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Alternatives for Earning Academic Credit

North Hennepin Community College offers several non-traditional options for earning academic credit. In general a maximum of 30 credits may be granted for all non-collegiate experience. It is important to recognize that upon transfer, the receiving institution determines the acceptability of credits earned through non-collegiate experience. Please contact the Adult Learning Department at 763-424-0730 or the Counseling and Advising Department at 763-424-0703 for more information.

Advanced Placement (AP)

The Advanced Placement Program is a program of college-level courses and exams designed for high school students. College credit will be granted to students who have scored three (3) or above on AP exams.

College Level Examination Program (CLEP)

CLEP examinations developed by the College Board offer students an opportunity to demonstrate college-level achievement through a program of examinations. Credits earned through CLEP are recorded on the College transcript as transfer credits earned. NHCC is a testing site. For more information call 763-424-0928.

Credit by Examination

Currently enrolled students, who have the knowledge and skills comparable to those obtained by completing a course, may arrange to take a Credit by Examination for that course, provided that no CLEP exam exists. Students may not exchange/replace a Credit by Examination for a course in which they are currently enrolled. Approval by the academic department is required. Upon approval, students submit the "Credit by Examination" form and a non-refundable fee to the Admissions and Registration Office. After passing the exam, the balance of the full per credit tuition payment is required before a grade of Pass (P) is recorded on the transcript. Credits earned by examination do not count toward the 20 credit residency requirement for a degree.

Credit for Prior Learning

Credit for Prior Learning is a process of defining, documenting, measuring, evaluating and granting credit for learning acquired through experience. Students earn credits utilizing a variety of assessment methods, including standardized testing, assessment of previous training and certifications and portfolio assessment. Students are charged the current per credit tuition rate and credits earned are recorded on the transcript with a grade of Pass (P).

Defense Activity for Non-Traditional Education Support (DANTES)

Defense Security Service Test (DSST) is a nationally recognized program which allows students to earn college credits for learning acquired outside the traditional classroom through examinations. Credits earned through DANTES are recorded on the College transcript as transfer credits earned.

International Baccalaureate (IB)

The International Baccalaureate (IB) program is an internationally recognized program through which high school students complete a comprehensive curriculum of rigorous study and demonstrate performance on IB examinations. The examination for the diploma covers six subjects, three or four of which must be at the higher level and the others at the subsidiary level.

Independent Study

Requests for independent study require prior approval from the appropriate Academic Dean after consultation with the instructor regarding the purpose and expected outcomes of the independent study course. Independent study is generally reserved for advanced inquiry and research into a discipline. Students are charged the current per credit tuition rate and credits earned are recorded on the transcript with the grade earned. The maximum number of credits that can be counted toward degree requirements through independent study is 12.

Grading System

Grade Point Average (GPA) – GPA is determined by adding all grade points and dividing by the sum of all GPA Credits. Grades of A, B, C, D, or F are calculated in grade point average; grades of AU, FN, I, NC, P, and W are not calculated in grade point average.

Grades and Grade Points

- A = 4 grade points
- B = 3 grade points
- C = 2 grade points
- D = 1 grade points
- F = 0 grade points

- AU Audit – An audit must be declared in person at the Registration Office prior to the start of the term or the course. Regular tuition rates apply for audited courses. Audited courses are not eligible for financial aid and may not be applied toward a degree.
- FN Failure for Non-attendance – An FN may be assigned for non-attendance or non-participation.
- I Incomplete – An incomplete or I is assigned at the discretion of the instructor and only in exceptional circumstances. An I is a temporary grade and automatically becomes an F grade (or NC in the case of courses numbered below 1000) at the end of the next semester (not including summer session) if requirements have not been satisfactorily met. Instructors have the option of setting an alternate completion date for the student. Students need to request an incomplete from the instructor. Incompletes are considered only for students who have completed most of the work in the course at a passing level and who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control.
- NC No Credit – An NC is assigned for no achievement and reserved for developmental coursework numbered below 1000.
- P Pass – Individual students do not have the option of requesting the P/NC grading method; only courses selected by NHCC are graded using P/NC or P/E.
- W Withdraw – A W is assigned when a student withdraws from a class after the drop period for the semester has ended. Credits for which a W is received are considered attempted credits but not successfully completed credits. Thus, a W does not impact GPA but does negatively impact the completion rate.

Repeated credits: Repeats may be allowed in order to improve a grade. All grades appear on the transcript, but the highest grade is used in calculating GPA.

Academic Amnesty

To be considered for academic amnesty, the following conditions must be met:

- Student must have at least a five year continuous break from credit-based coursework at NHCC.
- Upon returning a student must complete a minimum of 12 credits with a 2.0 cumulative grade point average at NHCC before applying for academic forgiveness.
- Student must meet with a counselor or advisor to determine if this is a good choice for him/her.

A student who has met these conditions may file a written request for amnesty with the Registrar. The student's transcript will reflect the point of forgiveness. All grades of D and F before the point of forgiveness will not count in the GPA; however, the courses and grades will remain on the transcript. Federal financial aid regulations do not recognize academic forgiveness. In addition, subsequent transfer institutions may not honor the academic forgiveness policy of North Hennepin Community College.

