

Nunez Community College

Faculty Handbook

State of Louisiana

2007



3710 Paris Road

Chalmette, LA 70043

504 680 2240

Nunez Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097) to award Associate Degrees and Certificates.

ACADEMIC FREEDOM AND RESPONSIBILITY

Nunez Community College is committed to the principle of academic freedom. This principle acknowledges the right of teachers to explore fully within the fields as they believe to represent the truth. The principle also includes the right of a member of the academic staff of the college to exercise in speaking, writing, and action outside the college the ordinary rights of an American citizen, but does not decrease the responsibility and accountability which the member or the academic staff bears to the college, the state, and the nation. The concept of academic freedom is accompanied by an equally forced concept of responsibility. Fundamental responsibilities of faculty members, teachers and learned persons include maintaining professional competence, validating course objectives, and demonstrating teaching effectiveness by causing students to learn in accordance with those stated objectives. In the classroom, faculty members should strive to be accurate, to exercise appropriate restraint, and to show respect for the opinions of others. In addition, instructors should be judicious in the use of material and should introduce only material that has a clear relationship to the subject field. Among the many implicit responsibilities that must be assumed by those enjoying the privileges of academic freedom shall be that of refraining from insisting upon the adoption by students or others of any particular point of view as authoritative in controversial issues.

FACULTY GOVERNANCE

While responsibility for the governance of Nunez Community College rests and primarily with the chancellor, input to the governing process is encouraged by both faculty and staff.

A. LEAVE POLICIES RELATING ONLY TO FACULTY

Because nine-month unclassified faculty does not earn annual leave, they are not charged leave when the school is closed for breaks between semesters or for other college approved holidays. Such times are considered rest and rehabilitation times for nine-month faculty, as well as times that can be used to attend personal concerns.

Sick Leave is earned by faculty at the rate shown on page 16a. Sick leave with pay is granted to any faculty who is suffering with a disability which prevents him/her from performing usual duties and responsibilities, or who requires medical, dental, or optical consultation. Please refer to Section 4-B, beginning on page 16 for other information regarding the granting and use of Sick Leave.

B. SALARY INCREASES DUE TO EDUCATIONAL ATTAINMENT

It is the intent of Nunez Community College to encourage all employees to continue their educational pursuits. In addition to this policy, all unclassified employees have an added benefit to encourage them to pursue higher degrees. Unclassified employees who complete hours toward a terminal degree will also earn a salary increment in the following manner:

Employees who earn a Bachelor's Degree will receive a salary increase of \$500.00

Employees who earn a Master's Degree or who enroll directly into a doctorate program immediately after receiving their Bachelor's Degree (thereby by-passing the Master's Degree) will receive a salary increase of \$500.00

Employees with a Master's Degree who earn 30 graduate hours beyond the Master's Degree towards a doctorate will receive a salary increase of \$700.00

Employees with a Master's Degree who earn 48 graduate hours beyond the Master's Degree towards a doctorate will receive a salary increase of \$900.00.

Employees with a Master's Degree who earn their doctorate degree will receive a salary increase of \$1500.00. This includes completion of the dissertation.

In order to receive these increments, employees must:

1. Have completed these hours after being hired as a regular full-time employee with faculty status at Nunez Community College.
2. Provide transcripts showing that hours earned have been in pursuit of the next higher degree.
3. Provide a degree plan showing that all hours earned have been in pursuit of the next higher degree. Hours earned that do not apply to the next higher degree will not be counted in the total towards the increment.
4. Attend an approved college or university that is regionally accredited.
5. Be in a supervisor approved program.

Please note: Each salary increment is granted **once** at each level. Salary increases will be awarded at the beginning of the next academic year following receipt of official transcripts and supervisor's approval.

Please contact the Human Resources Office if you have questions regarding this policy.

C. SCHEDULES

The work week for all full-time faculty members and staff is 40 hours. For full-time faculty members; a minimum of 25 hours per week will be posted to indicate lecture, lab, and office hours. The remaining 15 hours will be used to fulfill other College obligations such as curriculum development, committee work, or recruiting. Faculty members are expected to adhere to their posted office hours. In addition, certain circumstances may necessitate variations in starting and ending times. Registration, examination times and emergencies are examples of when such a variation could occur, as well as other unusual circumstances. When such circumstances occur, faculty members may be expected to be on campus for the entire 40 hours per week, or as needed to fulfill College requirements. Every effort will be made to let faculty members know in advance when their schedules may change for that week. In addition, a work week does not necessarily comprise Monday through Friday. There may circumstances (i.e.: registration) when faculty may be expected to be on campus days other than Monday through Friday. Faculty' members are required to carry out their duties in a professional, ethical and collegial manner that enhances the purpose of Nunez Community College as expressed in the Mission Statement.

D. PROMOTIONS

All employees of Nunez Community College are expected to fulfill their normally assigned job duties. The intent of the promotion criteria is to award promotion for outstanding efforts beyond these normal duties.

Full-time faculty and non-classroom faculty are eligible for promotion each fall after completing six consecutive semesters of service (not including Hurricane Katrina-related furloughs, summers, and sabbaticals)

Each candidate will submit a list of activities that they feel qualify them for promotion. Each candidate will also to submit documentation to verify each activity. Only activities and accomplishments since employment at Nunez Community College or since the most recent promotion of the individual (whichever is latest) will be considered.

Promotion packets, prepared by the eligible faculty member, should contain the required information for application, as well as documentation to support the criteria upon which the decision to promote is based. (Applicant's submissions are not limited to the listed documentation. Applicants may also submit additional materials and/or may add comments or explanations, if desired.) Documentation for release time projects may or may not be considered, as release time projects are considered to be part of normally assigned job duties.

Faculty members must maintain the minimum criteria for faculty credentials and/or experience established by Louisiana Community and Technical College System Instructional Rank and Promotion Eligibility Policy (see attached chart) and by the Southern Association of Colleges and Schools (SACS). All faculty members having the credentials necessary to teach are eligible to apply for promotion to the next level.

Meeting all of the criteria does not guarantee promotion. Please note that the college and the faculty have the right to expect that all members of the faculty maintain the highest standards of ethical behavior and professional competence.

E. TENURE

Indeterminate tenure is intended to ensure and enhance faculty members' academic freedom and job effectiveness. Tenure assures the faculty member that employment in the academic discipline at the institution will be renewed annually until the faculty member resigns, retires, or is tenanted for cause or financial exigency. Faculty members shall not be eligible for tenure at the instructor level. The probationary period for tenure consideration in the Board of Trustees system is six years. A tenure-track faculty member may apply for tenure during the sixth year. All new full time faculty members are not tenure track at Nunez Community College until they have served one full academic year in their positions. If the faculty member is invited and returns for the second academic year, tenure track begins at that time. The Chancellor of the College will make a recommendation to the Board of Trustees for consideration of tenure. Final authority for granting or denying tenure rests with the Board of Trustees. Under no circumstances will tenure status be granted without specific action of the Board of Trustees. If the decision is made to not grant tenure in the sixth year, it shall result in a terminal appointment for the seventh year. The notice of terminal appointment will be made in writing to the faculty member prior to concluding the sixth year.

F. LEAVE OF ABSENCE

Full time faculty members who meet the established criteria may submit an application for a leave of absence. The Chancellor of the College will determine whether or not individuals are eligible for a leave of absence based upon the regulations of the Board of Trustees. A leave of absence for the purpose of accepting a temporary appointment elsewhere shall not exceed one year. Sabbatical Leave may be granted to full time faculty members for professional and cultural improvement or for rest and recuperation. Full time faculty members may apply for two semesters of sabbatical leave following any six or more consecutive fiscal years of active service at Nunez Community College, or one semester following three or more consecutive fiscal years of such service. Requests for sabbatical leave must be submitted by the first of December of the year prior to the start of the sabbatical leave.

G. TEACHERS' RETIREMENT

Full time faculty members may elect to participate in either the Louisiana State Teachers' Retirement System or an Optional Retirement Plan. Persons who elect to participate in the Optional Retirement Plan do not contribute to Teachers' Retirement System and waive all rights to this system. All employees are given information about the different retirement plans upon job acceptance. If you have questions concerning either the Teachers' Retirement System or the Optional Retirement Plan, please contact the Human Resources Office.

H. ACADEMIC DISMISSAL POLICY

Written notice of the decision not to reappoint non-tenured and tenure-track faculty members will be given according to the following Nunez Community College policy which is based upon LCTCS Policy #6.016

NON-TENURED FACULTY

An appointment carries no assurance of reappointment, promotion, or tenure. Reappointments are made solely at the discretion of the institution with the approval of the Board. The non-reappointment of a faculty member does not necessarily reflect on the faculty member's work record or behavior. The determination to reappoint, or not to reappoint, should be based upon a review by the dean of the division, and/or the vice chancellor for

academic affairs, and/or the chancellor of the college of the specific conditions relating to the position. Unless an appointment is of a temporary nature for a fixed term, notice that a non-tenured faculty appointment is not to be renewed shall be given to the faculty member in advance of the expiration of the appointment.

Non-tenured faculty may be terminated for cause. Cause for discharge, termination of contract, or demotion in rank shall consist of conduct seriously prejudicial to the College or LCTCS such as infraction of law or commonly accepted standards of morality, insubordination, violation of institutional or Board rules and regulations, neglect of duty, incompetence, or other actions that impair the discharge of duties and the efficiency of the institution. Financial exigency also constitutes cause. The foregoing enumeration of cause shall not be deemed exclusive. Notice requirements are not applicable in the event of termination for cause.

Written notice of the decision not to reappoint tenured faculty members will be given according to the following Nunez Community College policy which is based upon LCTCS Policy #6.016

TENURED FACULTY

Tenured faculty may be terminated for cause. Cause for discharge, termination of contract, or demotion in rank shall consist of conduct seriously prejudicial to the College or LCTCS such as infraction of law or commonly accepted standards or morality, insubordination, violation of institutional or Board rules and regulations, neglect of duty, incompetence, or other actions that impair the discharge of duties and the efficiency of the institution. Financial exigency also constitutes cause. The foregoing enumeration of cause shall not be deemed exclusive. Notice requirements are not applicable in the event of termination for cause. However, action to discharge, terminate, or demote shall not be arbitrary, nor shall it infringe upon academic freedom.

The Nunez Community College process for dismissal of tenured faculty for cause shall be as follows:

1. Evidence of grounds for dismissal for cause must first be presented to the Director of Human Resources, who will gather and keep the evidence. Upon consultation with others involved, a decision will be made within 72 hours (three working days) whether or not to proceed with a hearing. Once an allegation has been received, faculty member will be notified of this allegation in a timely manner.
2. Written notice of grounds for dismissal along with the allegations of misconduct related to the grounds will be provided to the faculty member by certified mail at least five days prior to any hearing. The written notice shall provide sufficient detail to fairly enable the faculty member to show any error that may exist.
3. The faculty member will have every opportunity to review the evidence supporting the dismissal action prior to any hearing. In addition, the faculty member will be provided with the names of any witnesses and the nature of their testimony as it relates to the cause for termination.
4. The Chancellor of the College or the Vice Chancellor of Academic Affairs, or other administrator acting as the Chancellor's designee, will appoint an impartial committee to hear the charges brought against the faculty member. The membership of the committee will consist of at least the following:

- a. One faculty member from each of the three academic divisions.
- b. One administrator who does not directly supervise the faculty member.
- c. One support personnel from an area other than that in which the faculty member teaches.

Please note: the membership of the committee is not limited to the above.

5. The faculty member may be heard during the hearing and may present witnesses. At this point, the faculty member has the right to have Counsel present, but the Counsel may not speak nor cross-examine any witnesses in the hearing.
6. The faculty member has the right to confront and cross-examine any adverse witnesses. Likewise, the committee has the right to confront and cross-examine any witnesses brought forth by the faculty member.
7. All proceedings of the hearing will be recorded.
8. Within three working days of the hearing, the committee will forward its findings and recommendations in writing to the Chancellor of the College who shall make the final determination and shall notify the affected party in writing within five days of the decision. The report by the committee shall specify the evidence which was relied upon in making the employment recommendation, and the written decision sent to the faculty member by the Chancellor shall likewise specify the evidence which was relied upon in making the employment decision.
9. The faculty member who has exhausted due process at the College may petition the Louisiana Community and Technical College System Office of Human Resources within 30 days for a review of the charges brought against him/her and no final employment action shall be taken by the College until a final determination is made by the LCTCS office.
10. Further recourse may be pursued through appropriate court action in due process of law.
11. Faculty members are cautioned against retaliating or creating an appearance of retaliation against any person, to include other faculty, students, and staff who have been a part of the hearing proceedings in any form or fashion.
12. Anyone making a false accusation or frivolous complaint against a faculty member will be disciplined through the student or employee grievance process, whichever is applicable.
13. In order to reduce the possibility of stigma attached to a dismissal, the College will not make public the reason for the employment decision.

I. PROCEDURES FOR HIRING FACULTY

Nunez Community College follows these steps for hiring full-time faculty. Further descriptions of each step are published in the Personnel Manual which is available in the Human Resources Office.

1. Request to fill a vacancy. The Division Dean completes a "Request to Fill a Vacancy" form. This form is signed by the Chancellor of the College, the Chief Financial Officer, and the requesting division dean.
2. Vacancy announcements. Upon receipt of the signed "Request to fill a vacancy" form, the Human Resources Office will prepare and distribute announcements of the vacancy to be sent to local newspapers, area colleges and universities, and other areas as appropriate.
3. Recruiting to fill a vacancy. All permanent full time faculty vacancies are advertised, as are vacancies for adjunct if there is not a sufficient applicant pool already on file. Copies of vacancy announcements are distributed as listed in 1f2, as well as placed on the in-house bulletin board. Each announcement carries a reasonable deadline for application.
4. Applications. All resumes are to be sent to the Human Resources Office, along with unofficial copies of transcripts, a written philosophy of education and the role of community colleges,

and names, addresses and phone numbers of at least three references. A Search Committee will be appointed by the Chancellor of the College or by her/his designee at that time.

5. Selection process.

a. The Human Resources Office will forward only complete application packets to the Division Deans for review of credentials. The Division Dean will notify the Human Resources Office of the applicants who are qualified for the position.

b. A list of qualified applicants and their application packets will then be given to the Search Committee. The Committee will interview the applicants who meet specific qualifications for the position.

c. The Search Committee will make a recommendation for employment of a qualified individual to the Chancellor of the College.

d. The Chancellor of the College may either accept or reject the recommendation of the Committee. If he/she accepts the recommendation, the Chancellor will direct the Human Resources Office to make an offer of employment. If the Chancellor rejects the recommendation, the Committee will reconvene to select another candidate.

6. Offer of employment. The selected candidate will be offered employment contingent upon the approval of the Board of Trustees for State Colleges and Universities. The offer may be oral, but will be followed up with a written letter of appointment.

7. Acceptance of employment. Once an acceptable qualified candidate has accepted the proffered employment, the Human Resources Office will include the transaction on the Board Sheets for approval by the Board of Trustees at its next monthly meeting. After this approval is obtained, the Human Resources Office will prepare the formal appointment letter for the Chancellor's signature.

