

# Academic Regulations

## Academic Regulations

### Certificates Offered

A Technical Certificate may be granted for programs of instruction that are less than 60 semester hours in length but more than 15 semester hours. Certificates place an emphasis on occupational experience and are designed to prepare students for specific occupations.

### Degrees Offered

“Associate of Applied Science Degree” (A.A.S.) means a degree: granted to those who successfully complete programs which emphasize preparation for employment typically at the technical or semi-professional level; and consisting of a minimum of 62 semester credit hours and a maximum of 68 semester credit hours, in which not less than 15 semester credit hours in general education and not less than 30 semester credit hours in the area of specialized preparation are required. An exception/waiver to the 68 semester credit hour limit may be granted to meet specific criteria such as external program accreditations or other special requirements. Selected courses may transfer to a college or university upon validation of applicable coursework.

“Associate of General Studies” (A.G.S.) means a degree: granted to those who successfully complete programs with an emphasis on a broad range of knowledge; and in which not less than 24 semester credit hours in general education and not less than 36 semester credit hours in a program of college-level work are required. Students can earn a General Studies Degree in a field of study to be generally prepared for employment in the field.

“Associate of Arts Degree” (A.A.) means a transfer-oriented degree: granted to those who successfully complete programs equivalent to the freshman and sophomore level requirements for a bachelor of arts degree; and in which not less than 30 semester credit hours in general education are required.

“Associate of Science Degree” (A.S.) means a transfer- or professional-oriented degree: granted to those who successfully complete programs equivalent to the freshman and sophomore level requirements for a Bachelor of Science degree; and in which not less than 30 semester credit hours in general education are required.

Following are the general education requirements for each of the degrees. General education substitutions must be approved by the Vice-President for Academic Affairs & Student Services. Program substitutions must be approved by the department chair. Electives should be selected in consultation with an academic advisor.

## General Education Requirements for Certificates and Degrees

### Certificates:

#### *16-Hour Certificates*

3 credit hours General Education Courses (To be specified by the department)

#### *30-Hour Certificates*

6 credit hours General Education Courses (To be specified by the department)

#### *45-Hour Certificates*

9 credit hours General Education Courses (To be specified by department)

### Degrees:

#### *Associate of Applied Science Degree*

*(This degree is considered a work-ready program and is not designed for transfer, however, courses may transfer to specific degree programs at selected colleges or universities.)*

*62 -68 credit hours including the following General Education minimum requirements:*

- Proven English Grammatical Proficiency *or*
- 3 credit hours Communications (Written)
- 3 credit hours Communications (Oral)
- 3 credit hours Mathematics General Education Course, Intermediate Algebra, or Survey of Math
- 3 credit hours Humanities General Education Course
- 3 credit hours Social Sciences General Education Course
- 3 credit hours Natural Science General Education Course

MINIMUM TOTAL..... 15 credit hours

Specialized and Related Competencies - Minimum of 47 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

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## *Associate of General Studies Degree*

*62 credit hours, including the following General Education minimum requirements:*

- 6 credit hours Communications General Education Courses
  - 3 hours in Written Communications
  - 3 hours in Oral Communications
- 3 credit hours Mathematics General Education Course or Intermediate Algebra
- 3 credit hours Humanities General Education Course
- 3 credit hours Social Sciences General Education Course
- 3 credit hours Humanities or Social Sciences General Education Course (Must be from second area)
- 4 credit hours Natural Science w/Lab General Education Course
  - Either Biological *or* Physical Science Course
- 3 credit hours General Education Elective Course

MINIMUM TOTAL ..... 25 credit hours

The awarding of an Associate of General Studies degree requires a student to complete a minimum of 37 elective credit hours in addition to the 25 hours of General Education listed above.

The Associate of General Studies degree is not intended for transfer to a college or university. The student may elect to use occupational/technical coursework in part or in whole to fulfill the block of elective credit hours. **Students should be aware that occupational coursework may not be accepted in transfer to another college or university**, however, general education courses and others may transfer to specific degree programs at selected colleges or universities.

