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REGISTRATION AND RECORDS

Lessons learned at North Central Missouri College can help you achieve your dreams, whether you choose business management, education, computer technology, agriculture or another occupation. The Registration and Records section contains practical information, procedures and policies to help you on your way.

This section will tell you how to earn credit, which credits NCMC accepts in transfer, how to register and how to change your schedule. If you want to know about a grade, have your records sent to a another college or university, or check your academic standing, you'll find how to do it here.

Education can sometimes be hampered because students don't understand policies. Don't let a technicality get in your way. Read the policies first!

COURSE REGISTRATION

NCMC publishes a course schedule for each term on the NCMC web site. Registration dates and procedures, course offerings, costs, payment deadlines, academic programs and more can be found on the NCMC Web site (www.ncmissouri.edu).

Students should complete the following steps to register for classes:

1. Complete all admissions requirements.
2. Review course offerings in the current course schedule.
3. Attend an orientation, advising and registration session.
4. Pay tuition and fees in the Cashier's Office, on-line or by mail.

NCMC degree-seeking students will be assigned a faculty advisor. Continuing education and visiting students may choose to be self-advised. All students are responsible for knowing and abiding by all established NCMC academic guidelines and consequent changes.

Students are obligated to notify the Registrar in writing prior to the beginning of the term of intent to cancel enrollment. Students who do not do so may incur a financial responsibility for NCMC tuition and fees.

The final responsibility for planning a schedule that will meet all graduation requirements as well as all deadlines rests with the student. Advisors will give assistance, advice and information to aid students in their program planning and decision making.

Schedule Changes

While NCMC recognizes that schedule changes may be necessary, students should plan carefully and make thoughtful choices in order to obtain the best schedule possible at initial registration.

Classes may be added or dropped from a student's schedule only during the Add/Drop period established for each semester. There is no financial obligation and a 100 percent refund will be given when schedule changes are made during the Add/Drop period. These dates are published on the NCMC web site (see Academic Calendar located at the back of this publication).

Some classes have early decision dates and may be canceled due to low enrollment before the term begins. Courses dropped after the Add/Drop period are considered withdrawals and full tuition and fees are charged to the student.

Course Withdrawal

Course withdrawals may be made during the term prior to the Final Withdrawal Deadline, as published on the NCMC web site and in the Student Handbook/Planner. For classes that end earlier than the normal 15-16 week semester, contact the Registrar for withdrawal deadlines (e-mail: Registrar@mail.ncmissouri.edu). **Although students are financially obligated to pay for withdrawn courses, a grade will not be earned and a "W" will be recorded on the permanent record. Notifying an instructor, advisor or simply not attending class is not sufficient to ensure withdrawal from a class.** Students may withdraw by completing the withdrawal card, available at the Information Desk in the Alexander Student Center.

Withdrawal requests sent to registrar@mail.ncmissouri.edu will also be accepted from the students' NCMC issued, pirate email account or by signed letter.

A verified withdrawal, prior to the published withdrawal deadline, is always the student's responsibility. Withdrawals may be verified by viewing the transcript, available through the student's on-line SAIL account.

Course Load

Each course offered for college credit is assigned a specific credit hour value.

To complete an Associate degree program in four semesters, a student needs to enroll in approximately 15 to 16 credit hours per fall and spring semester. However, the minimum requirement to be considered a full-time student is 12 credit hours.

Enrollment in more than 17 hours per semester is considered an overload and should be carefully considered and must have advisor approval.

A general recommendation is that students spend two hours studying outside of class for every one hour spent in the classroom. For example, a student taking 12 credit hours of courses should spend approximately 24 hours studying and preparing for class.

Class Attendance

Students are expected to attend all class sessions of the courses in which they are enrolled and respond to all on-line class assignments. Each instructor may set his or her own policy relative to attendance as it pertains to grade received. Absences reduce the value of the learning experience and also reduce the probability of passing the course successfully. **Failure to attend class does not constitute an official withdrawal.** The responsibility for withdrawal prior to the published withdrawal deadline always lies with the students. Students are financially responsible for costs associated with classes that they have withdrawn from after the published Add/Drop date.

