## Academic Regulations

### Degrees Offered

The Associate of Arts, the Associate of Science, the Associate of Applied Science, and the Associate of General Studies degrees are offered at Cloud County Community College. The A.A. and the A.S. degrees are transfer degrees equivalent to the first two years at a four-year college or university. General education requirements and elective courses used toward these degrees are expected to apply toward a Bachelor’s degree. The A.A.S. is awarded to those students who successfully complete a specific career program. The A.G.S. is awarded to those who desire to explore a variety of academic disciplines. The A.A.S. or A.G.S. degrees will transfer only to specific degree programs at selected colleges or universities.

Generally, these degrees will only apply toward bachelor’s degrees for which the purposes are technology occupations. Students should seek degree program evaluation, analysis and advice from the institution to which they plan to enroll. Sixty-two semester hours and 124 grade points are minimum requirements for each degree. Some career programs may require additional hours. In order to graduate, students are normally expected to complete the graduation requirements listed in the catalog that was in effect at the time they first enrolled. However, if a student sits out two consecutive semesters, the student will be readmitted under the graduation requirements in the current catalog.

### General Education Requirements for the Associate of Arts and the Associate of Science Degrees

**Associate of Arts**

62 credit hours, including the following General Education requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Humanities General Education Course</td>
<td>9</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Science General Education Course (w/lab)</td>
<td>4</td>
</tr>
<tr>
<td>Social Science General Education Course</td>
<td>6</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL** .................................................. 35 credit hours

**Associate of Science**

62 credit hours, including the following General Education requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Humanities General Education Course</td>
<td>6</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Biological Science Lab Course</td>
<td>4</td>
</tr>
<tr>
<td>Physical Science Lab Course</td>
<td>4</td>
</tr>
<tr>
<td>Social Science General Education Course</td>
<td>6</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL** .................................................. 36 credit hours

### Articulation Agreement with Regent Universities

The successful transfer to a Kansas Regents university is ensured by the following:

A student who completes an Associate of Arts (A.A.) or Associate of Science (A.S.) degree based on a baccalaureate-oriented sequence at a state and regionally accredited Kansas public community college and whose program of studies has met the requirements of the Kansas Public Community College - Kansas Regents Transfer Agreement and Articulation Guide will be accepted with junior standing, and will have satisfied the lower division general education requirements of all Regents universities.

### Points of Clarification

1. This agreement applies only to Associate of Arts and Associate of Science degree transfers from state and regionally accredited public community colleges in Kansas. The agreement does not include transfers from nonaccredited community colleges or any other colleges.
2. Transfer students accepted for admission at Kansas Regents universities with the Associate of Arts or Associate of Science degree will automatically be given junior standing with the understanding that:
   a. Each receiving institution has the right to determine admission standards to the various majors in their institution.
   b. Transfer students are subject to the same institutional assessment policies and procedures as resident students of the receiving institution.
Academic Regulations

3. General education is defined as the following:
   General education provides students with facility in the use of the English language and a broad intellectual experience in the major fields of knowledge. It insures that each graduate will have experienced some of the content, method and system of values of the various disciplines, which enable humanity to understand itself and its environment at a level of abstract beyond that found in secondary school studies.
   Although the following distribution of courses does not correspond to the general education requirements at any Kansas Regents institution, it will be accepted as having satisfied the general education requirements of all Kansas Regents universities.
   A minimum of 45 credit hours of general education with distribution in the following fields will be required. General education hours totaling less than 45 will be accepted, but transfer students must complete the remainder of this requirement before graduation from the receiving institution, which may require an additional semester(s).

