

## POLICIES & PROCEDURES

Select procedures and policies are included in this catalog. To view all the policies and procedures of NMC please see our website [www.marianas.edu](http://www.marianas.edu).

### *Graduation*

#### *Guidelines*

Students maintaining continuous enrollment at Northern Marianas College may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment.

A semester in which a student earns course credit will be counted toward continuous enrollment. Non-credit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

Students who do not enroll for two consecutive semesters are no longer considered continuously enrolled and must meet requirements of the catalog in effect at the time they return or of any single catalog in effect during subsequent terms of continuous enrollment thereafter.

To meet the requirements of continuous enrollment, students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status. Students admitted or who return after an absence during a summer term must follow the requirements of the catalog in effect the following semester or of any single catalog in effect during the subsequent terms of continuous enrollment.

#### *General Graduation Requirements*

In addition to the general degree requirements listed immediately below, all students seeking an associate degree must meet the graduation requirements specific to their degree program. Credit hours and course requirements vary among the degree and certificate programs offered at NMC. Degree programs include course work in the following areas: core course requirements, General Education requirements, program requirements, and electives.

- **A minimum cumulative GPA** of 2.0 is required in order to be considered for graduation. Courses below the 100 levels will not meet graduation requirements. Non-payment of financial obligations may cause diplomas and/or certificates to be withheld.
- **Minimum Grade Point Average:** Associate degree candidates must have a minimum grade point average of 2.0 on a 4.0 scale.
- **Required Core Courses:** Degree candidates must complete the following core courses with a “C” grade or better:

- English Composition (EN 101)
- Mathematics (MA 132 or higher)
- Fundamentals of Speech Communication (CO 210)
- Health (HE 150 or higher)
- Current Issues in the CNMI (SO 297)
- **Filing for Graduation:** Candidates for certificates or degrees must file a Petition to Graduate with the Office of Admissions and Records. The deadline to petition to graduate and to participate in the Spring Commencement Exercises is the last workday of the previous December. The deadline to petition to graduate and to participate in the Fall Commencement Exercises, if any, is the last workday of the previous May.
- **Graduation Clearance Sheet:** Candidates for certificates or degrees must obtain the NMC Clearance Sheet from the Office of Admissions and Records. Candidates must obtain clearances from the Library, Bookstore, and Finance Office relative to the status of their accounts during the term when all the academic requirements for certificates and degrees are to be completed.

### ***Graduation Honors and Awards***

Honors are awarded to graduating students in a degree program with cumulative GPA as follows:

- Cum Laude                    3.50 - 3.74
- Magna Cum Laude        3.75 - 3.95
- Summa Cum Laude        3.96 - 4.00

A student's GPA at NMC will, at any point in time, be based solely on courses taken at NMC. The graduating student in a degree program with the highest cumulative GPA will receive an Academic Achievement Award.

The Student Leadership Award is given to a graduating student in a degree program who has demonstrated leadership on campus and has manifested the potential to become a leader in the local community and in the CNMI. To be eligible for the Student Leadership Award, a student must have earned at NMC at least half the total number of credit hours required for graduation. Graduating students submit the names of proposed candidates for the Student Leadership Award. A committee chaired by the Dean of Student Services selects the recipient of the Student Leadership Award.

### ***Commencement Exercises***

After applying and being accepted as candidates for graduation, it is expected that students will attend the Commencement Exercises. Should candidates be unable to participate in the Commencement Exercises for reasons beyond their control, they may indicate on the Petition to Graduate their request to receive their certificates or diplomas in absentia.

Please note that after application and acceptance as a candidate for graduation, the notation of certificate or degree will appear on the transcript for that term when all requirements have been met.

Candidates for graduation who do not meet all graduation requirements are certified and issued a degree at a later date and for that term when all requirements have been met.

### ***Residency Classification***

BOR Policy 4001

For tuition purposes only, the Northern Marianas College (NMC) Board of Regents has fixed the following definitions of a resident student who registers at NMC.

A resident student is defined as a person:

1. Who is a U.S. citizen or permanent resident and domiciliary of the CNMI for more than one year (12 consecutive months) immediately prior to enrollment;
2. Who is not a U.S. citizen or permanent resident, but is married to one who is a domiciliary of the CNMI for more than one year (12 consecutive months) immediately prior to enrollment;
3. Who is not a U.S. citizen or permanent resident, but was born in the CNMI between August 1, 1974 and November 3, 1986, and domiciliary of the CNMI for more than one year (12 consecutive months) immediately prior to enrollment;
4. Who is not a U.S. citizen, but is a permanent resident of a signatory of the Pacific Postsecondary Educational Council (PPEC) agreement regarding resident tuition; PPEC entities include Guam, Hawaii, American Samoa, the Republic of Belau, the Republic of the Marshall Islands, and the Federated States of Micronesia. (Proof of permanent residency under this provision must be provided);
5. Who is a covered individual as defined in 38 U.S.C. § 3679(c);
6. Who is not a permanent resident or U.S. citizen, has resided in the CNMI for the 3 years immediately prior to receiving a high school diploma and completed the full senior year at a CNMI high school; or
7. Who is not a permanent resident or U.S. citizen and continuously maintains full-time status at NMC for 3 academic years.

Students enrolled at the College under reciprocity agreements and programs, such as the Western Undergraduate Exchange (WUE) program, may receive reduced tuition rates as defined by such programs.

Domiciliary means physical presence with the intent to make the CNMI one's permanent home. Examples of proof of one's intent can include, but are not limited to: registering to vote and voting in a CNMI election, designating the CNMI as your permanent address on all school and employment records, and paying CNMI taxes.

The domicile of a dependent may be based on the domicile of his or her parent(s) or, guardian. A qualifying dependent must be claimed on tax forms of individuals who meet the definition of a resident student as defined in 1-4 above.

A student classified as a resident for tuition purposes will lose this status if absent from the CNMI for more than 12 consecutive months, unless that student was a member of the U.S. armed forces.

Furthermore, resident status will not be lost solely because of absence from the CNMI while a member of the U.S. Armed Forces, or a dependent of a parents in the U.S. Armed Forces, or while a CNMI Government employee outside of the CNMI.

A student not meeting any of the above definitions shall be classified as a nonresident student.

The burden of proof is upon the student who is making the claim to resident student status. The student who knowingly provided false information or who conceals or refuses to reveal information for the purpose of achieving resident status may be charged non-resident tuition rate and be subject to cancellation of admission to NMC.

This policy affects residency status for NMC tuition purposes only.

### ***Federal Financial Aid (Title IV)***

Procedure 4013.1, BOR Policy 4013

This procedure establishes financial aid requirements, deadlines, verification, satisfactory academic progress and awards consistent with federal and state rules and regulations, which is consistent with the mission of the Northern Marianas College. This procedure specifies data to be collected on the Free Application for Federal Student Aid (FAFSA).

### **Federal Financial Aid (Title IV funding)**

The following are types of Title IV financial aid from the United States Federal Government that are available to eligible NMC students:

Federal Pell Grant

TEACH Grant

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal College Work Study (FCWS)

### **FAFSA Procedures**

Students are required to file the Free Application for Federal Student Aid (FAFSA) and submit all supporting documents to the NMC's Financial Aid Office in order to

determine eligibility for federal student aid. Students must apply and qualify annually on the basis of demonstrated need.

**When to Apply**

Filing the FAFSA on time is critical. Students should apply as early as January 1 for the next academic year. While early filing applicants are given priority-funding consideration, Northern Marianas College continues to accept and award funds to students all through the academic year. The Northern Marianas College Financial Aid Office has established deadlines for each semester. Please call or visit the Financial Aid Office to find out the deadlines for the each respective semester.

Students may apply using one of the following methods

Complete and mail the Free Application for Federal Student Aid (FAFSA). Forms may be obtained from a high school guidance counselor or from the college Financial Aid Office for first-time applicants. Renewal applications will be either mailed or emailed directly to the student from the U.S. Department of Education if the student applied before the calendar year ended. The student may also file their FAFSA electronically on the Internet at [www.fafsa.gov](http://www.fafsa.gov). Or the student may submit their FAFSA to the Financial Aid Office to be processed electronically for them. For further assistance, please call 1-800-433-3243 or visit the Financial Aid Office in Building N, Room 1-1.

**General Documents & Forms**

- Free Application for Federal Student Aid (FAFSA)
- Copy of Birth Certificate, Passport and/or Permanent Residence Card (if applicable)
- Copy of High School Diploma, Transcript (stating graduation status), GED Diploma, or Adult School Diploma
- Copy of Income Tax Forms
- Verification Forms
- Other forms as requested by the Financial Aid Office

**Student Aid Report (SAR)**

The student's SAR is produced through a Federal Need Analysis Calculation Methodology by the U.S. Department of Education, for determining their Expected Family Contribution (EFC). The student's EFC is the amount he/she and their family can reasonably be expected to pay towards his/her college education and also determines how much in the Pell Grant he/she is eligible for.

**Financial Need Calculation**

Financial Need = Cost of Attendance – Expected Family Contribution

Financial need is simply defined as the difference between the student's cost of attendance and the family's ability to pay those costs. The student's cost of attendance includes tuition and fees, books, living expenses, transportation, and personal expenses. The cost is standard, but may be adjusted based on unusual circumstances.