J. FACULTY EVALUATION

Timeline, policy, and procedures for faculty evaluations

1. Supervisor/designee will meet with faculty within the first two weeks of class.
2. Each faculty member will be evaluated at least once annually (fiscal year). Management Board policy indicates that in order to be eligible for merit consideration an individual must have had an evaluation within the last 12 months.
3. New full-time faculty members will be evaluated during their first and second semesters.
4. Adjunct faculty will be evaluated every semester (excludes overloads of full-time faculty) Adjunct faculty who earn an outstanding rating may be considered for a waiver in alternate consecutive semesters.
5. As in the past, casual observation and drop-ins will be initiated at the start of the semester or contract start date.
6. Typical fall semester schedule for both adjunct and new full-time.
At least one formal visit will be performed after the first six weeks of classes have been completed. The report will be completed before final exam week, and available to the instructor at the time of checkout.
7. Typical spring semester schedule (recurring full-time)
At least one formal visit will be performed after the first six weeks of classes have been completed, but in sufficient time for the report to be available to the Promotions Committee and to the instructor at the time of checkout.
8. Unless extenuating circumstances arise, evaluations will not be conducted during summer session or other mini sessions.
9. Student evaluations of faculty will be done each regular semester shortly after the 6th week of class. The supervisor will factor those outcomes in to the overall evaluation.

ACADEMIC PROCEDURES

Welcome to Nunez Community College. Nunez Community College is committed to providing quality education to the citizens of southeastern Louisiana through the strength of its programs and the expertise and dedication of its personnel.

The policies and procedures in this manual have been established to assist our faculty in continuing to provide quality education to our students. The guidelines contained within adhere to the rules and regulations of the Board of Trustees for The University of Louisiana System and the Board of Regents. While every effort has been to make this manual as complete as possible, it is neither feasible nor possible to list every situation that may occur in an office or a classroom. Faculty should feel free to consult with their division deans, the registrar, members of the Academic Council, or the Faculty Senate if they have questions regarding the information in this manual. All faculty members are expected to read and follow all policies and procedures in this manual.

Changes to this manual will be communicated through official channels, and revised information may supersede, modify, or eliminate existing policies and procedures. Only the Chancellor of the College has the ability to adopt any revisions to the policies in this manual. The Academic Council is charged with reviewing this publication annually, and may make suggestions for changes to policy which are then subject to approval by the Academic and/or Chancellor's Councils.

Nunez Community College upholds high educational standards and contributes significantly to the growth of this area. Each faculty member is a player on the Nunez Team and is expected to uphold the same high standards by performing his/her job in a dedicated, professional manner, and by personally reflecting a positive attitude.

Receipt of this manual is neither a contract nor a promise of employment.

ADMISSIONS POLICY

The administration, faculty, and staff of Nunez Community College are dedicated to creating a positive climate for encouraging the lifelong learning process and to providing an open admissions policy which will help to create the diversity of interests, aptitudes, talents, and needs of the community.

GENERAL ADMISSIONS INFORMATION.

Prospective students seeking admission to Nunez Community College must meet the admission requirements for the category under which they are entering. Although applications may be submitted at any time during the year, a student may not register for credit courses in any semester after the scheduled registration dates for that semester.

Any applicant who applies for admission to Nunez Community College will not be denied admission on the basis of race, religion, sex, national origin, marital status, veteran status, or disability. Some programs, however, have special requirements. Currently, these programs are Practical Nursing and Emergency Medical Technology. Interested students should contact the Health Sciences Division for specific requirements.

Anyone wishing to apply in person may do so at the College. Application should be made as early as possible in the semester preceding the period of anticipated enrollment. An application fee of \$10 for United States citizens or \$20 for international students must be paid before registration and is non-refundable.

It is the responsibility of all students to familiarize themselves with the rules and regulations of the College as stated in the College Catalog. Additionally, those who plan to transfer credits earned at Nunez must familiarize themselves with the course and grade requirements of the

college to which they plan to transfer.

AMERICANS WITH DISABILITIES ACT (ADA)

Elaine P. Nunez Community College assures equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, disability, marital status or veteran status in admissions to, participation in, or employment in the programs and activities of the College.

Nunez Community College is in compliance with the regulations of the Americans with Disabilities Act. The Coordinator for ADA is Carly Gervais. Anyone with special needs should contact her for specific information on disabilities, services and facilities at (504) 278-7440, ext. 209.

IMMUNIZATION

As required by Louisiana R.S. 17: 11 0, all first-time students born after 1956 must provide proof of immunization against measles, mumps, rubella, and tetanus-diphtheria as a condition of enrollment. Forms to be completed by the student's physician are available in the Admissions Office.

Students will not be allowed to complete registration unless they have satisfied the immunization requirement. The requirement can be met either by furnishing proof of immunity or by signing a waiver claiming exemption from the immunization policy. Waiver forms are available in the Admissions Office.

In the event of an outbreak of measles, mumps, rubella, tetanus, or diphtheria, the College will require students who are not immunized to leave campus and will exclude them from class until the outbreak is over or until they submit proof of adequate immunization.

PLACEMENT TESTS

Recent American College Test (ACT) or Compass Test (Nunez placement test) scores are required of most entering degree-or certificate-seeking freshmen students and some transfer students. The purpose of these tests is to insure that students are properly placed in English, mathematics, and reading. Students whose test scores indicate a need for additional preparation in basic skills will be advised to enroll in appropriate developmental courses to help prepare them to perform successfully in higher level courses. Students who perform exceptionally well on placement tests may be placed in advanced courses. Appointments are required for placement testing and may be made by contacting the Admissions Office.

Students planning to enter Nunez Community College should request that their American College Test (ACT) score report be sent to the Office of Admissions. Nunez's ACT code number is 1605. Students 25 years of age or older do not have to submit ACT scores. Transfer students who have earned college credit in mathematics and English do not have to submit ACT scores.

Applicants will not be refused admission to the College because of low test scores. Test scores are used for advising and placement purposes only.

ADMISSION CATEGORIES

FIRST-TIME ENTERING FRESHMEN

A freshman student enrolling in college for the first time (never having attended any regionally-accredited college) may enroll at Nunez if he or she meets one of the criteria below:

1. A high school graduate of a secondary school approved by a state department of education.
2. A non-high school graduate (with no GED) or a graduate of a non-accredited high school. Such a student must show evidence of potential for success by completing all necessary developmental courses if Compass Test or ACT scores indicate a need for them. Those, whose test scores indicate that remediation is necessary, must complete and show satisfactory progress in all required developmental courses according to college standards.
3. A recipient of a state-issued high school equivalency diploma (GED).

STUDENTS CURRENTLY ENROLLED IN HIGH SCHOOL

A current high school student who has the approval of the College, the high school principal or counselor and parents or guardian may attend Nunez Community College while still enrolled in high school. For fall and spring semesters, the student is limited to the specific courses listed by the high school on the Concurrent High School Enrollment Approval providing the student is otherwise eligible for such courses. The College reserves the right to limit the number of hours and the particular courses for which a high school student may enroll. The concurrent enrollment form is available in the Admissions Office. Concurrent enrollment does not mean that concurrent credit will be awarded. Students wishing to use college credit toward their high school graduation must contact their high schools for additional information.

High school students are permitted to register for a maximum of six hours or two courses during a summer session.

TRANSFER STUDENTS

A transfer student is any student who has been previously enrolled at any college or university. Transfer students may enroll at Nunez if they are eligible for readmission at the last school attended. Transfer students are admitted provisionally until all required transcripts have been received.

Students previously enrolled at any college or university may be admitted under one of the following conditions:

- 1 Regular Admission. Such a student has been found to be in good standing upon receipt of all required transcripts.
- 2 Provisional Admission. Until all transcripts have been received, students will be provisionally admitted.

TRANSIENT AND SUMMER-ONLY STUDENTS

A student who plans to enroll for a summer session only while on break from another institution or a non-matriculating student who is taking a course at Nunez while seeking a degree at another institution is allowed to enroll by submitting a Letter of Good Standing or official transcript from the current institution. This will allow for a one semester admission.

RE-ADMITTED STUDENTS

Students who interrupt their studies by failing to register and attend classes during a fall or spring semester must submit a new application and application fee before re-enrolling at Nunez. A

student who has earned additional credits at another institution will be required to re-submit transcripts. A student who does not enroll at Nunez Community College for a fall or spring semester must adhere to the catalog in effect at the time of re-entry in order to meet graduation requirements.

PROCEDURES FOR ENROLLING

FIRST-TIME FRESHMEN

The procedure for enrolling for first-time freshmen is to submit the following to the Admissions Office:

1. A completed Application for Admission prior to the beginning of the semester for which admission is sought. The non-refundable \$10 fee must be sent with the application.
2. An official high school transcript sent to Nunez by the high school before the beginning of the registration period. Applicants with a GED or other high school equivalency diploma should submit the original certificate. The Admissions Office will copy it and return it promptly. Admission requirements must be met within 30 days from the official first day of class.
3. ACT scores or Compass Test scores before registering for any English, mathematics, or reading courses. If test scores are more than three years old, it is recommended that the student take the Compass Test at Nunez.

In addition to the above requirements, all first-time Nunez Community College students are required to attend one of the mandatory Student Orientation sessions listed in the semester calendar.

TRANSFER STUDENTS

Students transferring from another college or university to Nunez Community College are required to submit the following items to the Admissions Office:

- 1 A completed Application for Admission.
- 2 A non-refundable \$10 application fee (\$20 for international students).
- 3 An official copy of a transcript from every regionally-accredited college and university attended. (An official transcript is one mailed directly from the Registrar of the previous institution to the Nunez Admissions Office.) Failure to acknowledge attendance at any college or university may result in immediate dismissal. If official transcripts have not been received at the time of registration, the student may be admitted provisionally. All admission requirements must be met within 30 calendar days from the official first day of class.

TRANSFER STUDENTS ON SUSPENSION

A student who is ineligible to return to the previous college may not enroll at Nunez without special permission.

Students on suspension from a college or university in the University of Louisiana System may attend Nunez only after permission to enroll has been granted. Credits earned at Nunez during the suspension period will not be accepted for degree credit at the suspending institution or at any institution in the University of Louisiana System. Other colleges also may not accept such credits.

Transfer students on suspension who have been suspended from other systems may appeal to register at Nunez during the academic suspension period. Appeals may be granted, delayed, or denied by the Academic Council.

Students must apply for special permission to enroll early enough to be processed during a regular registration period. If allowed to enroll, the student is placed on academic probation and is permitted to register in developmental, technical, noncredit, or other non-transferable courses.

TRANSIENT AND SUMMER ONLY STUDENTS

Students in good standing currently enrolled at another institution who plan to attend Nunez Community College for the summer session only and non-matriculating students taking a course at Nunez while seeking a degree at another institution are classified as transient students and may be admitted by applying for admission and submitting a Letter of Good Standing or official transcript from the college or university in which they are currently enrolled. (This letter is usually completed by the Registrar or Dean.) Students who decide to continue past the one semester for which they were admitted will be required to apply for regular admission, submit all required official transcripts, and meet transfer admission requirements.

ACADEMIC RENEWAL (AMNESTY)

Nunez Community College provides for undergraduate students who, after dropping out or being suspended because of academic deficiencies, have demonstrated sufficient maturation to be afforded an opportunity to begin college study again. The following standards apply:

- 1 At least three years must have elapsed between the end of the semester in which the student was last registered for credit at any college or university and being enrolled under academic renewal.
- 2 The student must submit an application for academic renewal to the Registrar during the semester the student first registers at Nunez. The application shall include evidence that conditions have changed and there is reasonable expectation of satisfactory performance.
- 3 The Registrar will evaluate each application and only recommend to the VCAA those who meet the criteria and who can indicate the potential for success. Applying does not ensure approval.
- 4 No prior academic credit carries forward as part of a degree program. However, the prior record remains a part of the student's overall academic record.
- 5 If granted, the date academic renewal is entered upon the transcript along with a statement prohibiting use of previously earned credits and quality points to
 - (a) meet degree requirements,
 - (b) compute the GPA leading toward undergraduate certificates or degrees, or
 - (c) determine graduation status.
- 6 Upon being granted academic renewal, the student has the status of an entering freshman and will begin a new record showing no credits attempted, no quality points earned, and no prior suspensions.
- 7 A student demonstrating competency in a given area may be allowed advanced standing (without credit) or a waiver of requirements just as any entering freshman. Credit examinations may be taken for courses in which grades of "C" or higher were earned.

TRANSFER CREDIT EVALUATION

Transfer credits from all regionally-accredited institutions of higher education are recorded on the student's permanent academic records. Nunez will compute the grade point average for transfer students in the same manner as is done for a Nunez student.

Upon receipt of each transcript, Admissions Office personnel determine if the institution where the credit was earned is accredited or recognized. Nunez uses the following publications recommended by the American Association of Collegiate Registrars and Admissions Officers to research an institution's accreditation status: American Council on Education's American Universities and Colleges, Peterson's Register of Higher Education, and Higher Education Publications' Higher Education Directory. All credits earned at regionally accredited schools are accepted in transfer; however, not all credits earned may be applied toward a particular degree or certificate. Acceptance of transfer credits to meet degree/certificate program requirements will be

governed by the following guidelines:

1. Acceptance of courses taken more than 10 years before a student transfers to Nunez Community College is determined by the student's Division Dean.
2. Acceptance of courses that are not equivalent to courses taught at Nunez Community College is determined by the student's Division Dean.
3. Grades for transferred courses will be interpreted according to the Nunez grading scale and will be recorded as follows:
 - a. Grades of W, WA, WB, WC, WD, and WP will not be recorded.
 - b. Plus (1+) or minus H symbols will be disregarded.
 - c. Grades of Pass, Credit, and Satisfactory will be treated alike.
 - d. Pass, Credit, and Satisfactory will count only in hours earned.
 - e. Fail grades, including WF, will count as hours attempted.
 - f. Grades in remedial courses are treated the same as other courses.
 - g. Grades of NC (no credit) will not be recorded.
 - h. Incomplete (I) grades will be treated as if earned at Nunez.
4. Transcripts will be evaluated for degree-seeking students during their first semester at Nunez by Admissions Office personnel.
5. A transfer grade of "D" in English Composition I without credit in English Composition II must be validated by successful completion of an English Proficiency Examination.
6. If the transfer work was earned in Quarter hours, the credits will be converted to semester hours the number of quarter hours times 2/3 equals the number of semester hours).

Courses taken at institutions that are not accredited by regional associations which accredit institutions of higher learning are generally not accepted at Nunez Community College. However, the student may pursue one of the following avenues to gain acceptance of this coursework:

1. Use coursework as a basis for permission to take credit examinations.
2. Use coursework as a part of the basis for earning LEAP (Life Experience Assessment Program) credits.
3. Establish that a regionally-accredited institution has accepted the courses in question toward a degree or certificate.

A transfer student may be admitted on probation, pending receipt of all required transcripts and determination of academic status by Admissions Office personnel. If eligible to re-enter the previous college on academic probation, a student will be admitted on probation. If the grades earned at the previous college were such that the student would have been placed on probation if the grades had been earned at Nunez, the student will be admitted on probation.