12 hours of Basic Skills courses, including
   • 6 hours of English Composition
   • 3 hours of Public Speaking Communication
   • 3 hours of college level Mathematics (statistics will be required to transfer students where University curriculum requires it)

12 hours of Humanities courses from at least three of the following disciplines:
   Art*   Theatre*   Philosophy
   Music*   History   Literature
   *Performance courses are excluded

12 hours of Social and Behavioral Science courses from at least three of the following disciplines:
   Sociology   Psychology   Political Science
   Economics   Geography   Anthropology

9 hours of Natural and Physical Sciences courses from at least two disciplines (lecture with lab)

Transcripts of students fulfilling the requirements of this agreement will be appropriately coded by the sending institution.

4. Other associate degrees and certifications may be awarded for programs that have requirements different from baccalaureate-oriented sequences or a primary objective other than transfer. Students in such programs wishing to transfer to Kansas Regents universities are to be considered outside of the terms of this agreement.

Students attempting to transfer into Technology, Engineering or Architecture programs are considered outside this agreement. It is recommended that 2+2 and 2+3 arrangements be developed for the above programs of study.

Acceptance of course credit for transfer from such programs will be determined by the receiving institution on the basis of application of the courses to the baccalaureate program in the major field of the student. Credit for equivalent technical courses may be granted by departmental examination.

5. Each institution will define its own graduation requirements.
6. Foreign language requirements are viewed as graduation requirements, and not as general education requirements for the purpose of this agreement.
7. A transfer student may be required to take freshman or sophomore courses to meet particular requirements or course prerequisites of a given major or minor.
8. Transfer students preparing for teacher certification must meet the general education requirements as outlined by the State Board of Education. Teacher certification requirements have been incorporated into the degree requirements of Kansas Regents universities.
9. The spirit of the Agreement indicates that transfer students are to be judged academically in the same way as non-transfer students.

General Education Requirements for the Associate of Applied Science Degree

Sixty-two (62) hours is the minimum requirement to be distributed as follows:

General Education Requirements:
CM101 English Composition I or CM120 Survey of Technical Writing ....................................................3 credit hours
CM115 Public Speaking ...............................................3 credit hours
MA105 Survey of Math, MA110 Intermediate Algebra, or MA111 College Algebra .............................3 credit hours
Science General Education Course ................................3-4 credit hours
Humanities General Education Course ..........................3 credit hours
Social Science General Education Course .................3 credit hours

Specialized and Related Competencies - Minimum of 44 credit hours from those listed below, to be determined by the department using the requirements of the occupation(s):
   • Technical Knowledge
   • Technical Skills
   • Communication
   • Science
   • Mathematics
   • Interpersonal Skills (employability skills)
   • Courses from other technical disciplines

Cooperative Education

Cooperative Education is a structured educational program combining classroom learning with productive work experience in a field related to a student’s individualized academic or career goals. Work experiences are developed and/or approved by the college as appropriate learning environments, however, the final
employment decisions are made by the employer and the student. Students learn the important links between academic learning and what is expected in the workplace. College credit is earned for the development and achievement of college-related learning objectives. In most cases, the student receives income for their work. Cooperative Education is available for all college disciplines, and is required for many vocational programs. Most four-year institutions will accept the Cooperative Education courses that can be completed in conjunction with semester course work (parallel), by working off-campus for a semester (alternate), or by working during the summer. Cooperative Education is a valued partnership between employers, students and educators.

**General Education Requirements for the Associate of General Studies Degree**

*General Education requirements:*
- English Composition I ........................................ 3 credit hours
- Public Speaking .................................................. 3 credit hours
- Intermediate Algebra or College Algebra ............ 3 credit hours
- Science General Education Course .................... 3-4 credit hours
- Humanities General Education Course .............. 6 credit hours
- Social Science General Education Course .......... 6 credit hours

The awarding of an Associate of General Studies requires a student to complete a minimum of 38 elective credit hours (liberal arts or technical) in addition to the 24 hours of General Education listed above.

