



ASSOCIATE IN ARTS IN A YEAR (AAY)

2025-2026 STUDENT HANDBOOK

**ANSLEY ADAMS
SCHOOL OF ARTS & SCIENCES**



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PROGRAM DESCRIPTION

The Associate in Arts in a Year (AAY) program is an accelerated degree program that offers the opportunity to earn an Associate in Arts degree in 12 months. Students in a cohort of the AAY program take the same courses in the same sequence and all courses in the program are pre-selected. Course sequence and selections may vary from cohort to cohort, depending on various internal factors, such as faculty availability – but will always meet the requirements of the Associate in Arts degree.

Students take no more than two accelerated courses at a time, and when possible, paired courses are often related in some manner. For example, Elementary Spanish and American Literature courses examine the works of Hispanic authors, while Public Speaking and English Composition both focus on the various modes of communication.

Students receive specialized support in the form of a dedicated AAY Admissions Navigator, a dedicated Academic Advisor, bi-weekly support meetings led by an AAY Success Coach, and ongoing access to college counselors and tutors. All support services are available in-person or virtually.

For in-state students, tuition is capped at \$1500 (\$500 per semester), after Financial Aid has been applied.*

To qualify for the tuition cap, a student must be in good Financial Aid standing and have a current FAFSA application on file.

** The final cost of the program could vary depending on NC residency status and financial aid.*

PROGRAM MISSION and VISION

PROGRAM MISSION

The mission of the Associate in Arts in a Year program at South Piedmont Community College is to provide an accessible, accelerated, and supportive educational pathway that empowers diverse learners to achieve their academic and career goals. Through flexible scheduling, engaged faculty, and a collaborative cohort model, the program fosters critical thinking, effective communication, and lifelong learning, preparing students for successful transfer and future leadership in a changing world.

PROGRAM VISION

We envision the Associate in Arts in a Year program as an engaging and innovative learning community that advances student achievement and prepares them to succeed in a dynamic, interconnected world.

Our program aspires to be a model of accessible, high-impact education—cultivating intellectual curiosity, critical thinking, and global awareness. We strive for our graduates to transfer successfully, contribute meaningfully to their communities, and embrace lifelong learning in a rapidly changing society.

We are committed to creating a vibrant, inclusive, and collaborative academic environment where students complete their associate degree in one year, develop the skills and perspectives needed for success at the next level, and become active participants in both local and global communities.

PROGRAM HISTORY

The Associate in Arts in a Year (AAY) program at South Piedmont Community College was launched in August 2020 as the college's first accelerated pathway to an Associate in Arts degree. The program was developed in response to the increased need for flexible learning options for adults during the COVID-19 pandemic. The program was designed to meet the needs of busy adults and recent high school graduates seeking an efficient, affordable route to a college degree.

The inaugural cohort was limited to 24 students, with a tuition cap of \$1,500 (after Financial Aid) for the entire year-long program. From the onset of the program, a cohort model has been a key feature – emphasizing a supportive, tightly-knit learning community.

The program is guided by experienced faculty and offers fully transferable credits. Students take pre-selected courses in a set sequence. Classes are scheduled in the evenings and on weekends to accommodate working adults.

The AAY program reflects SPCC's commitment to accessible, high-quality education and innovative approaches to student success.

CORE SKILLS and PROGRAM LEARNING OUTCOMES

CORE SKILLS

South Piedmont Community College advocates Thinking, Learning, and Interacting as critical competencies for student achievement and lifelong learning in today's global economy. These critical competencies are supported by five (5) core skills with measurable learning outcomes that are integrated into the curriculum course instruction and activities.

The SOUTH PIEDMONT Core Skills are:

Critical Thinking: The learner will identify, interpret, analyze, or synthesize problems before developing and implementing solutions in a manner effective and appropriate for the intended audience.

Information Literacy: The learner will locate, identify, evaluate, use, and disseminate information ethically and effectively.

Intercultural Competency: The learner will demonstrate cultural awareness and objectivity through critical reflection.

