

Graduation Requirements

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Section IV

Course Delivery Methods

Northland Pioneer College uses multiple methods for delivering classes.

Traditional Classroom Learning Environment

NPC offers many classes in a traditional lecture, discussion, and/or laboratory format. These classes are identified as LEC in the class schedule.

Interactive Video and Multimedia Learning Environments

NPC also offers interactive instructional video and multimedia classes with a number of exciting components that use new digital technologies linking all of our locations. This flexible format allows us to expand our course offerings to provide more educational options closer to your home. An academic adviser can answer questions prior to registering for these classes.

Multi-Course Learning Environment “Lab” Classes

LAB refers to a multi-course learning environment and should not be confused with laboratory sessions. This type of nontraditional instruction allows a single teacher to instruct 16 to 18 students in several classes at once. In these classes, students work at their own pace with individualized instruction materials. The teacher becomes a facilitator working with each student, one-on-one, as the need arises.

LAB classes allow the teaching of subjects where there are often only one or two students at any given time. At NPC, “labs” are used in education, basic skills, business, computer science and several other subjects.

Online Classes

A variety of Internet classes are available through NPC. In these classes, students learn course material presented via the Internet. These classes are great for those who have busy schedules or difficulty commuting to an NPC campus or center.

Requirement: Prior to enrolling in online classes, students should have access to a computer and should have an email account. (All NPC students are given an email account, which is used to communicate with students.)

Students must also demonstrate computer competency (exempt if enrolling only in POS 221 or 222) through successful completion of an opt-out test or completion of Skills for Online Learning – ICT 095. See *Proof of Computer Competency* on page 17.

For information on online classes, including course previews, textbook, prerequisites and registration instructions, please visit www.npc.edu.

Alternative Learning

NPC also offers alternative learning methods that allow you to earn course credit. This involves dean-approved learning contracts negotiated with faculty to meet your degree completion requirements.

NPC can also evaluate your prior learning certified through industry, business or trade school training programs to assess if this education is applicable toward an NPC degree program. For more information, contact your academic adviser. If you do not have an academic adviser, call the campus or center where you plan to attend and ask to speak with the adviser.

Note: Additional fees may apply for credit by evaluation. Ask your academic adviser for details.

Course Offering Limitations

NPC offers courses at a number of locations throughout the district utilizing college-owned or leased facilities. Through its regular offerings and alternative study programs, NPC attempts to provide as many courses as possible for completion of degrees and certificates at each learning site. However, many vocational programs require specific tools and equipment that may not be available at all locations. Prospective students should check with the academic adviser at the NPC location they plan to attend to determine which programs are available.

Graduation Requirements

Degrees and Certificates

Associate Degrees

Associate of Arts (AA)

Associate of Arts in Elementary Education (AAEE)

Associate of Business (ABus)

Associate of Science (AS)

Associate of General Studies (AGS)

Associate of Applied Science (AAS)

Students pursuing a certificate or degree need to declare a degree plan with an academic adviser. The declared degree plan is then posted to the student's file.

To obtain the Associate of Arts, Associate of Arts in Elementary Education, Associate of Business, Associate of Science, Associate of General Studies, or Associate of Applied Science degrees from NPC, the candidate must:

1. Satisfy the degree requirements as published in the applicable NPC catalog prior to the date of graduation on which the degree is to be awarded;
2. File an *Application for Graduation* by February 24, 2015 with the Records and Registration Office during the academic year in which the student expects to graduate. A student who is late in filing an *Application for Graduation* may still be allowed to graduate, but will not be allowed to participate in commencement. Late applicants may participate in commencement the following year. Students who anticipate completing their degree requirements during the fall semester may apply for graduation by October 3, 2014, and have their degree posted on their transcript at the end of the fall semester. If a student completes requirements for a degree during the summer, he or she must apply for fall graduation;
3. Be credited with not less than 64 applicable semester credits in the Records and Registration Office. No course numbered below the 100 level can be used to satisfy the requirements for any degree;
4. Have a declared degree plan on file, prior to February 24, 2015 in the Records and Registration Office. All petitions for degree requirement waivers must be submitted and approved prior to February 24, 2015 for the spring semester, or by October 3, 2014 for the fall semester;

5. Have a grade-point average of 2.0 or better in all work to be applied toward graduation. No 'D' credit will be allowed in the AA, AAEE, ABus, or AS degrees. For AAS or AGS degrees, no more than nine units of 'D' credit will be allowed and only in unrestricted electives;
6. Have no more than 12 credits of 'P' grade applied toward graduation credit for the AAS and AGS degree requirements (except in those program areas where 'P' is the grade most commonly employed). No 'P' credit will be allowed in the AA, AAEE, ABus, or AS degrees;
7. Have a minimum of 12 semester credits in residence at NPC that apply toward the degree being pursued and meet the requirements for the applicable NPC catalog (see "*Applicable Catalog*" page 72 for additional details). Credits obtained by assessment may not be used toward the residency requirement; and
8. Remove any indebtedness to the college prior to Application for Graduation deadline stated above.