ENROLLMENT STATUSES

DEGREE-OR CERTIFICATE-SEEKING STUDENTS

A degree-or certificate-seeking student is defined as a student taking courses for credit who intends to complete an associate degree or certificate program at Nunez Community College. A student enrolling in courses for reasons other than to pursue a degree or certificate will be enrolled as a non degree-seeking student.

NON DEGREE-SEEKING/NON CERTIFICATE-SEEKING STUDENTS

Full-time students attending college for the first time who wish to take unlimited credit courses for personal enrichment, job improvement, or reasons other than to pursue a degree or

certificate are permitted to enroll as non degree-seeking or non certificate-seeking students. The following items are required by the Admissions Office:

- 1 A completed application form.
- 2 A nonrefundable fee of \$10.
- 3 A high school diploma (or proof of GED) if the student has graduated from high school but never attended college.
- 4 Proof of immunizations if born after 12/31/56.

Part-time transient students not seeking a degree or certificate must supply the following:

- 1 A completed application form.
- 2 A non-refundable fee of \$10 (\$20 for international students).
- 3 Proof of immunizations if born after 12/31/56.

A student who registers as a non degree-seeking or non certificate-seeking student and later wishes to change to a degree or certificate program must complete the required form in the Registrar's Office to change his or her enrollment status. The student must then complete admission requirements for degree-and certificate-seeking students. (To qualify for financial aid of any kind, it is necessary to enroll in a degree or certificate program.)

AUDITING STUDENTS

Students who do not want to earn college credit may enroll for no credit under audit status during the registration period or with Division Chair's approval later in a semester. A student who is ineligible to enter a previous college because of academic suspension is, with the permission of the suspending institution and Nunez Community College, eligible to attend Nunez as an audit student. (See section on Academic Status.) Audit status students are assessed on the same fee schedule as students enrolled for credit.

A regularly-enrolled student may audit courses. Others who wish to audit must obtain official admission to the College. Auditing students will not receive college credit, nor will they be permitted to take advanced standing examinations or credit examination on work audited. However, courses previously audited may be taken for credit by enrolling in the course. An auditing student is required to attend class and participate in course activities.

A student's enrollment status for most forms of financial assistance will be based on the semester hours scheduled for credit only, not the hours taken under the audit status.

CONCURRENT/DUAL ENROLLMENT

A student who is enrolled at Nunez Community College is required to notify the Registrar whenever he or she enrolls at another college or university. A Concurrent Enrollment Form must be completed during the registration period of the semester or session in which the student is dual enrolled at Nunez and another institution. Upon completion of each semester or session of concurrent enrollment, the student is required to have an official transcript from the other institution sent to Nunez Community College since academic standing is based on all coursework attempted.

This policy does not apply to students who are officially cross-enrolled with the University of New Orleans.

NUNEZ·UNO CROSS ENROLLMENT AGREEMENT ???????

Through a formal agreement, Nunez students will be able to register for a limited number of classes at the University of New Orleans (UNO) when they register at Nunez. Students should

contact the Registrar for information regarding the procedures to be followed in this process. Final approval rests with UNO officials.

Students attending UNO who wish to schedule courses at Nunez must initiate cross-enrollment with the UNO Registrar.

SPECIAL ENTRY STUDENTS

Senior Citizens

Students age 60 and over may take one course (up to three credit hours) each semester without paying tuition. The application fee, student activity fee, and lab fee (if required) must be paid by the student. Proof of age must be presented at the Bursar's Office each semester.

Louisiana National Guard Tuition Waiver

Under the Louisiana Statute A.S. 29:36.1, certain members of the Louisiana National Guard may be exempt from paying full tuition. Even with this exemption, a student must pay the \$10 non-refundable application fee, registration fees, lab fees, student activity fees, and purchase all required books and supplies. The tuition exemption may be requested by contacting the Third-Party Billing Secretary in the Business Office during each registration period to verify the student's eligibility according to the LA National Guard Tuition Exemption Program List. In addition, the student must be in good academic standing.

High School Cooperative Education Program

High School Cooperative Education is a program of agreements between Nunez Community College and several area school systems which provides additional educational opportunities for high school juniors and seniors. The high school counselor or principal and parents or guardian approve the student's participation. The regular tuition and fees are assessed, and the student will be responsible for his/her own textbooks and supplies.

2 + 2 Tech Prep Program

The 2 + 2 Tech Prep Program is a deliberate and agreed-upon connection between technical and academic programs initiated in grades 11 and 12 in high school and completed in the freshman and sophomore years at Nunez Community College.

Selected high school courses are matched with almost identical courses offered by Nunez Community College. Students, who demonstrate appropriate achievement in these high school courses, as identified by Nunez faculty, are eligible to apply for higher level credit from Nunez Community College. Proficiency testing, demonstration, or presentation of portfolio may be required. (For further information, 11th and 12th graders should contact their high school counselors.)

International Students

A non-U.S. citizen who plans to attend Nunez Community College should write directly to the Admissions Office for further information. Nunez Community College is authorized by the Immigration and Naturalization Service (INS) to issue certain types of student visas. International students are encouraged to apply for admission and to provide all necessary documentation to the Admissions Office at least 60 days prior to the start of a semester. A notarized Affidavit of Support will be required to demonstrate that the student will have adequate financial resources while in the United States before a student visa will be issued. Also, proficiency in the English language must be demonstrated.

For information regarding federal regulations of the INS, interested parties should contact

an office of the INS or a United States Consulate office in their country.

VETERANS

Discharged servicemen, reservists, or those currently serving in the Armed Forces who plan to apply for veteran's educational benefits must contact the regional Veterans Administration or the Registrar's Office. Further information regarding regulations for veterans, dependents, or reservists may be obtained from the Registrar's Office.

Once certified as eligible by the V.A. to receive educational benefits, the student must notify the Registrar each semester in which he or she wishes to receive V.A. payments. To receive continued certification for benefits, the veteran student must remain in good standing. If the student's cumulative grade point average places him/her on academic probation, the student will be allowed to receive V.A. benefits for one additional semester. If, after one semester, the student fails to achieve a cumulative grade point average of at least 2.0, the student will not be certified to receive any additional V.A. benefits until he or she is once again in good standing.

For an evaluation of prior credit, including both transfer college credit and military educational experience, the veteran must contact the Registrar who will arrange for an evaluation after the student has filed an Application for Admission and has declared a major. The student will receive written notification of the results of the evaluation.

REGISTRATION POLICY

It is the policy of the College to offer convenient and efficient registration opportunities for its students. Six registration periods are held each year. This includes an early registration during the semester prior to the period of enrollment as well as regular registration which is held the week before classes begin each semester and session. Registration periods are specified in the academic calendar.

Nunez Community College has a mandatory academic advisement program in place for all students. Students are assigned an advisor based on their chosen majors. Counselors and other academic personnel serve as advisors for students who are undecided and for those not seeking a certificate or degree from Nunez.

Students are encouraged to make appointments with their appropriate advisors to plan their schedules.

Once students select classes and have them input on-line, space is reserved in these classes until a specified, published date. After that time, students are not assured of space in the classes until they have paid their tuition. Only exceptions to place students in filled classes requires the approval of the appropriate Division Dean.

The signed Schedule Request forms will be retained in the students' files in the Registrar's Office until the students graduate.

REGISTRATION PROCEDURES

First-time and Re-Entry Nunez Community College Students:

1. Submission of a completed Application for Admission, required transcripts, immunization form, and other requested information to the Admissions Office. Students without recent ACT scores must also schedule the Compass Test prior to registering for mathematics or English courses if no previous college credit in mathematics or English was earned.

Payment a \$10 Application Fee in the Bursar's Office, and presentation of the receipt to the Admissions Office upon submission of the application.

First-time, Re-Entry, and Continuing Nunez Community College Students:

2. The Admissions Office will either assign an Academic Advisor based on the student's chosen major, or send the student to the appropriate Division Office to have the advisor assigned.
3. Preparation of a tentative semester class schedule based on the Program Description in the Catalog, if possible, prior to meeting with the advisor.
4. Meeting with the advisor for help in the selection of courses and to get the advisor's signature on the Schedule Request Form. For this meeting, the student should have copies of transcripts or final grade reports if previous college credit was earned and official transcripts are not on file in Admissions. Continuing students' records should be accessed by their advisor on the computer in their division offices.
5. The courses on the signed Schedule Request Form will be entered into the computer by someone in the Division Office. The student should be given a computer-printed schedule.
6. The student should be directed by the advisor to get a tuition bill from the Bursar's Office.

If the student is paying the bill in full or making the required minimum down payment, the student will receive a printed receipt.

If the student has already submitted a valid Student Aid Report (SAR) and has been approved for financial aid, the student will need to obtain a Promissory Note from the

Financial Aid Office.

If the student is having the tuition and/or books paid by an outside source, he/she will also need to bring the bill and supporting evidence to the Bursar's Office.

7. Every new student must have an ID Card made (returning students have their ID Card validated) in Student Affairs during registration.
8. Students wishing to park a motor vehicle on campus are required to purchase a parking permit from the Bursar.
9. Students should purchase their required textbooks from the bookstore, maintain their receipts, and not write in their textbooks until they have been assured by their instructors during the first week of class that their courses will not be cancelled.

SCHEDULE CHANGE POLICY

Students may elect to change their class schedule at any time during the registration period. Changes made before the first day of class and during the drop and add period are treated the same as transactions which occur during regular 205 course would be deleted from the student's record and only the PSY course would appear. Students who officially withdraw during this period would have all courses deleted; all tuition and fees cancelled, and not have any course activity reflected for the semester.

After the drop and add period, students are required to complete schedule change forms in the division offices which will require the approval of both the instructor and division dean for each course being added. Students only wishing to drop a course, may do so in the Admissions Office after payment of the drop fee.

CHANGE OF STUDENT RECORD FORM (Drop/Add/Reinstatement Form)

The "Change of Student Record Form," is used to add or drop a course, to change sections, or to reinstate a student into a dropped course. It is initiated by the student and signed by, Division Dean and the Vice Chancellor for Academic Affairs or designee.

Official Drop & Add Period (Late Registration)

1. During the official drop and add period, all course changes are processed by division office or admissions office personnel. Students have the needed changes input on-line and receive a computer print-out of the change(s). The print-out serves as the official class schedule/receipt for the student to show to the instructor of an added course.
2. The student must take the form to the Bursar's Office and pay the additional tuition, lab fees, drop fee, etc. A schedule/fee receipt will be issued to the student. The add/drop will not become effective until the student has paid the appropriate fees.
3. Each transaction processed in the division must be signed by the student and the instructor. A copy is given to the student to retain. The original copy is forwarded to the Registrar's Office for the student's permanent file. A copy may be retained in the student's division file.

Cancelled Course Drops

Students who are enrolled in classes that are cancelled will be placed in another section of the course by the Division Dean (even if the reassignment exceeds the class size limit for non-laboratory courses) if the course is required for graduation and is needed by the student in order to avoid a delay in completing graduation requirements. Other students in cancelled classes should be encouraged to take another course, or another section of the same course, if space is available.

The Division Offices are responsible for notifying students in cancelled courses once the semester has begun. (Addendum to the Class Schedule will include courses which are cancelled prior to the first day of class.)

The following procedures should be followed for cancelled courses:

1. If the course is cancelled prior to the first day of the semester, the Division Dean should send the class list of each cancelled course to the Registrar's Office with the instructions to remove the students from the list, delete the course from the master, and to post the course as cancelled on the next class schedule addendum.
2. If the course is cancelled after the first day of class, the division office is responsible for notifying the students enrolled in the cancelled course. Attempts should be made to assist the student in scheduling a replacement course. Also, the division should post a cancelled notice on the door of classrooms in which the cancelled courses were scheduled.

Student-Initiated Drops

All changes in the student's schedule are processed in the Registrar's Office after the drop and add period ends. The student completes the Change of Student Record form. There is a \$5.00 fee for all student-initiated drops.

Adds after Official Add Period

A very limited number of adds are processed after the official add period has ended. The permission of the Vice Chancellor for Academic Affairs (or designee) and the instructor for the course is required for additions after the add period. These changes are processed in the Registrar's Office or in the division after the students secure the appropriate signatures. The original is retained by the registrar, a copy by the division, and a copy is given to the student.

Administrative Changes

Administrative changes are made when it can be determined that a Nunez employee has made a mistake, or when students were incorrectly allowed to enroll contrary to placement test results, or when classroom testing indicates incorrect course placement. These changes must be approved by the instructor and the Division Dean and are processed in the division or in the Registrar's Office after the official drop and add period ends.

Reinstatement

A reinstatement request may be initiated by

1. **The Student.** The student submits the written request and reason to instructor. The instructor decides if reinstatement is warranted. The instructor should consider the number of absences and whether the student can successfully complete the course. If reinstatement is warranted, the instructor completes and signs the form, states rationale for reinstatement, and attaches student's explanation. The student then takes the form to the Registrar's Office for processing. The student may appeal to the Division Dean if reinstatement is denied.
2. **The Administration.** This category is used when student has been dropped in error by the instructor. Instructor's signature is necessary. The form is forwarded to the Registrar's Office for processing.
3. **The Admissions Office.** This category is used if the student has been dropped for failure to meet admission requirements and is being reinstated by the Admissions Office. If the student is reinstated by the Director of Admissions, the form will be forwarded to the instructor for consideration. He or she is to consider the number of absences and whether the student can successfully complete the course by the end of the semester. The instructor signs to indicate approval. In the case of disapproval, instructor sends a memo of explanation. The form in both cases is returned to the Admissions Office. If approved, it is sent to the Registrar's Office for processing. The student may appeal to the Division Dean if the reinstatement is denied.

Transferring to Same Course at Different Time

- 1 Because of an involuntary change in work schedule, the student may initiate a transfer prior to the last day to withdraw from college or drop a course. The student submits a written request to the Division Dean with a letter from his employer attached verifying student's change of work schedule. If approved, the Schedule Change Form is initiated. If not approved, the student may elect to officially drop the course.
- 2 If approved by the Division Dean and by the instructor gaining the student, the instructor of the course section being dropped attaches a recap of the student's grades and attendance

- record to the Schedule Change Form, signs the form, and submits it to the instructor gaining the student. (NOTE: The student is NOT allowed to deliver the form because the student's grades and attendance records are attached.)
- 3 The instructor gaining the student signs the "Section Change" section of the form and forwards the form to the Registrar's Office. A copy is kept by the instructor gaining the student along with documents attached by the releasing instructor.
 4. Other section changes may be noted on this form only during the "add" or "administrative add" periods at the beginning of a semester.

INSTRUCTOR'S DROP FOR EXCESSIVE ABSENCES

The instructor's drop form is used to drop students for excessive absences ONLY. The last date of attendance must be provided. Whether or not a student's absences are excessive should be defined by the instructor in the course syllabus.