Distance Learning

Please see the NCMC website for policies regarding distance learning.
www.ncmissouri.edu/programs/online

ACADEMIC CONDUCT

At North Central Missouri College, students find an atmosphere of dedication and purpose. Standards of academic and non-academic conduct are included in this catalog and in the Student Handbook/Planner. Due process is available to all students, including the right to appeal a case and the right to obtain advice. Students are expected to read and abide by the rules and guidelines outlined in this catalog, as well as the Student Handbook.

All members of the learning community at NCMC are expected to be honest. The College will not tolerate cheating or plagiarism on tests, examinations, reports, laboratory reports and/or other assignments. Those who engage in such misconduct may be subject to disciplinary action, which can result in expulsion.

GRADING SYSTEM

North Central Missouri College follows a standard grading system. Students receive one of the following symbols for each course attempted.

GRADE	DESCRIPTION	QUALITY POINTS
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Fail	0
W	Withdrawal	0
AU	Audit	0
P	Pass	0
I	Incomplete	0
X	Fail	0

Grade Report

Grades are available approximately two weeks after the end of the academic term. Students may access grades through their on-line SAIL account, accessible from the NCMC web site.

Academic transcripts will not be released for students with financial obligations outstanding to the College.

Grading Disputes During a Semester

Faculty members and students should communicate regularly and openly about all grading issues. A student who is dissatisfied with an instructor's grading decision during a semester should discuss the issue with the instructor and attempt to resolve the matter informally as soon as possible. A student who believes that a grading issue has not been satisfactorily resolved should speak with the Dean of Instruction or Dean of Allied Health about the matter. The Dean of Instruction or Dean of Allied Health should work with both the student and the instructor to address the issue.

Students may not file a formal course grade appeal during the semester. Grading issues that remain unresolved during the semester may become the basis for a formal course grade appeal once the semester has ended and a final course grade has been assigned. The formal process may be used only for grading issues that impact the final course grade. Students may lodge a verbal or written complaint about the instructor's grading practices with the Dean of Instruction or Dean of Allied Health, but may not file a formal course grade appeal.

Disputes Over Final Course Grades

A student who is dissatisfied with a grading decision must attempt to resolve the matter by contacting the instructor immediately. If the instructor is unavailable, the student may wish to contact the Dean of Instruction or Dean of Allied Health within ten business days of receiving the final grade to facilitate communication between the student and the instructor and to help resolve the dispute.

Student Final Course Grade Appeal Procedure

The North Central Missouri College Student Course Final Grade Appeal Procedure is based on the following principles:

- A student has a right to appeal a final grade that the student believes was contrary to procedures as specified in the course syllabus or was based on computational or clerical error.
- A student's grade should reflect the student's mastery of the subject matter of the course.
- Students are entitled to a fair and impartial evaluation of their work.
- Students and faculty should communicate regularly and openly about course requirements, assignments, tests, grading procedures, and grades.
- The college faculty is responsible for creating the curriculum and establishing the standards by which students will be evaluated in each course.
- Faculty members are entitled to the presumption that the grades they assign are an accurate reflection of the performance of the students in their courses.
- Both students and faculty members have rights and responsibilities in the grading process.
- Students who wish to appeal a final grade are responsible for demonstrating that the grade received was contrary to procedures as specified in the course syllabus or was based on computational or clerical error.
- Faculty members have a responsibility to provide their students with syllabi that clearly explain the basis on which student grades will be assigned.
- Faculty members are responsible for providing their students with timely feedback on their performance on tests, papers, projects, and other graded assignments.
- Faculty members are responsible for keeping course records, final exams, and other materials on which grades are based (that have not been returned to students) for a year.

- Faculty members have a right to have the grades they assign upheld unless it is clearly demonstrated that a grade was contrary to procedures as specified in the course syllabus or was based on bias, caprice, or computational or clerical error.
- Both faculty members and students have a right to have grade appeals resolved in a timely fashion (as prescribed in the timelines given in this document).
- Both faculty members and students have a responsibility to attempt to resolve grade disputes informally.

Grounds for a Formal Final Course Grade Appeal

A student may file a formal course grade appeal if the following conditions are met:

- The student has made legitimate attempts to resolve the dispute informally by discussing the issue with the instructor.
- The grading issue at stake impacts the final course grade. (A course grade appeal may not be filed until the semester has ended and a final course grade has been assigned.)
- The student believes that his or her final course grade was assigned contrary to procedures as specified in the course syllabus or was based on computational or clerical error.
- The formal final course grade appeal is filed no later than ten (10) business days after the end of the semester for which the grade was given.