Grade Reports

Student grade reports are not mailed. Grade reports are accessible through eServices at www.nhcc.edu using your Student ID and PIN.

Honors Recognition

Academic Honors

The Academic Honors List is prepared after each fall and spring semester. Students completing 12 or more college-level credits during the semester who earn a minimum grade point average of 3.50 receive academic honors.

Honor Societies

Phi Theta Kappa, an international community college honor society, is for students earning a 3.5 grade point average with 12 or more credits at North Hennepin Community College.

Kappa Beta Delta, an honor society for business students, is available for students with a grade point average of 3.0 with 15 credits at North Hennepin Community College and at least 6 credits in business courses.

Honors recognition is bestowed at graduation for the following students:

- Associate degree students graduating with a GPA of 3.50 or better in all courses taken at NHCC (20 credit minimum)
- Graduates completing the Honors program requirements
- Graduates who are members of Phi Theta Kappa or Kappa Beta Delta

Privacy of Education Records Policy

North Hennepin Community College complies with the Family Educational Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act (MGDPA) and other applicable laws and regulations concerning the handling of education records.

Directory Information

At North Hennepin Community College, the following student information is designated as public Directory Information and may be released by the College without consent:

- Student's name
- Dates of attendance
- Date of graduation
- Degrees and honors received
- Email address
- Enrollment status (full-time, part-time, etc.)
- Major field of study
- Most recent prior educational institution attended
- Participation in officially recognized activities and sports
- Photographs

Notice to Students about Directory Information

A student may direct that any or all of the above-listed Directory Information be withheld from public disclosure by notifying the NHCC Registrar in writing. The non-disclosure request will be honored until rescinded by the student.

For the complete Privacy of Education Records Policy, refer to www.nhcc.edu.

Satisfactory Academic Progress Policy

Students must maintain Satisfactory Academic Progress (SAP) to be eligible to attend North Hennepin Community College and receive financial aid. The College has developed this policy based upon federal Title IV regulations, Minnesota Statutes Chapter 136 A, and Board Policy 2.9 of the Minnesota State Colleges and Universities.

The SAP policy standards are the same for all students enrolled in the same educational programs regardless of whether a student is or is not receiving financial aid.

Requirements

The following requirements are reviewed for all students, and are applied beginning with the student's 6th credit when determining satisfactory academic progress:

- **Qualitative: Grade Point Average (GPA)** All students must maintain a minimum cumulative GPA of 2.0.
- **Quantitative: Completion Rate** All students must maintain a minimum cumulative completion rate of 67%.
- **Maximum Time Frame:** All students are expected to complete their degree/certificate within an acceptable time frame. The maximum time frame for financial aid recipients is 150% of the published credit length of the program. Financial aid recipients may receive aid until their cumulative registered credits equals 150% of the required number of credits needed to complete their degree/certificate. Students pursuing a double major or a second degree are eligible to receive financial aid until their cumulative registered credits equals 150% of the required number of credits for their dual or second program.

Evaluation Period

Academic progress is evaluated at the end of each term (fall, spring and summer). The evaluation process is completed by the Registrar.

Failure to Meet Standards

- Students who do not maintain satisfactory academic progress are placed on probation. Students on probation are allowed to register and receive financial aid.
- Students on probation who achieve a term GPA of 2.0 and a term completion rate of 67% can continue their probation status. Students on a continued probation status are allowed to register and receive financial aid. However, financial aid eligibility shall be immediately suspended if it is determined that it is not possible for a student to meet the GPA or completion rate requirements before the student would reach the end of the program for which they are receiving financial aid.
- Students on probation who do not achieve a term GPA of 2.0 and/or a term completion rate of 67% will be suspended from the College for one semester. Suspended students lose eligibility for future financial aid until the cumulative standards are met or an appeal is approved.
- Students who fail to meet the College's maximum time frame requirement will be suspended from financial aid eligibility.
- Financial aid eligibility may be immediately suspended for a student in the event of extraordinary circumstances, such as a student who was previously suspended and whose academic performance falls below acceptable levels during a subsequent term, a student who registered for but does not earn any credits for two consecutive terms, or a student who demonstrates an attendance pattern that abuses the receipt of financial aid either at NHCC or prior institutions. Financial aid eligibility shall be immediately suspended if it is determined that it is not possible for a student to meet the GPA or completion rate requirements before the student would reach the end of the program for which they are receiving financial aid.

Notification

Students will be notified in writing when placed on probation status and/or suspension status.

Appeals

- Students may appeal their academic suspension. To appeal an academic suspension, complete an "Appeal Academic Suspension" form. Appeals should include supporting documentation. Academic suspension appeals are reviewed by the appeals committee. Students will be notified in writing of the appeal committee's decision.
- Students with extenuating circumstances may appeal their financial aid suspension. Extenuating circumstances include, but are not limited to, an extended illness, hospitalization, or a death of a family member. Appeals should include supporting documentation. To appeal a financial aid suspension, complete an "Appeal Financial Aid Suspension" form. Financial aid appeals are reviewed by the Director of Financial Aid or a designee. Appeals of adverse decisions are considered by the Financial Aid Appeals Committee.
- Results of all appeals are communicated to the student in writing.

