Policies and Procedures

Academic Honors

Graduation Ceremony Honors

Graduation with honors designation (wearing cords at graduation ceremony) will be determined by program GPA. If a student simultaneously graduates from two or more programs with an honors level GPA in one program and not in the other, the student will graduate with honors.

President's List

To honor students for outstanding academic achievement, the College publishes a President's List at the end of each term, recognizing students enrolled in curriculum programs who meet the following requirements:

- In a given term, have completed at least 12 hours of credit in courses numbered 100 through 299 and
- In a given term, have achieved a 4.00 grade point average with no I's or W's.

Deans' List

To honor students for outstanding academic achievement, the college publishes a Deans' List at the end of each term, recognizing students enrolled in curriculum programs who meet the following requirements:

- In a given term, have completed at least 12 hours of credit in courses numbered 100 through 299 and
- In a given term, have achieved a 3.50 or higher grade point average with no I's or W's.

Attendance

Absences seriously disrupt a student's orderly progress in a course, and often a close correlation exists between the number of absences and the final grade. Although an occasional absence might be unavoidable, the absence does not excuse a student from meeting the requirements of the missed class. The student is responsible for preparing all assignments for the next class and for completing work missed. Instructors are responsible for establishing appropriate course attendance requirements and for informing students of those requirements on course syllabi distributed at the beginning of the academic term.

A student who for any reason cannot complete a credit course may officially withdraw prior to the last 25% of the academic term and receive a withdrawal “W” grade. Exceptions to the deadline will be made in hardship cases with the approval of the group dean. A “W” will remain on the transcript. A “W” will not count as credit hours attempted.

A student with a PIN number may withdraw by dialing CHRIS (Computer Handled Registration Information System) 330-6970; or by contacting registration personnel on any CPCC campus by telephone or in person; or through @CPCC found on the College’s homepage at www.cpcc.edu.

Auditing Courses

Students who wish to audit a course must complete an Audit Agreement form, get the course instructor’s signature, and submit the Audit Agreement to the Registration Center by the 30% date of the class. Registration procedures and fees for an audited class are the same as those for regular and non credit enrollment. Certain courses, however, may be designated as inappropriate for audit. Non credit courses may not be audited without permission from the Dean of Corporate and Continuing Education. No student will be allowed to change from an audit to a credit designation or from a credit to an audit designation after the 30% date of the class.

The hours of an audited course will be counted as part of a student’s load and will be subject to overload restrictions. A student may audit a course only once, and all those doing so must adhere to the instructor’s classroom policies. A record of the audit will be entered on the student’s transcript as AUD. The AUD carries no college credit and will not be converted to a letter grade.

Changing Grades

The instructor of record is the individual authorized and responsible for personally changing grades for his/her students. In an instructor’s absence, the division director may change a grade for that instructor after consulting with him/her. In circumstances when the instructor cannot be located for an extended period of time and valid reasons exist for changing the grade, the division director is authorized to make the appropriate change. The procedures below are to be followed when a grade change is appropriate:

1. The instructor (or division director) will go personally to the Student Records Office to change the grade. She/he will present identification (CPCC ID or driver’s license) to the Records Clerk.
2. The instructor (or division director) will personally complete and sign a form.
3. Using the signed change document, the Director of Admissions Registration and Records or a designee will personally change the grade on the original roster and initial and date the change.
4. The Director of Admissions Registration and Records or his/her designee will then change the grade on the student’s computerized record.

Course Load Regulation

Students registered for at least 12 hours of credit during the fall and spring terms and for at least 9 hours of credit during the summer term are considered full-time students. Students are advised that overload status may be required as a result of the following conditions and require permission:

1. Registrations that exceed 18 course hours during the fall and spring terms and over 13 hours during the summer;
2. Overlapping course hours exceeding 18 hours during fall and spring terms and overlapping course hours exceeding 13 hours during the summer term.