Oral Communication: The learner will exchange ideas and information with others using the spoken word in a manner effective and appropriate for the intended audience.

Written Communication: The learner will exchange ideas and information with using text in a manner effective and appropriate for the intended audience.

PROGRAM LEARNING OUTCOMES

Program Learning Outcomes answer the question: What kind of skills and knowledge should graduates demonstrate after completing this academic program? Program Learning Outcome statements focus on the broad skill sets and knowledge that are specific to that academic program.

The Associate in Arts Program Learning Outcomes are:

Creative Problem Solving: Learners will apply appropriate techniques to solving problems within their discipline.

Understanding the Arts and the Human Experience: Learners will demonstrate an understanding of fine, performing, and literary arts in historical and cultural contexts.

Social Scientific Literacy: Learners will demonstrate an understanding of social science methodologies to explain the consequences of human actions.

Communication Competence: Learners will become effective communicators in their discipline.

ADMISSIONS

ADMISSIONS REQUIREMENTS

Students who wish to be considered for admission must meet the following criteria:*

- Have earned a high school diploma or its equivalent
- Have met one of the following Developmental Education Requirements:
 - 2.6 unweighted high school GPA
 - Score of P2 on Math AND English RISE Placement Tests
 - Grade of P2 in ENG-002 AND MAT-003
 - Passing grade (C or better) in either ENG-025 or ENG-111 AND one of the following math courses: MAT-143, MAT-152, MAT-171
- Have not yet earned an associate degree or higher
- 2.0 unweighted GPA on previous college classes completed (if applicable) and be in good academic standing.
- Have demonstrated the ability to write in a clear and organized manner through the submission of a 250-word essay
- Have demonstrated the ability to manage the demands of an accelerated degree program by giving example(s) of time management during an interview with the program director
- Provide in-state residency status**
- Submit current FAFSA

*Students that do not meet all requirements will not be eligible for entrance into the AAY Program.

***Students who are not in-state may still be considered for the AAY Program, though they will not be eligible for the tuition cap and may need to provide additional information.*

ADMISSIONS CHECKLIST

- ✓ Submit South Piedmont Community College Application (<https://spcc.edu/admissions-procedure/>)
- ✓ Submit FAFSA Federal Financial Aid form (<https://studentaid.gov/h/apply-for-aid/fafsa>)
- ✓ Submit Official high school and college transcripts (All transcripts will need to be submitted and evaluated by the South Piedmont Registrar for credit)
- ✓ Submit 250-word essay detailing the candidate's interest in and suitability for the program to the program director
- ✓ Complete entrance interview with the program director

TRANSCRIPTS

Official transcripts must be submitted directly from the issuing institution to the South Piedmont Admissions Office, either by mail to PO Box 126, Polkton, NC 28135, or electronically through a secure provider such as National Student Clearinghouse, Parchment, or Scrip-Safe. Students may also hand deliver official transcripts to the Admissions Office, if the transcript is in an official, sealed envelope from the issuing institution.

Submission of official high school transcript(s) is required for program consideration. Students with prior college credit may also submit those transcript records for review.

The Registrar will review all transcripts submitted and determine what, if any, credit can be applied towards the AAY degree requirements.

PLACEMENT TESTING

Placement testing requirements are determined by each applicant's unweighted high school GPA and prior college coursework. Applicants with an unweighted GPA above 2.6 are exempt from the Developmental Education requirements and are eligible for the program. Those with a GPA of 2.59 or lower, or lacking necessary developmental courses, may elect to take the RISE Placement Tests or provide alternative test scores (ACT, SAT, GED, HiSET) to place out of certain requirements. Placement decisions are made according to individual placement criteria.

To schedule a RISE Placement Test, please contact the [South Piedmont Testing Center](#). For questions about using other placement scores, please contact the Admissions Office at 704-290-5213 or by email at admissions@spcc.edu.