Reinstatement

The academic reinstatement policy is separate from the financial aid reinstatement policy. It is possible to be readmitted to the College, but not be eligible for financial aid.

- **Academic Reinstatement:** After the suspension period ends, contact the Bridge to Academic Success Program (BTAS) for information on academic reinstatement.

- **Financial Aid Reinstatement:** If a student has been suspended, financial aid eligibility is reinstated when a cumulative GPA of 2.0 and a cumulative completion rate of 67% are earned or if a financial aid suspension appeal is approved.

For the complete Satisfactory Academic Progress Policy, refer to www.nhcc.edu.

Student Classification

Full-Time Students

A student carrying at least 12 credits per semester in Fall or Spring, or 6 credits per Summer Session. State Financial Aid programs or Veteran's programs may require higher credit loads for maximum eligibility.

Part-Time Students

A student enrolled in at least one course for credit and carrying fewer than 12 credits per semester in Fall or Spring; or carrying fewer than 6 credits per Summer Session.

Transcripts

Academic transcript requests must be made in writing. Due to the confidential nature of the transcript, telephone requests and email requests can not be accepted.

Transfer

Students requiring an evaluation of previously attended coursework from another institution must furnish an official transcript from the originating institution to NHCC.

In general, credits for transfer are evaluated/treated in accordance with the following:

- Coursework must be completed at an accredited college or university.
- Coursework must be comparable in nature, content and level to coursework offered by NHCC.
- Credit for non-equivalent college-level technical courses considered as electives is limited to a maximum of 16 credits, if earned within the last five years.
- Coursework accepted in transfer is recorded without grade point average (GPA).

Students may appeal a transfer evaluation by submitting an Academic Appeal to Counseling and Advising. Documentation to support the appeal should include a syllabus, course description, reading list, final exam, etc. The appropriate academic discipline reviews the appeal and notifies the student of the final decision.

Student Rights and Responsibilities

Detailed student policies as well as student rights and responsibilities can be found in the annual Student Planner and on the College website at www.nhcc.edu. Please refer to these resources for:

- Campus Crime and Security Report
- Discrimination and Harassment Policy
- Drug and Alcohol Policy
- Privacy of Education Records Policy
- Satisfactory Academic Progress Policy
- Student Code of Conduct/Academic Honesty Policy
- Student Involvement in Decision-Making
- Student Rights and Responsibilities
- Zero Tolerance of Workplace Violence

Student Contacts

General Harassment and Student Code of Conduct:

Jim Borer, Associate Dean of Student Success Programs
LRC 155, 763-424-0736, jim.borer@nhcc.edu

Sexual Harassment and/or Racial Harassment:

Jim Borer, Associate Dean of Student Success Programs
LRC 155, 763-424-0736, jim.borer@nhcc.edu

Jackie Olsson, Director of Financial Aid

ES 51, 763-424-0756, jackie.olsson@nhcc.edu

Jaime Simonsen, Dean of Adult Education and Training

CBT 122, 763-424-0887, jaime.simonsen@nhcc.edu

504/American Disabilities Act:

Kitty Hennemann, Director of Student Life,
CC 112, 763-424-0803, kitty.hennemann@nhcc.edu

Academic and/or Student Affairs Issues:

Elaina Bleifield, Dean of Science, Math and Health Careers
SC 120C, 763-424-0868, elaina.bleifield@nhcc.edu

Jim Borer, Associate Dean of Student Success

LRC 155, 763-424-0736, jim.borer@nhcc.edu

Mary Diedrich, Interim Dean of Student Success Programs

LRC 156, 763-434-0912, mary.diedrich@nhcc.edu

Margaret Kotek, Associate Dean of Nursing

CC 209, 763-424-0746, margaret.kotek@nhcc.edu

Karen Kraft, Dean of Student Affairs

ES 45, 763-424-0712, karen.kraft@nhcc.edu

Lawrence Schaaf, Dean of Business and Technology Career Programs

CBT 150, 763-424-0752, lawrence.schaaf@nhcc.edu

Jaime Simonsen, Dean of Adult Education and Training

CBT 122, 763-424-0887, jaime.simonsen@nhcc.edu

Vacant, Dean of Liberal Arts

CLA

Jane Wilson, Dean of Fine Arts, Assessment and Professional Development

FAC 143, 763-424-0740, jane.wilson@nhcc.edu

Safety and Security Issues:

Emergencies - call 911 or Safety and Security 763-424-0807

Jesse Cashman, Director of Public Safety

LRC 152, 763-424-0806, jesse.cashman@nhcc.edu

Security Office

HWC 117, 763-424-0807, security@nhcc.edu

Affirmative Action:

Sue Appelquist, Chief Human Resources Officer

ES 17, 763-424-0955, sue.appelquist@nhcc.edu