Grade Appeals

Students wanting to appeal a grade must contact the instructor as soon as possible after receiving the final grade report and obtain a copy of the grade appeal procedure. The deadline for the grade appeal is the conclusion of the term following the completion of the course for which the grade is being considered. The grade appeal procedure listed below is also available on the NCMC web site or by requesting a copy from any faculty member. A student who is dissatisfied with an instructor's final course grade decision should adhere to the following steps:

1. Discuss the concern or issue with the instructor. **THIS IS ALWAYS THE FIRST STEP** to the appeals process. If resolution is not achieved after meeting with the instructor, move to step #2.

2. File a formal grade appeal by completing the *Student Course Grade Appeal Form* and submitting it to the Dean of Instruction or Dean of Allied Health Sciences within ten (10) business days of meeting with faculty member. The form and process details may be obtained from the Dean of Student Services in Alexander Hall. Receipt of the formal grade appeal form and supporting documentation will result in initiation of an

investigative process by the Dean of Instruction or Dean of Allied Health Sciences. The appropriate Dean will respond, in writing, to the student within ten (10) business days of receipt of the appeal circumstances. If resolution is not achieved, move to step #3.

3. A formal appeal may be made in writing by the student to the Vice-President of Instruction and Student Services within ten (10) business days of receiving the Dean's decision. Upon receipt of the formal appeal, the Vice-President will initiate an investigative process which will result in a written response to the student within ten (10) business days of receipt of the formal appeal. If resolution is not achieved, move to step #4.

4. The student may request in writing, within ten (10) business days of the Vice President's decision to appeal to a Faculty Grade Appeal Panel be formed to review the appeal by at the request of the student. The request to appeal to the panel will be handled by the Vice President. The panel review will be scheduled as soon as possible with a decision being rendered and communicated in writing to the student within ten (10) working days of the panel review. If resolution is not achieved, move to step #5

5. Either party involved in the grade appeal process has a right to appeal to the President of the College within ten (10) business days of receiving the panel's decision. The President will review the appeals and conduct whatever investigation he/she deems appropriate. The President determines the final outcome of the appeals and will communicate such in writing to the student, faculty, Vice President of Instruction and Student Services and the appropriate Dean. In all cases, the decision of the President is final.

I. Filing the Formal Course Grade Appeal

A student who decides to file a final course grade appeal must complete the *Student Course Grade Appeal Form* available from the college web site or from the Dean of Student Services in Student Services. The student is encouraged to review the process with the Dean of Student Services or designee for review of the process prior to initiating the process. The student will submit the completed *Student Course Grade Appeal Form*, along with supporting documentation, to the Dean of Instruction or Dean of Allied Health within ten (10) business days after meeting with faculty whose grade is being appealed.

II. Appeal

A. Informal Resolution

Upon receipt of a *Student Final Course Grade Appeal Form*, the Dean of Instruction or Dean of Allied Health, will contact both the student and the instructor involved to attempt to resolve the dispute informally. If the instructor is no longer with the college, the Dean of Instruction or Dean of Allied Health shall appoint another instructor to represent faculty interests in the appeal.

The faculty member representing the absent instructor shall act as a good faith representative of the faculty whose goal is to resolve the grading dispute fairly. The instructor may agree to resolve the dispute informally if he or she believes it is appropriate. For example, if the dispute involves a computational or clerical error and the instructor representing the absent faculty member agrees with the student, he or she may simply sign the *Change of Grade Form* to change the grade rather than begin the process of a Faculty Grade Appeal Panel to resolve the issue.