The student must request in writing to have their cost adjusted by the Financial Aid Administrator at their institution.

### **AWARDS**

Completed applications are generally processed within a three-month time period. Students who are eligible for financial aid will be notified by either mail or email of the type and amount of the awards as soon as possible after the College has received its federal allocations of financial aid funds. Normally financial aid checks are disbursed once per semester. The Pell Grant is awarded three times during each school year (Fall, Spring, and Summer [trailing award]). Please contact or visit the Financial Aid Office for more information.

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

Students receiving financial aid are required to maintain satisfactory academic progress in their course of study. Academic progress is defined using both a qualitative and quantitative measure. The qualitative academic progress is assessed by the grade point average achieved at NMC; the quantitative academic progress is measured through the number of semester units satisfactorily completed. Financial aid progress standards are in addition to the college's Academic Standards, which apply to all students. All students applying for federal financial assistance are subject to SAP evaluation of their transcript regardless if they received aid or not for a particular term(s). This is in accordance with Federal rules and regulations. Academic progress for financial aid recipients is assessed according to the Satisfactory Academic Progress Policy Standard described below.

1. Maintain a term or cumulative Grade Point Average (GPA) of at least 2.0 on a 4.0 scale, and
2. Complete at least 67% of the number of credits taken each semester (Ws and UWs will be counted against the student).

Transfer credits from another institution will be included in the calculation of the student's cumulative GPA, which is used in determining their academic status for federal aid at NMC. If the student fails to earn the minimum credit hours for the required term of enrollment, they will be given up to two semesters to make up the deficient credit hours.

### **FINANCIAL AID PROBATION AND SUSPENSION**

Students who fail to meet any of the above criteria for any one semester will be placed on financial aid probation. A student on probation may continue to receive federal aid during the probationary period, but must give evidence of satisfactory academic progress by the end of the probation period. Two consecutive semesters of financial aid probation will subject the student to suspension from financial aid and thus will not

be eligible for financial aid in subsequent semesters until they make up the deficient credits and/or term or cumulative GPA.

### **APPEAL PROCESS**

Students who are placed on suspension from financial aid and denied aid due to not meeting Satisfactory Academic Progress (SAP) or not completing their degree objectives in the maximum time frame allowed may submit an appeal to the SAP Appeal Committee. To be considered for financial aid, you must submit a SAP appeal. The appeal should be in writing and must be submitted to the Financial Aid Office no later than 30 days from date posted on the suspension notice. The appeal must explain in detail the specific reasons which contributed to the lack of progress, include documentation to substantiate the student's statement, and outline of what steps the student plans to take to ensure academic progress if the student is reinstated. Students will be notified in writing of the decision no later than 30 working days after review of the documents submitted.

The SAP Appeal Committee consists of the Director of Financial Aid, the Dean of Student Services, and a counselor (appointed by the Dean of Student Services). The committee will determine if the student's appeal should be approved or disapproved. Once the committee has reviewed the appeal and made their determination, the student will be notified accordingly via their mailing address provided on the FAFSA application of the committee's decision. The committee's decision is final. If the committee approves the appeal, the student will be able to receive financial aid if eligible for at least one additional term. A SAP audit of academic records will be evaluated again after additional term has been granted to see if student has met minimum SAP requirements.

Appeals may be made based on one or several of the following reasons:

- A death in the immediate\* family
- Serious injury or illness of the student or a member of the immediate\* family.
- Improvement sufficient to meet required standards in hours and/or GPA while attending a subsequent semester at student's own expense.
- Special circumstances to be reviewed on a case-by-case basis. (Students on Financial Aid Probation who have not attended college for at least one calendar year may appeal based on change of circumstances).

**\*Immediate family members are father, mother, sister, brother, grandfather, grandmother, and child(ren).**

A student on Financial Aid Suspension whose appeal is approved is placed on probation status. The probation status conferred to a student upon appeal is good for one payment period only. The Financial Aid Administrator (FAA) may extend the student's probation period beyond one payment period if it is determined that the student's basis of appeal will prevent the student from meeting Satisfactory Academic Progress in one payment period. Students on an extended probationary period must make progress according to an academic plan developed by the FAA and reviewed



after each payment period. Failure to meet requirements specified under the academic plan will result in a student being placed on financial aid suspension.

A student on Financial Aid Suspension whose appeal is denied may attend NMC at his/her own expense.

### **REINSTATEMENT**

To be reinstated, students must complete all credit deficiency without financial aid. Credits earned will be applied to the student's credit deficiency. To qualify for reinstatement, a student must:

Complete all credit deficiencies (credits must apply to student's program of study)  
Complete all credits attempted  
Earn a cumulative GPA of 2.0

At the end of this/these excluded semester(s), to be reinstated, the student must meet the Satisfactory Academic Progress qualitative and quantitative measures. Students must apply in writing to be reinstated and that they will be notified in writing in a timely fashion that they have been reinstated.

### **TERMINATION OF ELIGIBILITY**

Students who do not meet the Satisfactory Academic Progress Policy qualitative and quantitative measures at the end of the reinstatement semester(s) will be terminated from receiving federal financial aid indefinitely or until Satisfactory Academic Progress has been made.

### **MAXIMUM TIME FRAME / PACE OF COMPLETION**

Public law 112-74 amended HEA section 401(c)(5) to reduce the duration of a student's to receive a Federal Pell Grant from 18 semesters (or its equivalent) to 12 semesters (or its equivalent). This provision applies to all Federal Pell Grant eligible students effective with the 2012-2013 award year. The calculation of the duration of a student's eligibility will include all years of the student's receipt of Federal Pell Grant funding. This change in the duration of students' Federal Pell Grant on or after the 2008-2009 award year, as the HEA previously provided when the duration of eligibility was 18 semesters.

All students are expected to complete their program within an acceptable period of time. The maximum time frame for financial aid recipients is 150% of the published credit length of their program. Students are funded up to a maximum of 150% of units attempted of his/her degree or certificate objective including hours transferred in and withdrawals, whether or not financial aid was received.

Students who have only one active program or major at NMC may not receive financial aid if the total number of attempted credits in combination with accepted



transfer credits is equal to or more than 150% of the credit length of their active program/major. Withdrawals are considered attempted credits.

Students who graduate from an NMC certificate or associate degree program and enroll in a new program may not receive financial aid if the total number of attempted credits in combination with accepted transfer credits is equal to or more than 150% of the credit length of their new program. Required credits listed on the IDP that do not transfer into their new program will not be considered as part of the 150% total attempted credits for the new program. Additional time will be given to a student who is pursuing a second and/or third degree. Financial aid will cover only the courses needed to fulfill the second and/or third degree. Students with more than one active program or major may not receive financial aid if the total number of attempted credits in combination with accepted transfer credits is equal to or more than 150% of the credit length of their first ranked program or major.

It is the student's responsibility to inform the FAO of any changes in his/her program of study.

While NMC does allow students to pursue as many degrees as he/she wishes, the Financial Aid Office will award up to a student's Bachelor Degree level. Once a student receives his/her Bachelor's Degree, he/she is not eligible for Pell Grant awards afterwards. Students must keep in mind the Lifetime Eligibility Used (LEU) in regards to their Pell Grant awards.

In terms of certificate programs, students are allowed up to two certificates in addition to the above provision. Up to 30 NDU credits will not be counted toward the 150% completion rate.

### **REMEDIAL OR NON-DEGREE UNIT (NDU) COURSES**

34 CFR 668.20 – Remedial Coursework: A student enrolled in remedial or NDU courses (below 100 level) is eligible to receive financial aid only if the courses are required for the student to pursue the degree or certificate program. These courses will be applied toward the minimum number of credits the student must complete each semester. A maximum of 30 units of NDU classes will be eligible for funding. There is no exception to this rule.

### **REPEAT AND SUBSTITUTE COURSES**

A student may receive an award for repeat, required courses the student failed to complete in previous terms. The SAP policy applies to such cases. Federal aid (including the CNMI College Access Challenge Grant) is not awarded to repeated and/or substituted courses with grades above substandard level of C or above. The repeated course will be counted towards the maximum time frame and credit completion requirement.

The following grades will be considered as credits enrolled but not successfully completed: UW, W, NP, I, TF. The I grade is calculated as no credit until the grade is changed by the instructor and entered into the student's academic record by the Office of Admissions and Records.

### **SUMMER ENROLLMENT**

Pell grants are awarded for summer sessions (trailing summers). Depending on the summer session enrolled, a student's remaining Pell award will be calculated at a certain percentage.

### **ENROLLMENT STATUS**

The number of credits for which a student is registered determines his/her enrollment status. A student receiving financial aid may be required to complete hours in addition to those listed below. The exact requirement for financial aid purposes is stated in the student's financial aid award letter.

Fall and Spring Semesters and Summer Sessions:

- Full-time 12 or more credits
- Three-quarter time 9 to 11 credits
- Half-time 6 to 8 credits
- Less than half-time 3 to 5 credits

### **DROPPING CLASS**

A student's final eligibility for aid will (including the CNMI College Access Challenge Grant) be based on the number of credits for which they are enrolled on the first class day after the Add/Drop period. If you register and then dropped class(es) within the Add/Drop period, your eligibility for aid will be recalculated on your remaining hours as of that period. Students who receive a financial aid payment based on more credits than those remaining after the Add/Drop week may be responsible for repaying a portion of any financial aid received. Dropping classes may affect the student's eligibility for future aid. The student should consult the Satisfactory Academic Progress Policy to determine if dropping classes will affect your eligibility for aid.