In accordance with the Kansas Board of Regents (Chapter III, Section 8, Subsection b[ii], Item d[iii]) that states the Associate of General Studies (AGS) is defined as a degree in which "not less than 24 semester credit hours in general studies and not less than 36 semester credit hours in a program of college-level work are required", it is the position of CCCC that a "program of college-level work" can consist of academic or technical course work at or above the 100-level. As a result of this definition, this will allow CCCC to include certificates and course electives up to 38 semester credit hours such as, but not limited to: Emergency Medical Technician (EMT), Business, Criminal Justice, Wind Energy, and Agri-Biotechnology. It is also the belief of CCCC that the inclusion of certificates and technical courses as electives (for the Associate of General Studies Degree) would better serve our students' employment needs. The adoption of technical courses as part of the "program of college-level work" as "elective credit" within an AGS degree is a familiar practice within the Kansas community college system.

**General Education**

*General Education Philosophy*

General Education courses are required of all degree seeking students. Those earning an associate degree are expected to:

- Communicate effectively orally and in writing
- Demonstrate ability to evaluate information from various means, including written and auditory sources
- Demonstrate proficiency in scientific knowledge and mathematical skills
- Exhibit knowledge of diverse cultural and historical experiences and expressions
- Demonstrate problem solving using critical thinking
- Utilize technology relevant to disciplines of study

The following courses are the approved courses that will fulfill the general education requirements for Cloud County Community College. These courses will fulfill the general education requirements for all degrees unless it is stated that it only works for certain degrees.

**Communications**

- English Composition I ........................................ 3 credit hours
- English Composition II ...................................... 3 credit hours
- Interpersonal Communications ................................ 3 credit hours
- Public Speaking .................................................. 3 credit hours
- Survey of Technical Writing (AAS degree only) ....... 3 credit hours

**Humanities General Education Courses**

**Fine Arts General Education Courses**

- Art Appreciation .................................................. 3 credit hours
- Music Appreciation ............................................ 3 credit hours
- Theatre Appreciation .......................................... 3 credit hours
- American Cinema Appreciation .......................... 3 credit hours
- World Music ....................................................... 3 credit hours
- American Music ................................................. 3 credit hours
- History of Rock Music ......................................... 3 credit hours
- Humanities I ....................................................... 3 credit hours
- Humanities II ...................................................... 3 credit hours
- French I ............................................................ 5 credit hours
- Spanish I ............................................................ 4 credit hours
- German I ............................................................ 4 credit hours

**Literature General Education Courses**

- Introduction to Literature ................................... 3 credit hours
- American Literature I ......................................... 3 credit hours
- American Literature II ....................................... 3 credit hours
- World Literature & the Human Experience .......... 3 credit hours

**Philosophy General Education Courses**

- Introduction to Philosophy ................................. 3 credit hours
**Academic Regulations**

**History General Education Courses**
- Introduction to History .................................................. 3 credit hours
- U.S. History I ................................................................. 3 credit hours
- U.S. History II ............................................................... 3 credit hours
- Western Civilization I .................................................... 3 credit hours
- Western Civilization II .................................................... 3 credit hours
- Women in American Society ........................................... 3 credit hours

**Mathematics General Education Courses**
- Survey of Mathematics (AAS degree only) .................... 3 credit hours
- Intermediate Algebra (AGS & AAS degrees only) .......... 3 credit hours
- College Algebra .......................................................... 3 credit hours
- Linear Algebra/General Calculus ................................... 3 credit hours
- Analytical Geometry/Calculus I .................................... 5 credit hours
- Analytical Geometry/Calculus II ................................... 5 credit hours
- Trigonometry ............................................................... 3 credit hours

**Natural Sciences General Education Courses**
- Survey of Science (AAS degree only) ......................... 3 credit hours
- Physical Science .......................................................... 5 credit hours
- General Chemistry ....................................................... 5 credit hours
- Chemistry I ................................................................. 5 credit hours
- Natural Hazards and Disasters .................................... 3 credit hours
- Natural Hazards and Disasters Lab ............................... 1 credit hour
- College Physics I .......................................................... 5 credit hours
- University Physics I ....................................................... 5 credit hours
- Geology ....................................................................... 4 credit hours
- General Astronomy ....................................................... 4 credit hours
- Meteorology ................................................................. 4 credit hours
- Environmental Quality ................................................ 3 credit hours
- Environmental Quality Lab .......................................... 1 credit hour