## *Associate of Arts Degree*

*62 credit hours including the following General Education minimum requirements:*

- 9 credit hours Communications General Education Courses
    - 6 hours in Written Communications
    - 3 hours in Oral Communications
  - 3 credit hours Mathematics General Education Course
  - 6 credit hours Humanities General Education Courses
    - From two areas
  - 6 credit hours Social Sciences General Education Courses
    - From two areas
  - 4 credit hours Natural Science General Education Course
    - Either Biological *or* Physical Science w/Lab Course
  - 3 credit hours General Education Elective Course
- MINIMUM TOTAL ..... 31 credit hours

## *Associate of Science Degree*

*62 credit hours including the following General Education minimum requirements:*

- 9 credit hours Communications General Education Courses
  - 6 hours in Written Communications
  - 3 hours in Oral Communications
- 3 credit hours Mathematics General Education Course
- 6 credit hours Humanities General Education Courses
  - From two areas
- 6 credit hours Social Sciences General Education Courses
  - From two areas
- 8 credit hours Natural Science General Education Courses
  - Both Biological *and* Physical Science Lab Courses

MINIMUM TOTAL ..... 32 credit hours

## **General Education**

### ***General Education Philosophy***

General Education expands students' understanding of the world and prepares them for civic, social, and employment responsibilities. General education advances students' abilities to function in diverse and dynamic environments by enhancing communication, stimulating critical thinking, exploring modes of inquiry, developing creative work, fostering constructive attitudes regarding learning, and promoting academic literacy.

### ***General Education Course List***

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 otherwise stated.

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## Communications General Education Courses

CM101 English Composition I .....	3 credit hours
CM102 English Composition II .....	3 credit hours
CM106 Creative Writing (AA & AS Degrees only) ...	3 credit hours
CM115 Public Speaking .....	3 credit hours
CM120 Survey of Technical Writing (Certs, AAS, & AGS Degrees only) .....	3 credit hours
CM240 Interpersonal Communications .....	3 credit hours

## Humanities General Education Courses

### *Arts*

AR100 Art Appreciation .....	3 credit hours
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### *Foreign Language*

FL105 French I.....	5 credit hours
FL111 Spanish I.....	4 credit hours
FL113 German I .....	4 credit hours

### *History*

HI108 Women in American Society.....	3 credit hours
HI120 World History I .....	3 credit hours
HI121 World History II.....	3 credit hours
HI122 U.S. History I .....	3 credit hours
HI123 U.S. History II.....	3 credit hours
HI124 Introduction to History.....	3 credit hours

### *Humanities*

CM106 Creative Writing.....	3 credit hours
HU201 Humanities I.....	3 credit hours
HU202 Humanities II.....	3 credit hours
JN100 Mass Media in Society.....	3 credit hours

### *Literature*

CM121 Introduction to Literature .....	3 credit hours
CM122 American Literature I.....	3 credit hours
CM123 American Literature II .....	3 credit hours
CM124 World Literature & the Human Experience	3 credit hours
CM127 The Short Story.....	3 credit hours

### *Music*

MU100 Music Appreciation.....	3 credit hours
MU101 American Music.....	3 credit hours
MU102 World Music.....	3 credit hours
MU103 History of Rock Music .....	3 credit hours

### *Philosophy*

PH100 Introduction to Philosophy .....	3 credit hours
PH105 Christian Ethics in Our Contemporary Society.....	3 credit hours
RE104 World Religion.....	3 credit hours

### *Theatre*

CM140 Theatre Appreciation.....	3 credit hours
CM148 American Cinema Appreciation .....	3 credit hours

## Mathematics General Education Courses

MA105 Survey of Math (Certs & AAS Degrees only).....	3 credit hours
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MA110 Intermediate Algebra (Certs, AAS, & AGS Degrees Only).....	3 credit hours
MA111 College Algebra.....	3 credit hours
MA112 Trigonometry .....	3 credit hours
MA114 Elementary Statistics.....	3 credit hours
MA115 Linear Algebra/General Calculus.....	3 credit hours
MA120 Analytical Geometry/Calculus I .....	5 credit hours
MA121 Analytical Geometry/Calculus II .....	5 credit hours
MA130 Contemporary Math .....	3 credit hours

