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## PROGRAM CLASSIFICATION

The College should offer a comprehensive program as accessible as possible to all citizens by offering courses and programs at convenient locations away from institutional campuses as well as on campus. The criteria and basis for classifying the programs offered are set out in this policy.

## (1) Curriculum Programs

(a) A curriculum program is an organized sequence of courses leading to an associate degree, a diploma, or a certificate. All curriculum programs are designed to provide education, training, or retraining for the work force.

(i.) Associate degree programs are planned programs of study culminating in an applied science, associate in fine arts, Associate in science, or associate in general education Degree

(A) The associate in applied science degree programs are designed to prepare individuals for employment. These programs involve the application of scientific principles in research, design, development, production, distribution or service.

(B) The associate in arts, associate in science, associate in fine arts degree programs are designed to prepare students for transfer at the junior level to institutions offering baccalaureate degrees.

(C) The associates in general education degree programs are designed for students who desire a general liberal arts education.

(ii) The diploma programs are designed to provide entry-level employment training. A diploma program may be a stand-alone curriculum program title, or a college may award a diploma under an approved associate in applied science degree curriculum program for a series of courses taken from an approved program of study and structured so that a student may complete additional non-duplicative coursework to receive an associate in applied science degree.

(iii) The certificate programs are designed to lead to employment or to provide skills upgrading or retraining for individuals already in the workforce. A certificate program may be a stand-alone curriculum title, or a college may award a certificate under an approved degree or diploma curriculum program for a series of courses taken from the approved program of study.

- (b) Developmental Education programs consist of courses and support services, which include diagnostic assessment and placement, tutoring, advising, and writing assistance. These programs are designed to address academic preparedness, workforce retraining, development of general and discipline-specific learning strategies, and affective barriers to learning. Developmental courses do not earn credit toward a degree, diploma, or certificate.
- (2) Continuing Education Programs:
  - (a) Occupational Extension courses consist of single courses, each complete in itself, designed for the specific purpose of training an individual for full- or part-time employment, upgrading the skills of a persons presently employed, and retraining others for new employment in occupational fields.
  - (b) Community Service
    - (i) Community Service Courses consist of single courses, each complete in itself; that focus on an individual's personal or leisure needs rather than an occupational or professional employment.
    - (ii) The cultural and civic, and visiting artist component of this program meets community needs through lecture and concert series, art shows, the use of college facilities by community groups, providing speakers to community organizations, and providing visiting artist activities for college communities. Visiting artist may be provided an opportunity to work as artist in residence to enhance local arts resources and promote the various visual, performing and literary arts in communities throughout North Carolina
  - (c) Self-Supporting Programs
    - (i) A self-supporting course is not reported to the state for budget FTE since the cost of conducting the course id paid by students enrolled.
    - (ii) Recreational programs are self-supporting courses which the college may provide at the request of the community but for which the college receives no budgetary credit. Funds appropriated as operating expenses for allocation to the college shall not be used to support recreation courses. The financing of these courses by a college shall be on a self-supporting basis, and membership hours produced from these activities shall not be counted when computing full-time equivalent students for use in budget-funding formulas at the state level.
  - (d) Basic Skills Programs. The State Board and the community college system shall encourage persons to

complete high school rather than seek testing for the High School Diploma Equivalency.

- (i) High School Equivalency programs consist of classroom instruction, learning laboratory courses, or a combination of activities designed to qualify a student for an adult high school diploma. An Agreement of Affiliation with a local public school system is required for minors sixteen or seventeen years old. No agreement is required for adults eighteen years old and older.
- (ii) General Educational Development (GED) testing programs consist of classroom instruction or learning laboratory courses, or a combination of both designed to qualify a student to demonstrate competency on the General Educational Development (GED) test and to receive a High School Diploma equivalency from the State Board. The State Board is responsible for the administration of the General Education Development testing program in cooperation with the Office on Educational Credit of the American Council on Education. The procedures regulating the GED Testing Program set forth in the GED Examiner's manual published by the General Education Development Testing Service of the American Council on Education are hereby incorporated by reference. A copy of this manual is available for inspection in the Office of the System President, Department of Community College, 200 W. Jones Street, Raleigh, NC 27603-1379. A copy of this manual may be obtained at a cost of ten dollars (\$10.00) from the GED Testing Service of the American Council on Education, One Dupont Circle NW, Washington, DC 20036-1163.
- (iii) The Adult Basic Education (ABE) program is designed for adults who are functioning at or below the eighth grade educational level. The major objectives of the program are to enable adults to acquire the basic educational skills necessary to be a fully competent in our society, to improve their ability to benefit from occupational training and to have greater opportunities for more productive and profitable employment, and to meet their own objectives for enrolling in the program. Classes are offered and focus on

fundamental skills such as reading, writing, speaking, computing, critical thinking, and problem solving.

(iv) The English as a Second Language (ESL) program offers classes that accommodate the varied needs of the immigrant and refugee populations. Attention is given to both cultural and linguistic needs as instruction is focused upon the formation of accurate, appropriate communication skills and upon the student's ability to function in the adult American community. Classes are offered at the beginning through the advanced levels of ESL. The curriculum is designed to develop the basic language skills of reading, writing, speaking, and listening. Instruction integrates the English language with topics that prepare students for everyday life, employment, and citizenship.

(v) The Compensatory Education (CED) program is designed for adults with mental retardation. The program is highly individualized and fosters a maximum level of independent living commensurate with personal ability. Instruction is offered in math, language, social science, health, community living, consumer education and vocational education.

(e) Business and Industrial Training

(i) The focused industrial Training program addresses critical skills in existing industries. Based on assessments of need, these customized classes typically combine on-the-job training with classroom instruction to up-grade or train incumbent employees of manufacturing industries.

(ii) The New and Expanding Industry Training program offers customized, job-specific training to new or expanding companies creating new jobs in the state.

(iii) The Small Business Center program provides training, counseling and referral services especially designed in content and delivery modes for small businesses, both existing and prospective.

(f) Special Instruction Programs

(i) The Human Resources Development (HRD) program is an intensive program to recruit, train, and either place in employment or vocationally train chronically unemployed or underemployed adults. The primary objective of the training

component is to help the jobless trainee orient himself or herself to the world of work, appreciate the effects of his or her behavior on others, and develop the basic academic and communication skills prerequisite to obtaining and maintaining employment.

- (ii) The (WIA) programs consist of occupational training and basic education for disadvantaged persons.
- (g) The Learning Laboratory programs consist of self-instruction using programmed text, audiovisual equipment, and other self-instructed materials. A learning laboratory coordinator has the function of bringing the instructional media and the student together on the basis of objective and subjective evaluation and of counseling, supervising, and encouraging persons in the lab.

## PROGRAMS OF STUDY

Within the general guidelines set forth by applicable legal requirements, policy 6.1 above and elsewhere in the Section 6, the College will offer, subject to ongoing evaluation and refinement, programmatic alternatives designed to fulfill the College Philosophy and Mission Statement. A current listing of available programs of study will be maintained in the College catalog.

LEGAL REF.: G.S. 115A-1; 115A-2; 115A-3; 115A-5; 115A-14(6); 115D-1; 115D-2; 115D-3; 115D-5; 115D-14 (6); 115D-18; 115D-27; NCAC, Sub Chapter 2E

History Note:           Effective 10-12-88  
                              Revised October, 2001

## ACCREDITATION AND PROFESSIONAL AFFILIATIONS

Piedmont Community College is a unit of the North Carolina Community College System and offers programs approved by the State Board of Community and Colleges. Piedmont Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award degrees, diplomas, and certificates.

Courses of study offered at Piedmont Community College have been approved for students eligible for assistance through the Veterans Administration, the North Carolina Department of Social Services, the North Carolina Employment Security Commission, the Employment and Training Administration of the U.S. Department of Labor, and the U.S. Department of Education.

Piedmont Community College holds full institutional membership in the American Association of Community Colleges, the Association of Community College Trustees, and the North Carolina Association of Colleges and Universities. Copies of the accreditation credentials are located in the office of the Vice President for Instruction and Student Development.

HISTORY NOTE: Effective 10-12-88; Revised October, 2001

## GENERAL ADMISSION

Piedmont Community College subscribes to the open door policy established by the North Carolina State Board of Community Colleges. The College is open to all high school graduates or those who are 18 years of age or older, and wish to continue their education.

