To facilitate the transfer of students between technical colleges and other South Carolina public colleges and universities, the Commission on Higher Education has published the Statewide Transfer List which includes eighty-six (86) courses. Transfer requirements and program requirements vary among senior colleges and universities and change periodically.

Courses designed for transfer are identified in the NETC catalog. These courses are included in the South Carolina Articulation Agreement and are specifically identified as courses which will transfer to South Carolina public institutions of higher education. Certain certificate programs prepare students for transfer and are composed of courses on the SC Transfer List. Private or out-of-state higher education institutions may accept courses to award transfer credit, pending their policies for accepting credit.

Each student is responsible for contacting the institution of his/her choice to verify the awarding of transfer credit for courses completed at Northeastern Technical College. Using this information, advisor and student can plan the course of study.

Students in high school career programs may apply for Technical Advanced Placement by documentation of their skills by their teachers. These applications are available at the local high schools.

Additional information for transfer may be found at www.sctrac.org.

**ATTENDANCE REQUIREMENTS**

A. **Attendance**—Punctual and regular attendance in all classes, laboratories, field trips and other class-assigned activities is the obligation of each student. Absences are a serious deterrent to the learning process; an absence in no way lessens the responsibility of the student for meeting course requirements. Students must make advance arrangements when possible.

Except for college functions, there are no excused absences; therefore, students are urged to avoid absences except in the case of an emergency. When illness or other emergency causes a student to be absent, it is the student’s responsibility to notify the instructor in advance and to make up the work which is missed.

(1) Students must attend a minimum of 80% of the meetings of each class in order to earn credit for the class. If excessive absences are taken, the student may be administratively withdrawn. Extenuating circumstances may be taken into consideration by the instructor. Students are encouraged to speak with their instructors for guidance when extenuating circumstances arise.

(2) Students who receive financial assistance to pay tuition and fees are required to repay their financial aid award in the event of failure to attend classes or withdrawal from classes before the 60% point in the semester. The College is mandated to recalculate the financial aid award if student changes enrollment status, and the student is responsible for repayment of tuition.
(3) Individual instructors may set higher attendance rates; in these cases, the student will be notified at the first class meeting in the course outline.

(4) Instructors, at their discretion, may allow make-up work for classes missed and announce requirements.

B. **Tardiness**—Tardy students will be admitted to class only at the discretion of the instructor. Instructors should notify students in the first class meeting of their regulations on tardiness. A student is considered tardy if not in the classroom at the time the class is scheduled to begin (unless otherwise designated by the instructor).

Unless notified otherwise, students may leave class if the instructor fails to appear after 15 minutes for the scheduled day class or 30 minutes for the scheduled evening class. A class roll should be signed and turned in to the Information Desk, Building 100.

**AUDITING A COURSE**

A student who desires to attend classes, but does not wish to receive grades or credits, may register as an audit student. The participation of an auditor in class discussions, tests, or examinations is determined by the instructor. An auditor is expected to register and pay normal fees. A student enrolled in a course for audit cannot change to credit, and a student enrolled in a course for credit cannot change to audit after course enrollment.

Transcripts are maintained for audited courses. (“AU” shows on the transcript.)

An audited course may be repeated one time for credit.

**CATALOG APPLICABILITY**

Students are required to follow the rules, regulations and requirements specified in the most recent College Catalog. Continuing Students are offered options in the event of curriculum revisions. The student may opt to apply the requirements specified at the time of enrollment or to follow the revised catalog. The student may not follow two catalogs and/or addenda. If a student leaves the College for one year or longer, the catalog in effect at the time of return will apply. Exceptions to this policy may be made only with approval of the Vice President for Academic Affairs and Student Services.

**CHANGES OF SCHEDULE**

Schedule changes are made only with the approval of the faculty advisor and the Records Office. The Records Office must be notified of any withdrawal (from any or all courses) by the student. This should be done by completing and submitting the official Change of Schedule form. For additional information see “Withdrawal”.

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