## Natural Sciences General Education Courses

### *Biological Science*

SC101 General Biology .....	4 credit hours
SC110 Principles of Biology I.....	5 credit hours
SC120 Human Anatomy & Physiology I.....	4 credit hours
SC126 Anatomy and Physiology.....	5 credit hours
SC151 Principles of Biology II.....	5 credit hours

### *Physical Science*

AG108 Environmental Quality .....	3 credit hours
AG109 Environmental Quality Lab .....	1 credit hour
SC103 Physical Science.....	5 credit hours
SC104 Geology.....	4 credit hours
SC105 General Astronomy .....	4 credit hours
SC107 Meteorology .....	4 credit hours
SC130 General Chemistry .....	5 credit hours
SC131 Chemistry I.....	5 credit hours
SC137 Natural Hazards and Disasters .....	3 credit hours
SC138 Natural Hazards and Disasters Lab .....	1 credit hour
SC140 College Physics I.....	5 credit hours
SC142 University Physics I.....	5 credit hours
SC146 Environmental Science & Conservation .....	3 credit hours
SC147 Environmental Science & Conservation Lab..	1 credit hour

## Social & Behavioral Science General Education Courses

### *Anthropology*

SS125 Introduction to Cultural Anthropology.....	3 credit hours
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### *Economics*

EC101 Principles of Macroeconomics .....	3 credit hours
EC102 Principles of Microeconomics.....	3 credit hours

### *Geography*

GE101 World Geography .....	3 credit hours
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### *Political Science*

SS140 U.S. Government: National.....	3 credit hours
SS141 U.S. Government: State and Local .....	3 credit hours
SS142 Current Political Issues.....	3 credit hours
SS150 Introduction to International Relations .....	3 credit hours

### *Psychology*

SS101 General Psychology .....	3 credit hours
SS105 Human Growth & Development .....	3 credit hours

### *Sociology*

SS106 Marriage and Family.....	3 credit hours
SS130 Introduction to Sociology .....	3 credit hours
SS201 Social Problems .....	3 credit hours

# Academic Regulations

## Attendance

Cloud County Community College regards punctual and consistent classroom attendance as integral to academic success and expects it of all students in all classes. Students are expected to attend all classes as scheduled regardless of delivery format. For online learners, regular, systematic weekly participation is expected according to the tenets established on the course syllabus. A copy of the Attendance policy and procedures may be obtained from the student's faculty, the Office of the Vice-President for Academic Affairs, or found in Policy D4 at <http://www.cloud.edu/About/Board-of-Trustees/policies/>. Each instructor's attendance requirements will be published in the course syllabus. Penalties for excessive absences, up to and including the reduction of the final grade, will be included in the course syllabus. The instructor or the Student Retention Specialist may notify students whose class performance has been jeopardized by excessive absences.

## Academic Integrity and 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.

A copy of the Academic Integrity and Honesty policy and procedures may be obtained from the Office of the Vice-President for Academic Affairs and Student Success, or Policy D17 at <http://www.cloud.edu/About/Board-of-Trustees/policies/>.

## Course Transfer and Program Articulation

Cloud County Community College accepts prior college coursework in transfer from regionally accredited institutions of higher education. These courses are accepted either as direct equivalencies to CCCC courses, as substitutions for CCCC courses, or as general electives. The College participates in the Kansas Core Outcomes Group state-wide initiative, which aligns learning outcomes of college courses typically taught by Kansas colleges and universities. The courses reviewed through this process are accepted in transfer to and from any Kansas institution of higher education. See <http://www.cloud.edu/Academics/transferability/> for additional information.

CCCC also develops program articulation agreements with various colleges and universities around the state, region, and nation. These articulations are designed for CCCC graduates to transfer their associate degree as completion of the first two years of a related baccalaureate degree program. The College has articulation agreements with other community colleges in the state designating specific CCCC courses that satisfy program requirements at the receiving community college. These articulation agreements can be found at <http://www.cloud.edu/Academics/transferability/>.