### **VERIFICATION**

Verification is the process used to check the accuracy of the information provided by the student applicant and family when applying for Federal Student Aid.

- The verification procedures are governed by the Higher Education Act of 1965, as amended, and Subpart E of 34 CFR Part 668 "Verification of Student Aid Applicant Information Regulations", published in the Federal Registry in April 1994 and in November 1994.

- When verification is required for an application, that application is said to have been “selected” for verification. Verification of applications may be selected by either one of the following methods.
- An applicant selected by the FAFSA Processor (Central Processing System or CPS) based on edits.
- An applicant who NMC has reason to believe contains inaccurate information. If selected by the college, the student is subject to all the rules and requirements of verification.
- If the Financial Aid Office finds conflicting information on an application, or any reason to believe that an application is in error, appropriate steps must be taken to resolve all discrepancies prior to disbursing federal student aid to the student. The requirement to resolve conflicting information is separate and distinct from the verification requirements and procedures; it supersedes all verification rules.

Conflicting information and student repayment is required, if discrepancies are discovered after disbursing federal aid.

Students selected for verification of information by the U.S. Department of Education will be asked to submit additional forms.

#### Required Verification Items and Acceptable Documentation:

- Household Size
- Number Enrolled in College/University
- Adjusted Gross Income or income earned
- U.S. Income Tax Paid

#### Certain Untaxed Income and Benefits

- Social Security
- Military Educational Benefits
- Earned income credit
- Foreign income exclusion
- Child Support received
- Interest on tax-free bonds
- Untaxed payments to IRA
- Other untaxed income from U.S. income tax return

#### Verification Covers the Following Title IV Programs

- Federal Pell Grant Program
- TEACH Grant
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Work-Study
- Direct Loan Program

#### Verification Exclusions:

Under any of the following circumstances a student is excluded from some or all of the verification requirements:

- Death
- In prison
- Certain Immigration Status
- Pacific Island Residency Status
- No Funds Disbursed.

The Northern Marianas College Financial Aid Office will use the same verification procedures for all other state and institutional funds, awarded or certified by this office.

### **Verification Procedure**

When selected for verification, the student will receive a notice listing the types of documents that must be submitted to the NMC Financial Aid Office. Upon gathering all necessary signed documents, the student will submit them to the Financial Aid Office. The Office will review all required documents for signature and completion. The verification process must be completed or forfeit federal student aid eligibility.

### **Verification Deadline**

A Federal Pell Grant applicant whose application is selected for verification must complete verification no later than 30 days after the last day of enrollment or June 30, whichever is earlier. The same deadline date applies by the College for Campus-Based Programs such as, the Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal College Work Study (FCWS).

For the Pell Grant Program, a student completes verification when they have demonstrated that their application's data is correct. In addition, the Financial Aid Office must also have on file the final and valid federal Institutional Student Information Report (ISIR). The same process is required for TEACH Grant, Campus-Based Programs, and Direct Loan Programs.

### **RETURN OF TITLE IV FUNDS**

The Higher Education Amendments of 1998 require schools to implement the Return of Title IV Refund Funds policy when a Title IV funds recipient completely withdraws from school.

This policy applies to students who officially withdraw from all courses for which they are enrolled for the term and who have received Title IV funds for the term.

### **Definitions**

The term "Title IV recipient" refers to a student who has received Title IV funds or has met the conditions that entitle the student to a late disbursement.

The term “officially withdraw” refers to those students who complete the withdrawal process by withdrawing from one or all courses by completing the appropriate form.

The term “unofficially withdraw” refers to those students who did not attend any of their courses without properly withdrawing from all courses using the appropriate form.

### **Notifying the College of the Intent to Withdraw**

The college is notified of a student’s intent to officially withdraw by the following method: The student completes and submits the appropriate withdrawal form in person to the Office of Admissions and Records (OAR). The “received” date posted on the form is considered the date the student began the official withdrawal process.

### **A student’s withdrawal date is defined as:**

1. The date the student began the College official withdrawal process as specified above, or
2. The student’s last date of attendance at a documented academically-related activity if this date falls later than the date established in “a” or “b” above.

All Title IV funds will be refunded if the College cannot document that a student attended any classes within the term.

### **Returning of Title IV Funds**

The return of Title IV funds for all charges including tuition and special fees will be prorated on a per diem basis based on the calendar days in the term up to and including the 60% point in the semester. After the 60% point, the student is deemed to have earned 100% of the Title IV funds.

In accordance with federal regulations, refunds are allocated in the following order: Federal Student Loans, Federal Pell Grant, FSEOG, Other SFA Program, Institutional Funds, Student.

In the event that funds must be returned, the College will reimburse the Title IV programs via the tuition revenue account. As a result, any tuition refunds due to the student will first be returned to reimburse the Title IV programs. Students will be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs. Moreover, the student may be required to directly repay a portion of the Title IV funds that were received.

In such cases, the NMC Finance Office will send the student a repayment promissory note which details the amount that must be repaid, the federal aid program that must be repaid, and the date the repayment is due. Any repayment outstanding or unpaid will be referred to the U.S. Department of Education for collection and legal disposition. Furthermore, a financial obligation will be placed on the student’s account by the College, which will prohibit the student from registering in the future terms, receiving academic transcripts, or receiving any additional federal aid funds.

In some cases, a student may be eligible to receive a “post-withdrawal” disbursement after the student completely withdraws from school when the amount of aid earned is less than the amount of aid disbursed. In such cases, the Financial Aid Office will notify the student of the “post-withdrawal” disbursement via an award letter. In regards to the return of Title IV funds, Northern Marianas College responsibilities include:

- Providing each student with the information given in this policy;
- Identifying students who are affected by this policy and completing the Return to Title IV funds calculation for those students; and
- Returning to Title IV programs any Title IV funds that are due.

### **Fraud**

Intent to defraud the Title IV award process constitutes fraud and the institution has the responsibility to report violation(s) to the Office of the Inspector General. Violators may face up to \$20,000 fine, imprisonment, or both.

## **STUDENTS’ RESPONSIBILITIES**

### **Notification**

Notifying the College of the student’s intent to withdraw from all courses, and returning to Title IV programs any funds that were disbursed directly to the student and for which the student was determined to be ineligible through the Return of Title IV calculation.

### **Reporting of Other Financial Assistance**

A student’s Award Notification should disclose all financial aid they are eligible to receive and scholarships they have been awarded. If a student is receiving additional scholarships, grants, or private educational loan that do not appear on their Award Notification, they will need to inform the Financial Aid Office of the missing information. Failure to do so may result in a federal financial aid over award that could terminate a student’s future eligibility for federal student aid.

### **Terms and Conditions**

With the student’s Award Notification, they will also receive a notice of the Terms and Conditions of Awards. This document provides the student with detailed information on their award determination, statement of educational purposes, and responsibilities as a financial aid recipient. The student must make sure they read this information carefully. A student’s acceptance of the Award Notification indicates that they understand their responsibilities as a financial aid recipient.

### **Change of Address**

A student must update the Financial Aid Office when they change their address and/or phone number. They must provide their updates in writing, calling, or visiting the Financial Aid Office in order for them to receive prompt notification.

**References**

34 Code of Federal Regulations 600 series  
Federal Student Aid Handbook  
Northern Marianas College Catalog

**Help Page**

1-800-4-FED-AID  
www.fafsa.gov  
NMC Financial Aid Office: (670) 237-6791~4  
[www.marianas.edu](http://www.marianas.edu)

***Student Title IV Financial Aid Consortium Agreements***

Procedure 4013.2, BOR Policy 4013

This procedure establishes the financial aid award process for consortium agreements written for students enrolled in courses at another Title IV eligible institution consistent with federal and state rules and regulations.

The Financial Aid Office will be responsible for implementing this procedure in accordance with BOR Policy No. 4013 Student Financial Aid.

**Financial Aid Consortium Agreement**

Occasionally a student will want to enroll simultaneously at NMC and another Title IV eligible institution, and the student will want to combine the credit hours at both institutions for financial aid purposes. It is possible to receive financial aid under these circumstances as long as the following requirements are met:

1. The course(s) taken at the host institution must be a requirement of the student's certificate or degree program and transferable to the home institution; and
2. The course(s) taken at the host institution are not offered at the home institution, or degree completion will be significantly delayed due to course sequencing *and/or* prerequisite requirements for courses; and
3. The student must be concurrently enrolled for at least six credits per semester at the home institution; and
4. The course(s) the student enrolls in at the host institution ends two weeks prior to the home institution 's subsequent term.

**General Information**

A student's financial aid will be awarded by the institution from which they will receive their degree. The school from which they will graduate is the "home" institution that must process a consortium agreement with the other school, also called the "host" institution.

Students must take enough credit hours at the home or host institutions to qualify for financial aid, at least six credit hours if the student enrolls simultaneously at the home



institution and host institution. The total credit hours between the two schools will be used to determine the student's financial aid eligibility.