B. Dean's Response

If the dispute is not resolved informally within ten (10) business days from the student-instructor meeting, the student will communicate, in writing, to the appropriate Dean the desire to continue the appeal process. The Dean of Instruction or Dean of Allied Health will make the instructor aware of the appeal and ask the instructor involved to prepare a written response to the appeal. The instructor's response should include the following:

- A copy of the course syllabus.
- A copy of any relevant graded assignments that had not been returned to the student.
- A written statement responding to the issues raised by the student.
- A statement indicating whether the instructor wishes to appear in person before the Faculty Grade Appeal Panel.
- Any other documents the instructor believes are relevant to the resolution of the course grade appeal.
- The Dean of Instruction or Dean of Allied Health should continue to pursue an informal resolution to the dispute if he or she believes that a resolution is possible. The Dean of Instruction or Dean of Allied Health may share the instructor's response with the student in hopes of finding common ground between the two. The Dean of Instruction or Dean of Allied Health may wish to give the student the opportunity to address issues raised in the instructor's response that the student has not previously addressed.
- The Dean of Instruction or Dean of Allied Health may meet with the student and instructor individually and offer a decision, in writing, within ten (10) business days of receipt of the request to continue the appeal process. If the student is not satisfied with the Dean's decision, he/she may request in writing, to the appropriate Dean, within ten (10) business days of the Dean's decision that the appeal be forwarded to the Vice President of Instruction & Student Services.

C. Vice-President of Instruction and Student Services

The Vice-President of Instruction and Student Services will review the documentation from the student, faculty, and appropriate Dean. The Vice-President may meet with the student, faculty member, and/or appropriate Dean to review the appeal and circumstances. The Vice President of Instruction and Student Services will offer a decision within ten (10) business days of receipt of the appeal. If the student is not satisfied with the Vice-president's decision he/she may request, in writing, within ten business days of receipt of the Vice-president's decision, request the appeal be forwarded to a Faculty Grade Appeal Panel.

D. The Faculty Grade Appeal Panel

The Vice-President of Instruction and Student Services along with the appropriate Dean(s) shall appoint a Faculty Grade Appeal Panel to consider the appeal. The Panel shall consist of a minimum of three members; a division chair, at least one full-time faculty member (*the student may choose the full-time faculty member*), and the Dean of Instruction or Dean of Allied Health and /or the Vice President of Instruction & Student Services. The instructor involved in the grade dispute is not eligible to serve on the Panel.

The Faculty Grade Appeal Panel is responsible for ensuring that the grade appeal process is completed before the end of the subsequent semester. The Dean of Instruction or Dean of Allied Health is responsible for ensuring that the instructor and the student have at least ten (10) business days advance notice of the time and location for appearing before the Faculty Grade Appeal Panel if they requested an appearance.

The Faculty Grade Appeal Panel is responsible for determining the facts in the dispute and making a judgment on the merits of the course grade appeal. The Panel shall review the materials submitted both by the student and the instructor. The Panel may request any other information it deems necessary, including additional instructor records and input from third parties.

Both the student and the instructor have the right to request the opportunity to appear in person before the Faculty Grade Appeal Panel if they so choose. If both parties appear before the Panel, they should be heard separately. If neither party requests to appear in person, the Panel should complete its review based on the written materials supplied by the parties and whatever other information the Panel may request. The Panel's deliberations, including hearing testimony from the parties involved and third parties, shall take place in private.

The student has the burden of proof. The student must present clear evidence that a final grade was contrary to procedures as specified in the course syllabus or was based on computational or clerical error.

Once the members of the Faculty Grade Appeal Panel have determined that they have sufficient information to make a decision, they will vote either to grant or reject the grade appeal. A simple majority is sufficient to decide the issue. If the Panel grants the appeal, the panel will determine the appropriate course grade for the student. A member of the Panel shall prepare a written report stating the Panel's decision and the justification for that decision. Copies of the report must be conveyed to the student, the instructor, and the Dean of Instruction or Dean of Allied Health. If the Panel determines that the student's grade shall be changed, the Faculty Grade Appeal Panel will prepare a *Change of Grade Form* and submit it to the Dean of Instruction or Dean of Allied Health with the Panel report attached. The stated reason for the change of grade will be "the recommendation of a Faculty Grade Appeal Panel." The Faculty Grade Appeal Panel will sign the form instead of the course instructor.

Sometimes a course grade appeal raises issues that go beyond the resolution of grading issues. These issues could include questions about compliance with ADA guidelines, concerns about an instructor's following NCMC policies, or questions of a student's academic integrity. At its discretion, the Faculty Grade Appeal Panel may prepare a supplementary report addressing those issues and present it to the Vice President of Instruction & Student Services.

