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CVCC POLICIES

PART 1 | PART 2

3. Student Services

3.1 Career Counseling

CVCC provides career counseling services and career testing services to students, applicants, and certain other members of the CVCC community. CVCC partners with the local JobLink Career Center to provide these services.

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3.2 Admission to CVCC

CVCC follows "open door" admissions policies as established by the North Carolina Community College System. Admission is open to persons 18 years of age or older and to high school/GED graduates. High school students may be admitted under concurrent (dual) enrollment provisions and Huskins Bill provisions established by the North Carolina Community College System. Concurrent/Huskins Enrollment Provisions

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3.3 Admission – Undocumented Immigrants

CVCC may admit undocumented immigrants under the following conditions as specified in 23 N.C. Administrative Code 02C.301(b). 23 NCAC 02C.0301 Admission to Colleges

1. Community colleges shall admit an undocumented immigrant only if he or she attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State or local law;
2. When determining who is an undocumented immigrant, community colleges shall use federal immigration classifications;
3. Undocumented immigrants admitted under Subparagraph (b)(1) of this Rule must comply with all federal and state laws concerning financial aid;
4. An undocumented immigrant admitted under Subparagraph (b)(1) of this Rule shall not be considered a North Carolina resident for tuition purposes. All undocumented immigrants admitted under Subparagraph (b)(1) of this Rule must be charged out of state tuition whether or not they reside in North Carolina;
5. When considering whether to admit an undocumented immigrant into a specific program of study, community colleges shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants; and
6. Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

Note: A GED (also referred to as a General Education Diploma, General Equivalency Diploma, or Graduate Equivalency Degree) does not satisfy condition (1) above.

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3.4 Admission to Curriculum Programs of Study

Admission to CVCC does not necessarily mean admission to the curriculum program of study desired by the applicant. A student must satisfy the admissions requirements for his/her program of study. Applicants will be admitted to programs as admissions requirements are completed except for programs with limited enrollment (discussed further below). Applicants may be admitted to certain programs on a provisional basis until all admissions requirements are completed. The Chief Student Services Officer or designee will maintain appropriate documentation of the specific admissions requirements for each curriculum program and will provide appropriate communication of those admissions requirements.

Enrollment in certain programs is limited, and admission is competitive. The admissions committee for each limited enrollment program will select the most academically qualified applicants. Applicants to health services programs must complete the minimum admissions requirements established by the admissions committee for the program to be considered in the competitive admissions process. These minimum admissions requirements may include, but are not necessarily limited to, completion of aptitude tests, submission of recommendations, vaccinations, and/or health examination. Additional information regarding specific criteria may be obtained from the associate dean for the program of interest.

Completion of high school or equivalent (GED High School Equivalency) is required for admission to all associate degree programs and certain diploma and certificate programs. If completion of high school or equivalent is a requirement for the intended program, applicants must provide official transcripts (from

high school or state GED Office/GED Administrator) evidencing completion. The high school transcript requirement is waived for associate degree program applicants who have graduated from an accredited two-year or four-year college, except for applicants to certain programs in the School of Health Services and students receiving VA education benefits.

To fulfill the college's general admission requirements, students who have attended foreign schools at the secondary level (high school) must submit transcripts that are written in or translated into the English language. Translated secondary level transcripts must be literal (word for word) and the translator must sign the translated copy and include contact information. (The name the student is currently using should appear on the transcript as well as the date of birth.) NOTE: If the official translation does not indicate US high school equivalency, the student will be required to obtain translation through a current member of National Association of Credential Evaluation Services (NACES).

Applicants to curriculum programs of study must provide official transcripts from all regionally accredited colleges/universities previously attended.

To fulfill the college's general admission requirements, students who have attended foreign schools at the post-secondary level (college/university) must submit transcripts that have been translated into the English language. Translated transcripts must be literal (word for word) and the translator must sign the translated copy and include contact information. The name the student is currently using should appear on the transcript as well as the date of birth. Students desiring transfer credit must submit transcripts that have been evaluated by a current member of NACES at www.naces.org. The name the student is currently using should appear on the transcript as well as the date of birth.

A medical examination may be required. Admission into any health services program will be contingent upon receipt of a CVCC medical form documenting that the applicant possesses satisfactory physical and mental health.

Certain health programs require completion of educational experiences in clinical/lab facilities. These clinical/lab facilities may require students to undergo criminal background checks and/or drug testing.

Individuals may enroll in classes without pursuing a diploma or degree. Persons enrolling under these circumstances are considered "special credit students."

