

# Academic Regulations

## ACADEMIC REGULATIONS

### Certificates Offered

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

### Degrees Offered

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

Associate of General Studies (A.G.S) means a degree granted to those who successfully complete programs with an emphasis on a broad range of knowledge; and in which not less than 25 semester credit hours in general education and not less than 37 semester credit hours in a program of college-level work are required. Students can earn a General Studies Degree to be generally prepared for employment in the field.

Associate of Arts Degree (A.A.) means a transfer-oriented degree granted to those who successfully complete programs equivalent to the freshman and sophomore level requirements for a Bachelor of Arts degree; and in which not less than 34-35 semester credit hours in general education are required.

Associate of Science Degree (A.S.) means a transfer-oriented degree granted to those who successfully complete programs equivalent to the freshman and sophomore level requirements for a Bachelor of Science degree; and in which not less than 34-35 semester credit hours in general education are required.

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

### GENERAL EDUCATION REQUIREMENTS FOR

## CERTIFICATES AND DEGREES

### CERTIFICATES:

#### *16-Hour Certificates*

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

#### *30-Hour Certificates*

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

#### *45-Hour Certificates*

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

### DEGREES:

#### *Associate of Applied Science Degree*

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

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

- 3 credit hours English Composition for AAS
- 3 credit hours Communications Discipline Area
- 3 credit hours Mathematics General Education Courses for AAS
- 3 credit hours Arts & Humanities Discipline Area
- 3 credit hours Social & Behavioral Sciences Discipline Area
- 3 credit hours Natural & Physical Sciences Discipline Area

MINIMUM TOTAL ..... 18 credit hours

Specialized and Related Competencies - Minimum of 44 credit hours from those listed below, to be determined by the department using the requirements of the occupation(s):

- Technical Knowledge
- Technical Skills
- Communication
- Science
- Mathematics
- Interpersonal Skills (employability skills)
- Courses from other technical disciplines



**CLOUD COUNTY**  
**Community College**

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## *Associate of General Studies Degree*

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

- 3 credit hours English Composition for AGS
- 3 credit hours in Communication Discipline Area
- 3 credit hours Mathematics General Education Courses for AGS
- 3 credit hours Humanities Discipline Area
- 3 credit hours Social & Behavioral Sciences Discipline Area
- 3 credit hours Humanities or Social Sciences Discipline Area  
(Must be from second area)
- 4 credit hours Natural & Physical Sciences Discipline Area
- 3 credit hours from one of the above Discipline Areas

MINIMUM TOTAL ..... 25 credit hours

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

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

## *Associate of Arts/Associate of Science*

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

- 6 credit hours English Discipline Area (010)
- 3 credit hours Communications Discipline Area (020)
- 3 credit hours Mathematics Discipline Area (030)
- 4-5 credit hours Natural & Physical Sciences Discipline Area (040)
- 6 credit hours Social & Behavioral Science Discipline Area\* (050)
- 6 credit hours Arts & Humanities Discipline Area\* (060)
- 6 credit hours Institutionally Designated Area (070)

\*must be from two subject areas

MINIMUM TOTAL .....34-35 credit hours

Students earning an Associate of Arts or Science degree will complete 34-35 credits of general education courses to satisfy the requirements set forth by the Kansas Board of Regents Systemwide General Education to ensure seamless transfer to any Kansas Regent Institution. Student transcripts will note "KS Systemwide General Education Completed".

### *Systemwide General Education (SGE) Key for AA & AS Degrees*

010 English	050 Social & Behavioral Sciences
020 Communications	060 Arts & Humanities
030 Math & Science	070 Institutionally Designated
040 Natural & Physical Sciences	

# Academic Regulations

## GENERAL EDUCATION

### *General Education Philosophy*

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

### *General Education Course List*

The following courses are the approved courses that will fulfill the general education requirements for Cloud County Community College. These courses will fulfill the general education requirements for all degrees unless otherwise stated.