Overlapping courses are defined as those which have start and end dates within the standard term (16-week or 10-week). During the fall and spring terms, any overlapping courses totaling more than 18 hours are overload and require permission. Overlapping courses over 13 hours during summer term are overload and require permission. Students must identify the overload course(s) and then secure approval from the faculty advisor, or the appropriate program or discipline chair, division director, campus evening director, or instructional dean.

Students taking a full load of EFL (Academic ESL), which includes skill-based courses in composition, grammar, listening/speaking, and reading for a total of 20 credit hours, are not required to obtain overload permission in order to take these four courses.

All students seeking overload approval for 19-20 hours overlapping course hours during fall and spring terms and for 14-15 overlapping course hours during the summer term must secure
approval from the faculty advisor, program or discipline chair, division director, campus evening director, or appropriate instructional dean.

All students seeking overload approval for 21 or more overlapping course hours during fall and spring terms and for 16 or more overlapping course hours during summer term must secure approval from the appropriate instructional dean.

**Course Substitution**

Course substitutions are permitted with the approval of the division director.

**Course Waiver**

Course waivers are permitted upon approval of the division director. No credit hours will be granted for courses that are waived.

**College-Level Examination Program (CLEP)**

Central Piedmont Community College is a national test center for administering computer-based CLEP exams. CPCC students as well as the general public may take CLEP exams at the Central Campus Testing Center, Central High Building, room 248. Advance registration is required. CPCC students who perform satisfactorily on the exam will receive a grade of X. The X grade carries no quality points, but credit hours will be awarded identical to the number normally assigned to that course at CPCC. The appropriate department will determine the amount of credit awarded within a specific program. CLEP policy is subject to change as necessary. For an application or additional information, please contact the Testing Center at 704.330.6886, or visit our web site at www.cpcc.edu/testing_assessment.

Central Piedmont Community College grants CLEP credit according to the following guidelines:

<table>
<thead>
<tr>
<th>Examination</th>
<th>Credit-Granting Score</th>
<th>Credits Granted (Semester Hrs.)</th>
<th>Equated CLEP Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting, Principles of</td>
<td>50</td>
<td>8 ACC 120 &amp; ACC 121</td>
<td></td>
</tr>
<tr>
<td>Algebra, College</td>
<td>50</td>
<td>3 MAT 161</td>
<td></td>
</tr>
<tr>
<td>Algebra-Trigonometry, College</td>
<td>50</td>
<td>4 MAT 175</td>
<td></td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>3 POL 120</td>
<td></td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>6 ENG 231 &amp; ENG 232</td>
<td></td>
</tr>
<tr>
<td>Biology*</td>
<td>50</td>
<td>4 BIO 110</td>
<td></td>
</tr>
<tr>
<td>Business Law, Introductory</td>
<td>50</td>
<td>3 BUS 115</td>
<td></td>
</tr>
<tr>
<td>Calculus</td>
<td>50</td>
<td>4 MAT 271</td>
<td></td>
</tr>
<tr>
<td>Chemistry**</td>
<td>50</td>
<td>4 CHM 151</td>
<td></td>
</tr>
<tr>
<td>English Composition with Essay</td>
<td>50</td>
<td>3 ENG 111</td>
<td></td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>6 ENG 241 &amp; ENG 242</td>
<td></td>
</tr>
<tr>
<td>French, Level I</td>
<td>50</td>
<td>3 FRE 211</td>
<td></td>
</tr>
<tr>
<td>French, Level II</td>
<td>62</td>
<td>6 FRE 211 &amp; FRE 212</td>
<td></td>
</tr>
<tr>
<td>German, Level I</td>
<td>50</td>
<td>3 GER 211</td>
<td></td>
</tr>
<tr>
<td>German, Level II</td>
<td>63</td>
<td>6 GER 211 &amp; GER 212</td>
<td></td>
</tr>
<tr>
<td>History of the U.S. I: Early Colonizations to 1877</td>
<td>50</td>
<td>3 HIS 131</td>
<td></td>
</tr>
<tr>
<td>History of the U.S. II: 1865 to the Present</td>
<td>50</td>
<td>3 HIS 132</td>
<td></td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>3 HUM 211 &amp; HUM 212</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>6 PSY 241</td>
<td></td>
</tr>
<tr>
<td>Macroeconomics, Principles of</td>
<td>50</td>
<td>3 ECO 252</td>
<td></td>
</tr>
<tr>
<td>Management, Principles of</td>
<td>50</td>
<td>3 BUS 137</td>
<td></td>
</tr>
<tr>
<td>Marketing, Principles of</td>
<td>50</td>
<td>3 MTK 120</td>
<td></td>
</tr>
<tr>
<td>Microeconomics, Principles of</td>
<td>50</td>
<td>3 ECO 251</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>50</td>
<td>3 PHY 110</td>
<td></td>
</tr>
<tr>
<td>Psychology, Introductory</td>
<td>50</td>
<td>3 PSY 150</td>
<td></td>
</tr>
<tr>
<td>Sociology, Introductory</td>
<td>50</td>
<td>3 SOC 210</td>
<td></td>
</tr>
<tr>
<td>Spanish, Level I</td>
<td>50</td>
<td>3 SPA 211</td>
<td></td>
</tr>
</tbody>
</table>