**Political Science**
- U.S. Government: National ........................................ 3 credit hours
- U.S. Government: State and Local ................................ 3 credit hours
- Current Political Issues ................................................ 3 credit hours

**Geography**
- World Geography ......................................................... 3 credit hours

**Physical Education General Education Courses**
- Any Activity Course* .................................................. 1 credit hour
- Varsity Sports .............................................................. 1 credit hour
- Concepts of Physical Education .................................... 1 credit hour
- Personal & Community Health ...................................... 3 credit hours
- Personal Wellness ......................................................... 3 credit hours
- Total Fitness ................................................................. 1 credit hour

*Activity courses include PE101, PE102, PE107, PE108, PE109, PE110, PE113, PE114, PE118, PE119, PE125, PE126, PE127, PE128, PE129, PE142, PE143, PE144, PE173, PE180, AG122, AG188, AG225.

**OCCUPATIONAL CERTIFICATE**
Cloud County Community College provides programs of instruction consisting of college credit courses that are designed to prepare students for entry into an occupation, or a closely related cluster of occupations. A certificate is awarded upon satisfactory completion of a planned program, including the demonstration or the attainment of predetermined and specified performance requirements. The courses shall be based in theory and of sufficient complexity, rigor, and theory to award college credit. Most certificate programs are designed to allow a full-time student to complete the program within one school year.

**STUDENT CLASSIFICATION**
1. Freshman: Any student having fewer than 30 semester hours credit.
2. Sophomore: Any student having 30 or more credit hours
3. Special students, include the following: (1) high school students taking college courses; (2) gifted students, as defined by K.S.A. 72-962(g); (3) students who earned more than 64 hours; and (4) those students not meeting specific requirements for admission.

**Enrollment and Withdrawal**
Although students are considered to be full-time when enrolled in 12 semester hours, the normal semester load for students is 15-17 hours. The maximum load that a student may enroll for during the fall or spring semester is 20 credit hours and during summer is 6 credit hours per summer session. Students may exceed these limits only with permission of the Vice President for Academic Affairs.

A student may withdraw from individual courses until the end of the 14th week of the semester. A grade of “W” (withdrawn) will appear on the transcript for these courses. Total withdrawal from college may be done any time prior to the beginning of
final exams. Withdrawal forms are available in the Advisement Center or the Geary County Campus Student Services Office. Withdrawals are not effective until completed forms are on file in the Student Records Office. Failure to submit the completed withdrawal form will result in an “F” being recorded as the semester grade. Refunds will be handled in accordance with the refund policy.

**ADD PROCEDURE**

A student may add a course through iCloud, the student web portal, until the course has met for the number of clock hours equal to the number of credit hours of the course. From that time, until the end of the eighth calendar day after the start of a course, students may add the course with the written permission of the instructor. No course may be added after the eighth calendar day.

**GRADING SYSTEM**

For each semester hour of graded work, students earn points, as follows:

- A = Excellent = 4 grade points
- B = Good = 3 grade points
- C = Average = 2 grade points
- D = Poor = 1 grade point
- F = Failing = 0 grade points
- W = Withdrawn = 0 grade points
- P = Pass = 0 grade points
- WIP = Work in Progress = 0 grade points
- AU = Audit = 0 grade points
- NP = No Pass = 0 grade points
- I = Incomplete = 0 grade points
- XF = Academic Integrity Violation = 0 grade points
- WA = Administrative Withdrawal = 0 grade points

**Grade Point Average:**

A measure of scholastic performance. A GPA is obtained by dividing the number of grade points by the hours of work attempted, using the grade point scale above. Grades A, B, C, D, F and XF are computed in the Grade Point Average (GPA). Grades of W, P, NP, I, AU and WA are not computed in the GPA. The numerical value of each letter grade is multiplied by the credit hour value of the course. The resulting total of grade points is divided by the total number of attempted hours.