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3.5 Placement Testing Services

CVCC utilizes a placement testing program to assess certain academic competencies including, but not necessarily limited to, reading, writing, mathematics, and computer literacy. Test results are used by academic advisors to place students in appropriate courses and thereby maximize their opportunities for success. Placement test scores are not a requirement for general admission to CVCC, but may be a factor in the admission decision for certain programs and/or the determination of course requisite competencies. A placement test may not be retaken except as authorized under guidelines established by the Chief Academic Officer.

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3.6 GED Testing Services

The General Educational Development (GED) Testing Service is a program designed for adults who did not complete their high school education. These adults are given a series of five tests to assess competencies in writing, social studies, science, literature and art, and mathematics. Upon satisfactory completion of all five tests, the individual is awarded a certificate recognized as equivalent to a high school diploma. The certificate is issued by the State of North Carolina Board of Community Colleges. The Chief GED Administrator shall ensure that the GED program is administered in accordance with guidelines established by the GED Testing Service.

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3.7 Program for Students with Disabilities

A program of services is provided for students with disabilities. Individuals with disabilities (as defined in the Americans with Disabilities Act of 1990) wishing to make a request for reasonable accommodation or wishing to file a complaint of alleged discrimination on the basis of disability should contact the CVCC Program for Students with Disabilities Office. It is the student's responsibility to request these services. Current documentation of the disability by an appropriate professional may be required. All information is kept confidential. Students will be required to sign a release of information form before any special contact is made to arrange accommodations. Requests for reasonable accommodation should be made several weeks in advance to allow sufficient time for accommodations to be arranged.

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3.8 Registration

Registration is generally not permitted in a class on or after the start date of the class unless the registration is a course section switch. Approval for registration in a class on or after the start date of the class must be based on extenuating circumstances and be educationally sound as determined by the Chief Academic Officer or designees.

The Chief Student Services Officer or designee is responsible for establishing and communicating the dates, times, locations, and processes for registration in curriculum courses.

Registration in certain courses may be restricted to students meeting certain criteria established by the

North Carolina Community College System or the CVCC Chief Academic Officer.

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3.9 Tuition and Fees

CVCC charges tuition in accordance with policies established by the North Carolina Community College System. Tuition rates are subject to change.

Certain fees have been established in accordance with guidelines and ranges established by the North Carolina Community College System. Fees are subject to change.

Due dates for tuition and fees are established by the Chief Financial Officer or designee. Students may forfeit their seat in a class if they fail to pay the applicable tuition/fees by the established due date.

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3.10 North Carolina Residency for Tuition Purposes

Determinations of North Carolina residency for tuition purposes are made by the Chief Student Services Officer or designee in accordance with laws and regulations established by the North Carolina General Assembly. North Carolina residency is not a factor in the tuition charged for non-credit courses.

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3.11 Refund Policies

CVCC follows the refund policies established by the North Carolina Community College System. A copy of the current refund policies may be obtained from the Business Office. Specific guidelines and processes to ensure compliance with these policies shall be established by the Chief Financial Officer or designee.

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3.12 Overdue Student Financial Obligations

Services to persons with overdue financial obligations to CVCC may be restricted. These services may include, but are not necessarily limited to, providing copies of transcripts, providing diplomas, and enrollment in classes.

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3.13 Student Insurance

CVCC requires that all curriculum students and specified continuing education students purchase student accident insurance. Students enrolled in certain health service programs are required to purchase liability/malpractice insurance. The premiums for student insurance are subject to change.

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3.14 Scholarships, Financial Aid, and VA Educational Benefits

Scholarships are awarded in accordance with policies and guidelines established by the funding agent.

CVCC provides federal financial aid services in accordance with regulations and guidelines established by the United States Department of Education. Official high school transcripts/GED and transcripts from all previously attended regionally accredited institutions are required to be on file before any certification can be made for any federal financial aid program. For students receiving federal financial aid, CVCC shall establish and enforce standards of satisfactory academic progress which are consistent with federal mandates. Students who fail to satisfy the satisfactory academic progress standards established by CVCC will lose their eligibility for federal financial aid. Students are responsible for understanding CVCC's standards regarding satisfactory academic progress.

CVCC provides state financial aid services in accordance with regulations and guidelines established by the State of North Carolina and its agents.

CVCC provides VA educational benefit services in accordance with guidelines established by the United States Veterans Administration. Official high school/GED transcripts and transcripts from all previously attended regionally accredited institutions are required to be on file before any certification can be made for VA educational benefits. No veteran may be certified for VA educational benefits until all admissions requirements have been met and an unconditional acceptance to a program of study has been granted.