High school graduation or the equivalent is required of all applicants for Associate in Applied Science Degree programs. The Adult High School Diploma or GED is acceptable in lieu of a high school diploma. Prospective students who have previously attended an accredited college or university may be exempted from the admissions placement tests.

Applicants for admission to all diploma and certificate programs must be: a high school graduate or equivalent; or 18 years old; or a high school leaver sixteen years old who has been granted release from a public school.

Students 16 years of age and presently enrolled in high school may take a degree, diploma, and certificate course through the Concurrent Enrollment policy. High school students may also take courses under the provision of the Huskins Bill. (NCAC 2C.0301)

A variety of programs are available to meet the needs of students. Applicants are admitted to the program of their choice upon evaluation of their vocational interest, academic background, test scores, and admission interview. Admission to certain degree and diploma programs may be affected by special program requirements. Applicants are encouraged to complete admission procedures at least 30 days prior to registration. Early application is important since enrollment in some programs may be limited.

All applicants receive counseling for financial aid assistance.

LEGAL REF.: G.S. 115A-1; 115A-5; 115D-1; 115D-5; NCAC 2C.0301; 23NCAC 2c.0305 HISTORY NOTE: Effective 10-12-88; Revised October, 2001

## GENERAL ADMISSION PROCEDURE

### Associate Degree Programs

- Submit a completed Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions. GED scores or the Adult High Diploma may be submitted in lieu of the high school transcript.
- Have an admissions interview with a counselor concerning career planning and enrollment in classes.
- Complete the admissions placement tests.
- Additional requirements are necessary for applicants who wish to enter the Nursing Program. Students should contact the Office of Admissions for more information about this program.

### Diploma and Certificate Programs

- Submit a completed Application for Admission to the office of Admissions.
- High school graduation or equivalent is not required for students 18 years of age or older. Submit age documentation.
- High school leavers 16-17 years old must submit proof of release from public school system.
- High school students must present a signed Dual Enrollment form or have Huskins Bill approval to register for classes.

### Special Students

- Submit a completed Application for Admission to the Office of Admissions. Students who do not plan to earn a certificate, diploma, or degree may be admitted as a Special Student. This category is also reserve for high school students who are participating in a concurrent enrollment program. Students classified as “Special Students” may be exempted from admission placement testing but are ineligible to receive financial assistance from the College. In addition, these students will not be permitted to accumulate more than 16 credit degree/diploma hours without declaring a program of study.
- When a program of study is declared, the student must complete all regular admissions procedures for the declared program. If the student wishes to enroll in a course for which there is a prerequisite, evidence of having met that requirement is necessary. Completion of the admissions placement tests is required for registration in English, mathematics, or reading classes.

## Foreign Students

- Submit a completed Application for Admission to the Office of Admissions.
- Provide evidence of sufficient financial resources. Documentation may be in the form of an official bank statement or other certified evidence of financial support.
- Provide evidence of proficiency in the English language. \*
- Submit official transcripts(s) of academic record(s) to the Office of Admissions. If the records are not in English, an official translation must be included.
- Complete the admissions placement tests.
- Have an admissions interview.

## Transfer Students

- Submit a completed Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions. GED scores or the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Request post-secondary transcript evaluation by the Records Office.
- Have an admissions interview with a counselor concerning career planning and enrollment in classes.
- Complete the admissions placement tests. Transfer students who receive transfer credit for college-level English and/or mathematics are exempted from placement testing in the corresponding subject.
- Additional requirements are necessary for applicants who wish to enter the Nursing Program. Students should contact the Office of Admissions for more information about these programs. Transfer students who receive transfer credit for college level English and/or mathematics are exempted from placement testing in the corresponding subject.

\* Evidence of English proficiency must come in the form of a statement from the American Embassy in the prospective student's country of origin or the score from the Test of English as a Foreign Language Examination (TOEFL).

HISTORY NOTE: Effective 11-29-73  
Revised 10-12-88  
Revised October, 2001

CONCURRENT ENROLLMENT  
OF HIGH SCHOOL STUDENTS IN COLLEGE CREDIT COURSES

A high school student 16 years of age and older, upon approval by the principal, may be admitted as a Special Student to appropriate courses at Piedmont Community College. Applicants are admitted on a space available basis into regular classes at the College.

Applicants must be taking at least two courses at the high school and be making appropriate progress toward graduation as determined by the high school principal. Applicants complete the same general admission procedures as regular Piedmont Community College students.

LEGAL REF.: NCAC 2C.0301

HISTORY NOTE: Effective 10-12-88

Effective October, 2001

INTELLECTUALLY GIFTED AND MATURE STUDENTS  
UNDER 16 YEARS OF AGE

Students less than 16 years old who are mature enough to function well in an adult education setting and are intellectually gifted as evident by a score in the range between the 92<sup>nd</sup> percentile and the 99<sup>th</sup> percentile on an aptitude and an achievement test selected from a list of tests approved by the North Carolina Community College System Office may be admitted to Piedmont Community College. The student shall be ranked by an official of the student's school in the top 10 percent on the following behavioral characteristics: mature, observant, inquisitive, persistent, innovative, analytical, adaptability, leadership, desire to achieve, self-confidence, and communications skills. Students less than 16 years old shall not displace adults but may be admitted any semester on a space-available basis to any degree, diploma, certificate course.

LEGAL REF.: 23 NCAC 2C.0305

HISTORY NOTE: Effective 10-30-01

Repealed 4-19-05

Reinstated 7-26-05

## READMISSION

Students who miss a Fall or Spring Semester by not registering shall update their application to the College before being readmitted. Developmental students who miss three or more consecutive semesters must retake the admissions placement tests.

Students dismissed for disciplinary or academic reasons may be readmitted only upon the recommendation from the counselor and the faculty advisor, to the Dean of Student Development. Some College programs (Example: Associate Degree Nursing) have additional requirements for readmission.

A student readmitted after a period of academic suspension enrolls in the College on academic probation.

HISTORY NOTE: Effective 10-12-88  
Revised October, 2001

## PLACEMENT TESTING

A student who seeks admission to degree, diploma, and certificate programs must take placement tests in math, reading, and writing. The results of these tests determine the courses a student will enroll in the first semester of attendance.

This requirement may be satisfied by transfer credit from other accredited institutions or by taking the placement tests and completing indicated course work in developmental studies program.

Piedmont Community College believes that every student has a “opportunity” to succeed” in the educational program. The testing and placement programs are designed to ensure that a student is not placed into a course or program unless the student has the basic skills needed for success in that course or program. The College’s faculty and staff will work with the student to promote academic success.

HISTORY NOTE: Effective 10-12-88  
Revised October, 2001

## ADDING CLASSES

A student may add a class after the general registration period has ended by completing a Drop/Add Form which is available in the Records Office. Classes may be added through the fifth day of the semester for full-term weekday classes. **The last day to add a class varies in weekend and short-term classes. Contact the Coordinator of Student Records for the last day to add these classes.**

HISTORY NOTE: Effective 10-12-88  
Revised October, 2001

## REFUND POLICY

Tuition Refund Policy

- I. A refund shall not be made except under the following circumstances:
  - A. A 100 percent refund shall be made upon the request of the student if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered fails to “make” due to insufficient enrollment.
  - B. A 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class(es) prior to or on the official Census Date\* of the semester.
  - C. For the classes beginning at times other than the first week (seven calendar days) of the semester a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the Census Date\* of the class.
  - D. For contact hour classes, apply as Part IC of this Rule except use 10 calendar days from the first day of the class(es) as the determination date.
- II. To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.
- III. Where a student, having paid the required tuition for the semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.
- IV. For a class(es) which the college collects receipts which are not required to be deposited into the State Treasury account, the college shall adopt appropriate local refund policies.

\*For Census Date, contact the Office of Student Development.

Pro Rata Refund Policy

For those Financial Aid students who are first-time students and who withdraw on or before the 60 percent point of the enrollment period for which they are charged, the college will calculate a statutory pro rata refund.

Note: The college will also calculate The Federal Refund Policy if the above refund policies do not apply.