E. Appealing the Panel's Decision

Either party involved in the grade appeal process has a right to appeal to the President of the college within ten (10) business days of receiving the panel's decision. The President will review the appeal and conduct whatever investigation he or she deems appropriate. Please see the NCMC Board Policy Manual, Section 2.2.130 for any additional instructions.

Grade Point Average

Grade point average (GPA) is the standard term used to describe a student's overall academic level. Only courses in which a student receives a grade (not Pass/Fail) apply to the grade point average. To compute GPA, use the following formula and grade value points: A=4, B=3, C=2, D=1, F=0 and FA=0.

1. Compute the number of grade points earned per class. For example, a three-credit (3) hour course with a grade of "B" (3) points would have a grade point value of 9 (3 hours x 3 points).
2. Add together all of the grade points earned to date.
3. Add together all of the credit hours attempted to date (less any Pass/Fail classes).
4. Divide the total number of grade points earned by the total number of credits attempted.

(Transferred credit is not used to calculate the NCMC grade point average. However, all post-high school grades are used to calculate A+ eligibility. Athletic eligibility is calculated using NJCAA guidelines. Graduation requirements for the Associate in Arts in Teaching degree include a minimum GPA calculated on all college credit, regardless of originating institution.)

Auditing a Class

A class auditor is a student registered for a course only for informational instruction, not to earn credit. An audit must be declared in the Registrar's office by the student prior to the end of the Add/Drop period for the semester. Tuition and fees for audited classes are the same as those taken for credit. A grade of "AU" - Audit will be placed on the student's transcript.

Incomplete Grades

Under extreme circumstances, incomplete grades may be given at the discretion of the instructor. An incomplete grade may be given when accident, illness, death in the immediate family, or other documented circumstances beyond the student's control prevent the student from completing some course requirements. An incomplete grade should only be considered when 80% of the course requirements have been satisfied with a grade of "C" and attendance has been maintained. Course work must be completed within eight weeks of the first day of the term immediately following the term in which the incomplete was received; otherwise the grade will be recorded as "F". No extension of time beyond the allotted 8 weeks will be permitted. Under some conditions, however the "F" may be changed by the instructor at a later date by processing a grade change.

Pass/Fail Grading

Developmental and some college skill classes at North Central Missouri College are graded with “P” -Pass or “X” -Fail grades. Credits earned in courses that are stipulated in the catalog as being graded on a Pass/Fail basis will not be used in computing a student’s grade point average. They will be considered part of the credit hour load for Financial Aid.

Repeated Courses

In general, students may receive credit one time for completion of a course unless the course description states otherwise. Courses used to meet requirements for a conferred degree or certificate may not be repeated. Students may repeat a course to improve their GPA under certain conditions:

- Grades for transferred in credit do not override grades earned from NCMC.
- Students may repeat a course in which a grade of “C” or lower was earned, provided they have not completed a higher level course with a grade of “A” or “B” that required the first course as pre-requisite
- When a course is repeated, only the last grade is used in computing the grade point average.
- Courses in which a grade of “A” or “B” was received may be repeated by declaring an audit at the time of enrollment. In the case of an audit, the student is taking the course for informational purposes only and does not receive credit or a grade for the course. The first grade of “A” or “B” remains in the grade point calculation.

Credit By Examination

Students have the opportunity to obtain college credit applicable toward most degrees at NCMC by making satisfactory scores on the College Level Examination Program (CLEP). Thirty semester hours of credit may be allowed through a combination of the Subject Matter Examinations and the General Examination. CLEP credit will not be awarded when comparable work has already been completed, attempted or audited.

The CLEP credit will be entered on the permanent record for students currently enrolled at NCMC. Course credit earned by examination may or may not be transferable to other institutions on a course-by-course basis. It is recommended that students contact their transfer institution to verify that credit will be granted.

Experiential Credit

Experiential Credit is an NCMC program for awarding college credit for validated disciplinary knowledge and skills gained through work or life experiences. Experiential Credit is awarded in lieu of enrolling in a course when a student demonstrates his or her competencies through assessment procedures outlined by an NCMC faculty member participating as the Experiential Credit Sponsor.

Experiential Credit may be earned in lieu of enrolling in an NCMC course provided:

1. The department has approved the course to be offered in the Experiential Credit Program.
2. The applicant has not previously or currently enrolled in the course.
3. The College Level Examination Program (CLEP) does not offer credit opportunities for the course.

