

# Tuition & Fees

**TUITION and FEES for 2002-03**

Tuition and fees at NIC are among the lowest in Idaho and the Inland Northwest. All rates quoted below are subject to change without notice. Idaho residents not living in Kootenai County must submit a Certificate of Residency to receive county support. For details on the Washington

Reciprocity or Western Undergraduate Exchange programs, see page 14 or call the Admissions Office at (208) 769-3311. The figures below do not include personal expenses or transportation. Books and supplies for academic transfer programs are estimated at \$500 per year.

**ACADEMIC TRANSFER PROGRAMS**

<b>8-18 credits:</b>	<b>Fall</b>	<b>Spring</b>	<b>Total</b>
<b>Kootenai County Residents</b>	\$772	\$772	\$1,544
<b>Non-Kootenai County Idaho Residents</b>			
Students qualifying for county support	\$772	\$772	\$1,544
Students not qualifying for county support	\$1,272	\$1,272	\$2,544
<b>Out-of-State/Country</b>	\$2,632	\$2,632	\$5,264
<b>Washington Reciprocity</b>	\$1,908	\$1,908	\$3,816
<b>Western Undergraduate Exchange</b>	\$1,908	\$1,908	\$3,816
<b>19 or more credits are assessed the following nonrefundable per-credit fee:</b>			
<b>Idaho Residents</b>	\$95	\$95	- -
<b>Out-of-State/Country</b>	\$328	\$328	- -
<b>7 credits or less are assessed the following per-credit fee:</b>			
	1st credit - additional	1st credit - additional	
<b>Kootenai County Residents</b>	\$105 - \$95	\$105 - \$95	- -
<b>Non-Kootenai County Idaho Residents</b>			
Students qualifying for county support	\$105 - \$95	\$105 - \$95	- -
Students not qualifying for county support	\$168 - \$158	\$168 - \$158	- -
<b>Out-of-State/Country</b>	\$338 - \$328	\$338 - \$328	- -
<b>Washington Reciprocity</b>	\$247 - \$237	\$247 - \$237	- -
<b>Western Undergraduate Exchange</b>	\$247 - \$237	\$247 - \$237	- -

**PROFESSIONAL-TECHNICAL PROGRAMS**

Tuition and fees vary by length of program. Depending on the program (which vary between 9-11 months), students will make payment for each semester and for additional terms specified. The cost for tools also varies with programs.

**Idaho Residents**

Tuition and Fees .....	\$1,544 - \$2,311
Books, Supplies, Tools .....	\$500 - \$3,000
Total .....	\$2,044 - \$5,311

**Out-of-State**

Tuition and Fees .....	\$5,264 - \$7,891
Books, Supplies, Tools .....	\$500 - \$3,000
Total .....	\$5,764 - \$10,891

**SPECIAL and INCIDENTAL FEES**  
(SUBJECT TO CHANGE WITHOUT NOTICE)

- Admission Fee** ..... \$25  
This one-time fee is required at the time of submitting an initial Application for Admission. It is non-refundable.
- GED Testing Fee** ..... \$10 per test
- On-Campus Parking Fee** ..... \$20 per year
- Special Course Fees** ..... Varies  
Special fees are assessed for such things as labs, some physical education courses, and some music classes. Special fees are listed in the Class Schedule.
- Transcript Fee** ..... \$5  
Official transcripts are \$5 each. Turn around time is 5-10 days. Please note that transcripts will not be processed if a student has a financial hold on their records. Financial holds include parking fines, library fines, delinquent loan payments, etc.
- Rush Transcript Fee** ..... \$10  
A transcript will be mailed or ready for pick-up on the same day, if the request is received before noon. If received after noon, the transcript will be ready the next working day. An additional fee is required for overnight mailing.
- Room and Board-NIC Residence Hall** ..... \$5,400
- Summer Session** ..... See Class Schedule for charges
- Non-credit Classes** ..... See Non-Credit Catalog