Procedures for Drop by Instructor

- 1 Instructor PRINTS full name, division, date, course and section number, and name of course.
- 2 Instructor lists the student to be dropped by Social Security number, name of student (print), and last date attended. The last date attended is especially important in cases where the student is receiving financial aid benefits and when a refund may be warranted.
- 3 Instructor signs the form, retains a copy, and forwards the original to the Registrar's Office. A grade of 'W' will be assigned.
- 4 Any student who is dropped on an Instructor's Drop for Excessive Absences Form will be mailed notice of the drop.
- 5 A student who is dropped by the instructor for excessive absences may appeal this action first to the instructor, then to the Division Dean, and then in writing to the Academic Appeals Committee. In order that a student may be reinstated with the reasonable possibility of completing the work successfully, the student will be allowed to attend the class during the time the appeal is being considered. Specifically, the student will be allowed to • attend class from the date the student first contacts the Division Dean until the student and instructor are notified of the decision by the Academic Appeals Committee. Final authority rests with College Chancellor.

CLASS LISTS POLICY

First-Day, Interim, and Fourteenth Day (Seventh Day in summer) Class lists are used to verify enrollment, while the Mid-term and Final Class lists are used to report grades.

Upon receipt of any class list, instructors should check the top line of printed information and correct any errors. Instructor's name at the top of the form must match the instructor's signature at the bottom. If a different instructor has been assigned the course, that instructor should draw a line through name of the previous instructor, print his or her own name, and sign. This information will be verified with the division deans.

CLASS LIST PROCEDURES

FIRST-DAY CLASS LISTS

The first-day class list should be checked to verify enrollment on the first day that the instructor meets the class. Most students will be in the correct course and section, and their names will appear on class list. The following procedures are for those who do not:

1. A student who shows up in class, but whose name does not appear on the class list, should be sent to the Registrar's Office to officially register for the class unless the student has a computer printed Class Schedule which includes the course.
 - a. Students should not be allowed to attend any class for which they are not properly registered.
2. For a student whose name is not on the class list and is in class with a class schedule showing the course, the instructor should write the student's name on the class list. The student's name should appear on future class lists; however, if it does not appear on the next class list, instructor should send the student to the Registrar's Office immediately.
3. The instructor may indicate an absence on this first list, but should not report a student as a 'No Show' this early.
4. The memo from the registrar attached to the class lists will specify the date by which the class lists must be returned to the Registrar's Office.

INTERIM CLASS LISTS

Interim class lists are issued to instructors at the beginning of late registration and again after late registration has ended.

1. If a student whose name is not on the class list is in class, the instructor should ask the student for an official class schedule or a Schedule Change Form {add form} that is dated later than the date of the last class list.
 - a. Students should not be allowed to attend any class for which they are not properly registered.
2. Instructors should also submit copies of the Interim Class lists with these additional students' names and social security numbers added so that the Registrar's Office can determine the students' registration status.
3. The second Interim Class list which is distributed after late registration is the one on which 'No Shows' must be reported. A 'No Show' is a student whose name appears on the class list, but has never attended class. For such a student, the instructor must write the words 'No Show' in the grade column. (This procedure will be required until such time that our records system allow us to purge students for nonpayment of tuition.)

FOURTEENTH DAY (SEVENTH IN SUMMER) CLASS LISTS

This class list must be accurate and reflect actual enrollment. THIS CLASS LIST IS THE

OFFICIAL ENROLLMENT COUNT.

1. Any student who does not appear on the roster must be sent to the Registrar's Office immediately.
THE INSTRUCTOR SHOULD NOT ALLOW ANY STUDENT TO REMAIN IN CLASS OR TO RETURN TO CLASS WITHOUT AN OFFICIAL CLASS SCHEDULE OR SCHEDULE CHANGE FORM.
2. Accuracy of rosters should be verified in the same way as for Interim Class Lists. Any other discrepancy should also be reported by the instructor to the registrar and/or division dean immediately.
3. The Fourteenth Day Class list is the last one on which 'No Shows' should be reported. A 'No Show' is a student whose name appears on the class list, but has never attended class. For such a student, the instructor must write the words 'No Show' in the grade column. (This procedure will be required until such time that our records system allows us to purge students for non-payment of tuition.)
4. The memo attached to the list will specify that it is the last class list to be collected for the purpose of determining the College's official enrollment. Instructors must strictly adhere to the deadline for this list.
5. Because over-or under-stating the College's enrollment can bring serious consequences, both the registrar and the chancellor must be able to accurately report individual course enrollment as well as the semester enrollment to various state and federal authorities. The Chancellor of the College will address this issue with instructors who miss the deadline.

GRADE CLASS LISTS

In the interest of maintaining student reports and records as accurately as possible, and to provide grade reports to students in a timely manner, each grade class list should be submitted to the appropriate office by the specified deadlines.

Mid-term grades are usually submitted directly to the Registrar's Office, but under certain circumstances may be collected by the Division Offices. As the class lists are received, they will be checked for completeness. Any incorrect class lists will be returned to the instructor.

Final grade class lists are submitted to the Division Dean at which time the end of semester check-out is conducted. The Division Offices should submit final grades to the Registrar as soon as possible after they are received from instructors. Any grade class list that is not correctly completed should be sent to the respective instructor for immediate correction.

As the class lists are received by the Registrar's Office, they will be checked once again. Any incorrect class lists will be returned to the Division Office.

Since it is requested that all grade class lists be processed as soon as possible, the scheduled deadlines are included in the academic calendars. Class lists received after the deadline may not be entered into the computer until after grade reports are mailed. Any instructor who has difficulty with the scheduled deadline should check with the Chancellor.

Procedures for Completing Grade Class lists:

1. Check grade class lists for accuracy in same way as the First Day, Interim, and Fourteenth Day Lists.
2. Check to see that student information previously submitted is correctly printed on the list.
 - a. If a student's name (which you verified on the 14th day roster) does not appear, write in the name and social security number at the bottom of the page and assign a grade.
 - b. If a student was previously dropped but does not show dropped on your class list,

attach a copy of the previous class list upon which the drop appeared or Instructor Action Form used to drop the student.

- c. If a name appears that you have never seen before note this information on the class list. Do not assign a grade to such a student in grade column.
3. Print all grades in dark ink. If an error is corrected, please initial the correction.
4. If an 'I' grade is submitted on the final class list, attach the Incomplete Grade Contract to the class list. Division Dean approval must be obtained by the instructor. Incomplete Grade Contracts must include a description of the work to be completed by the student in order for the 'I' grade to be converted. The deadline by which the work must be completed should also be stated on the contract.
5. Sign and date the bottom of each class list.
6. Retain a copy for your own records prior to submitting the class list.
7. Submit grade class lists promptly. If they are not received on time in the Registrar's Office, students' grade reports will have an asterisk ("*") where grade should appear. Instructors may not submit an "*" as a grade.

GRADING SYSTEM AND POLICY

Degree of attainment of course objectives is indicated by letter grades and quality points.' A quality point-to-semester hour ratio of 2.0 (i.e., a "C" average in the courses of the degree program pursued) is required for graduation. The number of semester hours of credit offered for each course is included with the course description listing of the Catalog.

Final grades are reported for each student for every course undertaken according to the following grading system:

LETTER GRADE	DESCRIPTION	QUALITY POINTS PER CREDIT HOUR
A	Outstanding	4
B	Above average	3
C	Average	2
D	Passing, below average	1
F	Failing	0
W	Withdrawn	Not computed
I	Incomplete	Not computed
P	Pass	Not computed
AUD	Audit	Not computed
*	Grade not submitted	Not computed
YA-YD	Passing, but competency level not reached	Computed
NP	Proficiency exam not passed	Not computed

Quality points earned for each course are determined by multiplying the number of quality points for each grade by the number of credit hours the course carries. A student's grade-point average is computed by adding the total quality points for all courses for which quality point values may be computed and then dividing by the corresponding number of credit hours attempted during the same period. The grade of "P" will be awarded for non-traditional credit, non-credit, credit by exam and by-passed courses. Courses so credited will not be used in computing the grade-point average. Averages are specified to the second decimal place. (For example, a mathematical average of 1.980 would be expressed as 1.98, and not "rounded up" to a 2.0.)

INCOMPLETE 'I' GRADE POLICY

In order to receive an "I" grade, the student and instructor must sign an Incomplete Grade Contract detailing the reasons for the "I" grade and the work which must be completed for the "I" to be converted to a computed letter grade. Completed "I" contracts must be submitted to the appropriate Division Dean for approval at the time final grades are submitted. The work must be completed no later than the end of the semester following the semester or session in which the "I" grade was received. If the "I" grade is not removed, it will convert into an "F" and will be calculated as such in the grade-point average.

If extenuating circumstances exist, an instructor may recommend to the Division Dean that an extension be granted to the student for the completion of the contract. The Division Dean must notify the Registrar in writing of any extensions which are granted.

REPEAT/DELETE POLICY

Students who repeat a course in which a grade of "C" or lower was earned may apply for the deletion of the earlier grade if both attempts were at this college. The form to apply for the Repeat/Delete Policy is available in the Registrar's Office. The cumulative grade point average will reflect the adjusted average on grade reports and transcripts. No more than nine credit hours may be deleted from any academic record under this policy. Transfer students whose transcripts indicate deleted grades for repeated courses may have up to nine hours of repeated grades deleted from their cumulative record at Nunez.

The "true" unadjusted cumulative average will be used for certification of student loans, for the determination of scholarships, and for graduation honors. Other limitations and criteria apply to the Repeat/Delete Policy. Students should contact registrar's office personnel for additional information.

The procedures for repeat/delete are as follows:

1. A student may choose to repeat any course in which a grade of "C" or lower was earned. Both attempts must be at this college.
2. No more than nine hours of credit may be deleted from any academic records.
3. Once a course is repeated, a student must apply for the deletion on the appropriate form in the registrar's office.
4. This policy went into effective in January 1995 thus allowing students to apply for the deletion of grades for courses repeated in Fall 1994. Requests for the deletion of grades for courses repeated prior to Fall 1994 must be approved by the student's Division Dean before being processed by the Registrar.
5. The Nunez Community College transcript cumulative average will then be an adjusted average. The repeated course grade will have a ".R" added when the delete policy is applied. This will remove the previous grade from computation in our cumulative totals.
6. A "true" cumulative average (all attempts of all courses computed) will be used for the determination of graduation honors and all scholarships!
7. Transfer student whose transcripts indicate deleted grades for repeated courses at other schools may have up to nine hours of repeated grades deleted from their record.

WITHDRAWAL FROM COLLEGE POLICY

A "Withdrawal from College" can be initiated by the student or administratively by the Disciplinary Committee, the Director of Admissions, or a Division Dean. A 'W' grade will be assigned for all withdrawals.

The procedures for a withdrawal are as follows:

1. Student initiation of withdrawal form
Student picks up and completes the withdrawal form in Admissions Office.
 - a. Student secures signatures from financial aid, library, veterans' affairs, and business office indicating that student has no outstanding debts.
 - c. Student submits the withdrawal form to the Admissions Office along with the school 10 card. Withdrawal is effective on the date the completed form is submitted to the Admissions Office.
2. **Administrative withdrawal by the College, initiated by the Disciplinary Committee.**
 - a. Written results of the Committee hearing are forwarded to the Registrar. The Registrar then completes withdrawal form, indicates under Comments

"Disciplinary Committee Action-See attached," attaches documents, and signs and processes the form. Copies are distributed as indicated.

b. **the Admissions Office.**

If a student is not eligible to attend Nunez, the Admissions Office completes the form and forwards it to the Registrar's Office to be processed. Copies are distributed as indicated.

b. **the Division Dean.**

In academic programs which have minimum academic and/or performance requirements which must be maintained to remain in the program, the Division Dean will administratively withdraw a student upon dismissal from the program.

REMOVING 'I' GRADES AND ACADEMIC STATUS UPON RE-ENROLLMENT FOR ACTIVATION OF MILITARY SERVICE AND OTHER PERTINENT INFORMATION

Military personnel who are called to duty while enrolled in college are extended special consideration as to not have their academic statuses hurt as a result of their activations.

Time Limit for Removing Incomplete Grades

If the mobilized/activated student requests (with the concurrence of the course instructors involved) incomplete grades in all or some of the course in which he/she is officially registered, the student shall have no longer than one year after conclusion of the involuntary term of active duty, to meet with college officials and work out a time table for removing the incomplete grade(s).

Academic Status upon Reenrollment

When students whose higher education academic careers are interrupted by mobilization/activation reenroll in the same institution within one year of completion of their involuntary term of active service, the college will make every possible effort to place these students back into their academic studies track as close as possible to the same place the student occupied when mobilized/activated. The normal readmission application fee will be waived for these students. This will allow students to continue their academic studies with as little interruption as possible:

1. For students reenrolling under circumstances as described above, every reasonable attempt should be made to give preferential enrollment into high demand courses necessary for them to continue their studies with as little interruption as possible. This is particularly necessary for students who are enrolled in curricula which require sequenced courses of study.
2. Time spent on mobilized active duty should not be counted in determining the catalog under which the student may meet degree requirements. That is, where an institution allows the student to choose either the catalog in effect upon first entering the institution, as long as the student's attendance was continuous, or any subsequent catalog for a given period, the time while on involuntary active duty will not be counted. A person who, upon being offered separation from involuntary active duty, reenlists or otherwise voluntarily extends active duty retains the right of catalog choice only for the period of initial involuntary mobilization.

3. If certain courses required in a student's curriculum are no longer taught at the time of reenrollment, the institution shall make reasonable accommodations with substitute courses, independent study, or other appropriate means.
4. In instances of substantial curriculum changes during the period of involuntary military service, the Vice Chancellor for Academic Affairs may work with the student and prescribe a special curriculum, not necessarily following any given catalog, which will assure proper preparation of the student for his/her respective profession.
5. If a student's curriculum no longer exists at the time of reenrollment, the institution shall reasonably assist the student in changing to a new curriculum or transferring to an institution where the desired curriculum is available.

Scholarships

If a student is mobilized/activated while holding a scholarship under the control of Nunez Community College, then that student shall have this scholarship, or an equivalent scholarship, upon reenrolling after the student's period of involuntary active duty so long as the student remains otherwise eligible. This provision shall lapse if the student does not reenroll at Nunez within a one-year period from the time of separation from his/her involuntary active duty period.

Books

Since course textbooks change regularly, students who are mobilized/activated are strongly urged to sell those course textbooks they do not intend to keep for their personal collection at the time they leave the college. If these textbooks are to continue being used in the courses involved, the College will arrange for the purchase of these textbooks by the campus bookstore.

Student Grants and Loans

If students who have received grants and loans for attending college are mobilized/activated before the end of the semester, any tuition and fee refunds may have to be returned to the granting agency or applied toward retirement of the loan. Students should consult with the Financial Aid Officer at Nunez Community College in order to obtain clarification and/or further information on this matter.

GRADE CHANGE POLICY

Semester grades other than 'I' are considered final. Once a final grade has been submitted to the Registrar's Office, it may be changed only if the instructor determines that an error was made in calculating the grade.