RESIDENCY DETERMINATION

As part of submitting your application, you will be directed to NC Residency to complete your residency determination. The website address is www.ncresidency.org and you will log in with your CFNC information. The RCIN number they provide you with is required to complete your application. RDS Customer Support can be reached at 844-319-3640. If an updated residency determination is needed, students must complete a reconsideration through the North Carolina Residency Determination Service then fill out the Residency Status Update Request form via Student Forms on Etrieve. For assistance, please contact the Admissions Office at 704-290-5100 or by email at admissions@spcc.edu.

Non-North Carolina residents may participate in the AAY Program but are subject to out-of-state tuition rates and may be required to provide additional information. For more information, please contact the Admissions Office at 704-290-5100 or by email at admissions@spcc.edu.

ADMISSIONS ASSISTANCE

Applicants experiencing issues with starting or completing the application must contact the Admissions Office at 704-290-5100 or by email at admissions@spcc.edu. The AAY Admissions Navigator is Carli Jackson, who can be reached via email at cjackson@spcc.edu or by phone at 704-290-1712.

The primary contact for all matters related to the program is the program director, Ansley Adams, Department Chair for Arts and Humanities, who can be reached via email at aadms@spcc.edu or by phone at 704-290-5275.

ALTERNATIVE ENROLLMENT OPTIONS

The program is designed exclusively for students pursuing the Associate in Arts (AA) degree. Students interested in pursuing a different degree must consult with an academic advisor to discuss other available programs and pathways. Students may contact the South Piedmont Advising Center at 704-290-5213 or by email at advising@spcc.edu. Additional information can be found on the [South Piedmont Advising Center](#) website.

Students who wish to enroll in select courses offered as part of the AAY program without participating in the AAY Program may be able to do so if seats are available. However, permission from the program director must be granted and students should consult with an academic advisor to explore alternative course options prior to consulting with the program director. Decisions will be made on a case-by-case basis.

FINANCIAL AID and TUITION

FINANCIAL AID

All students seeking financial aid must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov and create an FSA ID for access and electronic signature. For assistance, please contact the Financial Aid office at 704-993-2443 or by email at finaid@spcc.edu. More information on the Financial Aid process can be found on [the South Piedmont Financial Aid](#) website.

The South Piedmont Federal School Code (007985) must be used on the FAFSA to ensure information is sent to SPCC.

Students must maintain Satisfactory Academic Progress to retain financial aid eligibility. Additional details are available on the [South Piedmont Satisfactory Academic Progress Policy](#) webpage.

Withdrawing or dropping courses may impact financial aid. Students must consult a financial aid representative before making changes to their course schedule.

Financial aid refunds, if applicable, are disbursed after all semester charges are satisfied and mailed to the address on file with SPCC.

The Financial Aid Office notifies students of award status via South Piedmont student email. If notification is not received within 3-5 days after FAFSA submission, students should check their email for additional document requests and submit required materials promptly to avoid processing delays.

Completion of the FAFSA is required for all students seeking discounted tuition, regardless of anticipated eligibility for aid.

TUITION

The most an in-state student will pay out of pocket is \$1500 (\$500 per semester), including fees and textbook costs. The \$1500 max out-of-pocket is applied after all financial aid has paid out. To qualify, students must be in good financial aid standing and have a current FAFSA on file.

If a student is not successful in one or more classes in the AAY sequence, they will be responsible for covering the cost of the replacement course(s), as classes taken outside of the AAY sequence are not included in the tuition cap.

The South Piedmont Federal School Code (007985) must be used on the FAFSA to ensure information is sent to South Piedmont Community College.

Students must maintain Satisfactory Academic Progress to retain financial aid eligibility. Additional details are available on the [South Piedmont Satisfactory Academic Progress Policy](#) webpage.

Withdrawing or dropping courses may impact financial aid. Students must consult a financial aid representative before making changes to their course schedule.

Financial aid refunds, if applicable, are disbursed after all semester charges are satisfied and mailed to the address on file with SPCC.

The Financial Aid Office notifies students of award status via South Piedmont student email. If notification is not received within 3-5 days after FAFSA submission, students should check their email for additional document requests and submit required materials promptly to avoid processing delays.