**DEPOSITS**

- Nursing Programs Deposit (R.N., L.P.N.)** ..... \$100  
The Nursing program deposit is due by May 1. It will be applied to the tuition and fee charges for the initial semester or term of enrollment. Deposits may be refunded if notification of cancellation is officially given to the Admissions Office by July 1. No refund will be given if a student withdraws after the prescribed deadline.
- Professional-Technical Program Deposit** ..... \$100  
After being accepted into a specific professional-technical program, students will be asked to submit a \$100 deposit within three weeks of the date of their acceptance letter. The deposit will be applied to the tuition and fee charges for the initial semester or term of enrollment. See page 11 for those programs that require a deposit.
- Residence Hall Security Deposit** ..... \$150  
A \$150 deposit must accompany the signed application/contract and is not to be construed as partial payment for room and board. This deposit serves as a guarantee against loss and breakage of residence hall equipment and furniture. The deposit remains in effect through the period of application and residency. All students who fulfill the terms of the contract after occupancy will receive a refund of their deposit within four weeks after checking out of the residence hall (less any deductions for losses, damages, or fines).

**TUITION and FEES**  
**PAYMENT PROCEDURES**

Tuition, fees, and any special fees must be paid on or before the due date printed on the Statement of Account/Class Schedule statement when you register in person. Payment must be made on or before the due date noted on the payment screen when registering online, unless financial aid has been approved. Students failing to pay amounts due NIC could be **cancelled** from classes and have their credits withheld. No student will be given a transcript of

his/her record or allowed to register for classes until all accounts are settled in full. This includes any funds received through the Financial Aid Office involving overpayments, refunds, or delinquent loans.

Payment of regular student fees entitles the student to the services maintained by NIC for the benefit of students. No reduction in fees can be made for students who may not desire to use any part of these services. Extra charges are made for special services and specific courses.

**Students eligible for financial aid, but who have not completed the process prior to registration, will be expected to pay all required charges on or before the due date.**

Veterans and other eligible persons receiving Veterans Administration educational benefits must pay all required charges at the time of registration. Those who are depending on veterans educational benefit checks to pay fees must apply for advance pay at least one month prior to registration.

Tuition and fees are established annually by the Board of Trustees. Interested persons may inquire at the Admissions Office for applicable rates and payment information. NIC reserves the right at any time to change its charges. In the unlikely event that such changes become necessary, NIC will endeavor to give advance notice.

**SENIOR CITIZENS' RATE**

North Idaho College offers a special rate to individuals who are 60 years or older through a Gold Card program. The Gold Card allows individuals to enroll in credit classes at a 50 percent discount per credit hour. This discount is not Title IV Federal Financial Aid. Fees for non-credit courses, materials, books, or special fees are full price. Gold Cards are available from the Admissions Office in Lee Hall or the College Relations Office in the Sherman Administration Building. For more information, call (208) 769-3316.

**NORTH IDAHO COLLEGE REFUND POLICY**

**Refund**

Students who officially withdraw from all classes at North Idaho College may be entitled to a refund of a portion of their tuition and fees. If financial aid paid a portion of those charges, then a portion of the refund must be returned to the federal financial aid funds.

**Note:** Federal financial aid regulations require a pro rata refund of tuition and fee charges for students who enroll at North Idaho College for the first time and are receiving financial aid funds. For more information, see page 24.

**Repayment**

Students who officially withdraw from all classes at North Idaho College and who have received financial aid in excess of the calculated costs of living expenses and other non-billed costs for the period they actually enrolled may be required to repay a portion of the financial aid they received to the federal financial aid funds.

### REFUNDS for WITHDRAWAL from SEMESTER-LENGTH COURSES

Full-time or part-time students who withdraw from semester-length credit courses (day, evening, or Internet) will, **on written notification** to the College Registrar **at the time of withdrawal**, receive refunds as follows:

1. 100%, less \$10, if prior to the 2nd day of the semester.
2. 75% if after the 1st day of the semester, but before the 6th day of the semester.
3. 50% if after the 5th day of the semester, but before the 11th day of the semester.
4. No refunds will be given after the 10th day of the semester.

Should a class be cancelled, students will receive a full refund for that class, provided the student's enrollment drops below 8 credits.

### REFUNDS for WITHDRAWAL FROM SHORT-TERM COURSES

Students who withdraw from short-term courses (less than 15 weeks in length) will, **on written notification** to the College Registrar **at the time of withdrawal**, receive refunds as follows:

1. 100%, less \$10, if withdrawal is made prior to the 1st class meeting.
2. 75% if withdrawal is made before the 3rd day following the 1st class meeting.
3. 50% if withdrawal is made before the 3rd day following the 2nd class meeting.
4. No refund will be given after the 2nd day following the 2nd class meeting.

