



Academic and Registration Info

North Idaho College 2015-2016

REGISTRATION

Registration is the official process of enrolling in classes. NIC is on a 16-week Fall/Spring Semester, followed by a Summer Session. The student calendar on pages 4-7 of this catalog has information regarding application and registration dates. Registration information is available at www.nic.edu.

After applying for admission, students will receive an acceptance letter from the Admissions Office which will include information about registration.

Students register by assigned start times through their MyNIC account. Appointment times for continuing students are determined by the number of credits completed. New and transfer students register for classes during their orientation session.

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

MyNIC: STUDENT INFORMATION on the WEB

MyNIC is the college's online student information portal where students will receive the majority of their official college communications. By logging onto MyNIC, students can access their class schedules, unofficial transcripts, admissions and financial aid information, advisor's name, assessment scores, forms, and important announcements. MyNIC is used by students to determine class availability, register for courses, and pay tuition and fees.

After being admitted, students will receive MyNIC access information.

To log in to MyNIC:

1. Go to www.nic.edu and click "MyNIC."
2. Click on the orange "New Students and Employees Start Here" button.
3. Follow the instructions for how to log in.

Questions about MyNIC should be directed to the NIC Help-Desk at (208) 769-3280.

PAYMENT of TUITION and FEES

Tuition and fees are set annually by the Board of Trustees.

Students from Idaho who reside outside of Kootenai, Ada, Canyon, Jerome, and Twin counties are required to file a Certificate of Residency with their home county auditor's office to avoid being charged out-of-district rates (see page 21).

COURSE SCHEDULE CHANGES (ADD/DROP)

The add/drop period allows students to add classes on a space-available basis or drop classes without transcript notation. Students can make schedule changes online or through the Registrar's Office in Lee-Kildow Hall. If the class is a late-start class, it may be added on MyNIC after the add/drop period ends. For all late-start classes, drops with no grade must be processed prior to the second calendar day. Refer to the calendar for full semester courses add and drop dates.

DROP WITH A GRADE OF W from INDIVIDUAL COURSES

To drop with a grade of W from a course, a student must log-in to their MyNIC account and drop the course. Final dates for drops with a grade of W are published on the college calendar located on pages 4-7. After the final drop with a grade of W date, students must submit an appeal for a late withdrawal to the Office of Instruction from a course using the appeal process outlined on page 33. A student who drops with a grade of W officially from a course by the last day for drops with a grade of W will have a grade of W recorded on the student's transcript.

Drops with a grade of W 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 a drop with a grade of W from a course that consists of eight sessions would be on the date of the fourth session.

Students who stop attending a class for which they have registered and from which they have not officially dropped with a grade of W may receive a grade of F.

Open enrollment courses that are dropped anytime after the add/drop week will receive a grade of W even if the course was added after the add/drop week.

DROP WITH A GRADE OF W from ALL NIC COURSES

To drop all courses with a grade of W, a student must log-in to their MyNIC account and drop all of their courses. Students may not drop with a grade of W from college after the published drop with a grade of W dates for that semester except for compelling and extraordinary reasons. In such circumstances, a student must petition the Admissions and Academic Standards Committee for a late drop with a grade of W using the form available in the Registrar's Office. Information on refunds of tuition and fees following a drop from all courses is on page 30.

INDEPENDENT STUDIES

Independent study courses are available in most academic disciplines and are designated by the course number 299. Course content, learning, and evaluative criteria are developed primarily by the student with the guidance from an instructor. Independent studies may include a reading or a project and must be approved by the instructor, appropriate division chair, and vice president for instruction. These courses are open to students with a 3.0 GPA who have successfully completed 30 semester credits.

Students may take no more than three credits per semester of independent study or six credits per year. Credits earned may not be used to fulfill associate's degree core requirements. Students may register for independent study classes during the first two weeks of the semester or the first week of summer session. Forms and information are available in the Registrar's Office.

DIRECTED STUDIES

Directed study courses are identical to courses outlined in the catalog. A student must demonstrate the course is required for graduation or program purposes and that taking the course through directed study is the only option available to them. Directed study courses must be approved by the instructor, appropriate division chair, and vice president for instruction. Students may register for directed study classes during the first two weeks of the semester or the first week of Summer Session. Forms and information are available in the Registrar's Office.

ADDRESS CHANGES

Students having correct addresses on file is vital for college records. Students who change their address should update their information through their MyNIC account or notify the Registrar's 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 (drop with a grade of W or withdrawal according to proper procedure); I (incomplete work of passing grade); P or 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:

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

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

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

Academic Appeals/Instructional Petitions

Students should follow the guidelines below to address concerns about an instructor, change of grade, course substitutions, academic sanctions, or other instructional matters. *NOTE: There*

are specific program appeal processes and procedures that must also be followed in fields such as Health Professions and Nursing. Please check with an advisor about any such standards and their relationship with the college procedures.

STEP 1:

Discuss the issue in question with the instructor to seek resolution or to learn steps for addressing an academic concern. If the problem is not resolved to the satisfaction of the student at this level, the student should determine the immediate college supervisor of the employee or faculty member, typically this is the division chair. *For employee contact information, select the division from the department dropdown list at www.nic.edu/directories.*

Arrange for a meeting and be prepared to verbally explain the situation, indicate concerns, and suggest possible solutions. If this informal meeting does not result in resolution, the student should pursue further review that may include getting the advice of the division chair or program staff for the next level of consideration or petition the Admissions and Academic Standards Committee.