- **W - Withdrawn**
  
  This option is available for individual courses through the 14th week of a regular semester. For other than semester-length courses, students may withdraw as long as no more than 80 percent of the scheduled course time has transpired. Complete withdrawal from college may be done anytime prior to the beginning of final exams.

- **P/NP - Pass/No Pass**
  
  This “Pass/No Pass” option is available for selected workshops and courses. The P/NP does not compute in the GPA. A “P” equates to a “C” or better.

- **I - Incomplete**
  
  The student must request and receive the approval of the instructor to receive an Incomplete. This grade may be given at the end of the semester if the student has successfully completed more than 75% of the course. The instructor will file a “Request for an Incomplete” form from the Office of Student Records. If the “I” is not completed by the end of the following semester, the grade will be changed to an “F” and the GPA figured accordingly.

- **A - Audit**
  
  Audit is allowed on a space available basis only. Courses taken for audit will not be granted credit. Courses taken for audit are for observation only.

**ACADEMIC PROBATION & SUSPENSION SANCTIONS**

For students at Cloud County Community College, academic probation and academic suspension are not punitive measures or disciplinary actions. The purpose of this policy is to provide opportunities for students to succeed.

The clear intent of these sanctions is:

- To identify students whose academic efforts have not been successful;
- To provide these students the opportunity for guidance in developing strategic plans to succeed at college level learning; and
- To link these students with staff and faculty who can offer support and encouragement to follow their plans through to success.

**Satisfactory Academic Progress**

To graduate, students must earn a minimum cumulative GPA of 2.0. To reach this required minimum, students must maintain certain GPA minimums as compared to completed credit hours (see chart below).

Earned credit hour minimum for satisfactory academic progress: Students will pass 50% (grades A, B, C, D, or P) of stated credit hours in any given semester.

**Academic Probation**

Students who have attempted nine or more cumulative credit hours at Cloud County Community College shall be placed on academic probation when the cumulative grade point average or semester grade point average is less than that needed to achieve satisfactory academic progress, or a student passes less than 50% of courses for which they are enrolled.

Entering students, whose assessment scores require them to be placed in a specialized developmental program, will be placed on probation their first semester. Questions concerning assessment scores should be directed to the Advisement Center.
### Satisfactory Academic Progress Chart

<table>
<thead>
<tr>
<th>Total Attempted Credit Hours</th>
<th>Minimum Career GPA</th>
<th>Minimum Semester GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10 credit hours</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>11-20 credit hours</td>
<td>1.60</td>
<td>1.70</td>
</tr>
<tr>
<td>21-30 credit hours</td>
<td>1.70</td>
<td>1.70</td>
</tr>
<tr>
<td>31-40 credit hours</td>
<td>1.80</td>
<td>1.70</td>
</tr>
<tr>
<td>41-50 credit hours</td>
<td>1.90</td>
<td>1.70</td>
</tr>
<tr>
<td>51-94 credit hours</td>
<td>2.00</td>
<td>1.70</td>
</tr>
</tbody>
</table>

To register on academic probation, a student is required to take the following actions:

1. Meet with an academic advisor or the Student Retention Specialist at the Concordia Campus or the Geary County Campus to understand fully the terms of academic probation and the potential, subsequent status of academic suspension.
2. Complete a written action plan with specific academic goals that will facilitate achieving the required ratio of earned credit hours and cumulative GPA.
3. Enroll in the 1 credit hour course, Personal Assessment and Planning, as required by the action plan, to determine progress, as well as any additional action/intervention needed for the student to achieve the academic performance necessary to rise above academic probation and thus avoid academic suspension.

Students on probation or suspension from another college or university will enter Cloud County Community College on probation.