Certificate of Applied Science (CAS)

A Certificate of Applied Science will be awarded to students who have completed an approved vocational program with all courses successfully completed with a grade of 'C' or better to indicate the achievement of technical skills and competence in a specific area of endeavor.

The candidate for the Certificate of Applied Science must:

1. Satisfy the certificate requirements as published in the applicable NPC catalog prior to the date of graduation at which the certificate is to be awarded;
2. File an *Application for Graduation* by February 24, 2015 with the Records and Registration Office during the academic year in which the student expects to graduate. A student who is late in filing an *Application for Graduation* may still be allowed to graduate, but will not be allowed to participate in commencement. Late applicants may participate in commencement the following year. Students who anticipate completing their degree requirements during the fall semester may apply for graduation by October 3, 2014, and have their degree posted on their transcript at the end of the fall semester. If a student completes requirements for a degree during the summer, he or she must apply for fall graduation;
3. Have a declared certificate plan on file, prior to February 24, 2015 for the spring semester, or by October 3, 2014 for the fall semester, in the Records and Registration Office. All petitions for certificate requirement waivers must be submitted and approved

Graduation Requirements

CAS Requirements *Continued*

prior to February 24, 2015 for the spring semester, or by October 3, 2014 for the fall;

4. Have a minimum of 12 semester credits in residence at NPC that apply toward the certificate being pursued and meet the requirements for the applicable NPC Catalog (see section “Applicable Catalog” for additional details.) Credits obtained by assessment may not be used toward the residency requirement; and
5. Remove any indebtedness to the college prior to Application for Graduation deadline stated above.

Certificate of Proficiency (COP)

Certificates of Proficiency are approved programs that indicate specific vocational competencies. Any number of certificates may be awarded to a student who completes the requirements. A formal certificate will be sent to the applicant once the completion of requirements is certified. Normally these students do not attend graduation ceremonies. An exception is made for those students who complete a Certificate of Proficiency of 32 credits or more in two semesters.

Certificates of Proficiency will be awarded when the student:

1. Satisfies the requirements for the certificate as published in the applicable NPC catalog;
2. Files an application with the Records and Registration Office when all courses have been completed;
3. Completes successfully, with a grade of ‘C’ or better, all courses to indicate the achievement of technical skills and competence in a specific area of endeavor;
4. Has a minimum of 75 percent of the credits required for the certificate in residence at NPC. Credits obtained by assessment cannot be used toward the residency requirement; and
5. Removes any indebtedness to the college prior to filing for the Certificate of Proficiency.

Applicable Catalog

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. A student may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing his or her degrees.

Students transferring among Arizona public higher education institutions must meet the admission, residency and all curricular and academic requirements of the degree-granting institution.

1. A semester in which a student earns course credit is counted toward continuous enrollment. Noncredit courses, audited courses, failed courses or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.
2. Students who do not meet the minimum enrollment standard stipulated in number 1 during three consecutive semesters (fall/spring/fall or spring/fall/spring) and the intervening summer term* at any public Arizona community college or university are no longer considered continuously enrolled. These students must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

**Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.*

3. Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.
4. In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Course work that is more than eight years old is applicable to completion of degree requirements at the discretion of the student’s major department. Departments may accept such course work, reject it or request that the student revalidate its substance. The eight-year limit on course work applies except when program accreditation agencies limit the life of course work to less than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally sound.
5. Enrollment by Arizona community college students in nontransferable courses still constitutes enrollment for purposes of determining whether the student has been continuously enrolled. For example, if a student takes two semesters of cooperative education classes, which are not transferable to the university but constitute

Graduation Requirements

Applicable Catalog *Continued*

continuous enrollment at the community college, the university should consider it continuous enrollment.

6. Exceptions made by an institution apply only to the institution that made the exception. For example, if the community college departments accepted credit which was more than eight years old, the university department to which the student transfers has the right and the obligation to reevaluate any credit which is more than eight years old.