The following procedures should be followed for a grade change:

1. **Instructor Initiation**
 - a. Instructor completes student and course information requested on the Grade Change Form.
 - b. If grade change is for conversion of Incomplete 'I' grade, instructor should check that box and give date contract was completed.
 - c. If grade change is to correct a grade given in error, instructor should check the box entitled Correction of Grade, complete explanation section, and attach copy of grade computation and/or documentation.
2. **Administrative Approval**
 - a. To approve the grade change, the Instructor signs Grade Change Form and submits the form to his/her Division Dean and the VCAA for approval.
 - b. If disapproved, form is returned to instructor.

- c. If approved, form is sent to the Registrar's Office for processing.
3. **Registrar's Office**
 - a. Registrar's Office receives grade change from the division office.
 - b. Grade change is reviewed and, if there are no questions, it is processed.
 - c. Questions are referred to appropriate persons.
 - d. The original of the change is filed in the student's permanent file; other copies are distributed as indicated on the form.
- e. The registrar mails a copy of the grade change form and updated transcript to the student and sends the student's division office notice of the update.

Time Limit

A change of grade may be approved by a Division Dean if the instructor submits it within one calendar year of the date the original grade was issued to the student. Any change of grade submitted after one calendar year has elapsed, must be approved by the Vice Chancellor for Academic Affairs.

Student Appeal

Any student who feels that the final grade he or she received in a course is incorrect may appeal the grade. This appeal must proceed through the following stages:

1. The student must contact the instructor of the course to discuss the grade.
2. If still unsatisfied, the student should discuss the grade with the Division Dean to whom the instructor reports.
3. If still dissatisfied, the student writes a formal letter of appeal to the Vice Chancellor for Academic Affairs (VPAAI or designee stating the exact nature of the appeal, and the reasons for the appeal. The VPAA will arrange for a meeting of an ad hoc Academic Appeals Committee.
4. All parties involved will receive written notice of the outcome of the appeal. Decisions of the Academic Appeals Committee will stand unless the student or the instructor appeals in writing to the College Chancellor. Decisions of the Chancellor are final.
5. The student, the instructor, the registrar, and the VPAA will receive written notification of the final outcome of the appeal(s).

CHANGE OF DIVISION/MAJOR/PROGRAM/DEGREE STATUS

A degree-seeking student who wishes to change his/her major may do so at any time during the semester. Also, a student who originally enrolled as a non-degree or special student may change to degree-seeking status. This is done by completing the Change of Division/Major Form located in the Registrar's Office.

Students who choose General Studies as a major must meet with an academic advisor to select an area of concentration and to develop a degree plan.

A veteran receiving benefits from the VA must also notify the Veterans Affairs Office upon changing majors. The VA has very specific requirements and limitations on the number of times a person who receives veterans benefits may change programs.

Veterans and students receiving other sources of federal financial aid ~ be enrolled as degree-or certificate-seeking students.

Change from Non-degree to Degree-Seeking Status

A student who originally enrolled as a non-degree or special student may change to degree-seeking status by completing the Change of Division/Major/Degree Status form and by meeting all admissions requirements for the program they are entering. The Catalog to be followed by the student will be the one in effect on the day of the change of major.

The form is completed by the student in the Admissions Office. Admissions office personnel will inform the student of any required documentation. The student will have 30 days in which to submit the required documentation. The registrar's office personnel will process the change and send a copy to the division gaining the student.

Change to a New Major

A student wishing to change from one program to another must complete the Change of Major/Program/Degree Status form in the Admissions Office. The division gaining the student will receive a copy of the form after it is processed by the Registrar's Office. The student must follow the graduation requirements in the Catalog in effect at the time of the change.

Declaration of a Second Major

Students who are pursuing two different programs concurrently are required to declare both majors. If both majors were not declared on the Application for Admission, the Change of Major/Program form is used for this purpose. The student must follow the graduation requirements of the Catalog in effect at the time the second major was declared. The original Catalog for the first declared major may be followed.

In the student's record in CSTools, the second major will appear after Major1.

COURSE SYLLABUS

Each faculty member is responsible for developing a Course Syllabus for his/her class which contains the following information:

1. Full Title and Number of the Course
2. Name of Instructor
3. Office and Phone Number ~ Office Hours
4. Building and Room Number of Class
5. Time and Day of Class
6. Texts Needed
7. Prerequisites (if applicable)
8. Course Description (This should be the same description as in the catalog.)
9. Course Goal (The goal should be one general statement of what the course is intended to accomplish.)
10. Student Learning Outcomes (Outcome should say what it is the student should learn and how they will be assessed.)
11. Course Outline (This is the course calendar or schedule of material to be studied.)
12. Instructional Learning Activities {List all planned or possible activities for each session in the course outline.}
13. Safety Factors (This should include classroom safety regulations, if applicable, and safety precautions to be observed in the labs.)
14. Types of Assessment (This should include a listing of all measures used to evaluate student performances.)
15. Method of Grading (Weight factors of quizzes, tests, exams should be indicated as well as cheating and plagiarism policies of the instructor.)
16. Addendum (College rules and regulations, especially regarding absences, school policy on students with disabilities, and an abbreviated current academic calendar.)
17. Resources in Nunez Library as appropriate.

Instructors should provide each student with a course syllabus within one week of the first class meeting. Also, a dated and signed copy of each new course syllabus should be forwarded to the Division Dean within the first two weeks of class. All syllabi should be forwarded to the Vice Chancellor of Academic Affairs by the Division Deans. Syllabi should be reviewed/updated yearly.

IF ANY SIGNIFICANT DEVIATION FROM THE SYLLABUS IS MADE DURING THE SEMESTER, THE FACULTY MEMBER MUST NOTIFY THE DIVISION DEAN, THE VCAA, AND THE STUDENTS OF THE CHANGES IN WRITING.

STUDENT RECORDS

STUDENT REQUEST FOR TRANSCRIPTS

Students may request official copies of their transcripts for themselves or request that official copies be sent to other institutions of higher education, employers, or licensing and accrediting agencies. Transcripts issued directly to students will be official copies, but will state that they were issued to the student.

- * Students should be encouraged to request transcripts well in advance. Students with emergency requests may receive copies while they wait if an appropriate official from the registrar's office is available. A \$3.00 fee will be assessed for each transcript.

The only exemptions to the above policy will be made, in writing, by the College Chancellor.

Transcripts will not be issued to students who have

- 1 defaulted on their state or federally guaranteed loans secured while enrolled at Nunez Community College;
- 2 failed to meet outstanding financial obligations to the College; or
- 3 failed to provide the required admissions documents to the College.

UNOFFICIAL TRANSCRIPTS

Students may request copies of their transcripts from the Admissions Office. These will be unofficial as they will be printed on plain paper and not contain the transcript guide which appears on the back of official transcripts.

Academic advisors may choose to print a student's transcript from their computer during registration or other meetings with the student. Caution should be taken with this transcript. It should be given to the student, placed into the student's division file or destroyed. (Academic records containing identifying information should not simply be tossed into a wastebasket.)

SECURITY AND CONFIDENTIALITY OF STUDENT RECORDS

Every employee of the College has the responsibility of protecting the students' records. The original documents collected during the admissions process are placed into a folder after the information is evaluated and entered into the student information records system CSTools. These files are permanently stored in the Registrar's Office. The computerized data is backed-up each evening and magnetic tapes are stored off-campus in a safety deposit box at a local bank. Older records from St. Bernard Parish Community College and Nunez Technical Institute are also stored in microfilm and microfiche.

ACCESS TO STUDENT RECORDS

Every academic advisor will be given certain limited access to student records through the campus computer network. The students' information accessed through the computer must be secured and kept confidential just as are the physical records housed in the Registrar's Office. No one other than Registrar's Office personnel is authorized to provide student information to a third party.

To ensure that student information is not accessed by unauthorized persons, it is the responsibility of each instructor to protect the students records by the following:

- 1 Keep all passwords confidential and do not allow others to work using your password.

- 2 Always logout when you leave a computer terminal.
- 3 Do not use the computer when someone else is logged-in. Logout for the previous user and then use your own login.
- 4 Upon discovering an unattended computer which is logged in to CStools, logout, and report the incident to the department or division secretary.
- 5 Do not discuss a student's grades or academic status when other students are close enough to overhear the discussion.
- 6 If a student's folder is removed from the division file cabinet, make sure it is properly re-filed or returned to the division secretary.
- 7 Do not post grades by names or social security number. Should you elect to post grades, some form of anonymous posting agreed to in advance by your students should be used.
- 8 Refer all requests for student information by a third party to personnel in the Registrar's Office. Some students have exercised their legal right to limit access to their records: therefore, releasing information on such a student to an unauthorized party would be in direct violation of P.L. 93-380, Sec. 513.

CHANGE OF DEMOGRAPHIC INFORMATION

Students have been informed through the Catalog and Student Handbook that it is their responsibility to keep the College current as to their names and addresses. Students may request changes in personal information at any time by completing the "Change of Demographic Information" form in the Admissions Office.

A student must go to the Admissions Office to change his or her name, to change/correct a social security number, or to change residency status. Appropriate documentation must accompany the request as follows:

1. Name Change- court order changing one's name; marriage license; or divorce proceedings including change of name.
2. Social security number- original social security card; or LA driver's license.
3. Residency- 1040 or W2 showing wages earned in LA for a full 12 months prior to change; and rent receipts or utility bills in student's name for last 12 months. **SEE RESIDENCY REQUIREMENTS IN ADMISSIONS SECTION OF NUNEZ COMMUNITY COLLEGE'S CATALOG.**

ACADEMIC STATUS

A student's academic status is a general indication of the student's eligibility to remain in college. It may affect a student's eligibility for scholarships, special insurance rates, loans, work-study programs, and participation in intercollegiate athletics and other student activities. A student's academic status is determined at the end of each semester and summer session.

DEFINITIONS

Cumulative Average- A student's cumulative grade-point average (GPAI) is calculated by dividing the total number of quality points earned by the total number of semester hours attempted.

Good Academic Standing- A full-time or part-time student not admitted on academic probation or not placed on academic probation because of academic deficiency in a former semester or session shall be regarded as being in good standing.

SCHOLASTIC DEFICIENCIES

Academic Probation- A student will be placed on academic probation whenever his or her

cumulative average is '0 or more quality points below a 2.0 average. To determine if a student is on academic probation, multiply the cumulative hours attempted by two. If the answer is 10 or more Quality points greater than the cumulative Quality points earned, a student is on probation. This rule establishes a sliding scale. As the cumulative hours attempted increase, the closer the cumulative average must be to a 2.0. A student must make constant progress towards meeting the minimum graduation GPA requirement of a 2.0. For example:

Cumulative Hours Attempted	Quality Points X 2 minus 10	Cumulative Avg. Resulting in Probation
12	24-10 = 14	1.17 or lower
24	48-10 = 38	1.58 or lower
36	72-10 = 62	1.72 or lower
48	96-10 = 86	1.79 or lower
60	120-10 = 110	1.83 or lower
72	144-10 = 134	1.86 or lower

Once on academic probation, a student will remain on probation (as long as each semester or summer session average is at least 2.01 until the cumulative grade-point average of 2.0 or higher is achieved. When a student on academic probation earns a cumulative grade point average of 2.0 or higher, he or she will be placed in good academic standing.

Academic Suspension- A student on academic probation will be suspended from the College at the conclusion of any semester or summer session in which that student fails to earn a grade-point average of at least 2.0. First-time freshmen will not be suspended prior to two semesters of enrollment.

1. Students suspended for the first time at the end of the spring semester may attend summer school without appeal. If these students raise their cumulative grade-point average to 2.0 or higher, they are placed in academic good standing and their suspension periods are lifted. They may then attend the fall semester without appeal. If they do not raise their cumulative grade-point average to 2.0 or higher in the summer session, the suspension for the fall semester is in effect. In this case, only one suspension is counted against the student.
2. Students suspended for second or subsequent times at the end of the spring semester may not automatically attend summer schedule to be re-admitted to any semester or summer session, they must appeal.
3. Students suspended for the first time at the end of the fall semester may not attend the spring semester without appeal.

Re-admission from Suspension- Students who have been suspended may appeal to the Vice Chancellor for Academic Affairs if extenuating circumstances were the cause for the suspension.

1. Students suspended may not enroll in other universities within the University of Louisiana System, but may enroll if admitted to other colleges outside the System or to community colleges within the University of Louisiana System. During the suspension period, only developmental or remedial courses may be accepted for transfer to a System institution.
2. Transfer students who have been suspended from other systems may appeal to

enroll at University of Louisiana System institutions during the academic suspension period only if they have a 2.0 cumulative average. Appeals may be granted or denied.

Students on academic suspension are eligible for enrollment in developmental studies, remedial courses, or other non-transferable courses unless special permission to enroll in transferable courses is granted by the VPAA

ACADEMIC STATUS IN SPECIFIC PROGRAMS

Faculty and/or the Dean of a given program may, with the approval of the Academic Council, establish higher academic and performance standards for admission to, continuation in, and/or re-entry to that program. At present, the following programs have separate admissions and continuation standards: Practical Nursing, Emergency Medical Technology, Home Health Aide, and Opticianry.

ACADEMIC APPEALS

An ad hoc Academic Appeals Committee will be authorized to hold hearings and appeals on the following: 1) grade disputes; 2) academic standings and eligibility; 3) drops for excessive absences; and 4) alleged falsification of documents. The procedure for initiating an appeal is to contact the Vice Chancellor for Academic Affairs. Grades may be challenged until the end of the regular semester following that in which the grade was received. **Only final grades may be appealed.**

The general procedure for academic appeals is as follows:

1. Student discusses matter with instructor or appropriate college official and tries to resolve the issue informally.
2. Student contacts the Division Dean who then may refer the student to the proper administrator if the issue cannot be resolved at that level.
3. To pursue the matter further, student applies for a hearing in writing to the Vice Chancellor for Academic Affairs or designee, attaching documentation, and attempts to resolve the problem at that level.
4. The Vice Chancellor for Academic Affairs or designee will set a hearing for a specific day, time, and location and form an ad hoc Academic Appeals Committee.
5. All parties will receive written notice of the outcome of the appeal. Decisions of the Academic Appeals Committee will stand unless the student or the instructor appeals in writing to the College Chancellor. The decision of the Chancellor is final.
6. The student, the Registrar, and the Vice Chancellor for Academic Affairs will receive written notice of the final outcome of the appeal(s).

NON-TRADITIONAL CREDIT

Nunez Community College offers a variety of ways for a student to receive college credit based on learning experiences outside of the traditional college classroom.

1. Advanced Placement credit is available to students who have above average scores on the ACT Test. Credit in some technical areas may also be sought through advanced placement.
2. Credit by Examination is available to students who have mastered the content a college course and can demonstrate the same competency as regularly enrolled students through an examination.
3. Life Experience Assessment Program (LEAP) gives students the opportunity to present a portfolio of what they know, or can do, in terms that relate to specific college courses.

4. Military training in many cases is related to the content of college courses. The American Council on Education (ACE) guidelines are used to determine if college credit can be awarded for military training.
5. Correspondence Courses are not offered by the College, however; correspondence courses taken at other institutions may be applied towards the completion of a degree or certificate if approved in advance by the Division Dean.