* Outreach and On-line students should phone the Advisement Center at 1-800-729-5101.

At the close of each semester, the academic performance of students on academic probation will be re-evaluated in terms of satisfactory academic progress.

If the student's semester and cumulative GPA meet the requirements for satisfactory academic progress and the student has completed at least 50% of the courses for which they are enrolled, the student no longer will be considered on academic probation.

If the student does not meet satisfactory academic progress requirements, the student will be placed on academic suspension after review by the Academic Probation and Suspension Committee.

The terms of academic suspension shall be as follows:

1. A student on academic suspension will not be eligible to register for the next regular fall or spring semester.
2. After one semester of academic suspension, the student may enroll on continuing academic probation status.

### Graduation

Cloud County Community College holds one commencement ceremony, which takes place in May. It is the responsibility of the student to meet all requirements for graduation, and to check with the Student Records Office well in advance so there are no deficiencies.

**Graduation requirements are as follows:**

- Completion of the general education requirements
- Completion of a minimum of 62 hours of credit (courses must be 100 level or above). Allied Health courses and Commercial Driver’s License courses typically will not count toward degree requirements.
- An overall grade point average of at least 2.0 (courses must be 100 level or above)
- For the Associate of Applied Science Degree, completion of the departmentally approved program.
- Students completing requirements during the fall semester will be part of the May ceremony. Those students must submit a petition by December 1. Students completing requirements during the spring semester must submit a petition by February 1.
- No more than 12 hours of PE activity course credits can be used towards any of Cloud's associate degrees.
- A student must earn 15 hours as a Cloud County student.

### Honor Graduate

A student meeting all graduation requirements for Cloud County Community College and who has a 3.6 GPA or higher for all college credit hours completed (Cloud County Community College credits and all transfer hours) may be designated an Honor Graduate.

For commencement ceremony purposes in the spring, tentative Honor Graduates will be recognized based upon the cumulative GPA at the end of the fall semester. However, the official designation will take place after the final GPA is determined based upon the criteria stated above and the degree has been conferred. At that point, the designation of “Honor Graduate” will be noted on the student's transcript.

### Honor Roll

The President's Honor Roll recognizes students who have earned a semester grade point average of 3.9 - 4.0. The Honor Roll includes students who have earned a semester grade point average of 3.6 to 3.899. In order to be eligible for these honor rolls, a student must complete a minimum of 12 hours in any given semester. These lists are published after the fall and spring semesters.
**Academic Regulations**

**Credit by Examination**

1. Approval for credit by examination must be obtained from both the Vice President for Academic Affairs and the instructor prior to taking the exam. Forms are available in the Student Records Office. The exam must be taken within the first two weeks of the semester.

2. The student should enroll in the “quiz-out” course. If the examination is passed, the student will be deleted from the course and credit by examination noted on the transcript. The student may then enroll in a sequential course. Enrollment in the quiz-out and sequential course may not be done concurrently.

3. An examination fee of $15.00 will be charged for all attempted quiz-outs. Students will receive a grade for all courses successfully completed via the quiz-out method.

4. High school students are not eligible to quiz-out of a college course.

**CLEP, Military Credit, Industry Training Programs**

A variety of experiences can qualify a student for college credit. CLEP credit may be awarded for successful completion of some general examinations and subject examinations. Other tests are evaluated by the Vice-President for Academic Affairs on a case-by-case basis.

*The Guide to the Evaluation of Educational Experiences in the Armed Services, The National Guide to Educational Credit for Training Programs, and The Guide to Educational Credit by Examination* are used in evaluating courses from the military or industry. Courses must be applicable to the student’s program of study in order to be accepted. Both of the above guides are publications of the American Council on Education.

The Registrar’s Office should be contacted for an evaluation of all documents regarding credit for any testing or training program.