### Military Tuition Refunds

#### Curriculum:

Pursuant to 23 NCAC 02D .0202 (f), Upon request of the student, each college shall:

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

#### Extension:

Pursuant to 23 NCAC 02D .0203 (e), Upon request of the student, each college shall:

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

LEGAL REF.: NCAC 2D.0202 (F)

HISTORY NOTE: Effective 10-12-88

Revised October, 2001

Revised January 20, 2004

## PROCEDURES AND CRITERIA FOR ADMISSION OF MINOR APPLICANTS

1. Instructional personnel provide initial interview to explain program and refer interested applicants to the Office of Instruction and Student Development.
2. Applicant schedules conference with Student Development personnel to determine admission eligibility in accordance with the requirements of North Carolina Law.
  - A. If the applicant has been out of the public school system for six or less months, he/she is charged with the responsibility of requesting completion of the Guardian Release Form and the Public School Release Form by the appropriate counselor, school principal, and school superintendent, who may or may not waive the six month waiting period. Applicant is also responsible for making arrangements for his official transcript to be mailed to the Office of Student Development.
  - B. If applicant had been out of the public school system for more than six months, he is charged with the responsibility of requesting completion of Guardian Release Form. Applicant is also responsible for making arrangements for his official transcript to be mailed to the Office Student Development.
3. After release forms have been completed and submitted by applicant to the Office of Student Development, and after an official transcript has been received by that office, Student Development will provide counseling services in order that selective placement may occur.

LEGAL REF.: G.S. 115A-1; 115A-5; 115D-1; 115D-5; 115D-20; NCAC 2C.0301

HISTORY NOTE: Effective 11-2-46; Revised 10-12-88, October, 2001

## TUTION AND FEES

The Business Office is responsible for collection of tuition and fees.

Tuition and fees for each semester are payable at registration. Tuition is set by and subject to change by the State Board of Community Colleges. Current tuition rates appear as Rules following this policy.

A student is not eligible for registration if an outstanding debt is due the College or any other technical or community college.

Any student having an outstanding delinquent account is not allowed to graduate or receive his/her certificate, diploma or degree. A transcript of records, or any information concerning the student's permanent record, will not be forwarded to any other source.

A fee of \$20.00 is charged to the student for each check that is returned for "insufficient funds".

Students whose checks are returned and who fail to make the payment within one week will not be allowed to stay in class.

LEGAL REF.: G.S. 115D-39; NCAC 2D.0200

HISTORY NOTE: Effective 10-12-88

Revised October, 2001

## Continuing Education Programs- Fees:

Registration fees are established in compliance with North Carolina law and vary according to the length and type of course. The current registration fees are:

Type Of Course	Fee
Occupational Extension Courses	
0-10 hours in length	\$50
11-30 hours in length	\$55
31-100 hours in length	\$60
101+ hours in length	\$65
Community Service Courses	\$35 minimum (Actual cost varies from course to course)
Self-Supporting	Varies- depending on cost of course

The registration fee is payable on or before the first class meeting.

LEGAL REFERENCE: NCAC 2-D.0203

HISTORY NOTE: Effective October 12, 1988

Revised October 10, 1990; October 17, 1990; November 24, 1992; October, 2001

Degree, Diploma, and Certificate Programs  
Tuition

In-State Tuition                      \$31.00 per credit hour, but not to exceed \$496.00  
per Fall and Spring semester or \$297.00 per  
Summer semester.

Out-of-State Tuition                  \$173.25 per credit hour, but not to exceed \$2,772.00  
per Fall and Spring semester or \$1,559.25 per  
Summer semester.

HISTORY NOTE: Effective October 12, 1988  
Revised:                      October 17, 1990  
                                     November 24, 1992  
                                     October, 2001

## RESIDENCE STATUS

North Carolina law requires that to qualify for in-state tuition, a legal resident must have maintained a domicile in North Carolina for at least 12 months prior to enrollment. The legal residence of a minor is that of the parents, surviving parent, or legal guardian. No person loses in-state status by serving in the Armed Forces outside of the state of North Carolina.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." The manual is available in the Student Development Office.

**Responsibility Of Students:** Any student or prospective student in doubt concerning residence status must bear the responsibility for securing a ruling by stating the case in writing to the Dean of Student Development. The student who, due to subsequent events, becomes eligible for a change in classification, whether from out-of-state or the reverse, has the responsibility of immediately informing the Coordinator of Admissions of the circumstances in writing. Failure to give complete and correct information regarding residence constitutes grounds for disciplinary action.

LEGAL REF.: G.S. 116-143.1; NCAC 2D.0202

HISTORY NOTE: Effective 10-12-88

Revised October, 2001

## WAIVER OF CONTINUING EDUCATION FEES AND CURRICULUM TUITION EXEMPTION

A. The following New and Expanding Industry- Trainees enrolled in courses under the New and Expanding Industry Program are exempt from paying registration fees.

B. Training for Department of Corrections Employees- G.S. 115D-5(b) was amended to include a registration fee waiver from extension courses for "... employees of the Department's Division of Adult Probation and Parole required to be certified pursuant to Chapter 17c of the General Statutes and the rules of the Criminal Justice and Training Standards Commission..."

The above quoted exemption for Division of Probation and parole employees essentially means that any person in either the Department of Correction or the Division of Adult Probation and Parole who is required by the Department of Corrections to be certified is eligible for registration fee waivers if the individual is taking an applicable course.

C Waiver for AHS, GED, ABE, and CED Students- Students taking courses in these areas are exempt from paying an extension registration fee when enrolled in these courses. There is a GED test fee.

D. Waiver for Sheltered Workshops and ADAP Centers- Clients enrolled in these programs are not required to pay an extension registration fee when enrolled in these courses.

E. Waiver for Firemen, Policemen, or Rescue Personnel- individuals enrolled in courses that enhance the performance of their duties are exempt from paying registration fees.

F. Waiver for Institutional Staff members Taking Degree, Diploma, Certificate or Extension Courses- Tuition waiver is granted for staff members enrolled on one degree, diploma, certificate or extension course per semester.

G. Waiver for Senior Citizens taking Degree, Diploma, Certificate or Extension Courses- Individuals who are North Carolina residents 65 years of age or older are exempt from paying extension registration fees and degree, diploma, certificate tuition.

H. Waiver for Prison Inmates- No tuition or fees of any kind is charged degree, diploma, certificate or continuing education students who are prison inmates.

I. Waiver for Human Resources Development Program- Individuals enrolled on HRD classes are exempt from paying an extension registration fee.

HISTORY NOTE: Effective 4-29-74 (Section H) ; Revised 10-12-88, October, 2001

**GRADUATION**  
(Degree, Diploma, and Certificate Programs)

Upon satisfactory completion of program requirements, recommendation of the faculty, and approval of the Board of Trustees, a student is awarded a degree, diploma, or certificate for satisfactory completion of a curriculum.

A student must apply to the Coordinator of Student Records for graduation at the beginning of the semester during which the student expects to complete program requirements for a degree, diploma, or certificate. The student's faculty advisor must approve the graduation application. Graduation application forms are available in the Coordinator of Student Record's office. The required graduation fee must accompany this application. In order to graduate, a student must have taken care of all financial obligations to Piedmont Community College.

Students will be awarded the respective academic credentials at the end of the semester in which the graduation requirements are completed. Completion of program requirements will be noted on the student's transcript at that time. Piedmont Community College holds an annual graduation ceremony at the conclusion of the Spring Semester. Students may participate in the spring graduation following the completion of their graduation requirements.

LEGAL REF.; NCAC 2D.0201 (d)

HISTORY NOTE: Effective 10-12-22; Revised 1-15-92, October, 2001

PIEDMONT COMMUNITY COLLEGE SELF-SUPPORTING  
CLASS FEE POLICY

Legal Reference: The North Carolina Administrative Code (23 NCAC 2D.0203 (b)) “Self-Supported Classes. A college may sponsor self-supporting classes, (see 23 NCAC 2E.0101), deposit income (if any) to a local account, and pay all expenses from such local account. Each student is required to pay a pro-rata share of the cost of a self-supporting class. Since the pro-rata share assumed is not considered a registration fee, no individual or group is exempt under G.S. 115D-5(b) from paying a proportional share of the identified cost of the class.”

In compliance with the above stated section of the North Carolina Administrative Code, the Board of Trustees at Piedmont Community College adopts the following policy for its self-supporting classes:

**Self-Supporting Class Fees:**

Fees will be established to cover the direct costs of classes and a 30% overhead expense will be added to cover indirect costs.