### English Discipline Area (010)

CM101 English Composition I.....	3 credit hours
CM102 English Composition II.....	3 credit hours
CM120 Survey of Technical Writing (Certs, AAS, & AGS Degrees only) .....	3 credit hours

### Communications Discipline Area (020)

CM115 Public Speaking.....	3 credit hours
CM240 Interpersonal Communications.....	3 credit hours

### Math and Statistics Discipline Area (030)

MA104 Technical Math (Certs & AAS Degrees only).....	3 credit hours
MA110 Intermediate Algebra (Certs, AAS, & AGS Degrees Only).....	3 credit hours
MA108 Contemporary Math.....	3 credit hours
MA111 College Algebra .....	3 credit hours
MA112 Trigonometry.....	3 credit hours
MA114 Elementary Statistics.....	3 credit hours
MA115 General Calculus.....	3 credit hours
MA120 Analytical Geometry/Calculus I.....	5 credit hours
MA121 Analytical Geometry/Calculus II.....	5 credit hours

### Natural and Physical Sciences Discipline Area (040)

SC101 General Biology.....	4 credit hours
SC103 Physical Science.....	5 credit hours
SC104 Geology .....	4 credit hours
SC105 General Astronomy .....	4 credit hours
SC107 Meteorology.....	4 credit hours
SC110 Principles of Biology I .....	5 credit hours
SC120 Human Anatomy & Physiology I.....	4 credit hours
SC126 Anatomy and Physiology.....	5 credit hours
SC130 General, Organic, and Biochemistry.....	5 credit hours
SC131 Chemistry I.....	5 credit hours
SC137 Natural Hazards and Disasters.....	3 credit hours
SC138 Natural Hazards and Disasters Lab.....	1 credit hour
SC140 College Physics I.....	5 credit hours
SC142 University Physics I.....	5 credit hours
SC146 Environmental Science & Conservation.....	3 credit hours
SC147 Environmental Science & Conservation Lab..	1 credit hour
SC151 Principles of Biology II.....	5 credit hours

### Social & Behavioral Sciences Discipline Area (050)

#### *Anthropology*

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

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

#### *Geography*

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

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

#### *Psychology*

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

#### *Sociology*

SS106 Marriage and Family .....	3 credit hours
SS130 Introduction to Sociology.....	3 credit hours
SS131 Cultural Diversity and Ethnicity.....	3 credit hours
SS201 Social Problems.....	3 credit hours

### Arts and Humanities Discipline Area (060)

#### *Arts*

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

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

#### *History*

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

#### *Humanities*

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

#### *Literature*

CM121 Introduction to Literature.....	3 credit hours
CM122 American Literature I.....	3 credit hours
CM123 American Literature II.....	3 credit hours
CM124 World Literature & the Human Experience	3 credit hours
CM125 Literature for Children .....	3 credit hours
CM127 The Short Story.....	3 credit hours

#### *Music*

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

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## *Philosophy*

PH100 Introduction to Philosophy.....	3 credit hours
PH105 Ethics.....	3 credit hours
RE104 World Religions.....	3 credit hours

## *Theatre*

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

## *Institutionally Designated Area (070)*

In addition to any Systemwide General Education (SGE) course from designated areas 020-060 not being used to satisfy another general education area, the following courses can also be used to fulfill 070 requirements.

AH114 Medical Office Vocabulary .....	3 credit hours
AR110 Ceramics I .....	3 credit hours
AR120 Design I.....	3 credit hours
AR129 Introduction to Digital Photography.....	3 credit hours
AR130 Drawing I.....	3 credit hours
AR140 Painting I .....	3 credit hours
AR145 Watercolor .....	3 credit hours
BE210 Leadership Development .....	3 credit hours
CM139 Sports Broadcasting .....	3 credit hours
CM141 Introduction to Acting .....	3 credit hours
CM143 Play Production .....	3 credit hours
CM157 Mass Media Production I.....	3 credit hours
CS108 Computer Applications .....	3 credit hours
CS140 Introduction to Robotics.....	3 credit hours