* Subject to satisfactory performance in any other laboratory science course at CPCC.

**Credit By Examination**

In order to receive credit by examination, a student must show convincing evidence of special aptitude or knowledge of the course material. A written, oral, and/or performance examination will be developed and administered by an instructor of the course. The examination is subject to the approval of the division director. If the student performs satisfactorily on the examination, a grade of X will be recorded. The X grade carries no quality points, but credit hours will be given identical to the number normally assigned credit hours to that course at Central Piedmont Community College. Except for a very few classes, a student does not have to be registered for the class he or she is seeking credit by examination; however, the student does have to be a registered student at the time he or she applies for credit by examination.

**Advanced Placement and International Baccalaureate Exams**

Credit may be granted for Advanced Placement and International Baccalaureate Exams.

**Grading Policy**

**Student Grade Point Average**

Students are graded according to the following grade point system.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>Very Good</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failing</td>
</tr>
</tbody>
</table>

The following grades will not be used in computing the grade point average:

- AUD Audit
- I Incomplete
- S Satisfactory
- U Unsatisfactory
- W Withdrawal
- X Credit by Examination

**Student Attendance**

Attendance may affect a student’s grade in an individual course. Consult individual course syllabi for information regarding attendance as it may affect the grade in the course.

**Student Grade Point Average**

Students are graded according to the following grade point system.

**Example:**

- MAT 175 4 credits, Grade A = 4 points, 4 X 4 = 16
- ENG 113 3 credits, Grade D = 1 point, 3 X 1 = 3
- SPA 111 3 credits, Grade B = 3 points, 3 X 3 = 9
- SPA 181 lab, 1 credit, Grade B = 3 points, 1 X 3 = 3
Three GPA’s will appear on the student’s academic record: (1) cumulative GPA, (2) cumulative program GPA, (3) term GPA. Grades earned under the quarter system will retain their same value in calculating the GPA. The computer will be programmed to convert the GPA from quarter hours to semester hours for students’ combined GPA.

Semester Hour Credits:
• 16 contact hours classroom work equals 1 semester hour of credit.
• 32 or 48 contact hours of laboratory work equals 1 semester hour of credit.
• 48 contact hours of clinical work equals 1 semester hour of credit.
• 160 contact hours of work experience equals 1 semester hour of credit.

Withdrawal
When a student determines that he/she will be unable to complete courses in which he/she is currently enrolled, it is the student’s responsibility to initiate procedures leading to a formal withdrawal (“W”) in order to avoid a failing (“F”) grade. To receive a “W” grade a student must withdraw before the last 25% of the class. Final dates for withdrawing from a course will be announced in CPCC’s Class Listing Schedule and Telephone Registration Information. The instructor may also assign “W” at the end of the term when circumstances warrant such action. A “W” will remain on the transcript and will not count as credit hours attempted. To receive credit, a student who received a “W” must re-register and pay for the course in a subsequent term. Financial aid recipients need to refer to the financial aid satisfactory progress policy to determine if schedule adjustments will affect financial aid.