Students are responsible for paying all program related fees at the host institution using the financial aid that is refunded to the student by the home institution's Bursar's / Finance / Student Accounts Office. The home institution will not make payment directly to the host institution.

If a student receives financial aid for classes taken at the host institution, the home institution must receive an official transcript of these courses, even though the grades could be detrimental to the student's overall grade point average. It is the student's responsibility to provide an official transcript to the home institution. Note: The Financial Aid Office will take unofficial transcripts at the end of summer, fall, and spring semesters to calculate your satisfactory academic progress. The Financial Aid Office will require the official academic transcript at the end of each semester after grades are posted. If a student fails to provide an official transcript at the end of each semester, the Financial Aid Office will not process financial aid for the next semester until the official transcript is received.

### **Student Procedures**

Speak to your advisor to ensure that the courses you wish to take at the "host" institution will transfer to your degree program at the "home" institution. Your advisor and the College Registrar will also have to sign the consortium agreement form to verify that the courses are applicable. Remedial and vocational technical courses will not transfer and very few exceptions are allowed. You may not use classes that you are auditing for the consortium agreement. Also, you may not repeat courses using the consortium agreement without first contacting both your advisor and the financial aid office.

1. Download and print out the consortium agreement form. The home institution requires the use of the *Student Title IV Financial Aid Consortium Agreement* form. If you are unsure, please contact the Financial Aid Office.
2. Fill out the student section and be sure to sign the form. Please read through the form carefully, as it contains important information.
3. Have the Registrar at the home school sign the form. The Registrar must verify that the courses taken at the host school is transferrable to the home school for credit(s) toward the student's degree requirements.
4. Have your advisor sign the form. If your advisor is not readily available, you can fax or scan and email the form to your advisor.
5. Once your advisor signs the form, you will need to do one of two things:
  - a. Ask your advisor to send the form to the host school on your behalf; or
  - b. Get the form from your advisor so that you can send it to the host school.
6. The host school must verify your enrollment and costs for the term, sign the form, and return the form to the financial aid office at the home institution.

When the home institution receives the form, the Financial Aid Office will process it within 72 hours of receipt, excluding weekends. During disbursement and the first four weeks of the term, the Financial Aid Office is especially busy, and may exceed the 72-hour processing time. The Financial Aid Office will only accept consortium agreements during the first two weeks of the term.

Based on the above procedures, it is important to plan enough time for all these steps to occur. Ideally, the form will get to the Financial Aid Office well before the first day of disbursement for the term. Be sure to plan accordingly! Call the host school in advance and ask them what their procedures are for processing consortium agreements where they are the host school. Be aware that, as a consortium student, your aid payments may be delayed.

**References:**

- 34 Code of Federal Regulations 600 series
- Federal Student Aid Handbook
- Rio Salado College Financial Aid Office
- [www.eou.edu/fao/consortium-agreements](http://www.eou.edu/fao/consortium-agreements)
- *Student Title IV Financial Aid Consortium Agreement* form

**Help Page:**

- 1-800-4-FED-AID
- NMC Financial Aid Office: (670) 237-6791~4
- [www.marianas.edu](http://www.marianas.edu)

***CLASS ATTENDANCE***

See NMC Procedure 4020.7 – Attendance Requirement

Students are expected to attend all meetings of their classes, not only because they are responsible for material presented and discussed therein, but because active class participation by every student is frequently essential to ensure maximum benefit for all members of the class.

Absence from more than 10% of scheduled classes may be considered grounds for a failing grade in that course. Students who miss a class should report to their instructor upon their return to inquire about making up the work. Students who know in advance that they will miss class should inform their instructor prior to the absence, in order to be given upcoming assignments.

Any student enrolled in a course who is not present or who has not made prior arrangements with his or her instructor by the second meeting roll call or within the first week of instruction, whichever may come first, may be dropped from the course by the instructor.

International students, who miss three consecutive classes, without notifying his or her instructor, will be reported to the Department of Immigration.

### ***Academic Honors***

Students who excel in their academic studies will be recognized by having their names placed on the President's List, Dean's List, or Part-time Honors list of outstanding students. The student must be enrolled in a degree program in courses at the 100 level or above, and grades received must be academic letter grades in order for the student to be recognized with honors.

#### ***President's List***

Full-time students whose term grade point average is 3.96 or above are listed on the President's List. This honor is printed on the student's grade report and permanent academic record.

#### ***Dean's List***

Full-time students whose term grade point average is 3.75 to 3.95 inclusive are listed on the Dean's List. This honor is printed on the student's grade report and permanent academic record.

#### ***Part-Time Student Honors***

Students who are carrying from six to 11 credits (inclusive) per term, and whose term grade point average is 3.96 or above, are listed as receiving honors on their grade report and permanent academic record.

### ***ACADEMIC RECORDS***

The Office of Admissions and Records (OAR) maintains the official academic records on all students. Prior to presentation to the faculty for vote on the conferring of degrees, the qualifications of degree candidates are checked against the official record. The OAR also maintains the official roster of students; records of academic probations, suspensions, and dismissals; records of honors; and other academic records.

### ***Transfer of Credit***

Procedure No.: 4016.1

This procedure is intended as a supplemental guide and extension of the 4016 Transfer of Credit Policy for the purposes of identifying the necessary steps, forms, and approvals for the institution to effectively evaluate, approve, and record transfer credit.

It is Northern Marianas College (NMC) policy to transfer college-level courses completed at institutions accredited by a regional or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) provided that grades of at least "C" (2.0 GPA) are earned and the course is similar in nature, level, and content to an NMC course and applicable to NMC academic programs. Non-credit continuing education courses, graduate-level courses, and courses that are remedial or doctrinal in nature are not transferable.

NMC reserves the right to deny credit for courses that are not compatible with those offered in its academic programs.

Students seeking to apply transfer credit to certificate or degree requirements must provide the following to the Registrar:

1. A completed/signed Request for Transfer Credit Evaluation form;
2. An official transcript from all colleges attended;
3. A course description/guide, syllabus, or other transfer institution information as needed/requested by the Registrar;
4. A comprehensive, course-by-course evaluation (with GPA) of courses earned at a foreign institution.

Students may submit Request for Transfer Credit Evaluation forms at any time during their enrollment. Allow 6-8 weeks for the Registrar to complete the evaluation of courses earned at other institutions. Courses that are transferrable will appear on the student's official NMC transcript with a "P" grade. Grades earned for transferred courses will not be calculated into a student's NMC grade point average.

The Registrar will first search NMC's course records database to determine if courses on a student's transcript were previously evaluated and articulated for NMC credit. Courses previously awarded for transfer credit are generally approved by the Registrar for transfer with the exception of course work that is more than eight years old. Courses not previously evaluated for transfer credit and courses that exceed the eight-year limit are evaluated for transfer approval by the department chair/director of the discipline in which the course resides. The applicability of course work that is more than eight years old toward the completion of degree requirements remains at the discretion of the student's degree program head as per the College's procedure on the Time Limit for Coursework.

The Departmental Transfer Credit Evaluation & Approval form is prepared by the Registrar and routed to appropriate department chairs for the evaluation of the equivalency of courses listed in a student's transcript. The Registrar provides department chairs with access to course descriptions/guides, syllabi, and relevant institutional information (i.e. grading scale) to aid in the evaluation of courses for transfer credit. Department Chairs utilize the form and supporting documents to either approve or disapprove the acceptance of the evaluated course for either a direct course equivalent or elective credit.

Credit Conversion: quarter credit hours are equated to NMC credits according to the following formula:  $.67 \times \text{number of quarter credit hour(s)} = \text{semester credit hour(s)}$ , rounded to the nearest whole number. Credit fractions of .5 and above will be rounded up. Transfer credit will be awarded in whole numbers only. If, following conversion from quarter to semester credit hours, the credits awarded for a given course are fewer than the credits for NMC's equivalent course, the student will be considered to have met the course requirement if the difference is 1 credit or less.

Grades: Grades earned for transferred courses will not be calculated into a student's NMC grade point average. A "P" grade will be applied to transfer courses to denote that credit is awarded for the course.

Equivalency vs. Elective Credit: Transfer courses with descriptions that closely match the descriptions of courses taught at NMC will generally transfer as direct course equivalent credits. Transfer courses that do not have direct course equivalent credits will transfer as elective credits to the extent that these credits are necessary for the completion of an NMC degree or certificate program.

**Transfer Credit Limit:** A maximum of 75% of transfer credits may be applied toward an NMC degree or certificate program. 25% of NMC program requirements must be earned through NMC credits.

**Foreign Language Credit:** First-year (elementary) or second-year (intermediate) foreign-language credit is not granted either by examination or by course completion in a student's native language. "Native language" is defined as the language spoken in the student's home during the first six years of his or her life and in which he or she received instruction in all subjects through the seventh grade.

**Workforce Training:** Coursework recommended for academic college credit at the lower or upper division level by the American Council on Education's (ACE) National Guide to College Credit for Workforce Training by reviewed organizations, businesses, and unions to the government and military will be considered for transfer to the extent that the credit is applicable to NMC degree or certificate programs.