## CS141 Introduction to Additive Manufacturing

(3D Printing) .....	3 credit hour
CS145 Introduction to CAD .....	3 credit hours
JN101 Basic Media Writing.....	3 credit hours
MU110 Harmony and Ear Training I.....	4 credit hours
MU117 College Band.....	1 credit hour
MU126 Concert Band.....	1 credit hour
MU127 Jazz Ensemble .....	1 credit hour
MU146 Chamber Singers.....	1 credit hour
NR110 Health Assessment for Nurses.....	3 credit hours
NR114 Pharmacology II.....	2 credit hours
NR115 Pharmacology III .....	2 credit hours
NR116 Pharmacology for Nurses .....	4 credit hours
NR128 Pathophysiology.....	4 credit hours
PE108 Archery .....	1 credit hour
PE110 Total Fitness .....	1 credit hour
PE131 First Aid and Safety.....	3 credit hours
SC111 Microbiology Lecture .....	3 credit hours
SC112 Microbiology Lab .....	2 credit hours
SC121 Human Anatomy and Physiology II.....	4 credit hours
SC125 Human Body Dissection .....	1 credit hour
SC132 Chemistry II.....	5 credit hours
SC141 College Physics II .....	5 credit hours
SC142 University Physics II .....	5 credit hours
SE100 Introduction to Solar Energy .....	3 credit hours
SD100 College Skills and Resources .....	1 credit hour
UA100 Introduction to sUAS.....	3 credit hours
UA110 sUAS Ground School.....	3 credit hours
WE100 Introduction to Wind Energy.....	3 credit hours

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## ATTENDANCE

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

## ACADEMIC INTEGRITY AND HONESTY

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

A copy of the Academic Integrity and Honesty policy and procedures may be obtained from the Office of the Vice-President for Academic Affairs, or Policy D17 at <https://www.cloud.edu/about/board-of-trustees/policies/>.

## COURSE TRANSFER AND PROGRAM ARTICULATION

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

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

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

## CREDIT BY EXAMINATION

1. The student should enroll in the course they intend to "quiz-out" of. Approval for credit by examination must be obtained from both the Vice-President for Academic Affairs and the instructor prior to taking the exam. Forms are available in the Student Records Office. The exam must be taken within the first five business days of the semester.
2. If the examination is passed the student will be dropped from the course with no refund and a notation, "Credit by Exam", will appear on the transcript for this course with the grade earned on the exam. The student may then enroll in a sequential course with approval of the Vice-President for Academic Affairs and the instructor. Enrollment in the quiz-out and sequential course may not be done concurrently.
3. If the examination is not passed the student will remain enrolled in the course.
4. An examination fee of \$15.00 will be charged for all attempted quiz-outs. Students will receive a grade for all courses successfully completed via the quiz-out method.

## CREDIT FOR PRIOR LEARNING: AP, CLEP, MILITARY CREDIT, MILITARY AND INDUSTRY TRAINING AND EXPERIENCE

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

## STUDENT CLASSIFICATION

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

## ENROLLMENT AND WITHDRAWAL

### Enrollment

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

After students complete the personal information update within their iCloud account, if required, students will be ready to enroll in courses. At the time of enrollment, official transcripts or

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placement scores must be on file. Refer to the Placement Test section for more details.

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

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

Before the first day of class, students are required to identify the prescribed textbook and all materials needed for each course. Books or courseware are often required for on-line courses. For many courses, the bookstore has an inclusive access program called T-books, which provides electronic textbooks or access to courseware in Canvas. Course materials must be purchased during an established timeframe. For more information or to view and purchase course materials, visit the T-Bird Bookstore at <https://www.tbirdbookstore.com/>. Books and materials can also be obtained from the T-Bird Bookstore on the Concordia Campus.

Additional information can be found in Policy D5 at <https://www.cloud.edu/about/board-of-trustees/policies/>.

## Placement Test

CCCC incorporates multiple measures for placement into English, mathematics, and some science courses. Placement options include cumulative high school GPA, ACT, SAT, or Accuplacer test scores; this information must be received prior to enrollment in applicable courses. Placement scores that are no more than three years old for Math and five years old for English are acceptable. Students without scores on file are given an Accuplacer test and will incur a test fee that will be due at the time of testing. There is a 1-month waiting period for retake tests. The same fee applies to retake tests.

Scores from the test will be used to determine the appropriate courses for the student. Depending on the scores, students may be required to take developmental courses. These courses will prepare the student for college courses, appear on the official transcript, and be included in the career GPA. Developmental courses do not count toward the graduation requirements.

High school students in the CCCC services area, who are enrolling in concurrent courses through CCCC, are offered the Accuplacer placement test during designated periods at the high schools. The test fee will be due prior to or at the time of testing. See the coordinator at your high school for more information.