Incomplete
An “I” (Incomplete) may be assigned when a student has persisted through the course and has successfully completed at least 90% of the requirements for passing the course or when the instructor has determined extenuating circumstances exist. A student must resolve an “I” (Incomplete) grade within 6 months from the end of the term in which the grade was assigned, unless the time period is otherwise specified by the division. When an I grade has been resolved, the final grade will be recorded beside the I (e.g., I/B) and the GPA will be recomputed. An I which is unresolved will be changed to the grade of I/F after one semester.

Excessive I’s, F’s and W’s
A student will not be allowed to register for a course in which he or she has received three I’s, F’s, and/or W’s until permission is received from the department that offers the course.

Repeated courses
Repeated courses will appear on the student’s transcript. Each attempt will be shown, but the student’s cumulative and program GPA’s will be recomputed to count only the last completed attempt.

Standards of Academic Progress

Academic Intervention: Students who are enrolled in a program and whose program GPA falls below the following categories will be placed on academic intervention. Following the first drop in their program GPA, students are placed on First Intervention and will have to see their faculty advisors. If the program GPA does not improve by the end of the next semester, students are placed on Second Intervention. Students must again see their faculty advisors and will not be able to register until grades are posted. While on academic intervention, students will be limited to registering for the number of credit hours approved by their faculty advisors. Students on academic intervention may be required to register for Academic/Life Skills courses, developmental courses or other recommended courses.

<table>
<thead>
<tr>
<th>2-Year Degree Program Category</th>
<th>Credit Hours Attempted</th>
<th>Program GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-20</td>
<td>1.50 program GPA</td>
<td></td>
</tr>
<tr>
<td>21-40</td>
<td>1.75 program GPA</td>
<td></td>
</tr>
<tr>
<td>41-50</td>
<td>1.90 program GPA</td>
<td></td>
</tr>
<tr>
<td>51+</td>
<td>2.00 program GPA</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1-Year Program Category</th>
<th>Credit Hours Attempted</th>
<th>Program GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-10</td>
<td>1.50 program GPA</td>
<td></td>
</tr>
<tr>
<td>11-20</td>
<td>1.75 program GPA</td>
<td></td>
</tr>
<tr>
<td>21-30</td>
<td>1.90 program GPA</td>
<td></td>
</tr>
<tr>
<td>31+</td>
<td>2.00 program GPA</td>
<td></td>
</tr>
</tbody>
</table>

Students in certificate programs will be placed on academic intervention when their program GPA falls below 2.0.

Academic Suspension
Following a notice of Second Intervention, students who do not raise their program GPA to the required level within the next enrolled term will be placed on academic suspension. During the term of academic suspension, the student is referred for academic advisement to a program counselor. While on suspension from curriculum classes in the program, the student will be required to enroll in ACA 118 (College Study Skills), and may be allowed, on the approval of his or her program counselor, to enroll in one other course in which he or she can put into practice those skills acquired in ACA 118. If the student fails to make appropriate progress during this semester on academic suspension, he or she will be suspended from enrolling in any curricular classes at CPCC for one semester; however, during that semester the student has several options:
• Take developmental classes, ESL, or Career Development that can provide him or her with skills needed to improve class performance;
• Take Continuing Education classes;
• Take no classes.

Readmission from Suspension
Central Piedmont has an open door policy and does not permanently prohibit a student from taking classes at the College for academic reasons. However, according to the Grading Policy, when a student has performed below standards of progress for a specified period of time, he or she may be suspended from taking curriculum classes for one or more semesters.

When a student is suspended, his or her program counselor provides academic advisement, rather than a faculty advisor. When the student returns after the semester of suspension, he or she continues to be advised by the program counselor. If, at the end of the semester following suspension, the student’s program GPA meets the Standards of Progress, he or she is returned to a faculty advisor in the program.