Completion of the FAFSA is required for all students seeking discounted tuition, regardless of anticipated eligibility for aid.

REQUIRED PROGRAM OF STUDY

ASSOCIATE IN ART PROGRAM OF STUDY

The Associates in Arts degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Arts degree.

GENERAL EDUCATION CORE45 SHC

English Composition (6 SHC)

- ENG 111 Writing and Inquiry
- ENG 112 Writing/Research in the Disciplines

Communications (3 SHC)

Choose one course from the following:

- COM-120 Introduction to Interpersonal Communication
- COM 231 Public Speaking

Humanities/Fine Arts (6 SHC)

Choose two courses from the following:

- ART 111 Art Appreciation
- ART 114 Art History Survey I
- ART 115 Art History Survey II
- ENG 231 American Literature I
- ENG 232 American Literature II
- ENG 241 British Literature I
- ENG 242 British Literature II
- MUS 110 Music Appreciation
- MUS 112 Introduction to Jazz
- PHI 240 Introduction to Ethics

Social/Behavioral Sciences (9 SHC)

Choose three courses (minimum 2 subjects) from the following:

- ECO 251 Principles of Microeconomics
- ECO 252 Principles of Macroeconomics
- HIS 111 World Civilizations I
- HIS 112 World Civilizations II
- HIS 131 American History I
- HIS 132 American History II
- POL 120 American Government
- PSY 150 General Psychology
- SOC 210 Introduction to Sociology

Math (3-4 SHC)

Choose one course from the following:

- MAT 152 Statistical Methods I
- MAT 171 Pre-calculus Algebra

Natural Sciences (4 SHC)

Choose one from the following course(s):

- AST 111 and 111A Descriptive Astronomy with lab
- AST 151 and 151A General Astronomy with lab
- BIO 110 Principles of Biology
- BIO 111 General Biology I
- CHM 151 General Chemistry I
- GEL 111 Geology
- PHY 110 and 110A Conceptual Physics with lab

ADDITIONAL GENERAL EDUCATION HOURS (13 SHC)

Foreign Language (6 SHC)

Choose two courses from one of the following groups:

- American Sign Language (ASL 111, ASL 112, ASL 211, ASL 212)
- Chinese (CHI 111, CHI 112)
- French (FRE 111, FRE 112)
- German (GER 111, GER 112)
- Russian (RUS 111, RUS 112)
- Spanish (SPA 111, SPA 112, SPA 211, SPA 212)

Humanities (3 SHC)

- HUM 115 Critical Thinking

Additional General Education Hours (4 SHC)

Choose any additional 4 hours from the General Education courses.

OTHER REQUIRED HOURS (16 SHC)

- ACA 122 College Transfer Success
- A minimum of 15 additional college transfer general education, and/or pre-major courses

TOTAL SEMESTER HOURS CREDIT IN PROGRAM 60-61 SHC

PRIOR CREDIT AND REQUIRED COURSES

Students may transfer up to 45 previously earned college credits toward the program, provided each course was completed with a grade of C or better. This policy includes Advanced Placement (AP) credits. The program director will assist students in determining which credits are applicable.

Once a student has applied the maximum of 45 transfer credits to the program, any remaining required courses that have not been satisfied must be taken or retaken within the program, regardless of prior completion.

All students enrolled in the program are required to complete ACA 122 and HUM 115 as part of the curriculum. Previous college credit, including transfer or AP credit, cannot be applied toward these two courses.

SCHEDULE and WORKLOAD

WORKLOAD

This is an accelerated program, and courses, while offered in a condensed timeframe, must still meet the minimum expectations for college level credit. As such, students must anticipate spending a substantial amount of time on coursework each week. While the estimated workload may fluctuate during the program, students should expect to spend up to 40 hours per week attending class and completing coursework for this program.