Additional transfer and program articulation can be found in Policy D23 at <http://www.cloud.edu/About/Board-of-Trustees/policies/>.

## Credit by Examination

1. The student should enroll in the course they intend to "quiz-out" of. Approval for credit by examination must be obtained from both the Vice-President for Academic Affairs and Student Success and the instructor prior to taking the exam. Forms are available in the Student Records Office. The exam must be taken within the first five business days of the semester.
2. If the examination is passed the student will be dropped from the course with no refund and a notation, "Credit by Exam", will appear on the transcript for this course with grade earned. The student may then enroll in a sequential course with approval of the Vice-President for Academic Affairs and Student Success and the instructor. Enrollment in the quiz-out and sequential course may not be done concurrently.
3. If the examination is not passed the student will remain enrolled in the course.
4. 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.
5. High school students are not eligible to quiz-out of a college course.

## Credit For Prior Learning: AP, CLEP, Military Credit, Military and Industry Training and Experience

Credit for Prior Learning (CPL) is the evaluation and assessment of an individual's learning obtained outside a formal academic setting. For more information, see Policy D6 at <http://www.cloud.edu/About/Board-of-Trustees/policies/>.

## Student Classification

1. Freshman: Any student having fewer than 30 semester hour's 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

### Enrollment

New students will meet with advisors during a New Student Enrollment Day to discuss academic goals and to enroll in courses. Returning students will schedule appointments to meet with their advisor to enroll in courses during designated enrollment periods. These dates are scheduled and published throughout the year. For assistance, contact the Advisement Center (Concordia campus) at 800.729.5101, ext. 275 ([advisement@cloud.edu](mailto:advisement@cloud.edu)) or Student Services (Geary County Campus) 800.729.5101, ext. 714 ([gcadvisement@cloud.edu](mailto:gcadvisement@cloud.edu)). Early enrollment is encouraged due to a greater course selection and to provide time to complete the enrollment process.



# Academic Regulations

After students complete the personal information update within their iCloud account, if required, students will be ready to enroll in courses. At the time of enrollment, official transcripts or placement scores must be on file. Refer to the Placement Test section for more details.

All students are required to have an established method of payment by the scheduled due dates assigned for each term enrolled to ensure FULL access to classes and to prevent being dropped from classes.

Students taking off-campus or on-line courses should enroll through iCloud or contact an advisor.

Prior to the first day of class, students are required to identify the prescribed textbook and all materials which will be required for each course. Books and access codes are often required for on-line courses. Visit the T-bird Bookstore (<http://www.tbirdbookstore.com/>) to view and purchase course materials during established timeframes. For many courses, the bookstore has launched an inclusive access program called T-Books. More information can be found at [https://www.tbirdbookstore.com/inclusive\\_access.asp?](https://www.tbirdbookstore.com/inclusive_access.asp?) Purchasing required books, access codes, and other materials are important to ensure your success. Plan ahead to receive your books before class begins.

## Placement Test

Students who have not completed college-level math or English must provide ACT, SAT, or Accuplacer placement test scores prior to enrollment. Placement scores that are no more than three years old for Math and five years old for English are acceptable. Students without scores on file are given a placement test and will incur a test fee that will be due at the time of testing. There is a 1-month waiting period for retake tests. The same fee applies to retake tests.

Scores from the test will be used to determine the appropriate math, English or reading courses for the student; placement information can be found at <https://www.cloud.edu/academics/advising/>. Depending on the scores, students may be required to take developmental courses. These courses will prepare the student for college courses, will appear on the official transcript, and be included in the career GPA. Developmental courses do not count toward the graduation requirements.