Students on Second Intervention or Suspension are not allowed to register until the current semester grades are posted to ensure the student is making satisfactory progress.
Graduation

Program requirements: The College reserves the option of changing the requirements for completing a degree, diploma, or certificate program at any time.

Returning students: When a student is not enrolled in program-related courses for three or more consecutive semesters, the requirements for program completion will be based on those requirements in effect when the student re-enrolls in the program, not on those in effect when the student originally entered the program.

Exceptions to course requirements and catalog year changes (beginning Fall 1997) can be made upon approval of the division director. Sometimes such exceptions must be made because courses in an earlier curriculum program may no longer be offered. Students will not be placed in a catalog year prior to the 1997-1998 year.

GPA: A student must have a program GPA of 2.0 or better to receive a degree, diploma or a certificate. Some programs may require a grade of C or better.

Credentials: An official high school transcript or equivalent must be on file, showing the date of graduation prior to certification of certificates, if required by the program, diplomas, and degrees.

Residence: A student must meet the Curriculum Program Residency requirements of the college.

Application: Graduation application dates are specified in the CPCC course schedule for each term. Students must apply within the dates specified. Graduation applications can be obtained at any of the campuses or at www.cpcc.edu/graduation information.

Processing of Degrees and Diplomas:

(Students pursuing the Cytotechnology certificate should also follow this process)

1. After receiving the graduation application, the certification staff will review all records of the student and mail the student a list of courses that must be completed prior to graduation, as well as a list of any incomplete documents.

2. After completing all the requirements, including successful completion of the final courses required for graduation, a notation of the degree or diploma or certificate and the date of graduation is entered on the student’s CPCC transcript. The student’s date of graduation will be the term (summer, fall, or spring) when all documents needed for graduation certification are on file in the student’s folder.

3. Any graduate who would like a degree or diploma, suitable for framing as a memento needs to fill out a Degree/Diploma Order Form in the Graduation Certification Office. This form is then presented to the Cashier’s Office with payment of $12.50* fee. (Students ordering after established deadlines will pay $15.00.*)

*Note: This cost is subject to change without notice.

Processing of Certificates:

1. Students should submit a Certificate Completion Form to the Graduation Office, in accordance with the guidelines mentioned in the “Application” section above. The student’s program chair or faculty advisor must complete the appropriate section before submitting it to the Graduation Office for review.

2. After completion of all requirements, including successful completion of the final courses required for graduation, a notation of the certificate and the date of graduation is entered on the student’s CPCC transcript. One copy of the certificate will be mailed to the student. The student’s date of graduation will be the term when all documents needed for graduation certification are on file in the student’s folder.

Program Help

Program information, including admission requirements, is available by calling Telephone Registration, CHRIS (Computer-Handled Registration/Information System) at 704.330.6970. This service is available twenty-four hours a day, seven days a week. To find the telephone code for information about a specific program, consult the current CPCC class schedule.

Repeating Successfully Completed Courses

Curriculum Courses

With the exception of a very few DAN, EFL, and MUS prefix courses that can be repeated more than two times to meet degree requirements, students must obtain departmental approval before enrolling in a course which they have already successfully completed twice. PED, CUL and HRM courses, however, may not be repeated after one successful completion.

Continuing Education Courses

Effective July 1, 1993, students who take an occupational extension course more than twice within a five-year period will be charged the full cost of the course.

Senior citizens who are (65 years & older) legal residents of North Carolina and who wish to enroll in an occupational extension course will not be required to pay for taking the course twice. Senior citizens who take an occupational extension course more than twice within a five-year period must pay for the cost of the course.

Students may repeat occupational extension courses more than once if the repetitions are required for certification, licensure, or recertification.

Self-supporting classes (Corporate and Continuing Education for example) may be repeated any number of times.