For example:

Synchronous (in person or MS Teams)

- During 2-week classes, students can expect to spend approximately 12-16 hours on course work, in addition to approximately 16 hours of class time.
- For 5-week courses, students should expect to spend between 8-12 hours per week on their coursework on each course, in addition to approximately 16 hours (8 hours per course) of class time each week.

Asynchronous (online)

- During 2-week classes, Students who do not attend class sessions will likely need to spend approximately 24-32 hours per week on course work during the 2-week period.
- During 5-week classes students who do not attend class sessions will likely need to spend approximately 16-20 hours a week on coursework for each course.

TENTATIVE PROGRAM SCHEDULE

Program classes are scheduled for Tuesdays and Thursdays from 6:00–8:45 PM and Saturdays from 9:00–11:45 AM. Students may attend classes in person, via Microsoft Teams, or fully online, with the exception of COM 231 Public Speaking, COM-140 Intercultural Communication, and BIO-111 General Biology I, which have synchronous attendance requirements.

Courses are pre-selected and are offered in a specific sequence for each cohort. Course substitutions are not permitted. Below is a tentative program schedule. This schedule (outlined below) is subject to change based on staffing availability or other outside factors.

FALL SEMESTER START		
Term	Course	Credits
August Mini-term	ACA 122: College Transfer Success	1
1 st 5-Weeks	ENG 111: Writing and Inquiry	3
	COM 231: Public Speaking	3
2 nd 5-Weeks	ENG 112: Writing/Research in the Disciplines	3
	MAT 152: Statistical Methods I	4
3 rd 5-Weeks	HUM 110: Technology and Society	3
	BIO 111: General Biology I	4
December Mini-term	REL 110: World Religions	3
January Mini-term	COM 140: Introduction to Intercultural Communication	3
1 st 5-Weeks	HIS 111: World Civilizations I	3
	ART 114: Art History Survey I	3
2 nd 5-Weeks	ENG 232: American Literature II	3
	SPA 111: Elementary Spanish I	3
3 rd 5-Weeks	ENG 125: Creative Writing	3
	SPA 112: Elementary Spanish II	3
May Mini-term	PSY 150: General Psychology	3
Summer I – 5-Weeks	MUS 110: Music Appreciation	3
	HIS 112: World Civilizations II	3
Summer II – 5-Weeks	HUM 130: Myth and Culture	3
	HUM 115: Critical Thinking	3
Total		60

SPRING SEMESTER START		
Term	Course	Credits
January Mini-term	ACA 122: College Transfer Success	1
1 st 5-Weeks	ENG 111: Writing and Inquiry	3
	COM 231: Public Speaking	3
2 nd 5-Weeks	ENG 112: Writing/Research in the Disciplines	3
	SPA 111: Elementary Spanish I	3
3 rd 5-Weeks	ENG 125: Creative Writing	3
	SPA 112: Elementary Spanish II	3
May Mini-term	PSY 150: General Psychology	3
Summer 1 – 5-Weeks	MUS 110: Music Appreciation	3
	HIS 112: World Civilizations II	3
Summer 2 – 5-Weeks	HUM 130: Myth and Culture	3
	ENG 232: American Literature II	3
August Mini-term	COM 140: Introduction to Intercultural Communication	3
1 st 5-Weeks	HIS 111: World Civilizations I	3
	ART 114: Art History Survey I	3
2 nd 5-Weeks	SOC 210: Introduction to Sociology	3
	MAT 152: Statistical Methods I	4
3 rd 5-Weeks	BIO 111: General Biology I	4
	HUM 115: Critical Thinking	3
Dec Mini-term	REL 110: World Religions	3
Total		60

ATTENDANCE and WITHDRAWAL

ATTENDANCE POLICY

Student attendance is critical for success. Like expectations in today's workplace, students are expected to meet all deadlines. While not required for most courses, students are encouraged to attend class sessions either on Microsoft Teams or in person.

South Piedmont is an attendance taking college. The College does not differentiate between "excused" and "unexcused" absences in calculating course attendance.

Regular attendance and participation are essential to student learning and successful completion of a course. South Piedmont Community College recognizes that students are adults with many responsibilities, and occasional absences are unavoidable. However, absences in no way lessen the student's responsibility for meeting the requirements of the course.