Students may request an application and further information about the program in the Registrar's Office. Financial aid is not available for Experiential Credit.

Academic Forgiveness

Occasionally, due to overwhelming or unavoidable circumstances, a student earns grades that are not representative of his or her abilities. The Academic Forgiveness Policy is an appeals procedure that allows a student, who has returned to North Central Missouri College after a minimum five-year absence, to request removal of a semester's grades and its effects from his or her academic record. To review the guidelines and qualification criteria for possible eligibility, contact the Registrar's Office in the Alexander Student Center, ext. 1205.

TRANSFERRING IN CREDIT

NCMC accepts credits earned from institutions accredited by agencies recognized by the Council for Higher Education Accreditation. To have credits considered for acceptance, students should have an official transcript sent directly to the Registrar. A Transfer Evaluation Report will be completed by the Registrar's Office comparing the transferred in courses with courses at NCMC. Students may be asked to provide official course descriptions for specific courses.

Regular academic courses that qualify for acceptance and are completed with a grade of "D" or better are generally accepted in transfer. Quarter hours transferred to NCMC will be converted to semester hours using a two-thirds conversion factor. Transferred-in credit is not used to calculate a student's NCMC grade point average and can not be used to replace a grade received in an NCMC class.

Military Service and Training

Credit may be awarded for certain types of military service and schooling. The training/schooling must be approved and listed in the current Guide to the Evaluation of Education Experience in the Armed Services, prepared by the American Council on Education. Two hours of physical education activity credit will be awarded upon receipt of a copy of discharge papers. Students who served in the Army may be required to provide an Army/ACE Registry Transcript before credit is awarded.

Transfer Limitations

There are some courses that do not count toward degree requirements and do not transfer to NCMC. These are grouped as follows:

1. Developmental college courses such as remedial math, reading or English. (Coursework may be considered to meet developmental pre-requisites.)
2. Occupational-technical courses not equivalent to content and/or level of NCMC courses.
3. Courses in which a grade of “F” (or equal to “F” level work) or an Incomplete was received.
4. Physical education activity credits in excess of two credit hours.
5. Religion courses in excess of 6 hours.
6. Courses classified as 300 and 400 level by transfer institution.

REQUESTS FOR TRANSCRIPTS

Official transcripts are available through the Registrar’s Office in the Alexander Student Center. Written instructions, including a signature and the transcript fee are required. A transcript request form may be printed from the NCMC web site (www.ncmissouri.edu, on the Services tab) for your convenience.

Unofficial transcript copies are available to current students through their SAIL account on the NCMC web site. Past students may request unofficial transcripts in writing from the Registrar’s Office using the same printable transcript request form, available on the NCMC web site. A transcript fee is required.

Transcript requests are processed within one week of receipt by the Registrar’s Office.

Transcript requests will not be accepted by phone and transcripts will not be faxed from NCMC.

ACADEMIC STANDARDS

Academic Excellence

NCCMC encourages academic excellence by naming students who have demonstrated outstanding academic achievement to the honor lists for the fall and spring semesters. The President's Honor Roll lists full-time students who have achieved a grade point average of 4.00 for the semester. The Dean's Honor Roll lists full-time students who have achieved a grade point average of 3.50 for the semester.

For each academic year, the Arts and Sciences Division of the College honors a graduating Associate in Arts student with the **Academic Excellence Award**. Qualifications for this include a GPA of at least 3.5, recommendations from the Arts and Sciences instructors and a service component. Specific deadlines and application information will be announced in the College's news bulletin, *This Week*.

Academic Probation

It is not expected that all students who enroll at North Central Missouri College will achieve at the same level, and no policy of the College is intended to discourage the sincere, conscientious person. However, each student is expected to make reasonable progress toward graduation.

To maintain good standing, the student must achieve a cumulative grade point average corresponding to the total hours attempted at NCCMC as follows:

0-14	credit hours	1.50	GPA
15-29	credit hours	1.66	GPA
30-44	credit hours	1.83	GPA
Over 44	credit hours	2.00	GPA

A student falling below these standards or not complying with Admissions/Registration requirements may be placed on academic probation for a period of one semester. At the end of the probationary period, the student may be subject to academic suspension unless significant progress has been achieved. Students subject to academic suspension have a right to appeal the suspension. Please contact the Dean of Student Services for instructions related to the appeal process. Students suspended for academic reasons must appeal in writing for reinstatement.