**Evaluation of Credit from Foreign Institutions:** Courses earned at foreign institutions will be evaluated for transfer credit if the institution is recognized by the highest authority for post-secondary institutions or equivalent in that country and a comprehensive, course by course with GPA evaluation is performed by an NMC approved foreign credential evaluation service.

Approved foreign credential evaluators include the following:

1. Center for Applied Research, Evaluations, & Education, Inc.
  - a. [www.iescaree.com](http://www.iescaree.com)
2. Education Evaluators International, Inc.
  - a. [www.educei.com](http://www.educei.com)
3. Education International, Inc.
  - a. [www.educationinternational.org](http://www.educationinternational.org)
4. Educational Credential Evaluators, Inc.
  - a. [www.ece.org](http://www.ece.org)

Students who wish to use a foreign credential evaluation service not listed as an approved service provider must obtain prior approval from the Registrar.

Students who choose to have courses earned at foreign institutions evaluated for transfer credit are responsible for submitting relevant documents and payment to an approved foreign credential evaluation service. The College will only accept official transcripts or evaluations of such transcripts. Official transcripts and evaluations are official if the documents are in an unopened, sealed envelope and the document bears the original seal and signature of the institution and appropriate authority.

NMC shall establish a procedure to promote transparent and consistent application of transfer credit decisions and establish a process by which student's may appeal a decision.

All forms and supporting documents must be submitted to:

Office of Admissions & Records  
Northern Marianas College

P.O. Box 501250  
Saipan, MP 96950

For more information contact the Office of Admission & Records.

### ***STUDENT RIGHTS REGARDING RECORDS***

NMC Procedure 4009.1, BOR Policy 4009

Concerning their academic records, NMC students have the right to

- Review the content of their records (this may include obtaining copies only when the student is not within commuting distance),
- Seek to amend their educational record; and
- “Opt Out” of the release of institutionally identified Directory Information.

Exercising the right to review the content of one’s academic records must be done by appointment during regular business hours. Procedures for challenging the contents of one’s academic records may be obtained from the Office of the Dean of Student Services. Students have the right to receive copies of their educational record for their review, without charge, only if they are not within commuting distance.

Students may call or visit the Office of Admissions and Records (OAR) to set an appointment to review the content of their academic records. Student records will be made available for the student’s review in the office of the Registrar or the Director of Admissions and Records, but records may not be physically removed from OAR. Students must present a valid photo ID prior to review of their record.

Students may obtain copies of their Enrollment and Degree Certifications, Verifications, and Transcripts at the OAR. Students must present a valid photo ID upon request and pick-up of records. Students must pay all applicable fees.

Students may view the contents of their Student Advising file through appointment with their academic advisor.

### ***Student Educational Rights & Privacy***

Procedure 4010.1, BOR Policy 4010

#### **Student Educational Rights and Privacy**

Northern Marianas College (NMC) shall maintain educational records of students who enroll at the College, in accordance with the Family Educational Rights and Privacy Act of 1974 and a records management policy and procedure.

NMC will maintain printed policy and procedures regarding privacy, access, review and directory information regarding all records received and used after January 1, 1981.

#### **Deceased Students**

The access rights to the educational records of a deceased student shall be transferred to the court-appointed administrator.

A Letter of Administration issued by the court must be submitted to the Office of Admissions and Records prior to the release of any educational record of the deceased to the administrator.

### **Directory Information Release Form**

The Office of Admissions and Records (OAR) will make available to students the form, for the purpose of updating their decision to release directory information. The Directory Information Release form will be issued to every new or readmitting student, and made available to ongoing students every Fall semester. OAR will record this information in the student's file and in the student database.

### **Exceptions**

As allowed by FERPA, the institution maintains the right to release educational record information based on the Disclosure Provisions.

The following are the Disclosure Provisions as allowed under FERPA.

The exceptions, which relate to post-secondary institutions, are:

- To school officials with legitimate educational interest (defined in annual notification — Directory Information Release Form)
- To schools in which a student seeks or intends to enroll. (NMC may release information only after authentication of the student's intent to enroll at the requesting school is secured. Authentication may include a copy of the school's admissions application signed by the student.)
- To Federal, State, and Local educational authorities conducting an audit, evaluation, or enforcement of education programs.
- To organizations conducting studies on behalf of NMC.
- To accrediting organizations.
- To parents of a dependent student (see Policy & Procedure 8202).
- To comply with judicial order or subpoena (reasonable effort to notify)
- In a health or safety emergency
- Directory Information (see list of items on Directory Information form)
- To the student.
- Results of a disciplinary hearing to an alleged victim of a crime of violence.
- Final results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the institution's rules and policies.
- Disclosure to a parent of student under 21 if the institution determines that the student has committed a violation of its drug or alcohol rules or policies.
- Disclosure of information received under a community notification program concerning a student who is required to register as a sex offender in the state.

### **Records and Approvals of Disclosures**

All requests for educational records must be submitted to the OAR. With the exception of student authorized or requested releases, all other requests for release or disclosure of educational record information must be approved by the Dean of Student Services and the President of the Northern Marianas College.



The OAR shall maintain a log of each request for access to and each disclosure from an educational record. The Registrar will record all requests for access, other than those received from the student, and information must be forwarded to the Dean of Student Services.

This log must:

- Be maintained as long as the student's record is maintained;
- Include the parties who have requested or received information from education record(s); and
- Include the legitimate interest parties had in receiving the information.

NMC, through the Office of the Dean of Student Services, shall make reasonable effort to notify the student of the release of information within 45 days of the disclosure.

## ***STUDENT CONDUCT***

Procedure No.: 4003.3

In general, regulations governing student conduct at NMC are the same as those governing society at large. Though there is no rigid code of conduct at NMC, students are expected to maintain reasonable standards of behavior.

### **Student Responsibilities**

Having responsibilities toward themselves and others, NMC students are expected to behave in a manner that:

- Shows respect for the rights of others;
- Shows care and respect for NMC property and for the property of others;
- Preserves the social and academic atmosphere necessary for the goals of the College to be realized and;
- Demonstrates knowledge about NMC policies, regulations, program requirements, established deadlines, etc.

It is the responsibility of students to be informed about and to comply with the rules, regulations, and policies affecting their academic standing and life as college students. The ultimate responsibility for meeting academic deadlines, completing prerequisites, selecting appropriate courses, and fulfilling degree/certificate requirements rests with the student.

The sale, possession, or use of alcohol, or alcoholic beverages and of other than prescription drugs (controlled substances) is strictly prohibited on all NMC campuses.

Smoking or use of other tobacco products is prohibited on all college grounds, defined as all Northern Marianas College owned or leased properties and campus-owned, leased or rented vehicles. This includes but is not limited to all NMC sidewalks, parking lots, landscaped areas and recreational areas. This prohibition will also include all NMC-sponsored or sanctioned activities such as Charter Day, school trips, at lectures, conferences, meetings and social and cultural events held on school property or school grounds of NMC. Smoking is also prohibited in the interior of all buildings, vehicles owned or operated by the NMC, and privately-owned vehicles when operated or parked on the grounds of the college.

Any student in violation of these prohibitions is subject to immediate dismissal from the College for one full year from the date of dismissal, and the student will automatically receive a failing grade in all courses. Should any student be caught with an illegal substance such as

marijuana, crystal methamphetamine, etc., the College reserves the right to contact the proper law enforcement authorities and release the student's identity for formal investigation.

Betel nut chewing is not allowed on college grounds. Violation of this rule may result in suspension or dismissal from the College for one semester, and the student will automatically receive a failing grade in all courses.

### ***Academic Integrity***

Each student must act with honesty and integrity, and must respect the rights of others in carrying out all academic assignments. Academic dishonesty will not be condoned by NMC. Such dishonesty includes cheating and plagiarism, which may result in suspension or dismissal from NMC. (BOR Policy 4015)

### **Academic Dishonesty**

Academic dishonesty will not be condoned by NMC. Such dishonesty includes cheating and plagiarism (examples of which are given below), which may result in suspension or dismissal from NMC.

***Cheating*** includes, but is not limited to, giving or receiving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grade, altering answers after an examination has been submitted, falsifying any official College record, or misrepresenting facts in order to obtain exemptions from course requirements.

***Plagiarism*** includes, but is not limited to, satisfying any academic requirement by submitting any document that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that a reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; "dry labbing," which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, or (c) fabricating data to fit the expected results.

Students found guilty of academic dishonesty, including cheating and plagiarism, shall be liable to suspension or dismissal from NMC. A student may request to challenge the infraction charged against him/her. The Office of the Dean of Student Services addresses all student misconduct.

### ***Minimum Academic Residency Requirement***

NMC Procedure 4020.6

Academic residency requirement refers to the minimum number of NMC credits a student must earn to graduate with an NMC degree or certificate.

All students must complete at least twenty-five percent of their degree and/or certificate requirements from NMC in order to meet this requirement.

Academic residency can be completed at any time while a student is enrolled.

Upon submission of a petition to graduate form, the Registrar will perform an audit of a student's academic record to determine completion of all requirements for completion of an NMC degree or certificate. The Registrar will inform both the student and their academic advisor of specific deficiencies toward meeting the minimum academic residency requirement in writing within 15 days of the close of the registration period during the term in which the student petitions to graduate.