Inquiries about these guidelines should be directed to the student's academic adviser.

Degree Exclusions and Exceptions

Students who have completed an Associate of Arts degree, Associate of Business degree or Associate of Science degree, or higher degree (BS, BA, etc.), will not be awarded an Associate of General Studies, or a second degree of the same type. Students completing the aforementioned degrees may complete a different transfer degree providing they complete the appropriate Arizona General Education Curriculum (AGEC) courses, the common courses identified for the major they will be pursuing at the university, and applicable language requirements.

1. Students who complete an AAS degree offered by NPC may complete an AA, AAEE, AS, ABus, or AGS degree. For each degree students must complete 12 additional credits transferable to all three Arizona state universities. Students must meet all requirements specific to the degree they wish to earn.
2. A student may earn any number of CAS or AAS degrees; however, students must earn a minimum of nine additional credits that apply to each new area of specialization.
3. Students who completed an AA, AAEE, AS, ABus, or AAS degree or higher degree at NPC or another accredited institution are not required to complete the General Education requirements of a second AAS or CAS to be earned at NPC, unless the NPC degree has specific general educational requirements to meet external certification not previously taken;

Credits over eight years in age are subject to review prior to acceptance toward the prerequisites and/or degree requirements in some NPC programs, except when program accreditation agencies limit the life of course work to less than eight years.

Petitions for Exceptions

Students seeking exceptions to degree requirements should meet with an academic adviser for assistance in

completing the petition forms. These forms accompanied by supporting information such as copies of transcripts, course descriptions, and articulation rules are forwarded to the dean responsible for the degree program being petitioned. The dean makes a recommendation and forwards the paperwork to the registrar for review, then to the vice president for learning and student services for a final decision and distribution of the copies of the petition form.

Transcripts

No transcript will be released until all financial obligations have been satisfied with the college.

The Records and Registration Office issues all Official NPC transcripts. The following information is needed when requesting a transcript: name, student ID (Social Security Number or Date of Birth is acceptable), student's mailing address, complete mailing address where transcript is to be sent, contact phone number, signature, date signed and payment ~ \$10 per transcript.

A same-day transcript processing fee is \$15 per transcript. Same day transcript requests can only be processed and picked up at the Records and Registration Office.

Students may request overnight transcript delivery. The overnight transcript delivery processing fee is \$20 per transcript plus the United States Postal Service overnight delivery fee (USPS rates subject to change). **Requests must be received by 10 a.m. to be processed that day.**

Payment by major credit card (Discover, MasterCard or Visa) is accepted, in addition to cash, check or money order. For credit card payment, provide account number, expiration date and name as listed on card.

Unofficial transcripts are available at campus and center locations and the Records and Registration Office. Unofficial transcripts are not mailed or faxed; the transcript must be picked up in person. Returning students may access, and print, their unofficial transcripts online using the Student Records log-in found at <https://mynpc.npc.edu/ics>. Students on financial hold will not be able to access their transcript.

Transcripts can be requested by completing a Northland Pioneer College *Transcript Request Form* at any campus or center location, downloaded from the NPC website or by letter via U.S. mail. The Records and Registration Office should be contacted if there are questions regarding NPC transcript requests, (800) 266-7845, ext. 7459, P.O. Box 610, Holbrook, AZ 86025-0610.

Graduation Requirements

Scholastic Honors – Graduation

The notation “Graduate with Distinction” or “Graduate with High Distinction” will be placed on the transcript of students who have completed in residence at NPC at least 30 units which are used toward the degree (AA, AAEE, ABus, AS, AGS, or AAS) and meet the cumulative grade-point average (GPA) criteria of 3.5 – 3.89 for Distinction and 3.9 – 4.0 for High Distinction. Students who receive additional degrees or emphasis areas will be required to complete, in residence, a minimum of 16 additional credits toward the subsequent degree or emphasis area in order to have this honor noted on the transcript. (GPA standards remain the same.)

Students who are receiving a Certificate of Applied Science must complete in residence at NPC at least 16 credits which apply to the certificate in order to have “Certificate with Distinction” or “Certificate with High Distinction” noted on the transcript. The cumulative GPA standards outlined above will be used for the Certificate of Applied Science.

Scholastic Honors – Outstanding Graduates

Each year, NPC selects five (5) students, one (1) from each degree area (AA, ABus, AS, AGS, and AAS) as Outstanding Graduates. The **Outstanding Graduates** are chosen based on the highest cumulative GPA from students who attended classes that are open to the general student population. In the case of a tie in GPA's, the student with the most credits earned at NPC is awarded the recognition. Students who utilize any transfer credits from other colleges to meet the degree requirements at NPC are not eligible for this recognition.

