

# GENERAL POLICIES AND PROCEDURES

---

## Major

A major is a program of study leading to a degree, certificate or other approved credential. The College offers many programs of study and these programs are considered majors. Major courses for each program are identified in the program description in this *Catalog*. These courses must be completed with a grade of "C" or higher.

## Change of Major

A matriculating (degree-seeking or certificate-seeking) student may transfer from one degree or certificate program to another. A non-matriculating student may declare a major after meeting the admission requirements for a matriculating student. Such application is made in the Student Affairs Office. The *Catalog* in effect at the time the official change of major is processed must be followed for graduation purposes.

## Dual Majors

A student may work towards a second degree or certificate if:

- The second degree is worked on concurrently along with the first degree or certificate; or
- After completion of the first degree.

However, a student must officially declare both majors prior to the final semester needed for the second degree or certificate by completing the appropriate form in the Student Affairs Office.

## Course Load

Only an exceptional student may, upon the approval of the Vice Chancellor for Education, Training and Student Success or designee, 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 Dean of Instruction, the Dean of Nursing and Allied Health, or designee must approve all requests for greater course loads.

## Courses in Sequence

A student may not apply towards graduation any credits earned in a course in its respective sequence after having received a passing grade in the higher-level course in that sequence, except with special permission from the Division Dean or designee. 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) when both courses are in the same series (e.g., Introduction to Algebra, Algebra for College Students, and College Algebra, or English Composition I and English Composition II).

## Dropping Courses and Withdrawing from College

Students may drop courses or may withdraw from the College with grades of "W" up to the specified date in the calendar published on the website (<http://www.nunez.edu>). **Students leaving the institution must withdraw online in LoLA. Students who stop attending without officially withdrawing will receive failing grades in all courses.** Dropping a course or withdrawing from the College after the refund period will not reduce the

student's financial obligation to the College and may affect eligibility for continued financial aid.

Students may be administratively dropped from courses for which they do not have the appropriate pre-requisites.

## Examinations and Portfolios

Financial aid recipients should be aware that dropping courses and withdrawing from the College will have an effect on financial aid eligibility and should discuss their situation with the Financial Aid Director before or during the drop/withdrawal process.

Final examinations or final assessments are required and held at the end of each semester or summer term in accordance with the schedule published in the *Catalog*. When final examinations are inappropriate because of the nature of the course, the Dean of Strategic Enrollment and Student Success may approve exceptions to this requirement. Students who have more than two final exams scheduled on the same day may request that their instructor reschedule a final exam. Requests may be denied.

Some courses may require students to pass a proficiency "exit" examination or to complete an approved portfolio before they receive credit for the course or are eligible to enroll in subsequent courses.

## Off-Campus Educational Experiences

Off-campus educational experiences (OCEE) sponsored by Nunez Community College complement classroom instruction and are considered an important part of the educational process. While the College endorses the concept, it also stresses the importance of students performing all classwork in a timely manner. If students have to miss other classes in order to participate in an off-campus experience, it is the students' responsibility to make up all work covered during this absence. Participation in an OCEE will not in itself excuse students from attending other classes in which they are enrolled. OCEE as used in 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 directly related to their course of study.

Requests for OCEE must be approved by the Vice Chancellor for Education, Training and Student Success or designee at least one week prior to the scheduled event. Overnight OCEEs require special approval of the Vice Chancellor for Education, Training and Student Success or designee prior to making arrangements for the trip. Safety should be emphasized at all times. Proper instructions on conduct and safety should be given to the class prior to departure.