Student Academic Integrity Policy

The purpose of the CPCC Code of Student Academic Integrity (see CPCC Student Handbook) is to support the continued growth and development of a strong academic community based on the principles of academic honesty and integrity.

Although the commitment to maintaining and enforcing high standards of academic honesty and integrity at Central Piedmont rests with all members of the College community, faculty members, in particular, are charged with taking measures to preserve, transmit, and model those standards through example in their own academic pursuits and in the learning environment which they create for their students. Students, likewise, as members of the College’s academic community, are obligated to take an active role in the preservation of the standards of academic honesty and integrity, encouraging others to respect those standards.

It is the expectation of the College that students maintain absolute integrity and high standards of individual honor in their academic work. Conduct that violates the standards of academic honesty and integrity is subject to disciplinary action may include, but is not limited to, cheating, fabrication and falsification, plagiarism, abuse of academic materials, installation of a computer virus, and complicity in academic dishonesty. Any student who violates the CPCC Code of Student Academic Integrity is subject to academic penalties.
disciplinary action. Such action may include, but is not limited to, entry of the incident in the records of the Office of Student Development; reduced grades; and dismissal from College classes, programs, and activities.

**Student Conduct**

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of College officials, a student’s conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the well being of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of the Student Code of Conduct (complete policy and procedures in the Student Handbook) is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

Students should note that the possession, consumption, or distribution of alcohol or illegal drugs, or possession of weapons on campuses or any other CPCC instructional site is specifically prohibited and regulated by state statute. Violators will be prosecuted by the authorities.

**Student Grievance Procedure**

I. **Definition**

A grievance is a student allegation that a College action or decision is discriminatory or has a negative effect on the student’s status at the College.

II. **Regulation**

Any student may request a review of any College decision or action alleged to be discriminatory or to have a negative effect on the student’s status at Central Piedmont Community College. If the grievance concerns a course grade, then the student should follow the steps in section V.

III. **Procedure**

A. The student shall first informally discuss the matter in question with the College employee most directly involved unless the issue is a claim of discriminatory harassment (as defined in Section 4.31). In that case, the student may appeal directly to the employee’s immediate administrator.

B. If the student is unable to resolve the matter in question through discussion with the College employee directly involved, the student may file an appeal with the employee’s immediate administrator. All such appeals shall be in writing and state the basic facts in the case.

C. If the matter is not resolved, the appeal may be processed through the employee’s supervising administrators in succession until a satisfactory resolution is obtained or until the appeal reaches the President. The President’s decision will be final.

D. A student may at any stage of the process consult with the Dean for Student Development to obtain advice regarding the grievance procedure.

IV. **Timeliness**

A grievance must be presented within 30 days after the action or decision being questioned. Processing at each step cannot exceed 30 working days; however, the time may be extended by agreement of both parties or by extenuating circumstances as decided by the administrator to whom the grievance is presented. If the administrator at each step does not meet processing time limitations, the grievant may then request higher administrative assistance in obtaining requested relief. If the grievant does not meet the stated time limitations, the process will be terminated and such grievance cannot be resubmitted.

V. **Course Grade Appeals Procedure**

A part of faculty responsibility at Central Piedmont Community College is the assignment of student course grades according to methods, which are professionally acceptable, communicated to everyone in the class, and applied to all students equally.

Any student who contests a course grade should attempt first to resolve the matter with the faculty member who assigned the grade. Failing to reach a satisfactory resolution, the student may appeal the course grade in accordance with the procedure outlined below. While a grade is being appealed, a student is obligated to abide by the written division policies concerning continuation in programs or continuation in courses with prerequisites.

A. The student must consult initially with the faculty member who assigned the course grade.

B. If the conference between the student and the faculty member does not resolve the matter, then the student must complete and submit the Grade Appeal Form to the head of the division where the course grade was awarded. This written appeal must be submitted within 30 working days and will become the document of record.

C. The division director will then confer with the student and the faculty member to seek resolution by mutual agreement. When appropriate, the program chair/coordinator in which the course grade was assigned will be involved in this conference.