**Direct Costs:**

The following items are identified as direct costs:

- Instructor(s) salary including FICA, travel, course development costs, etc.,
- Instructional supplies and materials,
- Rental of building, and other directly assignable costs,
- Advertising; e.g., printing costs associated with a brochure, postage, mailing, etc.,
- Equipment associated with the instruction for a self-supporting class,
- Refreshments, and
- Other costs necessary for and directly assignable to a class or costs, which are directly assignable to self-supporting classes (could include administrative and clerical costs if verified as directly assignable).

**Indirect Costs:**

- For activities supporting the offering of classes but cannot be directly and exclusively assigned to a self-supporting class or the self-supporting program.

**Reserve:**

A reserve of no more than 25% of the fiscal year's gross receipts for self-supporting classes will be maintained from fiscal year to fiscal year. The funds from this reserve will be used for replacement and addition of equipment and other costs that provide direct benefit to the students.

**Review Policy:**

The College's Board of Trustees will review this policy at least once every three years for compliance.

History: Effective July 2000; Revised October, 2001; ***Revised July 2002***

## REGISTRATION

The College operates on the semester system. The fall and spring semesters are sixteen weeks in length (excluding holidays) and summer semester is 8 weeks in length (excluding holidays). Each individual must officially register for each class he/she plans to attend. Registration is held at designated times each semester as indicated on the academic calendar. Early registration and payment of fees is encouraged.

Tuition and fees must be paid on or before the stated registration days. Early payment reserves a seat in class.

The validated registration form must be presented to each instructor upon enrolling in any class. No person can participate in or attend any class unless he is officially registered for the class. There should be at least eleven (11) students enrolled in a class, for the class to be conducted unless special circumstances exist.

Any student registering for classes at Piedmont Community College and at another community college for the same semester must contact the Coordinator of Student Records. The Coordinator of Student Records will insure that tuition charges are not excessive.

Students may register by telephone. Registration becomes official when the tuition and fees are paid.

LEGAL REF.: NCAC 2D.0202

HISTORY NOTE: Effective October 12, 1988

Revised October, 2001

## DEGREE, DIPLOMA, AND CERTIFICATE REQUIREMENTS

The College requirements for awarding of degrees, diplomas, and certificates shall be as mandated by the State Board of Community Colleges.

Upon satisfactory completion of program requirements, recommendation of the faculty and approval of the Board of Trustees, a student is awarded a degree, diploma, or certificate for the major curriculum of study. A minimum 2.00 grade point average is required for satisfactory completion of a curriculum.

A student must apply to the Coordinator of Student Records Office for graduation at the beginning of the semester in which the student expects to complete program requirements for a degree, diploma, or certificate. The student's faculty advisor must approve the graduation application. Graduation application forms are available in the Record's Office. The required graduation fee must accompany this application.

LEGAL REF.: G.S. 115A-5; 115D-5; NCAC 2E.0102-.0104; 0201

HISTORY NOTE: Effective October 12, 1988

Revised October, 2001

## CLASS ATTENDANCE

Regular attendance at all class meetings is necessary for students to learn important concepts. In this regard the following class attendance policy is established:

1. A student is expected to be regular and punctual in meeting all classes. To receive credit for a course, the student must attend prior to the Census Point and must attend a minimum of 80% of class, lab, and shop hours. Failure to attend class is an absence, regardless of the reason. Absences are counted from the first scheduled meeting of the class, not the first day the student attends. All work missed during absences must be made up to the satisfaction of the instructor. Failure to complete required assignments will negatively affect the student's final grade.
2. A student who exceeds the 20% limit of absences may be withdrawn by the instructor through the eighth week of the semester. If a student exceeds the 20% limit after the eighth week, the instructor is authorized to award the student an WP, WF, I, or F grade as warranted by the student's performance.
3. A student receiving financial aid benefits who exceeds the 20% limit of absences by the 60% point of the semester must be dropped from courses by the instructor to prevent overpayment of benefits.
4. Any exception to this policy must be authorized by the instructor.

HISTORY NOTE: Effective October 12, 1988  
Revised October, 2001

## DROPPING FROM CLASSES OR WITHDRAWING FROM THE COLLEGE

A student may drop a class or classes or withdraw from the College by completing the appropriate form, which is available in the Office of Student Development. The signatures of the student's faculty advisor(s) and instructor(s) are required to complete this form. Failure to complete this form by the mid-point of the term results in the student receiving a grade of F or WF on all courses they have stopped attending. By contacting the Coordinator of Student Records and the instructor(s), the student can appeal a F or WF grade resulting from dropping classes, if extenuating circumstances exist.

HISTORY NOTE: Effective October 12, 1988  
Revised October, 2001

## CREDITS

### Transfer Credit

A student wishing to transfer credit to Piedmont Community College from accredited institutions must have earned a grade of C or better in courses to be considered for transfer credit. Official transcripts must be received directly from the College granting the credit. Content of the courses for transfer must be parallel to the courses for which credit is awarded at this institution. Transfer credit is determined by the Coordinator of Student Records upon recommendation of the instructor or program advisor. Due to the open door policy established by the State Board of Community Colleges, all transfer students are admitted in good standing.

To earn a degree, diploma, or certificate from Piedmont Community College, a minimum of 25 percent of the credit hours required for the specific program must be completed at this College.

### Transfer Credit Between Programs at Piedmont Community College

Credit may be given for courses successfully completed in one program, if the previously completed courses are applicable to the new program.

### Transfer Credit to Other Colleges

The determination of what credit will transfer from Piedmont Community College to another institution rests with the receiving institution. Students interested in transferring credit to another college should contact the institution being considered. Transfer will be facilitated by the Comprehensive Articulation Agreement between the University of North Carolina System and the North Carolina Community College System.

### College Level Examination Programs (CLEP) and Defense Activity for Non-Traditional Support (DANTES)

Appropriate scores on the CLEP or DANTES general and specific examinations may result in credit for up to 20 semester hours where applicable to these student's program of study. The Coordinator of Student Records, in consultation with the appropriate faculty member, determines the applicability of the examinations to the student's program of study.

### Service Experience (USAFI)

Veterans may receive credit for USAFI and for service school training where applicable to the student's program, and where comparable courses are offered by the College. The Coordinator of Student Records in consultation with appropriate faculty member determines the applicability of the experience and training to the student's program of study.

### Substitute Credit

A student may request permission to substitute another course for a course in the student's program of study. The course must be at least equal in semester credit hours and similar in content to be eligible for substitution. The student's faculty advisor must state in writing the rationale for the substitution. Approval must be obtained from the advisor and the corresponding academic dean.

Courses, which have prerequisites, can only be substituted if the prerequisites have been met. A student may substitute courses amounting to not more than 20% of the credit hours in a program of study.

HISTORY NOTE: Effective October 12, 1988  
Revised October, 2001

## PREREQUISITES

To ensure that all Piedmont Community College students are prepared to successfully complete college-level course work, prerequisite courses have been established. Courses may be taken only after all prerequisites have been met or waived in special circumstances.

HISTORY NOTE: Effective October 12, 1988  
Revised October, 2001

## DEGREE, DIPLOMA, AND CERTIFICATE GRADING SYSTEM

Grades		Grade Points
A	Superior	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
W	Withdrawal or Drop	0
WP	Withdrawal Passing after 50% point	0
WF	Withdrawal/Drop Failing after 50 % point	0
I	Incomplete	0
AU	Audit	0
CE	Credit-by-Examination	0
AP	Advanced Placement	0
TC	Transfer Credit	0
NS	No Show	0
NC	No Credit	0
TP	Tech Prep Credit	0

Explanation of Special Grades

I (Incomplete) indicates that a student is unable to complete the course requirements within the semester. The student must complete the remaining course requirements by the end of the following semester (Summer semester is excluded) or the I grade becomes an F. A student's grade point average will be recomputed when the instructor files a Special Conditions Report with the Coordinator of Student Records changing the I grade to a permanent grade of A, B, C, D, F or W.

AU (Audit) indicates that a student chooses to attend a course but does not desire to earn credit. The intent to audit a course must be indicated at the time of registration. Course audits will be allowed on a space available basis. An audit cannot be changed to credit or credit to audit after the deadline for adding courses.