## ***ACADEMIC PROBATION & SUSPENSION***

NMC Procedure 4012.1 & BOR Policy 4012.

The purposes of this procedure are to establish standards of satisfactory academic progress; to establish procedures for identifying students who are not making satisfactory academic progress; and to encourage such students to take necessary steps to improve their academic performance.

1. For purposes of this policy, a student is not making satisfactory academic progress if he/she is placed on:

Academic Warning  
Academic Probation  
Academic Suspension  
Academic Dismissal

Definitions:

**Term** - all academic sessions/semesters, including but not limited to: fall, intersession, spring and summer.

**Regular term** - fall or spring semesters.

**GPA** - grade point average earned at Northern Marianas College.

**Term GPA** – grade point average earned in a single term.

**CGPA** – cumulative GPA. Grade point average earned from all college-level coursework.

### **2. ACADEMIC WARNING**

A student shall be placed on Academic Warning for the following term if, during the term, the student fails to earn a term or cumulative GPA of 2.0 or higher, or fails to complete at least 67% of the total credits for that term.

A student on Academic Warning shall be restored to good academic standing if, during the term the student is on Academic Warning, he/she earns a term or cumulative term or cumulative GPA of 2.0 or higher and passes 67% of the total credits for that term.

A student shall remain on Academic Warning status if either—but not both—term or cumulative GPA is below 2.0.

A student on Academic Warning is prohibited from taking more than 13 credits during the term he/she is on Academic Warning. If the student has pre-registered for more than 13 credits, the student will be required to drop the excess credits. All students on Academic Warning are strongly encouraged to meet with a counselor to discuss courses to be taken.

### **3. ACADEMIC PROBATION**

A student shall be placed on Academic Probation if, during the term the student is on Academic Warning, the student fails to earn a term or cumulative GPA of 2.0 or higher, or fails to complete at least 67% of the total credits for that term.

A student on Academic Probation shall be restored to good academic standing the following term if, during the term the student is on Academic Probation, he/she earns a term or cumulative GPA of 2.0 or higher.

A student shall remain on Academic Probation if either—but not both—term or cumulative GPA is below 2.0.

A student on Academic Probation will be required to meet with a counselor to discuss and secure approval for courses to be taken that semester. As a general rule, a student on probation may not register or add/drop courses until he/she meets with a counselor.

A student on Academic Probation is prohibited from taking more than 13 credits during the term he/she is on Academic Probation. If the student has pre-registered for more than 13 credits, the student will be required to drop the excess credits. A student on Academic Probation is also ineligible for campus employment for that term.

### **4. ACADEMIC SUSPENSION**

A student shall be placed on Academic Suspension the following regular academic term if, during the term the student is on Academic Probation, the student fails to earn a term or cumulative GPA of 2.0 or higher, or fails to complete at least 67% of the total credits for that term.

A student who has been suspended is prohibited from enrolling in any credit courses offered for one regular term and any intervening intersession and summer term(s). If the student has pre-registered for an upcoming term, he/she will automatically be de-registered from their Northern Marianas College classes. The student will receive a 100% refund of tuition and fees.

The student may reapply for admission after the suspension period and will be readmitted on Academic Probation status. If, however, during the probationary term, the student fails to earn a term or cumulative GPA of 2.0 or higher, or fails to complete at least 67% of the total credits for that term, the student will be placed on Academic Dismissal.

### **5. ACADEMIC DISMISSAL**

A student readmitted to the College on Academic Probation following an Academic Suspension shall be placed on Academic Dismissal if the student fails to earn a term or cumulative GPA of 2.0 or higher, or fails to complete at least 67% of the total credits for that term.

A student placed on dismissal is prohibited from enrollment in any credit courses offered by the College for two regular terms and any intervening winter and summer term(s). If the student has pre-registered for an upcoming term, he/she will automatically be de-registered from their Northern Marianas College classes. The student will receive a 100% refund of tuition and fees.

The student may reapply for admission after the dismissal period and will be readmitted on Academic Probation status.

6. The College shall inform, in writing, any student who is not making satisfactory academic progress as soon as practicable after term grades have been reviewed and the appropriate action has been taken.

7. When a student has been placed on Academic Probation, Academic Suspension, or Academic Dismissal, such action shall be permanently indicated on the student's academic (transcript) record.

8. A student placed on Academic Warning, Academic Probation, Academic Suspension, or Academic Dismissal status may appeal such action by filing a written appeal with the Dean of Student Services or designee no later than 20 working days after the date of the written notice.

The appeal shall include a brief outline of the reasons why the appeal should be granted. The decision of the Dean of Student Services or designee on the appeal shall be final.

9. When an "I" (incomplete) grade is assigned to a student at the end of the semester deadline, the "contingency" grade submitted by the instructor will be used to calculate GPA.

10. In computing GPAs for purposes of this policy, the College's grading system shall be observed. Courses for which "NP" grades are received shall be considered as failing.

Term or cumulative GPAs will be calculated after repeated courses have been noted on a student's academic record. The most recent repeated course grade will be used in calculating a student's term or cumulative GPA.

## ***STUDENT GRIEVANCES AND COMPLAINTS***

Procedures No.: 4008.1

NMC is committed to a policy against illegal, arbitrary, or unreasonable discriminatory practices. All groups operating under the Board of Regents, including administrators, instructional faculty, non-instructional faculty, staff, student government, and programs sponsored by NMC, are governed by this policy of nondiscrimination.

NMC, in accordance with applicable federal and Commonwealth law and college policy, prohibits discrimination, including harassment, on the basis of race, color, national origin, religion, sex, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, or veteran status.

**Purpose and Scope**

- A. The purpose of this procedure is to provide NMC students an opportunity to resolve complaints alleging discrimination based upon any of the grounds listed above. This procedure is also available for the resolution of complaints alleging inappropriate application to a student of any other rules or policies of NMC resulting in injury to the student, except as noted in I.B. below. It is the intent of this procedure that student complaints should be resolved, if at all possible, informally in the department or unit where they arise.
  
- B. The Student Grievance Procedure does not apply to complaints coming under the following campus processes, unless those processes specifically refer matters to the Student Grievance Procedure:
  - 1. Grade Appeals – Board of Regents Policy 8002.10. This procedure is to be used for complaints that grades in courses of instruction are based on the application of non-academic criteria.
  - 2. NMC Code of Student Conduct. This procedure is to be used for complaints against students or student organizations that have allegedly violated campus student conduct rules.
  - 3. Drug Free Workplace Smoking Tobacco and Betelnut Chewing Policy.
  
- C. The student grievance procedure may be used for complaints of sexual harassment and complaints of failure to provide proper accommodation for the academic needs of students with disabilities.
  
- D. In the event any other policy at NMC or any other version of this policy conflicts with this official Student Grievance Policy, this official version controls.

**Definitions**

- A. Complaint Resolution Officer (CRO): The person designated to receive, investigate, mediate, and resolve complaints brought under this procedure. The CRO shall be a member of the NMC instructional faculty, non-instructional faculty, or staff and shall be appointed for a term of one year by the President.
  
- B. Alternate Complaint Resolution Officer(s) (Alternate CRO(s)): Two persons who may serve as CRO for any specific grievance in the event of a conflict of interest between the complainant and/or respondent and the CRO. The alternate CROs shall be appointed by the President at the same time and for the same term as the CRO.
  
- C. Student: An individual who (a) is enrolled in or registered with an academic program or class at the college, including as an auditor; (b) has completed the immediately preceding term and is eligible for re-enrollment, including the recess periods between academic terms; (c) is on approved educational leave or other approved leave status, or is on filing-fee status; (d) has ended studies at the college, whether for a degree or otherwise, but has nonetheless filed a grievance within the time limits specified in these procedures.
  
- D. Respondent: The person against whom a complaint is filed.

- E. Grievance Fairness Committee (GFC): The committee charged with reviewing formal complaints filed by students. The GFC is composed of seven members: three faculty members appointed by the faculty senate, two staff members appointed by the staff senate, and two non-voting students selected by the Associated Students of Northern Marianas College. This is a standing committee that sits for a term of one academic year. The chair shall be elected from among the membership.
- F. Notification: Notification takes place upon the date of receipt of any document, when properly addressed. Written communications to a complainant are properly addressed when sent to the address given in the complaint or the last address given since the filing of the complaint.
- G. Time: All time periods referred to in this procedure refer to days of the work week, including the summer and college recesses, but excluding Saturdays, Sundays, and campus holidays. The time periods designated in this procedure may not be extended for any reason.

### **Department or Unit Level Resolution Procedures**

#### **A. Informal Process and Exhaustion of Informal Remedy**

Before filing a grievance under this policy, a student must attempt to resolve the matter informally with the person alleged to have committed the violation and with the head of the department or unit in which the alleged violation occurred. The student may contact the Office of the Dean of Student Services for assistance with informal resolution, and any involved party may seek guidance from the relevant dean or division head. Attempts to resolve the matter informally shall be initiated within thirty (30) days from the time the action leading to the grievance occurred. If a student wishes to file a formal grievance, he or she must do so within sixty (60) days from the time the action leading to the grievance occurred regardless of the progress of the informal process.