Should a class be cancelled, students will receive a full refund for that class, provided the student's enrollment drops below 8 credits.

### REFUNDS for WITHDRAWAL from SUMMER SESSION CLASSES

Students who withdraw from Summer Session courses will, **on written notification** to the College Registrar **at the time of withdrawal**, receive refunds as follows:

1. 100%, less \$10, if withdrawal is made prior to the 1st class meeting.
2. 75% if withdrawal is made prior to the 2nd class meeting.
3. 50% if withdrawal is made prior to the 3rd class meeting.

Should a class be cancelled, students will receive a full refund for that class, provided the student's enrollment drops below 8 credits. NOTE: No refund will be given after the third class meeting for Summer Session.

### REFUNDS for STUDENTS CALLED to ACTIVE MILITARY SERVICE

Members of the Idaho National Guard and Reserve serve a vital function for our country. In the event that members of the National Guard or Reserve are called to active duty, they will be administratively withdrawn from classes and any tuition and fees paid will be refunded in full. Copies of orders calling a student to active duty must be provided to the Vice President for Student Services who will initiate the administrative withdrawal from classes and the refund process.

# Academic & Registration Info

## REGISTRATION

Registration is the official process of enrolling in classes and is accomplished by meeting with an advisor, registering for classes, and paying tuition and fees. NIC is on a Fall/Spring Semester system which are 16 weeks each, followed by an eight-week Summer Session. The student calendar on pages 2 and 3 of this catalog has information regarding application and registration dates. Students should refer to the year-long Class Schedule which is available in April for registration instructions.

New and former students register by appointment through an advisor. Advising/registration appointments are determined by the date that the student's Application for Admission is received. After meeting with an advisor, continuing students can register by appointment through a web-based registration system called NICOOnline. Appointment times for continuing students are determined by the number of credits completed at NIC.

Students with a financial hold such as parking fines, library fines, delinquent loan payments cannot register until the hold has been cleared.

### NICOOnline:

#### STUDENT INFORMATION on the WEB

NICOOnline is NIC's web-based, online student information network. By logging onto NICOOnline, students can print their class schedule, get their grades, unofficial transcripts, financial aid application status, application for admission status, degree progress, their advisor assignment, and assessment test scores. NICOOnline can be used by students to look up registration appointment times, determine if a class is full or open, register for classes, and pay tuition.

After being admitted, the Admissions Office will send students an ID number and password to access the system.

To log onto NICOOnline:

1. Enter *www.nic.edu* and click on NICOOnline.
2. Enter your access ID (student ID number).
3. Enter your access code (password).
4. Click on the login button.

NICOOnline is available from 7 a.m. to 11:50 p.m. (Pacific time) seven days a week. Questions about student ID, access code, or NICOOnline should be directed to the Registrar's Office at (208) 769-3320.

#### PAYMENT of TUITION and FEES

Tuition and fees are set annually by the Board of Trustees, usually in March. Students enrolled for seven credits or less pay on a per-credit hour basis, plus any special class fees. Students registering for 19 credits or more will be

assessed an overload fee at the regular per-credit rate. There are no refunds for overload fees.

New and former students from Idaho who reside outside of Kootenai County must provide a Certificate of Residency to the Admissions Office or be charged out-of-district rates.

#### CLASS SCHEDULE CHANGES (ADD/DROP)

The add/drop period allows students to add classes on a space-available basis or drop classes without transcript notation. The add/drop period is the first week of Fall and Spring semesters and the first two days of Summer Session. Students can make schedule changes on the web through NICOOnline or through Advising Services.

#### WITHDRAWAL from INDIVIDUAL CLASSES

To withdraw from a course, a student must complete a Course Withdrawal Form and return it to the Registrar's Office. Forms are available in the Registrar's Office or Advising Services. A student may withdraw from a semester-length course only during the first 10 weeks of the semester. After the final withdrawal date, students may not withdraw from a class regardless of academic status. A student who withdraws officially from a course by 5 p.m. of the last day for withdrawal will receive a grade of "W," which will be recorded on the student's transcript.

Withdrawal from short-term classes (classes less than 15 weeks in length) must be completed within the first half of the total class sessions; i.e., the deadline for withdrawal from a course that consists of eight sessions would be at 4 p.m. on the date of the fourth session. Withdrawals from Summer Session are permitted beginning the third day of classes until the first day of the sixth week.