No courses may be audited more than two times within a five-year period. Attendance, preparation, participation in the classroom discussion, laboratory exercises, examination and tests shall be agreed upon with the instructor. The fee for auditing a course is equal to the fee for registering for a course for a

credit. Students taking courses for an audit grade are not eligible to receive Pell Grant or Veterans assistance awards.

CE (Credit-by-Examination) indicates that a student has demonstrated above average mastery of the course content on an examination. A grade of CE carries no grade points but credit is received for the course. Credit-by-Examination tests are given each semester.

Eligibility to take credit-by-examination may be based on high achievement in secondary schools, post-secondary schools, or experience. Arrangements for examinations should be made with the major subject instructor and the Dean of Student Development. A student may complete only 50% of the courses in a program of study through credit-by-examination.

Credit hours received through credit by examination are not used in computing financial aid or Veteran's Assistance awards.

A student who receives a F, I, or W grade in a course is not eligible to attempt credit-by-examination for that course. Credit-by-examination may only be attempted once for each course.

AP (Advance Placement) indicates that a student has demonstrated mastery of course content through the College Board Advanced Placement (AP) Program.

TC (Transfer Credit) refers to credit received from other accredited institutions.

TP (Tech Prep) refers to credit received for documented College level competencies achieved through articulation agreements with area high schools.

NC (No Credit) The student had been unable to meet the course objectives in the specified time and must reenroll to earn credit. To receive this grade, the student must have satisfactory attendance through the last meeting. This grade can be given only once for a specific course and will be used in developmental classes only.

NS (No Show) The student has not attended the class prior to the Census point and is dropped with a grade of NS.

W (Withdraw) A student withdrawing prior to the 50% Point of the class shall receive a grade of W. W grade is not used to compute the student's QPA.

WP (Withdrew Passing No Credit) A student withdrawing after the 50% Point of the class and doing passing work at the time of the withdraw, may receive a WP. WP grade is not used to compute the student's QPA.

WF (Withdrew Failing) 0 Quality points for each credit hour. A student who withdraws failing after the 50% point of the class may receive a WF grade as determined by the instructor. The grade of WF is used in computation of the student's QPA.

LEGAL REF.: G. S. 115D-20

HISTORY NOTE: Effective May 4, 1976

Revised January 15, 1992; Revised April 12, 1994; Revised October, 2001

6.12.1

CONTINUING EDUCATION GRADING SYSTEM

## DEGREE, DIPLOMA, AND CERTIFICATE GRADING POLICIES

### Change of Grade

Once a grade has been awarded, it may be changed only by the instructor submitting a Special Conditions Report to the Coordinator of Student Records. This process should be completed by the end of the following semester. Grades may be appealed using the College Grade Appeal process.

### Appeal of a Grade

In order to appeal a grade the student must follow this procedure:

1. Discuss with the instructor the course requirements and grade earned. If the student continues to feel the grade is inaccurate, the student should
2. Appeal the grade in writing stating the rationale for the appeal to the instructor within 20 days of the end of the term in which the grade is received.
3. After discussing concerns with the instructor about a grade earned for a course, a student who feels the grade is inaccurate may appeal by obtaining an appeal form in the Records Office and following the appeal procedure.
  - a. If the student still feels the grade is inaccurate, the student should appeal in writing with additional rationale to the appropriate academic dean within 10 days of the final decision of the instructor.
  - b. If a student still feels the grade is inaccurate, the student should appeal the decision of the appropriate academic dean in writing (including the information provided to the instructor, appropriate academic dean and any additional information) to the Vice President of Instruction and Student Development within five days of the final decision of the appropriate academic dean. The Vice President of Instruction and Student Development will issue the final decision for the College.

## Credit

The unit of credit is the semester hour. A semester hour is equal to:

- one hour of classroom instruction per week for one semester.
- two hours of laboratory instruction per week for one semester.
- three hours of laboratory instruction per week for one semester.
- three hours of clinical instruction per week for one semester.
- ten hours of cooperative work per week for one semester.

## Grading Points

Grade points, the numerical equivalents of the letter grade, are used to determine academic honors and the student's rank in class.

The grade point average is computed by dividing the total number of grade points earned by the total of semester hours attempted. All courses attempted will be shown on the official transcript. Only courses earning letter grades A, B, C, D, F, I, or WF are computed in the grade point average.

A 2.00 grade point average in the major area of study and an overall 2.00 grade point average are required for graduation.

LEGAL REF.: G. S. 115D-20

HISTORY NOTE: Effective October 12, 1988

Revised January 15, 1992

Revised October, 2001

## STANDARDS OF ACADEMIC PROGRESS

Piedmont Community College is required to apply reasonable standards for measuring whether a student is maintaining satisfactory academic progress in the chosen program of study.

To be considered in good academic standing with the College, a student must maintain the following grade point average:

Hours Attempted Toward Associate Degree	Cumulative Grade Point Average
1-22	1.50
23-40	1.75
41-Over	2.00
Hours Attempted Toward Diploma or Certificate	Cumulative Grade Point Average
1-15	1.50
16-28	1.75
29-Over	2.00
To Graduate: 2.00	

HISTORY NOTE: Effective May 4, 1976  
Revised October, 2001

## ACADEMIC PROBATION AND SUSPENSION

### Academic Probation

A student who fails to meet the minimum standard of academic progress is placed on probation for the next semester of attendance. During the semester on probation, the student is required to sign an Educational Contract which specifies the courses to be taken, extra help necessary to improve the academic standing, and the grades needed to continue enrollment. Students on academic probation may not be eligible for financial aid during the probationary semester. A student on academic probation must wait to register for the subsequent semester until the previous semester's grades are available. A veteran may receive educational benefits for only one semester while on academic probation.

### Academic Suspension

A student who does not satisfy the terms of the Educational Contract may be suspended for a period of one semester. The student may return at the end of the suspension period if the faculty advisor and counselor decide the student can profit from readmission to the College.

A student readmitted after a period of academic suspension enrolls in the College on academic probation.

HISTORY NOTE: Effective October 12, 1988  
Revised October, 2001

## REPETITION OF COURSES

A student who completes a course with a grade of D, F, W, WP, or WF may repeat the course. A student repeating a course with a grade of D, F, WP, or WF may receive a new grade along with the grade points for the first repeat of the class; however, the listing of the original grade must remain as part of the student's permanent records. The last course repeated will be included in computing the grade point average. If a student repeats a class for a third time or more, the grades for the second and any additional times will be averaged to get the student's final grade for the class. A student must request in writing to the Coordinator of Student Records for removal of the previous grade(s) from the grade point average computation.

A student may request permission from the appropriate dean to repeat a course in which a grade of C or better was received by completing the Piedmont Community College Audit Registration/Repeat Course Form if the student believes that:

- a. the grade would have been higher except for extenuating circumstances caused by verifiable accidents, illness, or other circumstances beyond the control of the student; or that
- b. the student should repeat the course because there has been a significant lapse of time since the student previously took the course; or that
- c. the student needs to refresh his/her knowledge or skills in the subject in order to achieve the student's educational objective.

A student may appeal the decision to the Vice President of Instruction and Student Development. Students should request the Piedmont Community College Audit Registration/Repeat Form from their faculty advisor.

HISTORY NOTE: Effective October 12, 1988

Revised April 12, 1994

Revised October, 2001

## CHANGE IN DEGREE, DIPLOMA, CERTIFICATE PROGRAM

A student who wishes to change to another program of study must complete a Change of Program Form, which is available in the Coordinator of Student Record's Office. The Change of Program form must be submitted to the Admissions Office for admission into the new program.

HISTORY NOTE: Effective October 12, 1988  
Revised October, 2001

## CATALOG OF RECORD

A student who is in continuous attendance may graduate under the provisions of the catalog in effect on the date of entry. The student has the option of choosing the requirements of a subsequent revised catalog, if desired. A student who is not in continuous attendance (except Summer Semester) must graduate under the provisions of the catalog in effect on the last re-entry date.

HISTORY NOTE: Effective October 12, 1988  
Revised October, 2001

## TRANSCRIPTS

The release of transcripts (official or unofficial) requires the written permission of the student. Transcripts are issued by the Coordinator of Student Records.

One copy of a student's transcript is issued free of charge. Additional copies are issued at the cost of \$3.00 per transcript.