The guidelines for academic good standing differ from those for financial aid eligibility. See the Satisfactory Academic Progress Policy on page 34 in the "Financial Aid" section.

Appeal Procedures

The Dean of Student Services and/or the Academic Standards Committee will review all written appeals related to admissions, credits transferred,

course withdrawals, disability services, residency status and other areas concerning student enrollment and admission.

An appeal form can be obtained on-line (www.ncmissouri.edu) or through the Dean of Student Services Office. Appeals must be received by the end of the following semester from the time the business under appeal was conducted. There must be serious and compelling reasons for an appeal, which may include:

1. death in immediate family;
2. serious illness or injury of student that prevented them from notifying the College;
3. unforeseen factors outside of student's control. Lack of knowledge regarding the policy is not a reason for an appeal and supporting documentation may be required.

STUDENT EDUCATIONAL RIGHTS & PRIVACY ACT

Records at North Central Missouri College help staff and faculty plan educational opportunities to meet the needs of individual students, better understand students, counsel and advise students more effectively and assist students in employment after graduation. North Central Missouri College will not provide names and addresses to outside agencies for commercial use.

Student records are regarded as confidential. These records will be released to faculty and professional staff for authorized college-related purposes. Academic records are released only with written consent by the student or under specific guidelines set out in the Family Educational Rights and Privacy Act (FERPA) of 1974. Transcripts may be withheld because of outstanding financial obligations to NCMC.

Certain items of student information have been designated by North Central Missouri College as public or directory information. The college may provide the following information:

- Your name
- Address
- Telephone number
- E-mail address
- Date and place of birth
- Major field of study
- Full- or part-time enrollment status
- Participation in officially recognized activities
- Sports- weight and height of an athletic team member
- Dates of attendance

- Degrees
- Awards received
- Most recent previous educational institution attended

Currently enrolled students may withhold disclosure of directory information by notifying the Registrar in writing, before the end of the published Add/Drop period, that he or she does not want the directory information released. North Central Missouri College assumes that unless a student specifically requests each semester of enrollment that directory information be withheld, he or she is approving this information for disclosure.

Information relating to the Family Educational Rights and Privacy Act of 1974 is available in the Registrar's Office and on the College web site, *www.ncmissouri.edu*. The Act was designated to protect the privacy of education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Questions concerning the Family Educational Rights and Privacy Act of 1974 should be directed to the Registrar's Office or the Dean of Student Services located in the Alexander Student Center.

GRADUATION REQUIREMENTS

Graduation requirements for each degree and certificate program are outlined in the Programs of Study section of this catalog. The catalog, which is in force at the time a student begins a program, will be used to establish graduation requirements provided the student maintains continuous enrollment. Continuous enrollment for this purpose is defined as the successful completion of at least three credit hours in at least two of the three terms per academic year.

Students who do not maintain continuous enrollment will lose the right to use the original catalog requirements and must use the catalog in force at the time of re-enrollment or application for degree completion. Candidates for graduation also have the option of selecting the current catalog (in force at the time an application for graduation is submitted) in order to fulfill program requirements.

Graduation requirements can be met through a combination of NCMC courses, transfer credit and credit obtained through nontraditional means. Students are required to complete a minimum of 15 credit hours from NCMC. Students who are planning to transfer credit back to NCMC to complete degree requirements should complete the Application of Transfer Credit for Degree Completion form, available in the Registrar's office and on the college web site, during their last semester at NCMC. The transfer of

credit must occur within one year from students' last enrollment at NCMC. All other graduation requirements must be met.

All degrees and certificates require a minimum cumulative grade point average. All candidates for a degree or certificate must take an exit test during the last semester at NCMC. Some programs of study have additional graduation requirements.

Application for Graduation

Students may earn multiple degrees or certificates. An application is required for each award sought. A minimum of an additional 12 credit hours must be earned for each award. Students are encouraged to apply for graduation prior to enrolling for their final semester at NCMC to allow time for a degree audit. Every effort will be made to notify students and their advisors of deficiencies they have in time to change enrollment in their final semester. The responsibility for enrolling in courses that fulfill graduation requirements remains with the student.