Students who stop attending a class for which they have registered and do not officially withdraw from the class, will receive a grade of "F," unless the instructor for the class initiates a withdrawal.

#### COMPLETE WITHDRAWAL from NIC

To withdraw from all courses, a student must obtain a College Withdrawal Form from the Registrar's Office or Advising Services, secure the signature of those persons indicated on the form, and return the form to the Registrar's Office. Withdrawal from college must be completed by the last day of the 10th week of the semester. Information on refunds of tuition and fees following a complete withdrawal is on page 24.

#### INSTRUCTOR-INITIATED WITHDRAWALS

An instructor may initiate the withdrawal of any student in his/her class if he/she deems that the student's absences have been excessive and it is before the final withdrawal date. Withdrawal will be initiated by the instructor through the Registrar's Office by means of a form provided by that

office. Faculty members are requested to make an effort to personally contact the student prior to initiating the withdrawal. Advisors will be notified of the instructor-initiated withdrawals of their advisees.

**Note:** All withdrawals, whether for individual classes, total withdrawal from school, or instructor-initiated, are not considered to be satisfactory progress for financial aid. All students who withdraw from classes should be aware of the Financial Aid Satisfactory Progress Policy. See page 17.

## INDEPENDENT STUDIES

Independent study classes are available in most academic disciplines and are designated by the class number 299. These classes are open to students with a 3.0 GPA and who have completed 26 semester credits. They cannot be used to fulfill associate degree core requirements.

Independent studies may include either a reading or a project and must be approved by the instructor, appropriate Division Chair, and Vice President. Students may take no more than three credits per semester of independent study or six credits per year. Students may register for independent study classes during the first four weeks of the semester or the first two weeks of Summer Session. Forms and information are available in the Registrar's Office.

## ADDRESS/NAME CHANGES

Students' correct names, home and/or local addresses are vital for college records since students often receive material from the college through the mail. Students who change their name or address during the year should file a change in the Admissions Office.

## GRADING POLICIES

### GRADING PROCEDURES

Letter grades are used to indicate a student's quality of achievement in a given course. Each of the grades are also assigned an equivalency number, which is used to compute grade point averages:

A	4.0	Excellent
A-	3.7	Excellent
B+	3.3	Good
B	3.0	Good
B-	2.7	Good
C+	2.3	Average
C	2.0	Average
C-	1.7	Average
D+	1.3	Poor
D	1.0	Poor
D-	0.7	Poor
F	0.0	Failing
NR		No Report
NG		No Grade

Other grades awarded are W (withdrawal according to proper procedure); I (incomplete work of passing grade);

S (satisfactory – requires at least C or 2.0 work; used for designated courses only and for midterm grades); U (unsatisfactory – for courses in which S is given). Courses in which W, S, U or I grades have been earned are not included in the grade point calculation.

Students wishing to check their grade point averages should use the following formula: Per credit grade equivalency x number of credits per class ÷ grade points = GPA. For example, a student receives a grade of B- in English 101 and a grade of C in Math 108:

$$\text{English 101: (B-)} \quad 2.7 \times 3 \text{ credits} = 8.1 \text{ grade points}$$

$$\text{Math 108: (C)} \quad 2.0 \times 4 \text{ credits} = 8.0 \text{ grade points}$$

$$8.1 + 8.0 = 16.1 \text{ grade points} \div 7 \text{ credits} = 2.3 \text{ GPA}$$

### GRADE CHANGES

A grade issued is the prerogative of the instructor and normally may not be changed except to correct a recording error. Any question about the correctness of a grade should first be referred to the appropriate instructor and/or the Registrar's Office. If the question is not satisfactorily answered, students should consult with the Division Chairperson and then the Vice President for Instruction. In exceptional circumstances, if the problem is not resolved through administrative channels, the Admissions and Academic Standards Committee may, but is not obligated to, review the matter further. Should this committee review the matter and find cause to recommend a grade change, a recommendation will be forwarded to the appropriate Vice President. The Vice President may, but is not obligated to, review the request from the committee and instruct the Registrar to modify the grade as recommended.

### ACADEMIC APPEALS

Exceptions to academic policies (i.e. late withdrawal from college) may be requested through the Admissions and Academic Standards Committee. Appeal forms are available at the Registrar's Office located in Lee-Kildow Hall.