HISTORY NOTE: Effective December 17, 1974  
Revised October, 2001

PRESIDENT'S HONOR ROLL, DEAN'S LIST,  
AND PART-TIME HONORS LIST

The President's Honor Roll and Dean's List are published after each semester to recognize outstanding academic achievement by students. To qualify for the President's Honor Roll, a student must complete a minimum course load of 12 credit hours and maintain a 4.00 grade point average. To qualify for the Dean's List, a student must complete a minimum course load of 12 credit hours and maintain a 3.50 grade point average.

All work attempted in a semester is considered in determining a student's eligibility for the President's Honor Roll and the Dean's List. A student receiving a D, F, WF, or I grade for any course is ineligible for either list in the semester that the grade is received.

The part-time honors list is published after each semester to recognize outstanding academic achievement by part-time students. To qualify, a student must have completed a minimum course load of 6 credit hours and maintain a 3.50 grade point average.

HISTORY NOTE: Effective October 12, 1988  
Revised October, 2001

## STUDENT SUPPORT SERVICES

This student-centered program is supported by a U.S. Department of Education grant and is designed to assist a selected number of students at Piedmont Community College to initiate, resume, or continue their post-secondary education. The project consists of three major components: (1) Counseling Services, (2) Peer Tutoring, and (3) Transfer Information. Financial aid information, as well as personal and academic counseling are offered by the program staff.

Tutorial assistance is available for students who need help in their classes. Students are encouraged to take advantage of this free service by contacting the Student Support Services staff and completing a tutorial request. Students who wish to help other students may apply to the Student Support Services staff for tutoring positions. These tutors are paid an hourly wage for their service.

LEGAL REF.: G.S. 115D-20

HISTORY NOTE: Effective October 12, 1988

Revised October, 2001

## CAREER PLACEMENT SERVICES

Career Placement Services shall be offered by the Office of Student Development to include:

1. Aid to students in realistically planning a career.
2. An easily accessible collection of career and educational information.
3. Opportunities to learn job-hunting skills.
4. Information regarding current job and career opportunities.

HISTORY NOTE: Effective October 12, 1988  
Revised October, 2001

## COOPERATIVE EDUCATION (Co-op)

Cooperative Education is an educational program involving the College and the employers in the community. The purpose is to provide students with the opportunity for combining in-school academic and vocational instruction with entry-level employment in a related occupational field. The student's total experience is planned, coordinated, and supervised by the College and the employer.

On-the-job career training and College attendance may occur on alternate half-days, full days, weeks, semesters, or other periods of time, depending on the occupation and the desired learning experience. Cooperative Education improves the educational program by taking advantage of the available programs that meet community, industrial and student needs. Because of the industrial contact, faculty members keep up-to-date in their area of specialization to ensure the transmission of current ideas. Therefore, the major product, the students themselves, possess current knowledge, and will be up-to-date on the latest technological advances. The expertise of the skilled craftsmen, who are the job supervisors, provides an invaluable learning source.

Cooperative Education develops total community support. Therefore industry, business, and citizens are involved with the College in producing employees that are better able to meet community needs.

This opportunity to "earn and learn" helps the student gain a better understanding of the world of work, industrial organizations and operations, economics, and labor-management relations. It further helps the student to develop maturity, responsibility, and independence towards one's work, as well as helping to develop the art of human relations in the work setting.

**Eligibility:** A student must have permission of the program instructor.

**Evaluation:** The student's grade is based on the co-op instructor and employer's evaluation of the student's performance based upon objectives stated in the training agreement.

**Credits:** Students receive one hour credit for every 10 hours worked per week. Co-op credits may replace electives or internships in the student's major with permission from the co-op instructor.

**HISTORY NOTE:** Effective October 12, 1988  
Revised October, 2001

## CONTINUING EDUCATION UNIT (CEU)

The demands placed upon people in today's society require many individuals to engage in life-long education. The College has as one of its goals "to provide a variety of programs, courses, and events for adults who desire professional competencies improvement, business and industrial pre-service and in-service training or personal fulfillment at a level beyond that which the public schools present. Successful completion of these programs, courses, and events can result in the awarding of certificates of completion and/or Continuing Education Units of Credit."

A Continuing Education Unit (CEU) is defined as a unit of measure denoting ten contact hours of participation in an organized continuing education experience conducted under responsible sponsorship, capable direction, and qualified instruction.

The criteria for awarding the Continuing Education Units of credit (CEU's) states that "An institution must demonstrate that it possesses the necessary resources and services to support its continuing education programs. Faculty who teach full-time in continuing education courses should be given the same consideration in matters of salary, promotion, professional security and other benefits as faculty teaching in other areas." Also all "Continuing education programs must be regularly evaluated."

For non-credit continuing education programs the College follows the national guidelines for the recording of Continuing Education Units.

LEGAL REF.: G.S. 115A-1; 115A-5; 115D-1; 115D-5; NCAC 23.0302

HISTORY NOTE: Effective April 10, 1975

Revised March 1, 1977

Revised June 19, 1981

Revised October 12, 1988

Revised October, 2001

## NEW AND EXPANDING INDUSTRY

To aid in the creation of new jobs Piedmont Community College provides a training service for new and expanding industries in this area. In cooperation with the Industrial Services Division of the North Carolina Community College System, Piedmont Community College helps design and administer special programs for training production manpower required by new and expanding industries.

The training is directed toward the particular jobs within a given company and its unique philosophies, practices, corporate personality traits, and needs. A separate training program must be designed for each industry. Industrial training specialists from division offices are assigned geographically throughout the state to assist the College in the design and administration of each special program.

LEGAL REF.: G.S. 115D-5; NCAC 2E.0400

HISTORY NOTE: Effective October 12, 1988

Revised October, 2001

## FOCUSED INDUSTRIAL TRAINING

Focused Industrial Training is a specially funded program designed to meet specific training needs for both manufacturing and non-manufacturing companies. All courses are custom-designed for skilled and semi-skilled workers and can be made available for new employee training or to cross-train or upgrade the skills of existing employees. These programs can be offered on campus or at the work site.

LEGAL REF.: G.S. 115D-5; NCAC 2E.0402  
HISTORY NOTE: Effective October 12, 1988  
Revised October, 2001

## SMALL BUSINESS CENTER

The Small Business Center offers training, education, counseling, information and other services to small business owners, operators, and employees. It is a part of a network of centers established by the North Carolina Community College System.

Services offered by the Center include:

- Direct, one-to-one advising on starting a small business
- Useful, practical literature on small business planning, operation, and problem-solving
- Personalized training using state-of-the-art audiovisual materials
- Referral to other specialized advisors—legal, accounting, finance, and others
- Networking resources – U.S. Small Business Administration, local Chambers of Commerce, trade associations, and more

HISTORY NOTE: Effective October 12, 1988

Revised October, 2001

## HUMAN RESOURCES DEVELOPMENT PROGRAM (HRD)

The Human Resources Development program trains unemployed and underemployed persons, at least 18 years of age, in the necessary basic skills for finding and holding full-time jobs. The HRD program is intended to help participants to build self-confidence; to set personal goals; to identify interests, abilities, skills; and to find a job. The local program originated as a result of cooperation among Federal, State, local agencies, and employers in the Person and Caswell County areas.

The program staff will assist students with job searches by providing job-seeking instructions, job behavior counseling, resume' preparation, typing/photocopying services, transportation to area businesses and industries, and positive support throughout the job search.

HISTORY NOTE: Effective October 12, 1988  
Revised October, 2001

## Adult High School Diploma (AHS)

Offered in cooperation with the local public school system, the Adult High School program is for adults, 18 years or older, who want to earn a high school diploma.

To receive an AHS diploma, students must complete the following subjects: Basic Math, Reading, Science, Biology (includes health), U.S. History, (includes history and geography). Students may receive credit for courses completed while in high school. Students must provide an official transcript of the courses taken from an accredited high school. The rate of course completion is dependent on the student's ability and desire. Courses are offered on campus during the day and evening.

There are no registration or book fees for the program, but students may purchase books in the Bookstore if desired.

Students between the ages of 16 and 18 who qualify as having special needs (as defined in the North Carolina Administrative Code) may be admitted.