High school students in the CCCC service area, who are enrolling in concurrent courses through CCCC, are given the placement test during designated periods at the high schools. The test fee will be due prior to or at the time of testing. See the coordinator at your high school for more information. Students enrolling in courses at CCCC may take the placement test at the Concordia or Geary County campuses throughout the year. Students wishing to schedule a time to test can call 800.729.5101, ext. 275 for the Concordia campus or 800.729.5101, ext. 750 for the Geary County Campus.

The Concordia and Geary County campuses are remote test sites. Students can also make arrangements to test at a test site closer to the student. Students studying at other institutions can call the Advisement Center at the Concordia campus or the Student Services Office at the Geary County Campus for information regarding testing details and fees.

## Add Procedure

Students may add courses either through iCloud (student web portal) or by contacting their academic advisor at the GCC Student Services Office or the Advisement Center on the Concordia Campus. Guidelines for adding a class can be found in Policy D5 at <http://www.cloud.edu/Assets/PDFs/about/Board-of-Trustees/D5%20Procedures.pdf>.

## Withdrawal

Students may withdraw from classes according to guidelines in Policy D5 at <http://www.cloud.edu/Assets/PDFs/about/Board-of-Trustees/D5%20Procedures.pdf>. A “W” (withdrawn) will appear on the transcript for these courses. Forms for this purpose are available from the Concordia Campus Advisement Center and the Geary County Campus Office of Student Services.

Before a withdrawal can be finalized the instructor must be informed.

Requests for withdrawals, including total withdrawals, outside these established timelines will be considered for extraordinary or unusual circumstances as determined by the Director of Advisement and Retention.

## 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 points
F	.....Failing	.....	0	grade points
W	.....Withdrawn	.....	0	grade points
P	.....Pass	.....	0	grade points
NP	.....No Pass	.....	0	grade points
I	.....Incomplete	.....	0	grade points
AU	.....Audit	.....	0	grade points
WIP	.....Work in Progress	.....	0	grade points
XF	.....Academic Integrity Violation	.....	0	grade points
WA	.....Administrative Withdrawal	.....	0	grade points

## Grade Point Average (GPA):

Grade point average is a measure of scholastic performance calculated 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. 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 these hours. Grades of W, P, NP, I, AU and WA are not computed in the GPA.

## Nursing Grading System

A	.....Exceeds Expectations	.....	90.00-100.00%
B	.....Meets Expectations	.....	80.00-89.99%
C	.....Does not meet Expectations	.....	70.00-79.99%
D	.....Does not meet Expectations	.....	60.00-69.99%
F	.....Does not meet Expectations	.....	59.99 and below

\*\*\*All students must obtain an 80% or higher to pass the course and progress in the program.

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## 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.

## 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.

## 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 eleven 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.

### *Satisfactory Academic Progress Chart*

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

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

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.

### *Academic Suspension*

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.

### *Reinstatement*

A student who has been suspended for academic reasons may file a petition for reinstatement with the Academic Probation and Suspension Committee. The Academic Probation and Suspension Committee will consider each petition individually and may request the student to appear before the committee. If reinstated, the probationary status will continue.

For more information regarding Probation/Suspension see Policy D14 at <https://www.cloud.edu/about/board-of-trustees/policies/>.

## Final Examinations

Final Examinations shall be given during the time allotted for such examinations. Any deviation from these policies shall be cleared with the Vice President for Academic Affairs and Student Success.

When a student has three or more final examinations scheduled for one day, that student may petition the instructor(s) to reschedule the middle examination (s), leaving two examinations for a testing day. Any difficulties arising from this process should be referred to the Vice President for Academic Affairs and Student Success.

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The final examination in a course must be given during the term final examination week specified by the Final Exam Schedule (Concordia and Geary County Campuses and Online). Courses may have take-home examinations, projects, papers, or media, in lieu of written term final examinations as the last evaluation instrument in the course. In such instances, a deadline for submittal of the material may not be earlier than the date/time of the course's scheduled term final examination.

## Graduation

In order to graduate, students are expected to complete the graduation requirements listed in the catalog that was in effect at the time they first enrolled. However, if graduation requirements change while the student is pursuing a degree, the student will have the choice of continuing with the old requirements, where those courses are available, or accepting the new requirements in order to graduate. If a student sits out two consecutive semesters, the student will be readmitted under the graduation requirements in the current catalog.