Scholastic Honors – President’s & Dean’s Lists

The President’s List recognizes students who achieved a perfect 4.0 grade-point average during a specific semester. The Dean’s List honors those with a 3.5 to 3.99 grade-point average during a specific semester. To be eligible for these distinctions, students must have completed 12 or more credits in 100-level or above courses. Students will receive letters of recognition, and the honor will be noted on their transcripts.

Scholastic Honors – All-USA & All-Arizona Academic Team

Each year, Northland Pioneer College can nominate up to two outstanding students from each campus and center location for the All-USA and All-Arizona Academic Team. Phi Theta Kappa, the American Association of Community Colleges, Arizona Board of Regents, Follet Higher Education Group and



USA Today help these exceptional students reach their educational goals by awards of scholarships and tuition waivers to any of Arizona’s three public universities: Arizona State University, University of Arizona or Northern Arizona University. Students also receive a scholarship from NPC.

Criteria for selection:

- Cumulative GPA of 3.50 or higher (4.0 scale);
- Good academic standing and working toward an associate degree by the end of the current academic year; and
- Involvement in campus and community volunteerism.

Membership in Phi Theta Kappa is not required. Fliers announcing the application process are posted at all campus and center locations and on www.NPC.edu in late September to early October.

Grades

Grade Key

A = Excellent, 4.0 grade points per semester credit

B = Good, 3.0 grade points per semester credit

C = Average, 2.0 grade points per semester credit

D = Unsatisfactory, 1.0 grade points per semester credit

F = Failure (no credit), 0.0 grade points per semester credit

I = Incomplete

IP = In Progress, on transcript for current course until final grade is posted.

P = Pass (credit awarded), does not affect the Grade Point Average

W* = Withdrawal (no credit), does not affect the Grade Point Average

AU* = Audit (no credit and no letter grade), does not affect the Grade Point Average

A student with a grade of less than ‘C’ in any subject should not expect to continue advanced work in that field unless there is other evidence indicating possible success.

* **Veteran benefit recipients** are not eligible for a ‘W’ or ‘AU’ grade unless they officially withdraw from a class using a *Course Change Form*. This form must be signed by the instructor indicating the last day of attendance. (This procedure complies with the guidelines recommended by the federal Veterans’ Administration.)

Audit (‘AU’) Grades

A student may choose to register for an Audit grade in a course. The Audit grade allows a student to take a course without affecting the student’s grade-point average.

Graduation Requirements

Audit Grades *Continued*

A student taking a course for Audit may fully participate in all aspects of the course, but will not be given any graded assignments. The Audit grade does not count for credit and does not factor into a student's grade-point average. Completion of a course with an Audit grade does not count as successful completion of the course for prerequisite purposes. An Audit grade may not be used in any degree or certificate program. Students may not switch from a letter grade (including 'P') to an Audit grade for a course once they have registered for a letter grade. Students registering for an Audit grade may not file for a change of grade to a letter grade at the end of the course.

Courses taken for an Audit grade do not appear on the official transcript. Students are cautioned that courses taken for an Audit grade will not be accepted for transfer at other postsecondary institutions. When a student registers for an Audit, Records and Registration assigns the final grade as 'AU.' Students taking courses for Audit grades pay regular tuition and fees for audited courses.

The Audit grade option is not available for one-day workshops, dual enrollment or The Learning Cornerstone (TLC) courses and all courses offered through Community Services (typically courses with a 099x designation).

To register for an Audit grade for a course, a student must take the following steps:

1. Beginning with the day instructor approval is required for course entry a student must see an academic adviser to obtain a course *Registration Form* and an *Audit Request* form. The student signs the *Audit Request* form indicating that student understands the limitations of auditing a course.
2. The student checks with the instructor to see if the instructor will allow the student into the course as an auditing student. If so, the instructor signs the *Registration Form* and the *Audit Request* form.
3. The student then takes the forms to the campus/center office. The campus/center office makes sure the course has space availability and, if so, registers the student for the course. The student receives a student copy of the *Audit Request* form. The remaining copies of the *Audit Request* form are attached to the *Registration Form* copies and sent to the Records and Registration Office.

Pass ('P') Grades

In certain classes it is possible to obtain a 'P' or Passing grade. The following information should help the student decide when considering the 'P' option:

- A 'P' grade is **NOT** available in any courses designated as general education courses.