LEGAL REF.: G.S. 115A-1; 115A-3; 115A-5; 115D-1; 115D-3; 115D-5; NCAC 2W.0301

AND .0500; 2C.0301

HISTORY NOTE: Eff. 11-15-79; Dual Enrollment Policy Eff. 3-5-82 (Orange County); 6-11-85 (Person County); 7-1-87 (Caswell County)

Revised 10-12-88

Revised October, 2001

## ADULT BASIC SKILLS

### Adult Basic Education (ABE)

This program is for adults, 18 years old or older, who have less than an eighth grade education or who need to improve their basic skills in reading, writing, and arithmetic. The purpose of the program is to teach adults the skills necessary for everyday living. No registration fee is charged.

### Compensatory Education (CED)

This program has been specifically designed for mentally retarded adults. The program provides these adults with an opportunity to learn the basic skills of reading, writing, math and survival skills in order to reach their potential. Classes can be established as needed. In order to participate, adults must be diagnosed as mentally retarded by a psychiatrist, psychologist, or medical doctor. No registration fee is charged.

### English As a Second Language (ESL)

For non-English speaking adults or those whose English skills are limited, Piedmont Community College offers ESL classes as needed. Students learn survival and basic English speaking skills. Conversation and writing skills are also taught. Citizenship education is provided for those persons who are planning to take the U. S. citizenship test. No registration fee is charged.

HISTORY NOTE: Effective October 12, 1988  
Revised October, 2001

## GENERAL EDUCATION DEVELOPMENT (GED)

Piedmont Community College has been designated as an official testing center for the General Educational Development (GED) test. Adults desiring the GED must show proficiency in the areas of English, reading, science, social studies, mathematics, composition, and writing. Students are issued a "High School Diploma Equivalency" by the North Carolina Community College System when they meet the applicable requirements.

There is no registration fee for the class; however, there is a testing fee due at the time of examination.

LEGAL REF.: G.S. 115A-1; 115A-5; 115D-1; 115D-5; NCAC 2E.0303

HISTORY NOTE: Effective October 12, 1988

Revised October, 2001

## CORRECTION EDUCATION

Piedmont Community College provides a variety of instructional programs for inmates in area state correctional units. These programs include occupational, technical, and continuing education courses. Correction Education students receive educational services identical as possible to those on campus. Due to the special nature of the correctional environment and Department of Correction policies and regulations, correction education students are exempt from certain policies which are not appropriate for incarcerated students. The goal of correction education programs is to prepare these students for a greater chance of success after their release from the correctional system.

LEGAL REF.: G.S. 115D-1; 115D-5; NCAC 2E.0403

HISTORY NOTE: Effective October 12, 1988

Revised October, 2001

## WORKFORCE INVESTMENT ACT OF 1988 (WIA)

The Workforce Investment Act of 1998 is a federal program designed to provide training, employment assistance and follow up to low income youth and adults who are unemployed or under-employed.

One-Stop JobLink Centers are located on the Person and Caswell County Campuses to assist with job search. Representatives from Human Resources Development, the Employment Security Commission and Vocational Rehabilitation are available at the JobLink Centers to assist with job placement and retention efforts.

HISTORY NOTE: Effective October 12, 1988  
Revised October, 2001

## PROGRAM ADVISORY COMMITTEES

Advisory committees have been associated with technical education since its inception. An advisory committee may be defined as a group of persons, usually from outside the field of education, selected because of their knowledge and expertise to advise educators regarding technical programs.

Program advisory committees are organized to advise faculty and staff concerning a specific program. Curriculum, equipment, and projected student employment needs are three (3) areas of special concern for program committees. Each committee is composed of individuals who have expertise in the subject area or technology being taught. In addition, student participation provides feedback to committee members.

Each program advisory committee is responsible for advising Piedmont Community College concerning the employee needs of business and industry and program quality. Also, the advisory committee should play a major role in assisting the development and review of the total education plan for that curriculum.

It is important that advisory committee members understand that the role of the committee is advisory in nature, and that the committee does not possess administrative, policymaking, or legislative authority. The committee's role should be to assist the institution.

Advisory committee members generally serve annually; however, members may wish to remain on a committee of their choice for more than one year.

HISTORY NOTE: Effective October 12, 1988  
Revised January 15, 1992  
Revised October, 2001

### EDUCATIONAL OPPORTUNITY CENTER (EOC)

The Educational Opportunity Center is funded by special grants from the U.S. Department of Education for the purpose of increasing the availability of educational information and assistance to persons who wish to continue their education beyond the high school level.

Eligible clients must be U. S. citizens, at least nineteen years of age, first-generation college students and have incomes that are not above 150% of the poverty level. Clients receive services free of charge and without regard to race, creed, sex, or age. Any person interested in enrolling in high school diploma or equivalent programs, special training programs, trade or technical schools, two or four year colleges, or graduate and professional schools may receive assistance.

Professional counselors will assist clients in making career choices and setting educational goals. The staff will provide information concerning admissions requirements and financial aid and assist with the preparation of applications. Counseling and tutorial referral services are to be available on a continuing basis, along with appropriate contacts for supportive services for students. The Center is intended to cooperate with other service agencies through an extensive cross-referral system to met the special needs of students who are handicapped by physical or emotional problems, educational deficiencies, or cultural barriers.

The Educational Opportunity Center serves as a clearinghouse for information concerning career and educational opportunities and the Center coordinates its resources and staff with those of institutions of higher education and other service agencies. A permanent library of career and educational materials is to be maintained for the use of students, school counselors, social workers, and others involved in assisting individuals in achieving their goals.

Upon request, EOC staff members should present programs and workshops concerning financial aid, college admissions, career choice, special training programs, and other topics for community agencies, civic organizations, and special interest groups.

HISTORY NOTE: Effective October 12, 1988  
Revised October, 2001

LEARNING RESOURCES CENTER  
MISSION STATEMENT

The mission of the Learning Resources Center (LRC) at Piedmont Community College is to provide a comprehensive learning resources program to support the goals and objectives of the College. The chief purpose of the LRC is to provide learning opportunities that enable students to achieve their potential.

The LRC provides carefully selected materials and flexible, diverse services to aid students, faculty and staff in their pursuit of education, research, information, and creative recreation. In order to serve the needs of different social, economic, and cultural/ethnic groups, the Learning Resources Center also actively seeks innovative cooperation and networking with local and regional institutions.

Legal Reference: NCAC 2C.0400

History Note: Effective 10-12-88, Revised September 17, 1996

LEARNING RESOURCES CENTER  
CIRCULATION POLICY

Eligible Borrowers

All Piedmont Community College faculty, staff, and students are eligible to borrow materials from the Learning Resources Center. Borrowing privileges are also extended to adult residents of Person and Caswell Counties. Individuals under 16 years of age may not borrow materials unless his/her parent(s) or guardian(s) assume responsibility for checking out materials for them. Special arrangements can be made for homebound patrons with the approval of the Dean of the Learning Resources Center.

Library Registration

Faculty, staff, students, and community users wishing to borrow materials and equipment from the Learning Resources Center must have a registration card on file at the circulation desk. Each patron must present some form of identification other than a social security card at the time of registration, preferably a valid driver's license or other picture identification.

Library Identification

Upon request, all eligible borrowers will be issued a library identification card with a barcode at no charge. Library cards will be verified at the beginning of each instructional term when materials are checked out. Replacement cost for a lost library identification card is one dollar (\$1.00).

Loan Periods

	Students	Faculty/Staff	Community	CCLINC Interlibrary Loan/ Consortium
Circulation books	21 days	End of term	14 days	28 days
Records	14 days	14 days	14 days	Non-circulating
Other media	Non-Circulating*	End of term	3 days*	Non-circulating
Periodicals	7 days	7 days	7 days	Non-circulating
Reference books**	Non-circulating	3 hours	Non-circulating	Non-circulating
Reserve material				

	Students	Faculty/Staff	Community	CCLINC Interlibrary Loan/ Consortium
Library use only	2 hours	3 hours	Non-circulating	Non-circulating
24-hour	24 hours	24 hours	Non-circulating	Non-circulating
3-day	3 days	3 days	Non-circulating	Non-circulating
7-day	7 days	7 days	Non-circulating	Non-circulating
AV equipment	Non-circulating	End of term	3 days	Non-circulating

\*With a valid reason and at the discretion of the LRC staff, these materials can be checked out for seven (7) days. Students may check out these materials for use in the LRC or classroom only.

\*\*With a valid reason and at the discretion of a reference librarian, these materials can be checked out for a brief period.

PRIVATE CITIZENS MAY NOT BORROW AUDIOVISUAL MATERIALS OR EQUIPMENT FOR PERSONAL USE.