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3.15 Copies of Academic Record

CVCC will provide students with official copies of their CVCC transcript and/or results of placement testing and other testing administered by CVCC Testing Services. However, CVCC may limit the number of copies provided and/or may assess a charge for copies. Proof of identity is required to obtain an official transcript and/or test score report. Student access to transcripts from other educational institutions is generally limited to visual access. CVCC does not provide students with file copies or photocopies of transcripts and/or test reports from other institutions.

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3.16 Student Record Retention

CVCC maintains student records in accordance with the Records Retention and Disposition Schedule approved for colleges in the North Carolina Community College System. This schedule was approved for colleges in the North Carolina Community College system in accordance with provisions of the General Statutes of North Carolina. Records Retention and Disposition Schedule

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3.17 Privacy of Students ("FERPA")

CVCC protects the privacy of students in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (the "Act"), as amended, enacted as section 444 of the General Education Provisions Act. A copy of the Federal Regulations setting out the requirements for the protection of the privacy of students under the act is available at Federal FERPA Regulations (see Title 34 - Education, Subtitle A, Part 99), or in Student Services.

Under this Act, students have the right to:

- Inspect and review their education records;
- Seek amendment of their education records that they believe to be inaccurate, misleading, or otherwise in violation of their privacy rights;
- Consent to disclosures of personally identifiable information contained in their record, except to the extent that the Act (and in particular section 99.31) authorizes disclosure without consent; or
- File with the U.S. Department of Education a complaint under Sections 99.63 and 99.64 concerning alleged failures by the College to comply with the requirements of the Act.

A student may exercise the right to inspect and review his/her education record by making written application to the Director of Student Records.

A student may request amendment(s) to his/her record under section 99.20 of the Act by contacting the Director of Student Records. The Director of Student Records will attempt to resolve the issue. If the student is not satisfied with the resolution offered by the Director of Student Records, then the student may commence formal student due process procedures.

CVCC does disclose education records to CVCC officials, including faculty, who are determined to have a legitimate educational interest. Faculty/staff are considered to have a legitimate educational interest if they might reasonably need to access information to academically advise a student or assist the student in a transaction with CVCC. All full-time faculty have access to the student database.

Upon request, CVCC may disclose directory information. Directory information means information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. CVCC has designated directory information to be the student's name, student identification number, photograph, address, institutionally assigned electronic mail address, telephone listing, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (full-time or part-time), degrees, honors, and awards received, and the most recent previous educational agency or institution attended. A student has the right to refuse to let the CVCC designate any or all types of information about him/her as directory information. The student must notify the Director of Student Records in writing that he/she does not want any or all types of information about him/her designated as directory information prior to the first day of the semester.

Under the Act, CVCC may not disclose personally identifiable information to the parents of an "eligible student" without the written consent of the student unless the disclosure is to parents of a dependent student as defined in Internal Revenue Code. An "eligible student" means a student who is 18 years of age or is attending an institution of postsecondary education. Parents must provide appropriate tax return information documenting the dependent status of the student before disclosure will be made without his/her written consent.

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3.18 Student Conduct Policy

Students are expected to conduct themselves appropriately. The following conduct is considered inappropriate and may result in disciplinary action, including suspension or expulsion from CVCC:

- a. Interruption or in any manner interfering with normal CVCC operations;
- b. Destruction, damage, or misuse of CVCC equipment, facilities, or property;
- c. Physical abuse of another person in the CVCC community;
- d. Theft of property belonging to another in the CVCC community;
- e. Participation in hazing;
- f. Plagiarism and other forms of academic cheating (see also the Academic Dishonesty Policy);
- g. Harassment, including harassment of a sexual nature and harassment of a student with disabilities;
- h. Violation of CVCC policies including those regarding the use and/or possession of firearms or other weapons, alcoholic beverages, illegal drugs or controlled substances, and tobacco products;
- i. Making a threat to the safety of the CVCC community; or
- j. Commission of any other offense which, in the opinion of the administration or faculty, may be contrary to the best interest of the CVCC community.

Disciplinary action may include the following: (1) warning, (2) probation, (3) suspension, or (4) expulsion. The Chief Student Services Officer may include campus service as a condition of probation provided that the service required is designed to educate and enlighten the student regarding the policy violated. A faculty member may impose disciplinary action on a student in his/her classes and on a student who is participating in school activities under his/her supervision. The disciplinary action imposed by a faculty member may include a warning, probation, or dismissal from the applicable class or

activity. Only the President, Vice Presidents, and the Chief Student Services Officer have the authority to suspend a student from CVCC. Permanent expulsion of a student from CVCC must be authorized by the President.

Suspensions and expulsions for disciplinary reasons shall be recorded in the student's permanent record (on the transcript).

Students are entitled to appeal any disciplinary action in accordance with CVCC's student due process policy.

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