Students enrolling in courses at CCCC may take the Accuplacer placement test at the Concordia or Geary County campuses throughout the year. Students may also take the Accuplacer placement test remotely through Examity. Students wishing to schedule an Accuplacer test can call 800-729-5101, ext. 275 for the Concordia campus or 800.729-5101 ext. 714 for the Geary County Campus.

The Concordia and Geary County campuses are remote Accuplacer test sites. Students can also make arrangements to test at a site closer to the student by requesting a voucher. Students studying at other institutions can call the Advisement Center on

the Concordia campus or the Student Services Office at the Geary County Campus for information regarding testing details and fees.

## Add Procedure

Students may add courses either through iCloud (student web portal) or by contacting their academic advisor at the GCC Student Services Office or the Advisement Center on the Concordia Campus. Guidelines for adding a class can be found in Policy D5 at <https://www.cloud.edu/about/board-of-trustees/policies/>

## Drop/Withdrawal

Students may drop or withdraw from classes according to guidelines in Policy D5 at <https://www.cloud.edu/about/board-of-trustees/policies/>.

Requests for withdrawals, including total withdrawals, outside these established timelines will be considered for extraordinary or unusual circumstances as determined by the Vice President for Academic Affairs.

## GRADING SYSTEM

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

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

Additional information can be found in Policy D3 at <https://www.cloud.edu/about/board-of-trustees/policies/>.

## Grade Point Average (GPA):

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

# Academic Regulations

## Satisfactory Academic Progress Chart

### HONOR ROLL

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

### HONOR GRADUATE

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

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

### ACADEMIC PROBATION & SUSPENSION SANCTIONS

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

The clear intent of these sanctions is:

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

#### *Satisfactory Academic Progress*

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

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

#### *Academic Probation*

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

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

When a student transfers in from another college or university, after the transfer transcript is evaluated, satisfactory academic progress will be reviewed according to CCCC requirements and, if applicable, academic probation will be noted on the CCCC transcript by the Registrar or their designee.

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

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

#### *Academic Suspension*

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

The terms of academic suspension shall be as follows:

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

#### *Reinstatement*

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

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

### FINAL EXAMINATIONS

Final Examinations shall be given during the time allotted on the academic calendar for such examinations. Instructors will determine the activities conducted during the exam period.

Face to Face courses must meet during the scheduled exam period and students must be present in order to participate in final

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activities with limited exceptions.

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

Other exceptions may be considered only in the event of a true emergency. Instructors will have discretion in approval of extenuating circumstance and emergency exam rescheduling. Instructors may require a time limit deadline for exam change requests.

Instructors may opt to excuse students from the final exams based on class standing.

Any deviation from these policies shall be cleared with the Vice President for Academic Affairs.

## GRADUATION

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

*Graduation requirements are as follows:*

- Completion of the general education requirements.
- Completion of a minimum of 62 credit hours and an overall grade point average of at least 2.0. Courses must be 100 level or above.
- Technical courses typically will not count toward AA or AS degree requirements. Technical courses are those created to satisfy specific program outcomes for the Associate of Applied Science and certificate programs and Allied Health courses. Exceptions are those courses taken as part of the general education from the Institutionally Designated Area.
- For the Associate of Applied Science Degree, completion of the departmentally approved program.
- Students completing requirements during the fall semester will be part of the May ceremony. Those students must submit a graduation application by December 1. Students completing requirements during the spring or summer semester must submit a graduation application by March 1 to participate in the commencement ceremony.
- No more than 12 hours of PE activity course credits can be used toward any of Cloud's associate degrees.
- A student must earn 15 hours of credit as a Cloud County Community College student for completion of the Associate's Degree being sought. For a Technical Certificate, students must earn 8 of 30 hours of credit or 4 of 16 hours of credit as a CCCC student. These courses must be 100 level or above.

- A high school student who petitions to graduate with an AA/AS/AGS/AAS must present a high school transcript demonstrating completion of high school graduation requirements.

Cloud County Community College holds one commencement ceremony, which takes place in May. It is the responsibility of the student to check with the Student Records Office well in advance to assure they meet all the requirements for graduation.