### AUDIT

A student may enroll in any lecture class on an audit basis. Students are encouraged to attend classes on a regular basis even though they will not receive credit or a grade for the class. Audited courses will not fulfill graduation requirements and do not affect a student's grade point average. The application process and fees for auditing a course are the same as if a student were enrolling for credit. Course enrollment may be changed from credit to audit only during the drop/add period. With the instructor's permission, course enrollment may be changed from audit to credit during the first four weeks of the semester or the first two weeks of a Summer Session.

### INCOMPLETES

An incomplete is assigned only if the student has been in attendance and has done satisfactory work to within three weeks of the end of the semester (or proportional length of time for a course of less than a semester in length).

Incompletes are issued only in cases of extenuating circumstances, such as severe illness or injury. Incompletes are not issued in cases in which the student is simply unable to complete his/her work within the specified semester or session. If a final grade of "I" is recorded, the instructor will indicate in writing to the Registrar what the student must do to make up the deficiency. The instructor will indicate in the written statement what permanent grade should be entered if the Incomplete is not removed by the deadline.

All incomplete grades must be removed within six weeks after the first class day of the following term, excluding the summer session. If the Incomplete is not removed by that date, the grade reverts to the grade indicated by the instructor's written statement authorizing the incomplete. In the event of extraordinary circumstances, the student may appeal to the Admissions and Academic Standards Committee for an extension of the deadline. This appeal must be made within the aforesaid six weeks.

### REPEATING A COURSE

Students who receive a grade *below* C (2.00) in a course may repeat that course to raise the grade, provided they have not completed a more advanced course for which the first is a prerequisite. While all grades received remain on the record, only the grade received for the most recent enrollment in the course is counted in computing grade point average. At the completion of the term that a class is repeated, the student should go to the Registrar's Office to complete a Request for Repeat Grades form. **Note:** Repeating a course may affect financial aid funding.

### DEAN'S LIST (HONOR ROLL)

To qualify for the Dean's List, students must complete at least 12 credits in courses numbered 100 or over in a semester, earn a semester GPA of 3.75 or higher, and receive grades of A, B, C, D, or F in 80% of their classes.

### ACADEMIC RENEWAL

In conformity with the principle of encouraging and rewarding determination, self-discipline, and achievement, North Idaho College will allow a student to petition the Registrar, under certain circumstances, for academic renewal. This means previous poor academic work at NIC would be eliminated from the computation of credits and grade points in the student's academic record as well as for academic standing and eligibility for graduation.

Eligibility for academic renewal will be subject to the following conditions:

1. At the time the petition is filed, a minimum of five years will have elapsed since the most recent course work to be disregarded was completed.
2. Before the petition may be filed, the student must complete at least 30 semester hours of course work at North Idaho College with a minimum cumulative grade point average of 2.50. These courses must be completed following the disregarded semester(s).

The student may have a maximum of two consecutive semesters (Summer Session excluded, unless it is one of the two deleted semesters) of course work disregarded in all calculations regarding the computations of credits and grade points, academic standing, and eligibility for graduation. The petition to be filed by the student will specify the semester(s) or terms(s) to be disregarded.

If the petition qualifies under this policy, the student's permanent academic record will be suitably annotated to indicate that no work taken during the disregarded semester(s), even if satisfactory, may apply toward the computation of credits and grade points, academic standing, and graduation requirements. However, all work will remain on the records, ensuring a true and accurate academic history.

This policy will not be used for individual courses, or for students already holding associate or baccalaureate degrees. Since this is already a policy of exception, no exceptions will be made to the aforesaid conditions. Students should be aware that this policy **might not be accepted** at transfer institutions.

## ACADEMIC PROBATION, SUSPENSION and DISQUALIFICATION

This policy applies to any student carrying six or more credit hours at the end of the add/drop period of an applicable semester.

### PROBATION

Students will be placed on academic probation when their NIC cumulative grade point average falls below 1.75. Any student who wishes to transfer to NIC who has attended another college or university and whose cumulative grade point average is below 1.75 will be admitted on probation.

A student on academic probation who attains a grade point average of 2.00 or higher during a semester, but whose cumulative NIC grade point average is still below 1.75, remains on probation. A student on academic probation will be allowed to participate in registration for both Fall and Spring Semesters. If, however, the student fails to meet minimum grade requirements and is placed on academic suspension or disqualification, his/her registration will be cancelled. The student will be notified by mail prior to the beginning of the new semester if such a change in academic status is determined.