D. Failing such resolution, the student may contact the appropriate instructional dean for an appointment. The dean will request all documentation, including the Student Grade Appeal Form from the division director prior to meeting with the student. Within 10 working days after receiving the documentation, the dean will confer with the student, faculty member, division director, and when appropriate, program chair/coordinator. Based on these discussions, the dean will either render a decision or convene the Grade Appeal Committee.

E. If the dean renders a decision, he/she will communicate that decision in writing to the student, the faculty member, the program chair/coordinator, and the division director. If the grade is to be changed, the dean will change the grade. The dean’s decision will be final.

F. If the dean determines that further evaluation of the student’s work is warranted, the dean will convene a Grade Appeal Committee. This committee will consist of the convening dean and three faculty members. The Faculty Senate will appoint one member. The student will select one member, and the instructor who assigned the contested grade will select one member. The faculty member who assigned the grade, the student, the division director, and when appropriate, the program chair/coordinator, will be present at the meeting. The student may bring one guest. The student and faculty member will be given an opportunity to address the committee and to answer questions. The student’s guest, the division director and the program chair may not address the committee. The three faculty members will vote to affirm the grade or to change the grade. The committee’s decision will be final. The dean will communicate the commit-
Student Records (Transcripts)

The College maintains the position that students’ records are their own property; therefore, this information is released only when a student signs a Records Release Form in the Office of Student Records. Students may have copies of their transcripts sent to any institutions or individuals they choose through the Office of Admissions and Records. They may also order copies for their own use. A $3.00 fee is required for each official transcript requested. Transcripts are not released if the student owes money to the College.

Policies and Procedures

Central Piedmont Community College, in fulfilling its responsibilities to students, must maintain accurate and confidential student records. The College staff recognizes the rights of students to have access to their academic and personal records in accord with existing College policy and the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).

Definition of Term “Educational Records”

These regulations, as defined under the provisions of the Family Educational Rights and Privacy Act of 1974, include files, documents, and other materials which contain information directly related to students and which are maintained by an educational institution or by an authority on behalf of the institution. The term educational record, under the provisions of the law, does not include the following:

1. Records of institutional, supervisory and administrative personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute for the above named personnel;

2. Records and documents of Security Officers of the institution which are kept apart from such educational records;

3. Records on students which are made or maintained by a physician, psychiatrist, psychologist, counselor, or other recognized professional or paraprofessional acting in their official capacity and which are made, maintained, or used only in connection with a provision for treatment for the student and are not available to anyone other than the persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of a given student’s choice;

4. Financial records of the parents of the students or other information therein contained;

5. Confidential recommendations if a given student has signed a waiver of the student’s rights of access, provided such a waiver may not be required of the student;

6. Confidential letters or statements of recommendation which were placed in educational records prior to January 1, 1975, if such records or statements are not used for purposes other than those for which they were specifically intended; and

7. Medical records, physical examination results, reasonable accommodation request forms, or other medical information which are required to be kept apart from general educational records and treated as confidential in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Control Provisions on Student Records and Student Information

1. Transcripts and other information are released only with written permission of the student. When information other than the transcript is released from the student’s official record (Office of Student Records), the student will receive a copy of the release.

2. Students have the right to inspect their own records whether recorded in hard copy form or recorded in the form of magnetic disks and microfilm. Upon inspection, students are entitled to an explanation of any information contained in their records.

3. The official student file will not be sent outside the Counseling Office, Records Office, Admissions Center, Financial Aid Office, Veteran and Military Affairs Office, or other custodial office except in circumstances specifically authorized by the Dean for Student Development. The authorization for such special circumstances must be in writing.

4. All medical records, physical examination results, reasonable accommodation request forms, or other medical information must be collected on separate forms, maintained in separate medical files kept apart from a student’s general educational records, and treated as confidential. Disclosure of such information may only be made at the express, written consent of the student to the following:
   a. Administrators, Department Heads and others involved in a request for reasonable accommodation or evaluation of qualifications for or performance in a course, program, service or activity;
   b. Department Heads and instructors for purposes of implementing and enforcing necessary restrictions and accommodations; and
   c. First aid and safety personnel if a known disability may require emergency treatment.