### **Formal Campus Resolution Procedures**

#### **A. Filing**

If the student is not satisfied with the outcome of the informal process, a student may file a formal student grievance within sixty (60) days from the time at which the action leading to the grievance occurred. Students must file the formal grievance with the Office of the Dean of Student Services. The student may file the grievance directly with the Dean of Student Services, or the Dean of Student Services may designate another individual in his or her office to receive complaints.

Student grievances must be in writing and signed by the student or the student's designated representative, if any. The Student Grievance Procedure Form must be completed. Grievances must contain the student's address and phone number to the extent available, a detailed statement of the specific action being grieved, the approximate date when the action took place, the resulting injury or harm, the specific law, policy, or rule alleged to have been violated, a description of the evidence supporting the grievance, whether informal procedures were attempted and completed, and the remedy or relief requested. Incomplete grievances will be returned without action. It is the responsibility of the complainant to update the CRO as to the appropriate address to use throughout the grievance process.



If the student is to be assisted by an advisor, their parent(s), or a lawyer licensed to practice in the CNMI, the student must submit the name of this individual. The student also must submit a signed statement authorizing the advisor to receive copies of relevant student records and correspondence regarding the grievance and to accompany the student to any meetings or hearings.

**B. Initial Review and Investigation**

Upon receipt of a formal student grievance, the CRO shall review the grievance and make an initial determination regarding whether the grievance is complete, timely, within the jurisdiction of the Student Grievance Procedure, and alleges facts that, if true, would constitute a violation of law or college policy. The CRO shall then commence an investigation of the grievance by sending a copy of the written grievance and any supporting documentation to the respondent and asking for a written response. The respondent shall (1) confirm or deny each fact alleged in the grievance; (2) indicate the extent to which the grievance has merit; and (3) indicate acceptance or rejection of any remedy requested by the grievant or outline an alternative proposal for remedy. The CRO will provide the complainant with a copy of the respondent's answer.

A notification to the student will be provided if the grievance filing is incomplete, untimely, or within the jurisdiction of another procedure.

During the course of the investigation, the CRO shall also seek the opinion of the department or division head involved in the informal grievance process. The CRO shall also consult with the relevant dean or division head where the complaint arose. The contents of these discussions shall be included in the CRO's report as outlined below.

The CRO may seek to mediate a resolution or negotiate an informal settlement of the grievance at any time during the course of the investigation. If a resolution satisfactory to both the grievant and the respondent is reached, the CRO will notify both parties of the voluntary resolution in writing and the formal grievance will be permanently dismissed.

The CRO shall complete the investigation and produce a report within thirty (30) days of the initial receipt of the grievance in the Office of the Dean of Student Services. The report should contain the CRO's initial determination of the completeness, timeliness, and jurisdictional soundness of the grievance, a summary of the issues presented by the grievance, the CRO's factual findings reached in the investigation, the CRO's opinion as to whether these factual findings constitute a violation of law or college policy, a summary of the CRO's discussions with the relevant department or unit head and dean or division head, and a conclusion regarding the recommended outcome of the grievance, including proposed corrective actions, if any.

**C. Consideration by Grievance Fairness Committee**

The report shall be given to the Dean of Student Services, who shall convene the GFC within ten (10) days to review the matter. The Dean of Student Services shall provide each member of the GFC with a copy of the CRO's report and any other relevant documentation. The complainant and the respondent shall be notified of the time and date

of the hearing and given an opportunity to submit written materials to the GFC and to present oral testimony. Both the complainant and the respondent shall be given copies of all materials provided to the GFC, as well as copies of these procedures, and a list of the names of the members of the GFC.

Before the hearing, either the complainant or respondent may request that any member of the GFC remove himself or herself on the grounds of conflict of interest. The member will be immediately informed of this request. If the member does not agree to remove himself or herself, the party requesting their removal make ask that the recusal of the member be considered as the first order of business at the committee hearing. Recusal shall then be determined in confidential deliberations by majority vote before the committee hearing begins.

Any member of the GFC may remove himself or herself on his or her own initiative from a case if he or she believes a conflict of interest exists.

If more than two members of the GFC are removed for a conflict of interest, then temporary alternates must be appointed by the appropriate appointing bodies until a minimum of five members of the committee are able to serve before the case can proceed. In the event that the chair is recused for a conflict of interest, or is otherwise absent, the committee shall elect an acting chair.

The GFC shall meet in closed session and all deliberations and proceedings shall be confidential, unless both parties agree to open the proceedings.

The hearing shall begin with the chair introducing himself or herself and the other members of the committee. The complainant shall then be asked to make a verbal statement regarding the grievance he or she filed, which must include the events that led to the grievance, the NMC policy or law that was alleged to be violated, and their proposed remedy for the grievance. The respondent will then be asked to reply to the allegations. The CRO will then be asked to speak regarding his or her investigation and what it revealed. Any relevant additional witnesses or parties may be called by the grievant or respondent, provided this decision is made before the hearing. The members of the committee may question the complainant, the respondent, the CRO, and any other witnesses both during and after their respective statements and at the conclusion of all testimony.

During the proceedings, the chair shall preside and shall rule on all matters of procedure. Any decision of the chair may be overturned by the full GFC. The chair shall not vote except in the event of a tie.

Formal rules of evidence shall not apply and the GFC may consider any evidence it considers relevant and reliable.

Upon completion of questioning, the committee will begin deliberations in executive session. No persons other than members of the committee and its legal counsel (if any) may be present for deliberations.

For each allegation made in the complaint, the GFC will make a determination of what actually occurred and whether those facts constitute a violation of law or college policy.

The GFC's decision is final and binding on the parties to the dispute and all NMC personnel and offices. However, while the GFC may recommend discipline be imposed on the respondent (or, in some circumstances, such as if a fraudulent grievance is filed, the complainant), it may not actually impose discipline itself. If the outcome of the grievance involves a recommendation for disciplinary action to be taken against any college employee or student, the GFC shall refer the matter and its recommendation to the appropriate NMC disciplinary channel.

The GFC chair shall issue a yearly report that includes summaries of cases handled by the GFC. These summaries shall be written without reference to any specific persons and in such a way that the identities of the parties involved will not be apparent.

### ***FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)***

At least once a year Northern Marianas College informs students of the Family Educational Rights and Privacy Act, with which the institution intends to fully comply. The Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

NMC policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the Library, the Office of the Dean of Student Services, and the Counseling Programs and Services Office.

### **Student Directory Information**

The College has designated the following items of student information as public or directory information. FERPA defines "directory information" as "information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed." It includes, but is not limited to:

- Student name
- Address
- NMC Student e-mail address
- Telephone number
- Date and place of birth
- Dates of attendance
- Registration status
- Class
- Major Field of study
- Awards
- Honors
- Degree(s) conferred
- Most recent previous educational agency or institution attended
- Past and present participation in officially recognized sports and activities
- Physical factors such as height and weight of athletes

The College may disclose this information for any purpose at its discretion.

Currently enrolled students may withhold disclosure of directory information under the Family Educational Rights and Privacy Act. To withhold disclosure, written notification must be received in the Office of Admissions and Records prior to the end of the term's add/drop/late registration period. Forms

requesting the withholding of directory information are available from the Office of Admissions and Records. The request to withhold disclosure will remain in effect until the student provides written notification to this office.

The College assumes that when a student fails to request that directory information be withheld, the student is indicating approval for disclosure of information for that term and following terms until otherwise requested.

### **Confidentiality of Academic Records**

#### **Students:**

- DO have the right to view and inspect their educational records (excluding financial records of their parents).
- DO have the right to have directory information withheld from all persons or organizations outside the College.
- DO NOT have the right to obtain their grades, placement test results, or other information not considered directory information, by telephone.

#### **Parents:**

- DO have the right to obtain the educational records of their child only if they provide a signed statement that their son or daughter is a dependent as defined by the U.S. Internal Revenue Service or the Northern Marianas Territorial Income Tax laws. Parents are, however, encouraged to obtain final grades with the written approval of the student.

### ***POLICY ON NONDISCRIMINATION***

BOR Policy 4014

Northern Marianas College is committed to the principle of equal opportunity in education. The College prohibits discrimination, including harassment, on the basis of race, gender, age, religion, color, national origin, ancestry, sexual orientation, marital status, disability, veteran status, or any other unlawful basis. This policy covers academic considerations such as admission and access to, and participation and treatment in, the College's programs, activities, and services.

Complaints of discrimination filed by a student shall be handled pursuant to the Student Grievance Procedure.

Individuals who violate this nondiscrimination policy are subject to appropriate disciplinary action.

### ***POLICY ON SEXUAL HARASSMENT***

BOR Policy 5009

The Northern Marianas College explicitly condemns sexual harassment of students, regents, or employees. Since some members of the College community hold positions of authority that may involve the legitimate exercise of power over others, they have the responsibility to be sensitive to that power. It is the responsibility of all members of the College community, in their relationship with students and subordinates to be aware of potential conflicts of interest, possible compromise of their evaluative capacity, and abuse of power they may hold over others.

Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside of those

appropriate to the professional relationship. The responsibility of the College community is to behave in such a manner that words and actions cannot reasonably be perceived as sexually coercive, abusive, or exploitive, nor do they create a hostile working environment in this regard.