CENSUS POLICY

The census date is used to verify student enrollment for official reporting and financial aid purposes. Students who are not actively participating or have not met payment obligations by this date are removed from course rosters. The Census Date for each course is posted in course syllabi.

ATTENDANCE POLICY FOR MOST AAY CLASSES

Student attendance in blended/hybrid/HyFlex courses is defined as active participation in the blended/hybrid/Hyflex course. Blended/hybrid/HyFlex courses have both online and seated class attendance requirements.

For purposes of this policy, attendance at the College in blended/hybrid/HyFlex courses includes:

- Physically attending a seated class or participating in a virtual synchronous class with the student's camera on for the duration of each class session
- Submitting an academic assignment
- Taking or submitting an exam or quiz
- Completing an interactive tutorial
- Participating in an online study group assigned by faculty/instructor(s)
- Participating in online discussion forum/board assigned by faculty/instructor(s)
- Student-initiated documented contact with the faculty member (email from South Piedmont issued account, virtual meeting, in-person meeting, conference calls) to ask an academic content-related question(s)

For any situation that results in the student being unable to log into his/her blended/hybrid/HyFlex course, the student is responsible for contacting the instructor.

**Please see the next section for attendance deviations related to course specific attendance policies.*

COURSE SPECIFIC ATTENDANCE POLICIES

Several courses have course specific attendance policies. These are outlined below:

- COM 231 (Public Speaking) requires synchronous attendance on specific meeting days. Students may attend in-person or via MS Teams, but they must attend class during the specified times. The instructor will provide the specific dates that require synchronous attendance no later than the first day of class.
- COM 140 (Introduction to Intercultural Communication) requires synchronous attendance on specific meeting days. Students may attend in-person or via MS Teams, but they must attend class during the specified times. The instructor will provide the specific dates that require synchronous attendance no later than the first day of class.
- BIO 111 (General Biology I) requires in-person attendance for the evening classes on either Tuesdays or Thursdays, depending on the scheduled meeting day. Synchronous attendance will take place in the Biology Lab and will include hands-on application. Students who do not attend in person may not be able to complete the required assignments, which will not be allowed to be made up asynchronously. Attendance during the Saturday portion of the class is flexible.

WITHDRAWAL POLICY

In all AAY classes, if a student fails to maintain attendance for a period equivalent to one calendar week (7 consecutive days) for the semester/term, the instructor will withdraw the student from this class by submitting an Instructor-Initiated Withdrawal Form and a grade of "WI" (Withdrawal by Instructor) will be assigned. WI's will be assigned when the attendance policy is violated until the Last Day for Withdrawal.

At South Piedmont Community College (SPCC), which is part of the North Carolina Community College System, the Last Day for Withdrawal from a course is determined by a specific percentage point in the academic term. According to SPCC's academic policies, students may withdraw or be withdrawn from any course and receive a grade of "W" after the class census date and through the 70 percent point of the semester.

ADDITIONAL REQUIREMENTS

REQUIRED ORIENTATION

Attendance at an in-person orientation session is mandatory for all students entering the program. During orientation, students will complete registration forms, receive an introduction to the online learning platform, and be provided with an overview of the program. Students who do not attend the scheduled orientation in person will not be permitted to enter the program. Make-up sessions are only available if documentation of extenuating circumstances is provided in advance.

REQUIRED TECHNOLOGY

Students are required to have access to a laptop or computer equipped with a webcam and reliable internet connectivity to participate fully in the program.

REQUIRED COFFEE-HOUSE PARTICIPATION

Students are required to attend the first two Coffee-House sessions offered during their first semester. After the initial two required sessions are attended, attendance at all remaining Coffee-House sessions is optional, though strongly encouraged. Failure to attend two Coffee-House sessions during the first semester may result in Program Dismissal unless documentation of extenuating circumstances is provided.

These Coffee-House meetings will offer opportunities to get to know others in the program and learn about important topics, such as growth mindset, time management, and goal setting.