Release of Student’s Educational Records to Educational Institutions, State and Federal Agencies

1. Such requests for confidential information shall not be honored without proper written consent by the student for the release of such records by the student except under conditions indicated in paragraphs 2 and 5 below.
   a. The written consent must specify the records or the specific data to be released, to whom they are to be released, and the reasons for release.
   b. Each request for consent must be specific, and each request must be handled separately.

2. Request for confidential information will be honored without prior consent of the student in connection with an emergency, if the knowledge of such information by appropriate persons is necessary (in view of a reasonable person) to protect the health or safety of the student or other persons. However, such a release shall have the approval of a Cabinet Officer unless it can be shown that, under the circumstances, time would not permit or that no
Cabinet Officer was available.

3. The following “Directory Information” may be made available to the public by the College unless students notify the Dean for Student Development in writing, by the third week of the semester, that such information concerning themselves is not to be made available:
   a. Student’s name and hometown;
   b. Major field of study or program;
   c. Dates of attendance, degrees, diplomas or awards;
   d. The most recent previous educational institution attended;
   e. Place of birth.
   Request for non-disclosure will be honored by the College for only one academic semester at a time; therefore, requests to withhold Directory Information must be filed with the Dean each term.

4. Information other than “Directory Information” - Any release of student information for public use or use by the media except that designated above (paragraph 3) must have prior written approval by the students involved.

5. Disclosure to Government Agencies - Properly identified and authorized representatives of or bona fide written requests from the Comptroller general of the United States, the Secretary of Health, Education and Welfare, the Department of Defense, an administrative head of a federal education agency, or state educational authorities may have access to student or other records which may be necessary in connection with the audit and evaluation of federal or state supported educational programs or in connection with the enforcement of the federal or legal requirements which relate to such programs or for the purpose of military recruiting. Routine requests for student data from such agencies as HEW, OEO, research agencies, and state reporting agencies may be honored without prior approval of the student only in formats where students are not identified.

6. Faculty and administrative officers of the College who demonstrate a legitimate educational need will be permitted to look at the official student file for a particular student.

7. Confidential information requested by other than federal or state agencies as specified in paragraph 5 above will be released only under the following conditions:
   a. An official order of a court of competent jurisdiction; or
   b. Subpoena (Students will be notified immediately by registered mail that their records are being subpoenaed).

8. Record of Who Has Access - A record of access to the official student file will be maintained within the file itself. This record will show the name, address, date and purpose of the person who has been granted access. All persons who have access will be included in this record except those institutional employees who, because of the nature of their duties, have been granted access.

Students’ Rights to Question Content of Their Official Student Files

1. Students have the right to review their official records maintained by the College. Furthermore, students may question any inaccurate or misleading information and request correction or deletion of such data from their files.

2. All such requests will be sent to the Director of Admissions and Records and will become a part of that student’s file.

3. All requests for correction of a student file will be acted upon within 45 work days of receipt of the request. If the custodian can verify that such data are, in fact, in error, appropriate corrections will be made and the student will be notified in writing when the correction has been completed. If an error cannot be readily substantiated, the request will be referred to an Ad Hoc Hearing Committee appointed by the Vice President for Education Support Services. After a student has had the opportunity to present the case to the hearing committee, the committee will render a decision in writing stating the reasons for its decision. If the decision is in agreement with the student’s request, the student will be permitted to review the file to verify that the change has been made correctly. If the student’s request is denied, the student will be permitted to append a statement to the record in question, showing the basis for the disagreement with the denial. Such additions will become a permanent part of the record.

Annual Notice to Students of Their Rights Under Family Educational Rights and Privacy Act of 1974

The College policy on access to and release of student information will be made available to students, faculty and staff. This information will be placed in the Student Handbook annually.