Cultural interpretations are not grounds for making sexual harassment permissible. The College community maintains its own unique culture, the values of which do not permit sexual harassment.

#### A. Definitions and Examples of Sexual Harassment

While the definition of sexual harassment is ultimately victim-based, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal expressive or physical conduct commonly understood to be of a sexual nature when:

1. Submission to, or toleration of, such conduct on or off campus is made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in College activities; or
2. Submission to, or rejection of, such conduct is used as a basis for employment, or for academic decisions or assessments affecting the individual's status as an employee or student; or such conduct has the purpose or effect of unreasonably interfering with the individual's activities or creating an intimidating, hostile, or offensive work or educational environment.

#### B. Examples

Sexual harassment may involve the behavior of a person of either sex toward a person of the opposite or same sex. Examples of behavior that would be considered sexual harassment include, but are not limited to the following:

1. Physical assault;
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
3. A pattern of conduct, annoying or humiliating in a sexual way, that includes comments of a sexual nature and/or sexually explicit statements, questions, jokes or anecdotes;
4. A pattern of conduct that would annoy or humiliate a reasonable person at whom the conduct was obviously directed. Such conduct includes, but is not limited to gestures, facial expressions, speech, or physical contact understood to be sexual in nature or which is repeated after the individual signifies or signals that the conduct is perceived to be offensively sexual.

#### C. Consenting Relationships

Romantic and / or sexual relationships between a faculty member and his or her student are prohibited. Taking note of the respect and trust accorded an instructor by a student, and of the power exercised by the instructor, a relationship between a faculty member and a student should be considered one of a professional and a client, and accordingly inappropriate. Romantic and/or sexual relationships between a supervisor and a subordinate are discouraged, but may be permitted if disclosed to the President in accordance with procedures adopted by the institution after steps have been taken to avoid conflicts of interest and other improprieties.

Relationships between students, when one student has some supervisory responsibility for the other (such as tutor, teacher's aide, etc.) are covered by this Policy. Other relationships included are those between a student or an employee, administrator, coach, program director / coordinator, counselor, or staff member who has responsibility for or authority over that student or employee.

#### D. Protection of the Complainant and Others

No Student or employee of the College may be subjected to any form of reprisal for investigating or filing a sexual harassment complaint, or serving as a witness in a proceeding involving a complaint of sexual harassment. Any retaliation will be a violation of this Policy and will be grounds for disciplinary action. (See also, Board of Regents Policy 5007–Whistleblowers).

#### E. Responsibility of Supervisors

Supervisory personnel are charged with maintaining an atmosphere that discourages sexual harassment and ensuring that this Policy is enforced in their areas. Supervisors are directed to discourage all behavior that might be considered sexual harassment and to respond promptly to sexual harassment complaints. College officials who knowingly condone incidents of sexual harassment or instances of reprisal for reporting such complaints will be subject to disciplinary action.

### ***Determining Applicable Catalog***

Students maintaining continuous enrollment at Northern Marianas College may graduate according to the requirements in the catalog in effect at the time of initial enrollment or according to the requirements in any single catalog in effect during subsequent terms of continuous enrollment.

A semester in which a student earns course credit will be counted toward continuous enrollment. Non-credit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

Students who do not enroll for two consecutive semesters are no longer considered continuously enrolled, and must meet the requirements in the catalog in effect at the time they return, or in any single catalog in effect during subsequent terms of continuous enrollment thereafter.

To meet the requirements of continuous enrollment, students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status. Students admitted or who return after an absence during a summer term must follow the requirements in the catalog in effect in the following semester or in any single catalog in effect during the subsequent terms of continuous enrollment.

### ***Student Educational Leave***

BOR Policy 4006

Students in good standing who are not on probation and who have completed at least one semester of attendance at Northern Marianas College are eligible for one educational leave of up to one academic year in length. Students on approved leave maintain a continuing status.

### ***ACADEMIC FREEDOM AND RESPONSIBILITY***

BOR Policy 3000

**1) General Principles:** The primary responsibility of the academic community is to provide for the enrichment of intellectual experience. Essential to the realization of this ideal is a free and open academic community which takes no ideological or policy position itself. The responsible academic community welcomes those who do take an ideological or policy position and jealously guards their right to do so. Conflict of ideas cannot occur unless there is opportunity for a variety of viewpoints to be expressed. Toleration of what may be error is an inescapable condition of the meaningful pursuit of truth. The academic community must be hospitable even to closed minds and it must welcome the



conflict of ideas likely to ensue. Academic responsibility to provide opportunity for expression of diverse points of view generates academic freedom.

**2) Faculty:** Faculty members are entitled to full freedom in research and in the publication of results, subject to the adequate performance of their other academic duties. They are also entitled to freedom in lecturing or conducting demonstrations in their subject or field of competence. They are entitled as any other member of the community in which they live to establish membership in voluntary groups, to seek or hold public office, to express their opinions as individuals on public questions and to take action in accordance with their views. Cognizant of their responsibilities to their profession and to their institution, faculty accept certain obligations; they should attempt to be accurate, to exercise sound judgment and respect the rights of others to express opinions. They must make clear that their actions, their statements and their memberships do not necessarily represent views of the academic community. If there are controls to be exercised over faculty members, they are the controls of personal integrity and the judgment of their colleagues.

**3) Students:** Students are entitled to be taught by unfettered instructors and to have access to all information pertinent to their subjects of study. They are entitled to as complete freedom as possible in the selection of their curriculum, instructors, and associates. Moreover, they have a right to intellectual disagreement with their instructors and associates and to question them without fear of recrimination or punishment. They also are entitled to seek the publication of their views, to seek membership in voluntary groups, to seek or hold public office, and to take lawful action in accordance with their views. Students also have the responsibility to make clear that their actions, memberships, and statements do not represent the views of the academic community. Northern Marianas College Board Of Regents Policy

**4) Guest Speakers, Movies, and Other Programs:** A college or university by its very nature cannot pay lip service to the concept of freedom of expression and then deny persons with whom is in disagreement the opportunity of giving expression to their views. Furthermore a policy that extends the right of freedom of expression to some persons and denies to others, places the institution in the position of endorsing the past records and views of those who are given permission to speak. Therefore, a speaker, performer, or program may be presented under the sponsorship of any duly recognized student, faculty, or administrative organization or any individual officer of instruction. It is not necessary that the point of view presented be congenial to the campus, members of the staff or student body individually, or to individual members of the wider community. The speaker must be accorded the courtesy of any uninterrupted presentation. Except for ceremonial occasions, speakers must accept as condition of their appearance the right of their audience to question or challenge statements made in their address. Questions must be permitted from the floor at the end of the presentation, unless prevented by physical limitations, or the size of the audience. The invitation or scheduling of such a program must represent the desire of the institutional sponsor and not the will of external individuals or organizations. The sponsor must establish full responsibility for the program and should help to establish the concept that the point of view expressed in an address or performance does not necessarily represent the position of the academic community. Such presentations must at all times be consistent with the laws of the Commonwealth of the Northern Mariana Islands (CNMI) and the United States.

### ***Program Guarantee***

BOR Policy 3001

Northern Marianas College (NMC) offers education and training designed to enable students to acquire the entry-level vocational/technical competencies necessary to enter the workforce.



NMC stands behind the training provided and will guarantee tuition free to provide up to eight credits of retraining under the condition that the employer certifies that the student lacks the target job competencies normally expected of an entry-level employee who has graduated from an equivalent vocational/technical program.

To be eligible for retraining, a student must have graduated from NMC with an associate in science or associate in applied science degree, or baccalaureate degree in education.

## DEGREE AND CERTIFICATE PROGRAMS

### *EDUCATIONAL PHILOSOPHY AND LEARNING OUTCOMES*

The *Educational Goal* of Northern Marianas College is to offer programs and courses that prepare students for employment, for transfer to other post-secondary institutions, and for general self-enrichment and lifelong learning. The *Instructional Goal* of the college is to promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to communicate effectively and analyze new information. The college's academic programs embody the following *Institutional Learning Outcomes*:

- *Knowledge* – Students will be able to define, describe, demonstrate, and explain knowledge within a field of study.
- *Skills* – Students will be able to apply, use, perform, exhibit, and demonstrate skills required of a particular field of study or field of endeavor.
- *Creativity* – Students will be able to plan, design, develop, find, synthesize, and create solutions, strategies, documents, and products.
- *Intellect* – Students will be able to exhibit the capacity for independent thought and critical thinking.
- *Communication* – Students will be able to communicate effectively through writing, speaking, performing, exhibiting, or other forms of expression.
- *Analysis* – Students will be able to acquire, interpret, analyze, assess, and evaluate information.

### *GENERAL EDUCATION AT NMC*

The goal of the college's *General Education Program* is for students to acquire important general knowledge, develop basic academic skills, develop critical thinking skills, and be able to integrate their knowledge and skills so as to promote the capacity for life-long learning. The general education curriculum is designed to:

1. Introduce students to the major content areas of higher education that include mathematics, biological sciences and physical sciences, social and behavioral sciences, the humanities and fine arts, library and computer use, physical exercise and good health practices. Students will receive the necessary breadth and depth of knowledge and develop the academic skills that will enable them to demonstrate their competencies in the various content areas. The