STEP 2 A: Admissions and Academic Standards

Petition the Admissions and Academic Standards Committee for consideration of late withdrawal from all college courses, reinstatement to college following disqualification or suspension, and transfer and/or substitution of course credits that NIC transcript evaluators have not accepted as satisfying graduation requirements. Appeal forms are available at the Registrar's Office located in Lee-Kildow Hall, room 116. Petitions for late drops with a grade of W must be submitted within two years of the end of the semester from which a student requests a drop with a grade of W. These requests will be routed initially to the appropriate dean.

STEP 2 B: Office of the Vice President for Instruction

Unresolved concerns about an instructor or change of grade requests are processed by the Office of the Vice President for Instruction. Requests for grade changes must occur within 30 days of the start of the next term.

Students may also appeal decisions rendered by the Admission and Academic Standards Committee or any academic sanctions imposed as a result of violation of academic integrity (appeal process for academic sanctions is detailed in the Student Code of Conduct and NIC Policy 5.06.01 and takes precedent over any process outlined herein).

Students who wish to appeal should secure an Instructional Petition Form from the Office of the Vice President for Instruction, prepare a written Statement of Appeal, and submit it to the Office of the Vice President for Instruction within seven working days of the decision being appealed.

The Statement of Appeal must contain the following information:

- Student's name, local address, and telephone number.
- A statement of concerns regarding the original decision.
- Arguments supporting the student's position.
- A statement of the requested solution.
- All relevant supporting documentation.

The vice president or designee will then conduct inquiries as deemed appropriate and shall provide a written decision to the appellant within 15 working days. The Vice President for Instruction's decision is final.

After all the steps to voice a complaint with North Idaho College are exhausted, students have the right to forward their complaint to the State Board of Education. The Idaho State Board of Education Policy Section III P, starting on page 8, subsection 18, addresses this process. This policy can be viewed at http://www.boardofed.idaho.gov/policies/iii_policy.asp

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 and are not eligible for financial aid funding. 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 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 fall or spring semester or the first two weeks of a summer session. Contact the Registrar's Office if you would like to audit a course.

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. Incompletes may affect financial aid eligibility and will prevent certificates or degrees from being awarded.

Repeating a Course

Students may repeat any course to raise a 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. Note: Repeating a course may affect financial aid funding and may not be permitted if the course has already been used to earn a degree.

Dean's List (Honor Roll)

To qualify for the Dean's List, students must complete at least 12 credits in a semester, earn a semester GPA of 3.75 or higher, and receive letter grades of A, B, C, D, or F in 80 percent 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).
3. Renewal will not be granted for individual courses within a term.
4. Students holding an associate's or bachelor's degree are not eligible for academic renewal.

The student may have a maximum of two consecutive semesters (Summer Session excluded, unless it is one of the two disregarded 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 term(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.

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

Students carrying credit hours at the end of the add/drop period of any term are required to meet grade point average requirements to continue attendance. North Idaho College's Academic Probation, Suspension, and Disqualification policy outlines these requirements and can be found at www.nic.edu/registrar.

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

Registering for an excessive number of credits may result in marginal performance. Students enrolling for more than 18 credits are required to get authorization from Advising Services. Students taking more than seven credits during the summer are required to get authorization from Advising Services.

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 four semesters.

Freshman and Sophomore Classification

Students with 0-25 semester credits are classified as freshmen, those with 26-64 semester credits are classified as sophomores.

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 is not financial aid available and 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. 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 receive 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 once appropriate paperwork has been completed and fees have been paid.

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 Examination

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

GRADUATION

Students may graduate at the end of any term. The commencement ceremony is held once each year in May. Students eligible to participate in commencement are graduates from the previous fall or students who plan to graduate in the current spring or summer.

A student must submit an Application for Graduation with the Registrar's Office whether or not they plan to participate in commencement. Suggested application dates for graduation are **Nov. 1** for Spring Semester, **April 1** for Summer Session, or **May 1** for 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 semester of enrollment. A diploma will not be issued if a student has not fulfilled all financial obligations to the college.

Final Credits Earned and Exceptions

Candidates for an associate's degree or certificate of completion must earn a minimum of 12 credits toward the degree or certificate at North Idaho College. In cases where the certificate requires fewer than 12 credits, a minimum of six credits must be completed at North Idaho College. 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

Catalogs are available online at www.nic.edu/catalog. North Idaho College students completing either an associate's 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 has been continuously enrolled at the college at the time of graduation.

Credit Limitations

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

TRANSCRIPTS

A transcript is a record of all courses for which a student was enrolled at the end of the add/drop period each semester and summer session. 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 online or by using the NIC transcript request form. Additional information is available through the Registrar's Office website at www.nic.edu/registrar. 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 \$7 each or \$20 if needed in 24 hours. 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 certified 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. Any student desiring official transcripts of credits earned elsewhere must request 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. Failure to attend during the first two weeks of a full-semester course or first week of short-term or summer courses will result in a drop for non-attendance. If necessary, student's financial aid awards and veteran's benefits will be adjusted if they are dropped for non-attendance.

Conduct

Students are expected to read and comply with the *NIC Student Conduct and Discipline Code*, which may be found in the Student Handbook. Student handbooks are available under Current Students at www.nic.edu and are distributed at student orientations and are also available at Student Services or the Associated Students of North Idaho College offices on the second floor of the Edminster Student Union Building.