### SUSPENSION

A student on academic probation will be suspended for one semester at the end of a probationary semester if he/she does not attain an NIC cumulative grade point average of at least 1.75 or a semester grade point average of at least 2.00. A student suspended after Fall Semester may not enroll in classes the following Spring Semester. Anyone suspended after Spring Semester may not enroll in classes the following Fall Semester.

## DISQUALIFICATION

A student who has been suspended and returns is on probation. During the semester of the student's return, he/she must attain either a NIC cumulative grade point average of 1.75 or better or a semester grade point average of 2.00 or better. Failure to do so will result in disqualification, which means the student will not be permitted to re-enroll. The Admissions and Academic Standards Committee may reinstate a student who has been disqualified only after written petition and approval.

## CREDIT INFORMATION

### DEFINITION OF CREDIT

A credit, sometimes referred to as semester credit or semester hour, is related to time spent in class, study, preparation, laboratory, or field experience. One semester credit hour normally requires 45 hours of student work, or:

1. 50 minutes in class each week for one semester (which assumes twice this amount of time in study and preparation outside the classroom), or
2. two to three hours in laboratory each week for a semester, or
3. the equivalent combinations of 1 and 2.

Credit for workshops and short courses is granted on the basis of one semester credit for 45 hours of scholarly activity.

### CREDIT ENROLLMENT LIMITS

The normal credit enrollment limit for students is 15 to 18 credit hours, provided the student is not engaged in outside employment. Registering for an excessive number of credits may result in marginal performance. Students enrolling for more than 18 credits will be assessed a non-refundable, per-credit overload fee. Students who wish to carry more than 19 credit hours per semester must have permission of their academic advisor. It is strongly recommended that Summer Session students take no more than 3-7 credits. Summer students taking more than 7 credits will need an advising clearance before being allowed to register.

## STUDENT CLASSIFICATION

### FULL-TIME CLASSIFICATION

A student must register for a minimum of 12 credits each semester to be classified as a full-time student; however, in most programs a student must earn at least 16 credits per semester to graduate in the normal two-year period. This should not be confused with the fact that for purposes of calculating tuition and fees, students enrolled for 8 credits or more are charged a flat fee.

### FRESHMAN/SOPHOMORE CLASSIFICATION

Students with 0-25 semester credits are classified as freshmen, those with 26-64 semester credits are classified as sophomores, and those with 65 or more are unclassified.

## COURSE NUMBERING SYSTEM

- 001 – 099 Courses are nontransferable and do not apply toward academic degrees. They may be required for some A.A.S. degrees.
- 100 – 199 Primarily for freshmen
- 200 – 299 Primarily for sophomores

## CREDIT by EXAMINATION

### CHALLENGE FOR CREDIT

A student enrolled at NIC may petition to challenge courses based on work done through private study and/or employment or to validate courses taken at non-accredited institutions. Students are not permitted to challenge a prerequisite course after having completed an advanced course. Credit by examination will not be granted for a course that a student has previously taken for credit or audited. Credit will be granted provided the student earns a grade of C or better. Neither grades nor credit earned through the challenge process will be counted in any given semester to determine credit load or grade point average, nor will they be included in computing cumulative grade point averages. Students may challenge a course prior to or during enrollment in a course through the second week of Fall or Spring Semester, or through the first two days of a short course or Summer Session. Only students enrolled at NIC may qualify to challenge courses. Contact the Registrar's Office for specific regulations.

### FOREIGN LANGUAGE PLACEMENT

One full year of high school study in a foreign language is generally considered equivalent to one semester's work in college. To receive college credit for high school or independent work, a student must take an advanced placement examination in the target language and complete the next semester advanced level with a grade of "C" or better. Placement in and completion of the second elementary level or first intermediate level will enable a student to get credit for the first elementary level; placement in and completion of the second semester intermediate level will enable a student to get credit for the first three semesters of the target language.

### CLEP EXAMINATION

North Idaho College accepts a limited number of CLEP (College Level Exam Program) general and subject area exams. For information, contact the Admissions Office.

### ADVANCED PLACEMENT EXAMINATIONS

In recognition of the Advanced Placement Program sponsored by the College Entrance Examination Board, NIC will grant college credit for examinations based on the student's score. For specific information, contact the Admissions Office.