## ACADEMIC DUE PROCESS

In order to provide the highest level of service to the student, CCCC has a policy and procedures in place for addressing any complaint or dispute related to academic matters. The complete Academic Due Process policy and procedures may be obtained in Policy D19 at <https://www.cloud.edu/about/board-of-trustees/policies/>. Students who wish to appeal any academic dispute arising from an academic endeavor must follow the procedures of this policy. Failure to comply with these procedures shall be grounds for dismissal of any complaint or dispute and dismissal of the complaint shall be final.

## ASSESSMENT OF STUDENT LEARNING

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

## LEAVE OF ABSENCE

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

If a student needs an extended leave of absence due to one of the above circumstances, please notify the Director of Advisement and Retention Services located in the Advisement Center. In emergency situations when the student is not able to contact the Advisement Center, a family member or friend should notify the Advisement Center for the student. The Director of Advisement and Retention Services will then notify the student's instructors and the Vice President for Academic Affairs.



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## COURSE TRANSFER

### COURSE TRANSFER

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

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

## REVERSE TRANSFER

### REVERSE TRANSFER

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

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

## KS DegreeStats.org

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



# CAREER PROGRAMS

## *Associate of Applied Science Degrees*

The career program is for students who want to enter the workforce in a specific career after obtaining an associate degree. An Associate of Applied Science degree is awarded after completion of a minimum of 62 hours in a departmentally approved program, and 124 grade points. Of the hours required, a minimum of 15 hours must be General Education courses. Certificates are also available in many of the career programs. For information about courses in the career programs offered online visit <http://www.cloud.edu/academics/online/>.

Agricultural Production & Services	Early Childhood Education	Solar Energy
Applied Technologies	Emergency Medical Technician (Certificate)	Unmanned Aircraft Systems
Certified Medical Aide	Nursing	Welding (Certificate)
Certified Nurse Aide	Pharmacy Technician (Certificate)	Wind Energy Technology
Commercial Drivers License (Certificate)		

# GENERALIZED PROFESSIONAL

## *Associate of General Studies Degrees*

The general studies program is designed for students who want to enter the workforce after obtaining an associate degree. This degree allows student flexibility in selected courses applicable to their desired field of study. Both transfer courses and technical courses accumulate toward the 62 hours needed for completion. Of the hours required, a minimum of 24 hours must be General Education courses. After degree completion, students could seek employment or decide to apply coursework toward a transfer program. For information about courses in the program offered online visit <http://www.cloud.edu/academics/online/>.

Business	Interdisciplinary Studies	Renewable Energy
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# TRANSFER PROGRAM

## *Associate of Arts and Associate of Science Degrees*

The transfer program is designed for students planning to enter professions requiring a bachelor's degree. During their time at Cloud, students work toward completing the Associate of Arts or the Associate of Science degree. These 62 credit hour degrees contain required General Education courses as well as electives which, with the aid of an Academic Advisor, may be selected to fulfill freshman and sophomore level course needs in the student's desired major at a four-year college or university. Transfer materials for regional colleges and universities are available in the Advisement Center to assist students and advisors with course selection. Additional transfer information is available on the website <http://www.cloud.edu/academics/transferability>. For information about courses in the transfer program offered online visit <http://www.cloud.edu/academics/online>.

Agriculture	Health Professions	Mathematics & Engineering	Social & Behavioral Science
Ag Communications	Pre-Dental Hygiene	Architecture	Anthropology
Ag Economics	Pre-Nursing BSN	Engineering	Criminal Justice
Agronomy	Pre-Radiological Tech	Engineering Technology	Political Science/Pre-Law
Animal Science	Pre-Respiratory Therapy	Mathematics	Family Studies & Human Services
Equine	Health & Human Performance	Science	Family & Consumer Science
Pre-Veterinary Medicine	Athletic Training	Biology	Sociology/Social Work/Counseling
Business	Coaching	Chemistry	Technology
General Business	Kinesiology/Exercise Science	Earth Science	
Communications	Sport Management	Physics	
English	Dietetics	Pre-Chiropractic	
Journalism/Mass Communications	Humanities & Fine Arts	Pre-Dentistry	
Speech/Theatre	Art	Pre-Medicine	
Digital Entrepreneurship	Music	Pre-Occupational Therapy	
Education	History	Pre-Pharmacy	
Elementary	Interdisciplinary Studies	Pre-Physical Therapy	
Physical Education		Pre-Physician Assistant	
K-12 Secondary			