**Concurrent Enrollment**

The college cooperates with selected high schools by offering college courses to eligible high school students during the day. This Concurrent Enrollment Program is open to students who meet the eligibility requirements as established by the Kansas Board of Regents and Cloud County Community College. All students must meet established course prerequisites and have the appropriate test scores on file. All courses use college syllabi and textbooks. For more information, contact the Concurrent and Outreach Coordinator at 785-243-1435, ext. 373.

**Articulation Agreements**

The college collaborates with area high schools and the State to create articulation agreements for the purpose of providing students with a seamless transition into post-secondary education. Articulation agreements afford students the opportunity to receive advanced training in a particular career and technical area while foregoing the repetitiveness of relearning skills and competencies that have been previously demonstrated. Courses are evaluated on an individual basis by career and technical faculty and may be awarded up to 3 hours of articulated credit. To receive articulated credit, the student must meet the provisions set forth in the agreement. Credit will be awarded to students who have successfully met the criteria of the agreement and have completed 12 credit hours in the career and technical program designated by the agreement at Cloud County Community College.

**Academic Due Process**

In order to provide the highest level of service to the student, Cloud County Community College has adopted a stepwise procedure for addressing any complaint or dispute related to academic matters. Students may obtain the complete grievance policy by contacting the Academic Affairs Office. After obtaining a copy of the policy from the Academic Affairs Office, students who wish to appeal any academic dispute arising from an academic endeavor must start the process by:

Step 1: Within thirty (30) working days following the academic dispute, the student shall personally meet with the instructor to discuss resolution of the matter. The student must provide reasonable notice of any objection or complaint to the instructor. Both student and instructor shall make a good faith effort in settling any dispute at this level.

Step 2: If a student is not satisfied with the results of Step 1, the student should present a written summary of the complaint to the appropriate Division Dean within five (5) working days following the completion of Step 1.

If resolution is not achieved at Step 2, subsequent steps in the procedure must be followed in order.

**Academic Honesty**

A standard of honor, fair play, trust, and honesty - fairly applied - is essential to a good learning environment. Students are expected to adhere to such standards in all areas of academic pursuit. Students who compromise the integrity of the classroom are subject to disciplinary action on the part of the College.

**Attendance**

Cloud County Community College regards punctual attendance as integral to all courses and expects it of its students. All Cloud County Community college instructors will keep a record of their students’ class attendance. Each instructor’s attendance requirements will be published in the course syllabus. Penalties for excessive absences, which may include a reduction of the course grade, must be included in the course’s syllabus.

The instructor or the Student Retention Specialist may notify students whose class performance has been jeopardized by excessive absences.
Leave of Absence

Cloud County Community College is committed to student success and provides services to help students who need an extended leave of absence due to personal tragedy, family illness, death in the family, or other sudden personal issue.

If a student needs an extended leave of absence due to one of the above circumstances, please notify the Director of Advisement and Retention Services located in the Advisement Center. A form must be completed and signed prior to leaving campus by both the student and their instructors providing an understanding of the estimated time a student will be gone from campus, when the student expects to return to campus, and the course expectations during the leave of absence. The Leave of Absence form does not serve as a contract, but rather a tool for communication between the student and their instructors. In emergency situations when the student is not able to contact the Advisement Center, a family member or friend should notify the Advisement Center for the student. The Director of Advisement and Retention Services will then notify the student’s instructors and the Vice President for Academic Affairs.

Assessment of Student Learning

Assessment of student learning is a critical part of the education process at CCCC. Ongoing assessment of student learning is a means for the College to measure its success in meeting the mission and for continued enhancement of both academic programs and student services. Contributions by students constitute a critical source of assessment data. Throughout their educational career at CCCC, all students will be expected to contribute to the assessment program by completing surveys, standardized tests, submitting academic work products, working with academic advisors, and completing exit interviews as required by specific programs. CCCC believes assessment of student learning leads to decisions which affect the entire college thus CCCC faculty, staff and administration are committed to an ongoing assessment program to continually improve teaching and learning.