*Graduation requirements are as follows:*

- Completion of the general education requirements.
- Completion of a minimum of 62 credit hours and an overall grade point average of at least 2.0. Courses must be 100 level or above.
- Technical courses typically will not count toward AA or AS degree requirements. Technical courses are those created to satisfy specific program outcomes for the Associate of Applied Science programs and certificates and Allied Health courses. They include courses with prefixes of AH, IE, MS, NR, SE, UA, TD, WE as well as CDL and Agri-Biotechnology courses.
- 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 or summer semester must submit a petition by March 1 to participate in the commencement ceremony.
- 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 of credit as a Cloud County Community College student for completion of the Associate's Degree being sought. For a Technical Certificate, students must earn 8 of 30 hours of credit or 4 of 16 hours of credit as a CCCC student. These courses must be 100 level or above.
- A high school student who petitions to graduate with an AA/AS/AGS/AAS must present a high school transcript demonstrating completion of high school graduation requirements.

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.

## Academic Due Process

In order to provide the highest level of service to the student, CCCC adopts the following procedure for addressing any complaint or dispute related to academic matters. Students who wish to appeal any academic dispute arising from an academic endeavor must follow this procedure. Failure to comply with these procedures shall be grounds for dismissal of any complaint or dispute and dismissal of the complaint shall be final. The complete Academic Due Process policy and procedure may be obtained from the Office of the Vice-President for Academic Affairs and Student Success or at <http://www.cloud.edu/Assets/PDFs/about/Board-of-Trustees/D19%20Academic%20Due%20Process.pdf>. After obtaining a copy of the policy from the Academic Affairs and Student Success Office, students who wish to appeal any academic dispute arising from an academic endeavor must start the process by:

**Step 1:** The student shall, within 10 business days following the academic dispute (i.e. issuance of the grade, charge of academic dishonesty, questioning classroom policy, procedures, assignments, or any related areas) provide written notification of any objection or complaint to the instructor and personally confer with the instructor (face-to-face or through web conferencing) to discuss resolution of the matter. Both student and instructor shall make a good faith effort in settling any dispute at this level. The instructor shall, within five (5) business days following the conference with the student, provide the student in writing the decision regarding the academic dispute.

**Step 2:** If the student is not satisfied with the results of the conference, the student must submit the Academic Due Process Complaint Form (found at the end of the procedures at <http://www.cloud.edu/Assets/PDFs/about/Board-of-Trustees/D19%20Academic%20Due%20Process.pdf>) to the appropriate Division Dean, his/her designate, within five (5) business days following completion of Step 1. The Division Deans will document evidence and log the complaint according to institutional practice.

The Division Dean, or his/her designate, may request a meeting with the student (face-to-face or through web conferencing) for the purposes of seeking a resolution to the dispute. All parties must make a good faith effort at resolution, and no complaint or dispute may proceed to the next step unless such attempt at resolution is made.

The Division Dean, or his/her designate, shall evaluate the complaint or dispute to ensure that it meets the standards set forth in this policy and prepare a formal letter with his or her decision within five (5) business days, addressed to the student and to the faculty member identifying the resolution of the complaint.

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If the student is not satisfied with the resolution presented by the Division Dean, the student will initiate Step 3.

**Step 3:** The student shall supply a copy of the Academic Due Process Complaint Form, along with all attachments or supporting material, to the Vice-President for Academic Affairs and Student Success or his/her designate, within five (5) working days of the completion of Step 2.

The student shall make themselves available to the Vice-President for Academic Affairs and Student Success, or his/her designate, for informal discussions on the topic of resolutions of the complaint or dispute.

