

# Academic Regulations

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## Quick Reference:

Attendance  
 Changing Grades  
 Academic Honesty and Integrity

## Attendance

### Absences

Absences seriously disrupt a student's orderly progress in a course and a close correlation often exists between the number of absences and the final grade. Although an occasional absence might be unavoidable, the absence does not excuse a student from meeting the requirements of the missed class. The student is responsible for preparing all assignments for the next class and for completing work missed. Instructors are responsible for establishing appropriate course attendance requirements and for informing students of those requirements on course syllabi distributed at the beginning of the academic term.

Students at Central Piedmont may take two days each academic year of excused absences for religious observances required by their faith. For more information, go to Policy 3.09 Attendance Regulation.

### Class Withdrawals

Students who, for any reason, cannot complete a course must take the responsibility to formally withdraw (W) in order to avoid a failing grade. To receive a "W" grade, students must withdraw prior to the 35 percent date of the class. Final dates for withdrawing from classes are available from class instructors. Students may withdraw by:

1. Contacting registration personnel on any Central Piedmont campus, or
2. Through their MyCollege student account accessed from cpcc.edu

The instructor also may assign a "W" at the end of the term when circumstances warrant such action. A "W" will remain on the transcript. A "W" does not count as credit hours attempted. To receive credit, students who received a "W" must re-register and pay for the course in a subsequent term. Withdrawals may affect financial aid and veteran students.

### Class withdrawal for veteran students

Students using veteran educational benefits should contact the Central Piedmont Veterans Affairs office before withdrawing from any course. A withdrawal may lead to a debt being owed back to the US Department of Veterans Affairs. If students are also receiving financial aid, they should contact the Financial Aid office before withdrawing from a course because their financial aid may be impacted and money may be owed back to the Department of Education.

For more information, go to Policy 3.07 Withdrawal from Classes.

## Late Entry

To ensure student success and accuracy of reporting, the college prohibits a registered student from entering (attending for the first time) a curriculum class after the 10 percent date. An academic dean may make an exception in the case of a college error.

## Changing Grades

The instructor of record is the individual authorized and responsible for personally changing grades for his/her students. In an instructor's absence, the program chair, associate dean, or dean of the appropriate curriculum area may change a grade for that instructor after consulting with the instructor. In circumstances when the instructor cannot be located for an extended period of time, and valid reasons exist for changing the grade, the associate dean or dean is authorized to make the appropriate change. The procedures below are to be followed when a grade change is appropriate:

1. The instructor (or associate dean) will log into MyCollege, select the Faculty and Advising Tools button, then select the Grade Change Request Form.
2. An electronic notification will be sent to the Senior Registrar, or a designee, who will also electronically approve the change request and personally change the grade on the student's electronic record. The change request will be electronically filed in Student Records.
3. Financial Aid and Veterans Affairs students should notify the Financial Aid/Veterans Affairs Office of any grade changes.

## Student Academic Integrity Policy

The purpose of the Central Piedmont Code of Student Academic Integrity (see Student Handbook) is to support the continued growth and development of a strong academic community based on the principles of academic honesty and integrity.

Although the commitment to maintaining and enforcing high standards of academic honesty and integrity at Central Piedmont rests with all members of the college community, faculty members, in particular, are charged with taking measures to preserve, convey and model those standards by example in their own academic pursuits and in the learning environment which they create for their students. Students, likewise, as members of the college's academic community, are obligated to take an active role in the preservation of the standards of academic honesty and integrity and encourage others to respect those standards.

It is the expectation of the college that students maintain absolute integrity and high standards of individual honor in their academic work. Conduct that violates the standards of academic honesty and integrity and which is subject to disciplinary action may include but is not limited to: cheating, fabrication and falsification, plagiarism, abuse of academic materials, installation of a computer virus or complicity in academic dishonesty. Any student who violates the Central Piedmont Code of Student Academic Integrity is subject to academic disciplinary action. Such action may include, but is not limited to, recorded entry of the incident by the Office of Student Conduct and Civility, reduced grades or dismissal from college classes, programs, and activities.

## Readmission from Suspension

When a student returns after a term of suspension, he or she continues to be advised by the student counselor. If at the end of the term following suspension, the student's term Grade Point Average (GPA) meets the Standards of Progress, he or she is returned to good standing by a faculty advisor in the program of study. For more information, see Policy 3.08 Grading Policy.