- A 'P' grade **MAY** not be accepted for transfer credit to postsecondary institutions, nor does NPC accept 'P' grades from other institutions for credit at NPC.
- No 'P' credits are allowed for the following degrees: AA, AAEE, ABUS or AS.
- For AGS or AAS degrees, the maximum number of 'P' credits allowed by NPC is 12.
- Because 'P' grades will satisfy course prerequisites as a "C" or better," the minimum requirements for a 'P' grade are those regularly required for a 'C' grade in any class in which the 'P' grade option is allowed.
- A 'P' grade cannot be later changed to a letter grade, nor can a letter grade be later changed to a 'P' grade.

Process

If a student wishes the 'P' grade option in a class where the option is available, the student must make a written request to the instructor to take the course on the "pass/fail" basis prior to the second class meeting of the semester. If the instructor agrees to the request, s/he shall sign and date the request and forward to the Records and Registration Office. The request may not later be rescinded.

Incomplete ('I') Grades

An incomplete grade may be given for reasons deemed legitimate by the instructor but only when a student has satisfactorily met 85 percent or more of the course requirements. A student receiving an incomplete grade has the responsibility of initiating the procedure for removal of the incomplete grade.

The work to be accomplished for the incomplete to be removed will be submitted by the instructor on an Incomplete Grade Information Sheet to be forwarded with the final grades to the academic dean. If an incomplete is not removed within one semester from the end of the semester in which it was awarded, it is automatically converted to a grade of 'F.'

Withdrawal ('W') Grades

A student or an instructor can initiate a grade of 'W.' Withdrawal from classes during the first two weeks of the semester (for semester length classes) will not be reflected on the student's transcript. The grade of 'W' will appear on the student's transcript for each class withdrawn from after the end of the second week of the semester. All nonsemester-length classes (usually identified as short-term classes) will show a 'W' regardless of when the withdrawal occurs after the class begins.

The course instructor may initiate an administrative withdrawal for a student after the 45th day of the semester and up to the final day of the semester by submitting

Graduation Requirements

Withdrawal Grades Continued

the appropriate form and assigning a 'W,' which will be reflected on the student's transcript at the end of the semester, with the exception of veteran benefits recipients.

Whether initiated by the student or instructor, the last date of attendance (LDA) must be written on the withdrawal form.

Withdrawal from All Class(es)

Any student wishing to withdraw from classes on or after the first day of class must contact an academic adviser in order to complete the process.

SPECIAL NOTE: Students who completely unofficially withdraw and/or officially withdraw from NPC will have their federal financial aid recalculated by using the Federal Return of Title IV calculation prescribed by federal law. See page 39.

Grading Procedure

The instructor is responsible for assigning grades. Grades are based on academic performance, class participation and attendance. Academic dishonesty will not be tolerated. An instructor may lower a grade based on academic dishonesty or other forms of student misconduct. Academic dishonesty or other forms of student misconduct may also be referred to the Vice President for Learning and Student Services for further action. Grade changes can be made only by the instructor with approval of the dean and/or the Vice President for Learning and Student Services. Changes must be submitted within one semester from the end of the semester in which the grade was awarded. After that time, the student must follow the Appeal of Grade process. Students who disagree with a grade may file a grade appeal as outlined in the *Student Services & Policies* section of this catalog, see page 61.

Raising Grades

The student may repeat a course to raise a grade. The higher grade will be credited and counted in computing the student's grade-point average. The lower grade will not be used, but will still appear on any transcript.

SPECIAL NOTE: Students receiving financial aid are limited to the number of times a class may be repeated for benefit purposes. See page 37, note 4.

Repeating Courses

You can repeat a course as many times as you wish.* Each instance will show up on your transcript along with the grade you received, but only the most recent occurrence will be counted toward your grade point average and toward fulfilling credit requirements for a degree or certificate.

SPECIAL NOTE: Students receiving financial aid are limited to the number of times a class may be repeated for benefit purposes. See page 37, note 4.

***EXCEPTION:** Some music performance, art studio or Health and Physical Education courses can only be repeated up to four times for degree or certificate credit. See an academic adviser for specific courses.

Reporting of Grades

Instructors post final grades after each semester. Students can view their grades and obtain unofficial transcripts by logging-in to their the Student Log-in link on the MyNPC website. Grades will only be mailed to students upon special request. Contact the Records and Registration Office for the appropriate form. Transcripts and grades will not be released until all financial obligations to the college have been met.