#### Maximum Number of Items That May be Checked Out

To insure that the LRC has an adequate supply of materials, no more than ten (10) items may be checked out at one time by staff and students. Community patrons will be allowed to check out two (2) items at one time.

#### Renewals

A patron may renew one (1) time provided the materials are not needed for another borrower. This renewal may be done in person at the circulation desk or over the phone.

#### Holds

A patron may place a hold on a circulating book, other media, and records that are presently checked out by another patron. Instructions for placing a hold appear on WEBCAT. When holds are filled for circulating books, the patron is notified by phone. The next day SIRSI generates a notice that is sent to the patron. The item is held for seven (7) days. When holds are filled for other

media and records, the patron is notified by phone and the media is held for two (2) days.

When a circulating book, other media, or a record has as many as three holds on them, the loan period is reduced to seven (7) days. If a hold has not been filled by the hold expiration date (or by 30 days if a hold expiration date has not been indicated), the patron is notified that the hold is cancelled.

Recalls

Circulating books, other media, and records may be recalled at the discretion of the LRC staff. The original borrower is guaranteed to have the materials for seven (7) days and upon recall notification has seven (7) days to return the material. There will be a fine of \$1.00 per day for recalled books that are not returned.

Patrons wishing to have materials recalled should explain the request to the LRC staff. Patrons' records are strictly confidential, and information concerning who has an item checked out will not be released.

Overdue Fines

	Students	Faculty/Staff	Community	Interlibrary Loan/ Consortium
Circulating books	25¢ per day	No fine	25¢ per day	No fine
Records	25¢ per day	No fine	25¢ per day	No fine
Other media	No fine	No fine	25¢ per day	No fine
Periodicals	25¢ per day	No fine	25¢ per day	No fine
Reference books	No fine	No fine	No fine	No fine
Reserve material				
Library use only	No fine	No fine	No fine	No fine
24-hour	\$1.00	No fine	No fine	No fine
3-day	\$1.00	No fine	No fine	No fine
7-day	\$1.00	No fine	No fine	No fine
AV equipment	No fine	No fine	25¢ per day	No fine

Fine will not exceed \$10.00 per item.

Fines should be paid at the circulation desk in the LRC. It is expected that the fine be paid in full. With a valid reason and at the discretion of the LRC staff, partial payment may be made.

Overdue Notices and Charges

Overdue notices are sent as a courtesy. Non-receipt of overdue notices does not discharge the patron from paying overdue fines. It is the responsibility of the patron to monitor his/her library transactions and to have a current address on file in the library patron database. Patrons cannot check out materials if they currently have an overdue item.

#### First Notice

First notice of an overdue book is sent when an item is fourteen (14) days overdue.

#### Second Notice

Second notice of an overdue book is generated when an item is 28 days (four weeks) overdue. The patron is reminded that unless all library charges are cleared, registrations will be barred and no college transcript will be released.

LRC staff will try to reach students and community patrons by telephone to remind them of overdue materials. If they cannot be reached by telephone, the second overdue notice is sent through the mail.

LRC staff will try to reach faculty/staff by telephone to remind them of overdue material. If the faculty/staff member cannot be reached by telephone, the second overdue notice is forwarded to the Dean of the LRC. The Dean of the LRC will send the employee a letter.

#### Final Notice

Final notice of an overdue book is sent when material is 42 days (six weeks) overdue. This notice advises the patron of the replacement cost of the book and includes a processing fee. The patron is also advised that unless the debt is cleared, no materials can be checked out from the LRC.

#### Registration and Transcript Blocked

At the end of each term, students with lost materials and with overdue fines of \$1.00 or more will be flagged on the campus computer. These patrons will not be able to register or receive transcripts from the College until their fees are paid.

## REPLACEMENT COST OF LOST OR DAMAGED MATERIALS

### Books

*Books in Print* is used to determine the replacement cost of books. If the title is not in *Books in Print*, the Library acquisition records are used to determine the replacement cost of the book. A \$10.00 processing fee is charged.

A patron may supply a replacement copy of the same edition of the book. There will be no processing fee if the patron replaces the book himself.

### Media and Equipment

Library acquisition records are used to determine the replacement cost of media and equipment. If there is no library acquisition record for the title or equipment, LRC staff will consult catalogues and/or State Contract for replacement costs. A \$10.00 processing fee is added to the cost of media and equipment.

A patron may supply a replacement copy of the same edition of the lost media or same type of equipment. There will be no processing fee if the patron replaces the item himself.

### Damaged Material

LRC staff determines the fee for damaged materials. If material is damaged beyond use, the material must be paid for according to the guidelines in the section, Replacement Cost of Lost or Damaged Materials.

If the materials can be repaired by rebinding, the patron is assessed the current rebinding cost quoted in the Bindery State Contract. A \$10.00 processing fee is added to the cost of binding. If a label and/or a barcode is removed, the patron is assessed a processing fee of \$10.00.

### Mutilation and Theft of Materials

The Learning Resources Center's position on the mutilation and theft of learning resources is based on the North Carolina Criminal Law Statute 14-398 and the ACRL, "Guidelines Regarding Thefts in Libraries, Appendix, Draft of Model Legislation, Chicago: ALA/ACRL 1994.

Any patron who willfully destroys or removes LRC property shall be considered in violation of Piedmont Community College's Student Code of Conduct and will be referred to the Dean for Student Development for disciplinary action.

## LIVE PROJECT REGULATIONS

Live project fees are regulated by Administrative Code 2D.0310. Regulations listed are not to conflict with Code 2D.0310. If there is an apparent conflict, the Code supersedes these regulations. Live projects are defined as: (a-1) educational programs in which students, as part of their educational experiences, repair or remodel equipment not owned by the institution; or (a-2) educational programs which produce goods that are sold or services for which charges are made, such goods or services being the normal and necessary product of learning activities of students.

All programs of the College are subject to these regulations.

### General Regulations: a-1

1. Priority for accepting projects is as follows:
  - a. Students within the curriculum
  - b. Other students
  - c. Institutional personnel
  - d. Public clients on a written, documented, chronological order (waiting list)
2. Live project payments are due before the owner removes the project from the institution.
3. As nearly as possible, live project charges should cover the actual cost of the supplies or parts paid for by the College. A price list of approximate charges will be developed by the faculty in charge of the class where the work is done. These charges will include the cost of all parts used and the cost of supplies used in the repair or project completion.
4. Live project procedures and charges should be thoroughly understood by the client prior to work being done. In the case of extensive repair, it is the prerogative of the College to secure prepayment.

### General regulations: a-2

1. Items produced using institutional supplies become the property of the College. The student producing the product has the first option to purchase. The purchase price will reflect as nearly as possible the actual cost of the supplies and materials to the institution plus 15% to cover the cost of wear and tear, breakage of tool bits, blades, etc. The charge for blueing in Gunsmithing will include the costs for buffing compounds, buffing wheels, sanding belts, chemicals, and gas.

2. Students have the option to combine a-1, a-2, and bring their own items to be repaired and furnish their own supplies. In this instance, the product remains the property of the student. The live project cost for these items will consist of the supplies and materials used in processing.

All funds for live projects will be received and validated through the Business Office. Funds will be deposited in the appropriate State funds. Receipts deposited to the State Treasurer will be requested for allocation back to the College as indicated in 4D.0310 (b) (3) (B). (Unless a "special local" fund account arrangement has been worked out in keeping with regulations of the Department.)

LEGAL REF.: NCAC 2D.0310

HISTORY NOTE: Effective September 28, 1978

Revised December 10, 1985

Revised October, 2001

## CHILD DEVELOPMENT CENTER

The College shall establish, implement, and operate one or more existing facilities to serve as model day care centers to aid the operators of existing facilities to upgrade their skills and abilities.

LEGAL REF.: G.S. 115D-20

HISTORY NOTE: Effective October 12, 1988

## SAFETY EQUIPMENT

Certified eye protection devices shall be worn in the following areas by staff students, and visitors when shop or laboratory work is in progress:

- Machine Shops
- Welding
- Air Conditioning, Heating, and Refrigeration
- Gunsmithing
- Carpentry

NOTE: Safety shoes are recommended for staff and students in laboratory and shop areas.

LEGAL REF.: G.S. 115D-20

HISTORY NOTE: Effective October 12, 1988

Revised October, 2001