ADVANCED PLACEMENT

A student who submits American College Testing (ACT) scores of an acceptable level to the college may request advanced placement in English and mathematics. Such credit must be requested during registration for the first semester of enrollment. A fee of \$8 per credit hour is assessed upon the student's request for advanced placement being approved by the Division Dean.

Advanced standing procedure for mathematics and English is initiated by the completion of Application for Advanced Placement form in the Admissions Office.

Upon verifying the ACT scores, the Director of Admissions will complete and forward the form to the Arts and Sciences Division Dean for approval. If approved, the form is forwarded to the Registrar.

Students who wish to pursue advanced placement in a technical area should meet with the Business and Technology Dean prior to registering for any related courses.

Criteria for advanced placement are as follows:

English

1. An English score on the ACT of 25 or higher may result in advance placement in English Comp II.
2. Credit for English Camp I is awarded only upon attaining a grade C' or higher in English Comp II.

Mathematics

1. A student who has an ACT mathematics score of 22-26 may receive bypass credit for MATH 118 if the student completes MATH 130 or MATH 145 with a grade of 'C' or higher.
2. A student who has an ACT mathematics score of 28 or higher may receive bypass credit for MATH 130 if the student completes MATH 140 with a grade of 'C' or higher.
3. A student who has an ACT mathematics score of 26 or higher is advised to schedule MATH 145 (Pre-Calculus).

Technology Courses

In special cases, a student may be given advanced standing for outstanding • records or performance that is documented and approved by the appropriate instructor and the Business and Technology Division Dean.

CREDIT EXAMINATIONS

A Nunez Community College student who believes he or she is qualified by experience or previous training may request credit by examination. A student who wishes to apply for credit by examination should contact the appropriate Division Dean.

Copies of credit examinations for courses in which such examinations may be given must be approved in advance by the Division Dean. If the examination involves shop or laboratory activities a brief description of the examination must be also be approved by the Division Dean. Credit examinations must test all the competencies required to pass a course as currently required by the College for regularly enrolled students.

The following regulations govern the program:

1. The student must be currently enrolled at Nunez Community College.
2. A non-refundable fee of \$8 per credit hour is charged prior to administration of the examination.
3. To receive credit, a student must demonstrate minimum proficiency of 75% of all competencies for the course.
4. Semester hours of credit earned by credit examination are assigned the 'P' grade. No quality points are earned. Such credit does not enter into grade point average computations.
5. Students intending to use credit by examinations to meet degree requirements of other institutions should check the requirements of the receiving institution.
6. A student who wishes to take a credit examination for a by-passed course must take the examination by the end of registration of the semester in which he/she enrolls for the more advanced course. If proficiency is not demonstrated on the exam, the student will be administratively dropped from the higher level course with no refund available or placed into the appropriate level course.
7. Credit examinations are approved by the Division Dean only after the student is enrolled in at least one course at the College.
8. Students may take a credit examination in the same course only once.
9. Students may not take a credit examination in a course in which they are currently enrolled or which they have previously completed at any regionally accredited college.
10. Students who declare academic amnesty may take credit examinations for any course completed prior to declaring amnesty in which a grade of C or better was earned.
11. Students may not take credit examinations for a course which was audited.

Application Procedures: Credit Examination

- Step 1. Student request Application for Credit Examination form at the Admissions Office. Current enrollment is verified. If student is enrolled, the date, student's name, social security number, course number, course title, and credit hours are entered on the form and the student is directed to appropriate Division Office in which the requested course is taught for Division Dean approval.
- Step 2. The Division Dean for the student's major should also be consulted by the student to make certain that the credit earned through examination may be used to fulfill program requirements.
- Step 3. Student takes form to Bursar's Office and pays required fee when form has been approved by the Division Dean.
- Step 4. Bursar's Office, upon receipt of payment, completes the payment section of the form and issues a receipt to the student.
- Step 5. Student completes the examination with the instructor designated by the Division Dean to administer the examination.
- Step 6. Instructor administering the examination completes the test information part (score, date of exam, etc.) and submits the form to the Registrar's Office where the form is processed and copies are distributed.

LIFE EXPERIENCE ASSESSMENT PROGRAM

In accordance with recent trends toward the recognition of non-traditional learning experiences, Nunez Community College offers students the opportunity to get a head start in college through the Life Experiences Assessment Program (LEAP). College credit may be awarded for knowledge gained through reading private study, and/or work experience. The central

principle in the LEAP program is that what a student knows is more important than how the student learned it.

No more than 25% of the total hours applicable toward a degree or certificate may be from portfolio-based LEAP credit. Also, no more than one-third of the hours composing the major or area of concentration may be from portfolio-based LEAP credit.

For information on how to apply for LEAP credit, students should contact their Division Dean after reading the following general policies for this type of non-traditional credit:

1. To be eligible to apply for LEAP credit, a student must be enrolled in at least one course at Nunez Community College and be degree- or certificate- seeking.
2. The student should consult with the dean of the division of their degree or certificate program to discuss any limitations which may affect the applicability of LEAP credit towards graduation requirements.
3. A separate application must be completed for each course in which credit is being requested through LEAP.
4. A non-refundable fee of \$8 per credit hour is charged for the evaluation process for the determination of LEAP credit.
5. A review of the portfolio by faculty competent in the subject area in which LEAP credit is being sought may result in a recommendation to the Academic Council that credit be awarded. The Academic Council may recommend to the Registrar that credit be awarded. Decisions of the Academic Council are final.
6. Students who complete the LEAP application before the beginning of a semester will have until midterm of that semester to complete the process for credit to be awarded during the current semester. If application is made during a semester, the student will have until the end of the semester to complete the process, but credit may not be awarded until the next semester. (In other words, there is approximately an eight week limit to complete the process once application for LEAP credit is made.)
7. Students may apply for LEAP credit for a given course only once.

Procedures to Apply for LEAP Credits

Step 1. The student meets with the dean of the division in which the course is taught. At this meeting, requirements for LEAP credit and the student's experiences and background are discussed. If the discussion indicates the possibility that LEAP credit would be applicable, the Division Dean will refer the student to the appropriate instructor(s). The student will also be asked to prepare a chronological narrative of their experiences related to the LEAP credit being sought. (The Division Dean may recommend that Credit by Examination be sought rather than LEAP. Also possible is the recommendation that neither LEAP nor Credit by Examination be used for the course in question and that the student regularly enroll in the course.)

Step 2. The student completes the application, writes the narrative, and makes an appointment to meet with the instructor assigned by the Division Dean.

Step 3. The student meets with the instructor. The narrative and application are reviewed and the type of documentation needed to be included in the portfolio will be discussed. This may include certificates, diplomas, course descriptions, demonstrations, essays, or other documentation as determined by the instructor. A deadline for the submission of the portfolio should be established at this time. (The instructor may recommend that Credit by Examination be sought rather than LEAP. Also possible is the recommendation that neither LEAP nor Credit by Examination be used for the course in question and that the student regularly enroll in the

course.)

- Step 4.** The student pays the appropriate fee to the Bursar's Office where a receipt will be issued. The application and receipt are then submitted to the Registrar who will distribute copies to the student and the appropriate division office. (The application is considered complete after this step.)
- Step 5.** The student prepares their portfolio and submits it to the instructor by the deadline. If necessary, the instructor may schedule additional meetings with the student.
- Step 6.** The instructor recommends to the Academic Council that credit be awarded based on the instructor's evaluation of the student's portfolio.
- Step 7.** The Academic Council considers the instructor's recommendations. If the Academic Council accepts the recommendation, the Registrar will be instructed to post the appropriate credit to the student's record and to send notice to the student and the appropriate division office.

MILITARY CREDITS

Students who have earned credit through courses taken while in the armed services may apply for acceptance of these credits in the Registrar's Office. Credit recommendations from the American Council on Education are usually accepted. A student's Division Dean will determine which credits earned through military training are applicable towards graduation. These hours count as part of the total hours of non-traditional credits applicable toward a degree or certificate.

Procedure for the Evaluation of Military Credit

1. In order for military credits to be evaluated, the student must provide a DD Form 295, Application for the Evaluation of Learning Experiences during Military Services, or ARRTS Transcript. The Registrar will not actually complete the evaluation, but will submit the student's request to the appropriate agency for evaluation. Students should also provide a DD Form 214, copies of any "Course Completion Certificates" that the student has received, or other proof of having completed the courses in order to expedite the process.
2. Upon receipt of the official evaluation reports from the appropriate agencies, the Registrar will post the American Council on Education credit recommendations to the student's transcript. The student will be given an unofficial copy of the updated transcript as will the student's Division Dean.
3. The student should meet with his/her Division Dean to discuss the applicability of military credit to fulfill program requirements.

CORRESPONDENCE COURSE CREDITS

Nunez Community College offers no correspondence courses. Students who wish to use credit from correspondence courses taken at other institutions to meet degree or certificate requirements must receive the permission of the Division Dean, prior to registering for the correspondence course. A maximum of six hours of correspondence credit may be applied toward a certificate or degree. These hours count as part of the total hours of non-traditional credits applicable toward a degree or certificate.

If a transfer student has already received correspondence credit prior to enrolling at Nunez, the student must receive approval from the Vice Chancellor for Academic Affairs or designee for such credit to fulfill graduation requirements at Nunez.

NON-TRADITIONAL CREDITS FROM OTHER INSTITUTIONS

Nunez Community College may accept non-traditional credits that have been awarded by

other regionally accredited institutions. These credits have the same limitations in their use in meeting graduation requirements as do non-traditional credits earned at Nunez and will be used in computing the total hours of non-traditional credit for which a student is eligible.

Transfer students who have been awarded non-traditional credit at other institutions should meet with their Division Dean to discuss the acceptance of such credit toward meeting graduation requirements at Nunez.

GRADUATION REQUIREMENTS

GENERAL REQUIREMENTS

A student should meet on a regular basis with his or her academic advisor to assure progress is being made toward the completion of a certificate or degree. A student may qualify for an associate degree or certificate if he or she has met the following requirements:

1. Completed work in his or her curriculum as described in the catalog in effect at the time the student first enrolls. The student may follow the catalog in effect during the student's final semester. If the student's major changes, or if the student does not enroll at Nunez Community College for a fall or spring semester, he or she must use the catalog in effect at the time of the change of major, the return to college, or the completion of degree requirements.
2. Earned at least a "C" in each required major course and has an overall grade point average of 2.00 in all courses used toward the degree or certificate. A student who earns an "F" in a required major course must repeat the course. No substitution may be made. **(The last grade earned is the official grade in any repeated course.)**
3. Completed the final 25 percent of required courses applied toward the degree or certificate in residence at Nunez Community College. This final 25 percent may not include any credit from non-traditional sources with the exception of credit earned through credit by examination.
4. Earned no more than 25 percent of the total hours applied toward the degree or certificate from portfolio-based non-traditional sources.
5. Earned no more than one-third of the credits needed in required major courses from non-traditional sources not including credit by examination.
6. Completed **at least** the number of credits stipulated in the degree program. In cases where programs are revised and a course is no longer available, completion of the total number of credit hours required in the curriculum as listed in the catalog being followed is mandatory. However, an appropriate substitution may be made.
7. Received in writing approval for any deviation from the curriculum, as stated in the catalog being followed. Students are reminded that they may not apply toward graduation credit for a lower level course in a sequence after earning credit in the higher level course.
8. Made application for graduation by the deadline noted in the Class Schedule in the semester prior to the semester in which graduation is anticipated, but no later than the final deadline in the spring semester. Applications are available in the Registrar's Office.
9. Fulfilled all other obligations and regulations including financial obligations to the College prior to established dates. Financial aid recipients must attend an exit interview before they will be allowed to participate in graduation or receive their diplomas or certificates. Students should contact the Financial Aid Office for details.
10. Paid the appropriate graduation fee. A student who does not complete graduation requirements for the anticipated academic year must pay an additional graduation fee during the academic year in which he or she reapplies for graduation and meets the requirements.
11. A student is expected to be enrolled at Nunez when applying for graduation. Students who apply for degrees or certificates after leaving school must have completed course requirements for graduation and have been enrolled, within the ten-month period preceding their late application for graduation.
12. Participation in graduation ceremonies is mandatory. Graduates who cannot attend must

complete a Request to Graduate in Absentia form in the Registrar's office. The graduation fee is required even when a request to graduate in absentia has been approved.

REQUIREMENTS FOR A SECOND DEGREE OR CERTIFICATE

A student must meet all graduation requirements for the second degree or certificate and must earn at least an additional nine semester hours for a second certificate or 15 semester hours for a second associate degree in the second major. These hours cannot apply toward the first degree or first certificate. In addition, an official declaration of major must be on file prior to applying for a second degree or certificate so that the appropriate catalog requirements can be determined.

In degree programs where there are several options, a different option is not considered a second degree. For example, more than one general studies degree will not be awarded even when a different area of concentration has been completed. Nor will more than one office careers certificate be awarded even though courses from a second option are completed.

RE-ENTRY STUDENTS AND DISCONTINUED MAJORS

Any student who has completed 50 percent of the required courses in a major that is no longer available may be allowed to transfer into Nunez Community College the remaining required major courses to complete the degree requirements. The student must complete the requirements within two years after the semester in which the program was discontinued.

TRANSFER AND RE-ENTRY STUDENTS

In order to determine a student's eligibility to enroll, and in order for an evaluation to be made and transfer credits to be applied toward graduation requirements, each regionally-accredited institution attended must be noted on the Application for Admission to Nunez Community College. An official copy of each transcript must be on file in the Registrar's Office. The transferring student may be required to provide a copy of the catalog from each of the other institutions attended.

GRADUATION HONORS

Associate Degree Recipients -A graduate with excellent academic achievement is designated as a **CHANCELLORIAL HONOR GRADUATE** if his/her academic record must consist of

1. a cumulative grade-point average of at least 3.8 on the college work attempted at all colleges attended;
2. a minimum of 50% of semester hours applied toward the degree completed at Nunez Community College; and
3. completion of the final 15 semester hours in required courses at Nunez Community College. Such a graduate will wear an ivory and a gold cord at graduation.

In order to receive the distinction of HONOR GRADUATE, the student's academic record must consist of

1. A cumulative grade-point average of at least 3.5 on the college work attempted at all colleges attended;
2. A minimum of 50% of semester hours applied toward the degree earned at Nunez Community College; and
3. Completion of the final 15 semester hours in required courses at Nunez Community College. Such a graduate will wear a gold cord at graduation.

Certificate Recipients -A student who completes a one-year college certificate program that includes English and mathematics, and who achieve a 3.5 or better cumulative grade-point average, will have a distinction of MERIT noted in the program and will be wearing an ivory cord at graduation.

GRADUATION CHECK-OUT (DEGREE AUDIT)

To ensure the academic integrity of the College, and to efficiently assess each student's record as they approach their educational goal, the following procedures have been developed to assist each party in their role pertaining to graduation.

1. **Registrar's Office**- Upon receipt of an Application for Graduation, the Registrar's Office checks the applicant's record to determine if the student is in the correct major and to ascertain which catalog should be followed. The division office of the student's major is sent the yellow copy of the application.
2. **Division Office**-Upon receipt of the graduation application, the Division Dean or designee should review the student's Educational Degree/Certificate Form (akas Check-out Form or Advising Form) to make certain that the appropriate courses and grades have been approved. If a course has been substituted for a required course, the Division Dean's approval should be included on the form or separately attached. The student should be informed (preferably in writing) if any course requirements have not been met.