## GRADUATION

Students may graduate at the end of Fall Semester, end of Spring Semester, end of Summer Session, or at the end of either technical summer block. The commencement ceremony is held once each year in May. Students eligible to participate in commencement are matriculating (degree-seeking) graduates from the previous fall, the current spring, and the following summer.

All students expecting to graduate must complete an Application for Graduation with the Registrar's Office whether or not they plan to participate in commencement. Suggested application dates for graduation are **November 1** for graduation at the end of Spring Semester, **April 1** for graduation at the end of Summer Session, or **May 1** for graduation at the end of Fall Semester. Applications filed after the suggested dates will be accepted. However, early filing enables the Registrar's Office to evaluate a student's transcript and determine any course deficiencies in the program of study prior to the student's final enrollment. A diploma will not be issued if a student has not fulfilled all financial obligations to the college. Only one Associate of Arts or Associate of Science degree will be granted to each student.

### FINAL CREDITS EARNED AND EXCEPTIONS

Candidates for an associate degree or certificate of completion must earn their final 12 credits while enrolled at NIC. A student may petition the Admissions and Academic Standards Committee for a waiver in exceptional cases involving specific course or residence requirements for graduation.

### CATALOG ISSUE

All new incoming students will receive a coupon to exchange for a free copy of the NIC catalog. Catalogs will be available for \$3 at the NIC Bookstore in the Student Union Building. North Idaho College students completing either an associate degree or certificate of completion may apply for graduation using any catalog in effect within the last four years. This policy is in effect only if the student is continuously enrolled at the college.

### CREDIT LIMITATIONS

No more than 24 credits earned by examination and 32 credits earned by correspondence or examination may count toward an associate degree.

### PHYSICAL EDUCATION REQUIREMENT

All A.A. and A.S. degrees require two credits of physical education unless excused for cause. These requirements are met by completing two semesters of any P.E. activity or dance class. Participants in intercollegiate athletics receive one credit per semester per sport.

Disabled students may be exempt from physical education activity course requirements upon the recommendation of a physician and the approval of the Division Chair-

person, if alternative activity courses cannot be arranged. All students, regardless of age, must meet physical education requirements. Students enrolling in designated physical education activity courses may be charged extra fees payable at registration.

## TRANSCRIPTS

The college transcript is a record of all courses for which a student was enrolled at the end of the change of registration period (the first week of classes) each semester. It includes credit hours for which the student is enrolled, final grades in each subject, record of withdrawal, courses repeated, grade point average for each semester, and a cumulative grade point average.

### REQUESTS FOR TRANSCRIPTS

NIC academic transcripts are permanent records and are maintained forever. Transcript requests must be made in writing and can be submitted by mail, fax, or in person to the Registrar's Office. Federal regulations require that the request be signed by the student to authorize release of the transcript. The request should include the student's full name, maiden name if applicable, approximate last date of attendance, student identification number, student's current address and phone number, address(es) where the transcript(s) should be mailed, and the student's signature. Payment must accompany each request. Official copies are \$5 each or \$10 for a "rush" transcript. Transcripts will not be released if the student has not fulfilled all financial obligations to the college. Transcript production time is usually 3-5 working days during term. Please allow up to 10 working days at the completion of each term.

### TRANSCRIPTS FROM OTHER SCHOOLS

NIC does not issue or certify copies of transcripts from other institutions. Transcripts reflecting a student's previous college education that have been submitted to the college as a requirement for admission become part of the official file and cannot be returned to the student. Any student desiring transcripts of credits earned elsewhere must order official transcripts from the institution where the credits were taken.

## STUDENT RIGHTS and RESPONSIBILITIES

### ATTENDANCE

Students are responsible for attending the courses in which they are enrolled. Regular class attendance is expected. In the case of recipients of veterans educational benefits, excessive absences may mean a reduction in subsistence payments. Instructors may initiate the withdrawal of any student in their class if they deem that the student's absences have been excessive and if it is before the last day one may withdraw from a course.

## CONDUCT

Students are expected to read and comply with the *NIC Student Conduct and Discipline Code*, which may be found in the Student Handbook. This handbook is distributed at student orientations. The handbook is also available at Student Services or the Associated Students of North Idaho College offices on the 2nd floor of the Student Union.