Should the Vice-President for Academic Affairs and Student Success, or his/her designate, deem it appropriate, a formal hearing on the complaint or dispute may be set within five (5) business days. Such hearing shall be held before an ad hoc committee composed of the Division Dean, two faculty members from the Division, the Vice-President for Academic Affairs and Student Success, one faculty member from another division, and one faculty/staff member representative on behalf of the student. The members of the committee shall be appointed by the Vice-President for Academic Affairs and Student Success. Said committee shall serve in an advisory role only, and shall report directly to the Vice-President for Academic Affairs and Student Success, or his/her designate.

The Vice-President for Academic Affairs and Student Success retains the discretionary authority to take action on the complaint or dispute based on the written reports submitted.

**Step 4:** Should the matter not be resolved, the student must submit a copy of the complaint or dispute, along with all attachments or supporting material, to the Office of the President within five (5) business days of completion of Step 3. The student must also submit a written notice of appeal from the decision of the Vice-President for Academic Affairs and Student Success, and such notice must contain a concise statement of all issues remaining in dispute. The President retains discretionary authority to take action on the complaint or dispute based on the written reports submitted. The President may also take other action as deemed necessary.

**Step 5:** Use of the complaint procedure is not a prerequisite to the pursuit of other remedies. In addition to utilizing the college's complaint process, the following outlets exist for seeking redress of grievances:

- Complaints regarding State Authorization Reciprocity Agreement (SARA) courses delivered by SARA member community colleges may be filed by students enrolled in these courses with the Kansas Board of Regents office.
- Kansas Community Colleges are regionally accredited by the Higher Learning Commission on Colleges and Universities (HLC). Complaints regarding an institution's ongoing ability to meet the Criteria of Accreditation may be filed by following the guidelines at <https://www.hlcommission.org/HLC-Institutions/complaints.html>.

## 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 success. 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.

## 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 and Student Success.



# Academic Regulations

## COURSE TRANSFER

### Course Transfer

The Kansas Board of Regents has now approved a list of courses for guaranteed transfer among all Kansas public postsecondary institutions. A student who completes these courses at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other public institution in Kansas in pursuit of a degree or credential.

A list of the courses approved for the statewide guaranteed transfer may be found at <https://www.kansasregents.org/academic-affairs/transfer-articulation>. Additional courses are added annually.

## REVERSE TRANSFER

### Reverse Transfer

Students who transfer to a Kansas public university from a Kansas public community college or technical college (or vice versa) are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees. Within a student's first semester, those who transfer coursework from a public university, community college or technical college will be notified if they are eligible to be considered for reverse transfer degree status and which courses are needed to finish the related degree. Students who then complete the coursework for a given associate degree will be eligible to receive that degree, administered automatically by correspondence between the new institution and the university, community college or technical college the student last attended.

Visit <https://www.kansasregents.org/students/reverse-transfer-2> for more information.

## KS DegreeStats.org

There are many factors to consider when picking the college and the degree that are the best match for you. Explore: [ksdegreestats.org](https://ksdegreestats.org) to learn more about the specific costs of each undergraduate degree program offered in Kansas, and the earnings those graduates are making today.

### Course Transfer and Program Articulation

Cloud County Community College accepts prior college coursework in transfer from regionally accredited institutions of higher education. These courses are accepted either as direct equivalencies to CCCC courses, as substitutions for CCCC courses, or as general electives. The College participates in the Kansas Core Outcomes Group state-wide initiative, which aligns learning outcomes of college courses typically taught by Kansas colleges and universities. The courses reviewed through this process are accepted in transfer to and from any Kansas institution of higher education. See <http://www.cloud.edu/Academics/transferability/index> for additional information.

CCCC also develops program articulation agreements with various colleges and universities around the state, region, and nation. These articulations are designed for CCCC graduates to transfer their associate degree as completion of the first two years of a related baccalaureate degree program. The College has articulation agreements with other community colleges in the state designating specific CCCC courses that satisfy program requirements at the receiving community college. These articulation agreements can be found at <http://www.cloud.edu/Academics/transferability/index>

Additional transfer and program articulation can be found in Policy D23 at <http://www.cloud.edu/Assets/PDFs/about/Board-of-Trustees/D23%20Course%20Transfer%20and%20Program%20Articulation%20procedures.pdf>.