The Division Office should complete this review and submit the Checkout Form to the Registrar by the end of late registration during the spring semester. Completing the review by this deadline will provide sufficient time for the student to add courses to his/her class schedule if deficiencies are discovered during the review.

3. **Commencement Committee**-As applications for graduation are received by the Registrar's Office, copies are forwarded to the Commencement Committee. The committee sends each applicant's information regarding the ceremony in May, an order form for cap and gown, the dates on which a college ring may be ordered, and the deadlines by which all fees and orders must be submitted.

The Commencement Ceremony Program, selection of the Guest Speaker, inviting of special Quests, and arrangements at the auditorium are also completed by the Commencement Committee.

4. **Chancellor's Office**-Nunez Community College diplomas for certificates and degrees are produced in-house by the chancellor's secretary. The registrar provides to the Chancellor's Office a list of names and awards exactly as they are to appear on the diplomas. The printed diplomas are proofread by the registrar. The college seal and chancellor's signature are affixed to the diplomas and they are sent to the University of Louisiana System office for additional signatures. A diploma is prepared for each applicant for graduation.
5. **Registrar**-During this preliminary audit, the Registrar will review the degree and certificate forms as submitted by the Division Offices. Residency requirements, grade requirements, non-traditional credit hour limits, and other Nunez graduation criteria will be audited by the Registrar.

The final audit will be done immediately after final grades have been submitted to the Registrar and posted to the students' records. Regardless of the catalog being followed for graduation, the student's cumulative grade point average must be at least 2.0 ("Coo). Students whose averages fall below the minimum 2.0 or whose final grades in major courses are below "C" will be notified by telephone by the Registrar as such discrepancies are discovered. The student's Division Dean will also be notified. Honors are also determined by the Registrar at this time.

Once final grades are posted to each applicant's record, the applicant's graduation

packet (the check-out form signed by the Division Dean, a transcript and/or final grade report, and the application for graduation) is cleared for graduation by the Registrar if all requirements have been met. (The graduation packet becomes part of the students' permanent record.) For applicants who fail to meet any of the requirements for graduation, the Registrar will pull their diplomas and, if time permits, have their names removed from the program.

After graduation, the awarding of each degree and certificate will be posted to the graduates' academic records. News releases will be made to the local media.

ACADEMIC HONORS

SEMESTER HONORS—CHANCELLOR'S LIST, HONORS LIST

At the end of each semester, a Chancellor's List is published recognizing those students who have completed at least 12 hours (exclusive of Developmental Studies) with a semester grade-point average of 3.8 or higher and with no grade below "C" for that semester.

Each semester, an Honors List is also published recognizing those students who have completed at least 12 hours (exclusive of Developmental Studies) with a semester grade-point average of 3.50-3.79 and with no grade below "C" for that semester.

HONORS PROGRAM

Nunez Community College provides an excellent opportunity for gifted students to be placed in small intensified classes that explore issues and concerns from a wide perspective. Students' transcripts will indicate which courses are "honors," and upon graduation those who have completed 15 credit hours in such courses will be designated graduates in the Honors Program. Honors courses are designated with the word "Honors" in the title. In multi-section courses, the honor section is designated directly below the title with the word "Honors" in the class schedule.

Students who wish to enter the program must complete an application and meet certain criteria. For entering freshmen, the criteria are a composite ACT score of at least 23 and a cumulative high school grade-point average of 3.0. Continuing students should have a cumulative average of 3.4. To remain active in the program, a 3.4 grade-point average must be maintained. Students who do not meet these criteria may appeal to the Honors Committee for consideration. Application may be made in the Office of Academic Affairs.

A student who is interested in receiving honors credit for a course should contact the Division Dean of the division in which the course is taught. The Division Dean will then make arrangements with the instructor of the course.

GENERAL POLICIES AND PROCEDURES

STUDENT CLASSIFICATION

A credit or semester hour represents one hour of class work or at least two hours of laboratory work a week, together with the necessary outside preparation, for a semester. The value of each course of instruction and the amount of work required for graduation is stated in terms of semester hours.

A student's classification is determined upon registration and again at the end of each semester according to the number of credit hours and quality points earned. A student is classified as a freshman if he or she has earned fewer than 30 credit hours. A student is classified as a sophomore if he or she has earned at least 30 hours and 60 quality points.

A student is also classified as full-time or part-time in accordance with the number of credit hours pursued during a semester. Twelve or more hours constitutes full-time status in a regular semester, six hours in a summer session.

COURSE LOAD

Only an exceptional student may, upon the approval of the Division Dean, enroll in more than 19 credit hours (10 hours in summer session). The maximum allowable course load is 21 credit hours (13 hours in summer session). The VPAA must approve all requests for greater course loads.

Veterans receiving V.A. benefits should direct questions about the Veterans Administration's definition of a full-time student to the Veteran Affairs Officer.

CHANGE OF MAJOR

A degree-seeking or certificate-seeking student may transfer from one degree or certificate program to another. A non degree-seeking or non certificate seeking student may declare a major after meeting the admission requirements for a degree- or certificate-seeking student. Such application is made in the Registrar's Office.

DUAL MAJORS

A student may work toward a second degree or certificate concurrently with work on the first degree or certificate or after completion of the first. However, a student must officially declare both majors prior to the final semester needed for the first degree or certificate by completing the appropriate form in the Registrar's Office.

CHANGE OF CATALOG

Students are expected to complete the requirements for a degree or certificate as listed in the catalog in effect at the time they first enrolled. If a student changes his or her major, the catalog in effect at the time the official change of major is processed must be followed. Also, if a student fails to enroll at Nunez for a fall or spring semester, the catalog in effect at the time he or she returns must be followed.

Requests for catalog changes may be approved by the student's Division Dean as long as the catalog requested is no more than five years old. The student must have been attending Nunez Community College during the academic year covered by the catalog being requested.

COURSES IN SEQUENCE

A student may not register for credit in a course in a sequence after having received a passing grade in the higher level course in the sequence except with special permission from the VPAA. A course in a sequence is defined as a course for which it is necessary to successfully

complete the first course prior to enrolling in the second (a prerequisite) and both courses are in the same discipline.

ATTENDANCE

Class attendance is regarded as an obligation, as well as a privilege, and all students are expected to regularly and punctually attend all classes in which they are enrolled. Failure to do so may jeopardize a student's scholastic standing and may lead to suspension from the institution.

Each instructor must keep a permanent attendance record for each class. These records are subject to inspection by appropriate college officials. Faculty members are required to state in course syllabi, and to explain to the students, their expectations in regard to class attendance prior to the close of the drop and add period.

Students seeking excused absences must submit to their instructor the reasons for their absences within three days after returning to class. The instructor may excuse a student for being absent. The instructor shall accept an official excuse issued by a VPSA or designee. When a student accumulates excessive unexcused absences, usually equal to two weeks of class-time, the instructor may drop the student from the roll of that class and give a "w" grade. Faculty cannot drop a student after the last day to drop a course or withdraw from college as published in the academic calendar. A student who is dropped for excessive absences may appeal this action first to the instructor, then to the Division Dean, and then to the Academic Appeals Committee. The student must notify the Division Dean of the appeal in writing within one week of receiving the notice from the Registrar. The student will be allowed to attend class during the time the appeal is being considered to allow the student opportunity to complete the course if the appeal is granted. The student and the instructor will be notified in writing as to the decisions of the Academic Appeals Committee.

EXAMINATIONS

Final examinations are required and are held at the end of each semester or summer term in accordance with the schedule issued by the Registrar and published in the Semester Schedule. When final examinations are inappropriate because of the nature of the course, exceptions to this requirement may be made upon approval of the VPAA. Students who have two or more final exams scheduled on the same day may request that their instructors reschedule a final exam.

Some courses may require students to pass proficiency or "exit" examination before those students are eligible to enroll in subsequent courses.

FIELD TRIPS

Field trips sponsored by Nunez Community College complement classroom instruction and are considered an important part of the educational process. While the college endorses the field trip concept, it also stresses the importance of students performing all class work in a timely manner. If a student has to miss other classes in order to participate in a field trip, it is the student's responsibility to make up all work covered during this absence.

Field trip, as used in this instruction, includes all events, except athletic competitions, organized by a staff or faculty member in which Nunez students are taken off campus to participate in instructional or cultural activities which are directly related to their course of study.

Request for field trips must be approved by the Division Dean at least one week prior to the scheduled event. Overnight field trips require special approval of the VPAA prior to making arrangements for the trip.

No student will be allowed to participate in a field trip sponsored by the college unless a signed waiver of liability is submitted to the instructor conducting the trip.

Safety should be emphasized at all times during field trips, in going to and from, and while

touring the facility being visited. Proper instruction should be given to the class prior to departure.

NON-CREDIT PROGRAM

Non-credit courses (not applicable to a degree or certificate program) are designed for expanding career opportunities and are taught differently from traditional college courses. Specialized courses from small business management to computer training are offered to students interested in business-related professional advancement.

Additional offerings in the non-credit division include courses and seminars that relate to recreation and lifestyle. These courses are concerned with the improved use of leisure time and with personal development for both teenagers and adults. Special areas of interest include arts and crafts, physical fitness and health, food and beverage, and auto and home maintenance.

Certain non-credit courses award Continuing Education Units (CEUs) for each course successfully completed. The Continuing Education Unit (CEU) is a nationally accepted unit of measurement similar to the semester hour. The earned CEUs become part of a permanent record, and copies may be obtained from the Non-Credit Office. Non-credit courses which award CEUs will be designated as such in the schedule. A current list of non-credit courses is available in the Admissions and Non-Credit Offices.

Registration for non-credit courses is completed by making the appropriate payment to the Bursar's office prior to the start of the class. A full refund will be made if a course is cancelled by the College.

LEARNING RESOURCES

CAMPUS LIBRARY

The Nunez Community College Library is a vital part of the educational program of the institution. The library houses a collection of more than 30,000 volumes in an easily accessible open-shelf arrangement. The library also receives about 300 current periodical titles for research and reading enjoyment. Seating space for individual and group study are provided throughout the library including the reference room.

The library also offers interlibrary loans which allow students and employees to obtain materials not available in the College's library, a vertical file containing pamphlets and other materials that supplement the book collection, and a media collection with an emphasis on video-cases. The library is a selective depository for Louisiana state documents. An extensive microfiche and microfilm collection and computerized databases of periodical information in all subject areas are located in the periodicals room. The Law library has 4,000 volumes and provides legal information for students in related fields. The archives concentrate on materials concerning St. Bernard Parish and associated topics.

Bibliographic instruction is available for all classes as requested by the instructor. Staff is available to help patrons with research needs during all open hours.

The library is a member of LOUIS (Louisiana Online University Information System) and as such has access to the library catalogs of most other public Louisiana higher education institutions as well as other catalogs and indexes. Public Internet terminals are available for all patrons.

COMPUTER-ASSISTED LEARNING

Computer-assisted learning consists of state-of-the-art computer equipment. Students studying computer information systems, computer science, computer assisted drafting, and other courses use these resources to assist them with their studies.

LEARNING LABORATORIES

The Excel Center is a learning laboratory for students enrolled in English, mathematics, reading, and other courses. The laboratory provides many services including tutorials in mathematics, English, and science; computer and instructional software; and word processing programs. Computers are available for student use during hours posted outside the laboratory. Some departments also have laboratories for their students such as drafting and office occupations.

ACADEMIC AFFAIRS DIVISION

The Academic Affairs Division of the College is represented by the Vice Chancellor of Academic Affairs, Dr. Curtis Manning and three Division Deans. Each academic division has a Division Dean who is the administrator responsible for the courses, programs, and personnel in his or her division. The Curriculum Committee which reports to the VCAA is composed of six voting members. One member is appointed from each division by the Division Dean and one member is appointed from each division by the Faculty Senate.

The division dean, division abbreviation used in the catalog, and location of each division are listed below.

<u>Name/Abbreviation</u>	<u>Dean</u>	<u>location</u>
Arts & Sciences (AS)	Ms. Evelyn Koppel	AST Bldg Room 2-220
Business & Technology (BT)	Mr. Don Hoffman	AST Bldg, Room 2-205
Health Sciences (HS)	Dr. Elsa Winsor	Bldg D, Room 200

CAREER AND COUNSELING SERVICES

The Counseling Department provides personal, academic, and vocational counseling and assists students with various needs which may require special accommodations and services. The Counselors also coordinate the Mentoring Program for at-risk students.

Students undecided about choosing a major and non degree/certificate seeking students must meet with a counselor for academic advising. The Counseling Department furnishes information and resources to students to enhance their ability to solve educational problems relating to vocational planning and preparation.

Career information is made available through the assessment process, counseling, and a career resource facility, which includes printed materials, audio-visual materials, and a computerized guidance system. Special program including seminars and workshops are presented each semester. The counselors seek to create a positive atmosphere that will make the college experience enjoyable and beneficial.

STUDENT AFFAIRS DIVISION

ADMISSIONS OFFICE

The Director of Admissions oversees the management of the Admissions Office personnel. The main functions of this office are to take applications for admission and collect and evaluate credentials. The office also sends reminders to provisional students, evaluates records for incoming transfer students, and provides an array of printed materials to walk-in students and campus visitors.

Placement testing on the ACT Compass Test is also conducted by the Admissions Office prior to, and during, each registration period and by appointment at other times. Students who wish to apply for admission, to inquire about admissions deadlines, or to request other information should call the Admissions Office at 278-7350.

REGISTRATION AND ACADEMIC RECORDS

The Registrar is responsible for the maintenance and security of student academic records as well as the scheduling of early, regular, and late registration sessions each semester.

The dates for registration drop and add, and deadlines to withdraw are published in each Semester Schedule. Registration is not complete until the appropriate fees have been paid or payment arrangements have been completed.

Student records, including academic transcripts, are housed in the Registrar's Office. Copies of these records are available to students through written requests. Transcripts will not be sent to a third party without a written release signed by the student.

If a student changes his or her mailing address, name, or phone number after registration, the Registrar's Office must be notified at once. Students are held responsible for all communications sent by college offices to the last address given.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The College recognizes that maintaining student information and academic records is vital to the student's education and to institutional research. The College is obligated to exercise discretion in recording and disseminating information about all students to insure that privacy is maintained.

In accordance with the Family Education Rights and Privacy Act (Sec. 513 of P.L. 93-380, Education Amendments of 1974, which amends the General Education Provisions Act Sec. 438), Postsecondary students attending Nunez Community College have access to their official records. Nunez Community College assumes that all students are independent unless the parents document dependency. Parents may document dependency by showing that the student is listed as a dependent on the parent's latest Federal Income Tax return. The Act further provides that certain information designated as "directory information" may be released by the College about the student unless the student has informed the Registrar in writing that such information should not be released.