Application submission dates are:

- April 1 through October 1 to graduate the following December
- November 1 through March 1 to graduate the following May
- November 1 through March 1 to graduate the following July

Applications must be received by the deadline of March 1 for May and July completion and by October 1 for December completion. A fee is charged to cover administrative costs associated with the awarding of the degree or certificate. The application is available on the NCMC web site, www.ncmissouri.edu, on the Current Students tab, or at the Alexander Student Center info desk.

The application for graduation is valid for 12 months from the original date of anticipated graduation. Students who do not complete the degree requirements within 12 months must re-apply and will be charged an additional fee. Catalog requirements in affect at that time must be met.

Commencement

Attendance at commencement is highly encouraged. Your attendance will help make this important occasion a memorable one. Students who are unable to attend commencement must notify the Dean of Student Services as soon as possible.

Commencement is held in May at the end of spring semester. Students who expect to complete degree requirements in the previous fall term, spring term or the immediately following summer term are eligible to participate if they submit their applications for graduation by the deadline.

Graduate Recognition

North Central Missouri College officially recognizes those students with outstanding grade point averages at the time of graduation. To qualify for this recognition, at least fifty percent of the student's coursework must be completed at NCMC. Graduates "with honors" are those with grade point averages on NCMC coursework of 3.5 to 3.84, and graduates "with highest honors" are those with grade point averages on NCMC coursework of 3.85 or above. Spring commencement honors are based upon the grade point average at the end of fall term. Final graduate honors, based on all grades, are acknowledged on the final transcript and may be different from those announced at commencement.

AFTER GRADUATION

North Central Missouri College is proud of its graduates! Whether you are starting a new career, transferring to another college or using your education for personal growth, we wish you success!

Transfer Assistance

NCMC provides assistance to those students who wish to transfer to other colleges or universities. Most students who have completed the Associate in Arts degree at NCMC and transfer to a Missouri public four-year institution are granted junior class standing with the lower level General Education requirements having been met.

Students at North Central Missouri College have the option of completing a general education block consisting of 42 credit hours which should then meet the general education requirements at most Missouri public institutions. The Registrar's Office will assist students who encounter difficulty transferring with the general education block without an associate's degree.

When planning to transfer to a private or any out-of-state university, all course selections should be carefully based upon the specific requirements and recommendations of that school.

Anticipated majors, such as engineering, art and music, should first be thoroughly discussed with an advisor to gain understanding of the unique conditions regarding these programs at the four-year schools. NCMC cooperates on a one-to-one basis with other institutions to ease the transition for its students. Selected transfer guides, listed by institution, are available on the NCMC web site (www.ncmissouri.edu) under the Current Students tab.

Alumni

North Central Missouri College alumni are in good company. Many outstanding individuals have passed through our doors since 1925. NCMC is proud to have contributed to the success and achievements of thousands of individuals.

The exciting growth and campus developments at NCMC are in part a result of many contributions from alumni and friends who found this College to be an important part of their lives. Alumni serve on College panels and advisory committees and fill leadership roles in a number of activities. NCMC hopes that all graduates will stay in touch with the College and help us pass on an even better heritage to our future students.

All former students are invited to remain involved with NCMC for a lifetime. All alumni are encouraged to keep current addresses on file in the Development Office by calling 660-359-3948, ext. 1403 or sending us a letter or e-mail. NCMC keeps alumni posted on what's happening through the Alumni Newsletter and welcomes alumni to stop by campus anytime.

The NCMC Foundation

The North Central Missouri College Foundation, Inc. was founded in 1986 and meets quarterly to conduct business of the Foundation. The objective of the Foundation is to advance, encourage, assist and support the growth and development of the College in whatever ways are beneficial to its student body, its faculty, and its administrators. The activities of the Foundation include sponsorship of sustaining programs and special projects related to the curricula and the real facilities of the College.

Membership on the Foundation Board will consist of a maximum of twenty-four members with at least one-half of the Directors residing in the college's taxing district and the balance of the membership as residents of the 16-county service region. Among the specific duties of the Foundation Board is to administer over \$3 million in endowed scholarships and more than \$12 million for campus development and special projects. The NCMC Foundation maintains an office on the campus known as the Office of Development and has a staff responsible for directing the efforts of the Foundation.