver is approved, you must complete the additional hours within three consecutive terms.
Only one institutional waiver for COF lifetime hours is allowed per student during that student's lifetime. Please plan Accordingly.

Completed by student: I want to complete these hours over the following consecutive term(s):

Semester 1 _____ credit hours anticipated _____
Semester 2 _____ credit hours anticipated _____

Semester 3 _____ credit hours anticipated _____

Waiver Request for Institutional Exception to the
145 College Opportunity Fund Lifetime Hours

Student Number (S#): _____

Name (First, Middle, Last): _____

Mailing Address: _____

_____

Day-time phone number: _____

E-mail address: _____

On a separate page, please describe the reason(s) that you are request an exception to the 145 College Opportunity Fund lifetime credit hours maximum. Include all applicable supplemental documentation.

Certification Statement

- I certify to the best of my knowledge the information in this waiver request is accurate, true and unaltered. If false information or falsified supporting documentation is found to have been included in this waiver request, the request becomes void, and the resultant action becomes retroactively nullified.
- I understand that if this COF institutional waiver is approved, it is a one 30-credit hour lifetime waiver for the 145 COF lifetime hours limit, and all hours approved must be completed within three consecutive semesters specified by the Waiver Committee.
- I understand that if I have not received an associates/certificate degree at the end of the waiver period and choose to continue my course work, I must pay full tuition (without COF voucher credit) for all hours in excess of the hours added to my COF lifetime limit.

_____

Student signature

_____

Date

For Waiver Committee/Office Use Only
As of _____ date:
COF lifetime hours ____ COF hours used _____ COF hours remaining___

_____ Waiver denied because criteria not met.

_____ Waiver denied because waiver limit met – CCHE waiver possible.

_____ Waiver approved Start term _____ End term _____

10.4 Academic Standards Summary

Semester/ Yr	Placed on Probation	Continued on Probation	Suspended 1 Term	Suspended 2 Terms	Removed from Probation
Spring 96/Total	82	16	32	3	27
frosh	47	5	25	2	11
soph	35	11	7	1	16
Fall 96/Total	101	20	33	0	10
frosh	75	15	31	0	1
soph	26	5	2	0	16
Spring 97/Total	60	11	33	2	28
frosh	39	6	33	2	16
soph	21	5	0	0	12
Fall 97 / Total	58	5	36	2	16
frosh	41	0	33	0	1
soph	17	5	3	2	15
Spring 98 / Total	54	10	40	0	18
frosh	24	3	38	0	8
soph	30	7	2	0	10
Fall 98 / Total	68	11	48	4	23
frosh	56	5	46	2	12
soph	12	6	2	2	11
Spring 99 / Total	64	8	44	0	17
frosh	44	3	41	0	10
soph	20	5	3	0	7
Fall 99 / Total	93	12	41	1	17
frosh	74	9	39	1	14
soph	19	3	2	0	3
Spring 00 / Total	48	15	44	3	31
frosh	27	10	39	2	20
soph	21	5	5	1	11
Fall 00 / total	64	8	44	0	17
frosh	44	3	31	0	10
soph	20	5	3	0	7
Spring 01/total	104	6	41	4	18
frosh	79	5	39	4	11
soph	25	1	2	0	7
Fall 01/ total	64	26	57	4	23
frosh	64	8	55	0	13
soph	0	18	2	4	10

Semester/ Yr	Placed on Probation	Continued on Probation	Suspended 1 Term	Suspended 2 Terms	Removed from Probation
Spring 02/total	69	14	51	2	26
frosh	49	7	46	2	19
soph	20	7	5	0	7
Fall 02/total	80	10	41	3	27
frosh	66	6	38	3	16
soph	14	4	3	0	11
Spring 03/total	52	10	29	3	37
frosh	30	7	28	1	25
soph	22	3	1	2	12
Fall 03/total	115	7	55	4	21
frosh	85	2	53	4	12
soph	30	5	2	0	9
Spring 04/total	65	9	54	3	40
frosh	39	3	50	3	23
soph	26	6	4	0	17
Fall 04/total	103	13	50	3	26
frosh	81	6	42	0	15
soph	22	7	8	3	11
Spring 05/total	66	22	42	9	33
frosh	33	12	37	7	18
soph	33	10	5	2	15
Fall 05/Total	90	15	60	2	27
frosh	63	6	56	1	11
soph	27	9	4	1	16
Spring 06/Total	86	16	35	2	37
frosh	52	9	31	1	16
soph	34	7	4	1	21
Semester/ Yr	**Placed on Probation**	**Continued on Probation**	**Suspended 1 Term**	**Suspended 2 Terms**	**Suspended 3 Terms**
***Fall 06/Total**	65	0	20	0	
Spring 07/Total	75	17	29	0	
Fall 07/total	86	24	25	1	4
Spring 08/total	78	29	35	5	1
Fall 08/total	57	25	18	9	19
Spring 09/total					
Fall 09/total	79	23	28	0	1
Spring 10/ total					
**Academic standards changed per Banner statewide implementation*					