Directory information includes the student's name, address, telephone number, date and place of birth, date of enrollment, division in which enrolled, classification, major, degree(s) earned, awards, participation in officially recognized activities, and the most recent previous educational agency or institution attended. **A student who desires that any or 811 of the above listed information not be released must notify the Registrar's Office in writing each semester within 10 days after the final day of registration.** Requests for further information about this policy should be made to the Registrar's Office.

FALSIFICATION OF DOCUMENTS

Falsification of documents may result in ineligibility to enroll at Nunez Community College or, if already enrolled, dismissal or other disciplinary action. A student who has had action taken against him or her for alleged falsification of documents may appeal to the Academic Appeals Committee.

MEDICAL EMERGENCIES

A student who must be reached for a medical emergency should be contacted by calling the switchboard at 278-7440. Only in cases of true medical emergencies will campus police attempt to locate a student. If the student cannot be located according to his or her class schedule, college personnel will attempt to notify the caller of such.

If an injury occurs to a student on campus, the nearest emergency medical services provider will be contacted, and the emergency contact listed on the student's application will be notified as well.

FINANCIAL ASSISTANCE

Nunez Community College is dedicated to the philosophy that no student who desires a college education should be denied that opportunity because of a lack of funds and, therefore, provides information on the types of, availability of, and qualifying criteria for financial aid. A financial aid counselor is available to assist students in applying for aid.

Nunez Community College participates in the Pell Grant, Direct Subsidized and Unsubsidized Stafford Loans, Direct Parent Loans, and Federal College Work Study Programs.

A copy of all financial aid policies and procedures are available upon request from the Financial Aid Office. All students receiving any type of federal financial aid must attend a mandatory student orientation session prior to receipt of any financial aid.

In addition to the Federal Title IV funding listed above, Nunez also provides financial assistance through the following sources. Students will need to contact the person or agency listed below for more information about qualifying for these programs.

<u>College Administrated Aid</u>	<u>Who to Contact</u>
Pell Grant	Financial Aid Office
Student Loans	Financial Aid Office
College Work-study	Financial Aid Office
Carl Perkins Grant	Financial Aid Office
LAMP Scholarship	Mitch Walker or Sharon Flanagan
Community Scholarships	Financial Aid Office
Chancellorial Scholarship	Dr. Robert Scafidel
National Guard Tuition Exemption	Bursar's Office

<u>External Financial Assistance</u>	<u>Who to Contact</u>
JTPA	Charles Corne, 278-4280
Veterans Benefit	Veterans Affairs, 1-800-827-1000
Vocational Rehabilitation	LA Rehabilitation Services, 568-8815

Student Life

The Vice Chancellor for Student Affairs (VPSA) is responsible for the planning and coordination of co-curricular activities for the students. Such programs are important to the personal growth and development of our students. Disciplinary matters are also handled by the

VPSA.

Scholastic, professional, and service organizations have been developed in response to expressed interest and to leadership of the student body. Officers of all student activities must have at a 2.0 grade-point average and be enrolled as full-time students. This applies to all members of student organizations unless otherwise specified by the organization's constitution or bylaws.

Student activities are offered in cooperation with the Student Government Association, student organization officers, and faculty sponsors. Organizations include Gamma Beta Phi Honor Society, Nunez Environmental Team, the Journalism Club, Friends of the Library, and clubs for students in particular majors such as culinary arts, nursing, and carpentry.

Intramural sports such as volleyball, basketball, softball, and flag football are currently offered at the college.

BUSINESS AFFAIRS DIVISION

The Bursar's Office is responsible for the collection of payments for all student debts owed to the college. Bills for tuition and fees are generated at registration and the monthly. Payment can be made in the form of cash, check, or MasterCard/Visa. A \$15 fee is assessed for NSF checks. Financial aid disbursements are also made through this office.

Inquiries about tuition bills should be made to the Bursar. When due, a refund is processed by the Bursar's Office approximately six weeks after a request for the refund is made by the student. Students have the right to appeal the lack of or amount of a charge or a refund. Tuition Appeals must be made in writing to the VPSA.

The Business Affairs Secretary is responsible for making and processing travel arrangements for college personnel after the appropriate approvals have been obtained. Employees should refer to the current State Travel Guide for details on the policies which regulate business travel.

A payroll clerk handles all matters pertaining to the processing of wages, tax withholdings, authorized deductions etc. Any Questions concerning information on the payroll check stub should be directed to the payroll clerk.

FACULTY HONORS

EXCELLENCE IN TEACHING AWARDS

Each year at graduation, an award is given to a full-time faculty member chosen by his or her peers for outstanding teaching. Significant participation in discipline-related organizations, curriculum development, implementation of innovative teaching strategies, and commitment to students both in and out of the classroom are the primary measures considered in determining the recipient of the award.

The Excellence in Teaching Award recipients at Nunez Community College are:

<u>Award Recipient</u>	<u>Date of Award.</u>
Anthony M. Levata	May 24, 1995
Philip Homrighausen	May 15, 1996

ARLENE SOPER MERAUX ENDOWED PROFESSORSHIP FOR BUSINESS AND TECHNOLOGY

The first endowed professorship was awarded in 1996. The award nominees are selected by a committee of their peers in the Business and Technology Division. Nominees are asked to respond to interview questions about their teaching experiences. A committee of their peers reviews and rates the nominees' answers and makes a recommendation to the Division Dean. The Division Dean, in turn, makes the final recommendation to the Chancellor. The Chancellor announces and presents the award at graduation. The recipient receives a cash stipend for a period of three years, after which time, a new recipient will be selected.

The first recipient of the Arlene SOPER Meraux Endowed Professorship for Business and Technology is:

<u>Award Recipient</u>	<u>Date of Award</u>
George Villanueva	May 15, 1996

GENERAL EDUCATION REQUIREMENTS

In accordance with the guidelines established by the Southern Association of Colleges and Schools, Nunez Community College requires that graduates in degree programs demonstrate competency in fundamental mathematics, oral communication, writing, reading, and basic use of computers. In addition, all associate degree programs require courses in humanities, social sciences, and natural sciences.

Courses to fulfill the general education requirements may be selected from the following:

HUMANITIES

English, Fine Arts, Foreign Languages, Journalism, Music, Philosophy, Speech, Theater.

NATURAL SCIENCES

Biology, Chemistry, Geology, Physics.

SOCIAL SCIENCES

Anthropology, Criminal Justice, Economics, Geography, History, Political Science, Psychology, Sociology, EDU 200.

These are the Board of Regents General Education Requirements for all Associate Degree programs:

Number of Credit Subjects

Hours Required

Subjects

6	English Composition I and II
6	Mathematics (one must be college algebra)
3	Social Science
3	Humanities
3	Natural Science
3	Free Electives

CATALOG INFORMATION

Every student, faculty, staff, and administrator at Nunez Community College is given a copy of the Catalog. The Catalog is published annually and is considered the "rulebook" of our institution. If a change occurs mid-year, official notices will be distributed to those groups which are affected by such changes. Academic advisors and other personnel who give advice to students should have in their possession, a complete set of catalogs for each year beginning 1992-93. Copies of previous editions may be obtained from the Registrar.

A Catalog Committee is appointed each year to update the catalog to include new courses and programs, personnel changes, and any other information which is Important to the academic community.

Following are some of the sections from the catalog which pertain to the courses and programs offered by the college.

COURSE PREFIX KEY

Catalog Course	Transcript Computer	Department	Course Code or Area	Catalog Prefix	Transcript Computer	Code or Area
ACCT	ACT	Accounting	GEOG	GEG		Geography
ANTH	ANT	Anthropology	INDT	GEO		Industrial Technology
AUBD	AUB	Auto Body Repair				
HHAP	HHA	Home Health Care	LA	CUL		Culinary Arts
BIOL	BIO	Biology	HIST	HNS		Instrumentation
BUSN	BUS	Business	DESE	HMS		Developmental
CARP	CAR	Carpentry	HNRS	HNR		English Courses
CETT	CET	Computer Engineering	JOUR	JOU		Journalism
HPED	HPE	Health & Physical Education	LREC	LRE		a Second Language Leisure and Recreation
CHEM	CHE	Chemistry	DEVE	DVE		Developmental
HSOM	HSO	Health Services	MACH	MAC		Machine Tool
CINS	CIN	Computer Information Office Management Systems	DEVM	DVM		English Technology Developmental
HUDV	HUD	Human Development	MATH	MAT		Mathematics
CMPS	CMP	Computer Science	MUSC	MUS		Music
HVAC	HAC	Heating, Air Conditioning	DEVR	DVR		Developmental Reading
COOP	COP	Cooperative Education & Refrigeration	NURS	NUR		Nursing
CRJU	CRJ	Criminal	DRDT	DRD		Drafting & Design
			OADM	OAD		Office Admin Technology
			OFCR	OFC		Office Career
			DSL	DSL		Diesel Mechanics
			OPTI	OPT		Opticianry

ECED	ECE	Early Childhood	SOCI	SOC	Medical Sociology
PARL	PAL	Paralegal Education			Technology
PHIL	PHI	Philosophy	SPAN	SPA	Spanish
ECON	ECO	Economics	ENGL	ENG	English
PHYS	PHY	Physics	SPCH	SPC	Speech
EDUC	EDU	Education	ENVN	ENV	Environmental
PLAS	PLA	Plastic Technology	SPTP	SPT	Special Topics Technology
ELEC	ELC	Electrical Construction	THEA	THE	Theater
POLI	POL	Political Science	FIAR	FIA	Fine Arts
			VIPR	VIP	Video Production
ELET	ELT	Electronics Engineering	FINA	FIN	Finance
PSYC	PSY	Psychology	WELD	WLD	Welding
		Technology	FREN	FRE	French
SFTY	SFT	Safety			
EMTP	EMT	Emergency			

ASSOCIATE DEGREE PROGRAMS

The following are brief descriptions for the associate degree programs offered at Nunez Community College. **Any student who intends to transfer to another college should discuss these plans with a Nunez advisor and with a counselor from the other college so that maximum transferability of credits can be achieved.**

Associate of Arts -This degree is awarded in the arts, humanities, and social sciences. In general, programs leading to the associate of arts are college parallel and allow the recipient to transfer with advanced standing to a four-year institution. To assure maximum acceptance of credit, however, students should consult both a Nunez advisor and a representative of the institution to which they plan to transfer.

Associate of Science -This degree is awarded in science as well as in computer technologies. In general, programs leading to the associate of science are college parallel and allow the recipient to transfer with advanced standing to a four-year institution. To assure maximum acceptance of credit, however, the student should consult both a Nunez advisor and a representative of the institution to which he or she plans to transfer.

Associate of Applied Science -This degree is awarded in vocational and technical areas. Although some courses taken to fulfill requirements for this degree may be accepted by senior institutions, this degree is normally considered to be a terminal degree.

Associate of General Studies -This degree is awarded upon completion of a highly flexible program designed by the student in consultation with an advisor. Depending upon the courses chosen, the degree may be either college parallel or terminal. -

PROGRAMS OF INSTRUCTION (MAJORS)

The following certificate and associate degree programs are offered at Nunez Community

College. These programs of instruction (also referred to as majors) are listed alphabetically. After each program title, the abbreviation used in FXScholar to denote a student's major/s) on transcripts, schedules, and grade reports is indicated in parentheses. In addition to the codes assigned for each program, there are separate codes for non-matriculating students: Undecided/Undeclared -UNOC, Non Degree-/Non Certificate-Seeking -NDCS, Senior Citizens- NDSR, and others assigned as needed for special circumstances.

ASSOCIATE DEGREES

Air Conditioning, Refrigeration, & Heating- Associate of Applied Science (AAS)
Business Technology -Associate of Applied Science (AAS)
Computer Information Systems -Associate of Applied Science (AAS)
Culinary Arts and Occupations -Associate of Applied Science (CAAS)
Drafting and Design Technology -Associate of Applied Science (DDAS)
Early Childhood Education- Associate of Arts 9ECAA)
Electronics Engineering Technology -Associate of Applied Science (ETAS)
Emergency Medical Technology Paramedic- Associate of Applied Science (EMTS)*
Environmental Technology -Associate of Applied Science (ENTS)
General Science- Associate of Science (GSCS)
General Studies- Associate of General Studies (GSGS)
H8111th Services Office Management- Associate of Applied Science (HSOM)
Industrial Technology Management- Associate of Applied Science (ITMS)
Liberal Arts- Associate of Arts (LBAA)
Office Administration- Associate of Business Studies (OABS)
Opticianry- Associate of Applied Science (OPTS)
Paralegal Studies- Associate of Art (PSAA)
Plastics Technology- Associate of Applied Science (PLTS)

CERTIFICATES

Air Conditioning, Refrigeration, and Heating (HVAC)
Construction (CNST)
Computer Information Systems (CINS)
Culinary Arts and Occupations (CULA)
Electrical Construction - (ELEC)
Emergency Medical Technology (EMTC)*
Environmental Remediation (ENRC)
Home Health Aide (HHAC)*
Office Careers
 Legal (OCLC)

Medical (OCMC)
General (OCGC) Options
Practical Nursing (NURS/PNGC)*

- These programs have limited enrollment. Special permission to enroll must be obtained.

COURSE DESCRIPTION GUIDE

Following are descriptions of courses offered by Nunez Community College. Courses are grouped under academic areas or programs, which are alphabetized.

Each course title IS preceded by a four-letter prefix and the course number. The three numbers on the right indicate lecture hours per week, lab hours per week, and total credit hours, as shown below.

Course Prefix	Course Number	Course Title	Hours of Lecture Per Week	Hours of Lab Per Week	Hours of Credit
ENGL	1000	Applied Writing	3	0	3

Some courses have prerequisites or co requisites listed. A prerequisite must be taken prior to entering a course; a co requisite must be taken prior to, or concurrent with, the course. Descriptions of courses should be read in order to determine if there are required prerequisites or co requisites which must first be taken. In individual cases, prerequisites or co requisites may be waived upon recommendation of the instructor. Only courses numbered 100 or above may be used to fulfill requirements for a degree.

After each discipline heading in the course description section, there is a two letter abbreviation indicating under which academic division the discipline belongs.

GLOSSARY OF ACADEMIC TERMS

The Board of Regents has standardized academic terms in order to promote consistency within the colleges and universities it coordinates. The following terms have been defined by the Board of Regents.

Degree or Certificate Program- Any grouping of campus-approved courses which, when satisfactorily completed by a student, will entitle the student to a degree or certificate from the institution. (A four letter Major code has been assigned to each program of instruction offered by the College).

Degree Designation- The rank and title of the degree awarded by the institution to a student who has successfully completed a Degree Program (e.g. Associate of Science).

Degree Subject Area-The primary discipline which constitutes the focus of a Degree Program. When a student satisfactorily completes a Degree Program, the student will be entitled to a degree in the appropriate subject area from the institution (e.g. Accounting, Environmental Technology).

Degree Title-The complete label of a Degree Program, consisting of a Degree Designation and the Degree Subject Area (e.g. Associate of Science in Accounting).

Curriculum -A description of course requirements and electives for a Degree or Certificate Program.

Major -That part of a Degree Program which consists of a specified group of courses in a particular discipline(s) or field(s) and which IS usually consistent with the Degree Subject Area. A major usually consists of 25% or more of total hours required in a curriculum.

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