Coffee-House sessions are offered bi-weekly on Wednesday evenings during the fall and spring semesters from 6:00 – 7:00 PM and are led by the AAY Success Coach. Sessions are not offered during the summer.

CHECKING SOUTH PIEDMONT EMAIL

It is important to check your South Piedmont email account regularly for communications from your instructor, Academic Advisor, or from the program director. It is your responsibility to respond to all emails received, as needed, in a timely manner and failure to do so may have significant impact on your success in the program.

PROGRAM PROGRESS

ACADEMIC STANDING AND PROGRAM DISMISSAL

Students must maintain a minimum 2.0 unweighted college GPA each semester to remain in the AAY Program. Students who fall below this minimum during the course of one semester will be dismissed from the program. Students may reapply for the program once their GPA has been restored above 2.0.

Students who are unsuccessful in two or more classes (due to failing, non-attendance during the census period, withdrawal, or attendance violations) during one semester will be placed on probation within the program. When placed on probation within the program, students must successfully complete at least two classes before they will be registered for additional classes.

Students who are unsuccessful in four or more classes (due to failing, non-attendance, withdrawal, or attendance violations) during the program will be dismissed from the program. Students may reapply for the program if they are able to demonstrate a renewed commitment to completion, or if they are able to provide documentation of extenuating circumstances that are now resolved.

Failure to complete ACA-122 and ENG-111 (with a C or better) at the beginning of the program, for any reason, results in automatic dismissal from the program. At this time, students will be removed from any additional classes for which they were registered.

Students who are unsuccessful in one or more classes, except in cases leading to program dismissal, may continue in sequence when possible. Missed coursework must be completed outside the program, at the student's expense, and may extend the time to graduation. Sequential course requirements may necessitate additional coursework to be completed outside of the program.

When a student is in danger of being dismissed from the program, they must meet with the Program Director to discuss their status. Failure to meet with the Program Director within five (5) business days of receiving the request to meet will result in automatic dismissal from the program. Failure to resolve the issues addressed during the meeting within the next 5 weeks will result in automatic Program Dismissal. The student will be notified, via South Piedmont email, in the event they are in danger of being Dismissed, as well as receive notice via South Piedmont email if they are to be Dismissed from the Program. It is the student's responsibility to check their South Piedmont email regularly.

Once dismissed, students will immediately be removed from any additional AAY classes for which they are registered. They will not be eligible to register for any additional AAY classes, and must reapply to the AAY program again, if they wish to be considered for another cohort.

Students who feel the Dismissal is in error may appeal using the [Program Dismissal Appeal](#) form. Should the appeal move forward, a Student Appeals Team will hold a hearing within three (3) business days.

Commented [EC1]: I have a question on this part. And I don't have an answer, so I am inquiring. Under Academic Standing and Program Dismissal, if a student is dismissed from the AAY due to academic standing, will/should the student have the opportunity to appeal the decision? Or if after meeting with the Department chair and the decision of the department chair supports the dismissal, could the student have the opportunity to have the decision reviewed by another individual (such as the Dean or VPAA) to ensure due process for the student?

Commented [AA2R1]: @Elaine Clodfelter Thank you Elaine, I added a paragraph with this suggestion. Please let me know your thoughts on this addition.

STUDENT CODES OF CONDUCT (ACADEMIC and BEHAVIORAL)

South Piedmont Community College (SPCC) is an institution of higher education whose mission is to foster lifelong learning, student success, and workforce and community development. The College celebrates learning as the process that changes and improves lives and promotes the value-driven culture of quality, service, stewardship, and respect. These values serve to guide decisions and to foster lifelong learning. Standards of acceptable behavior for students and student clubs and organizations are reflected in the Student Code of Academic Conduct, the Student Code of Behavioral Conduct, and other college policies. Standards of conduct are set forth to assist the college in furthering its mission and values.

Upon enrollment and through the actual awarding of a certificate, diploma, and/or degree, or the completion of a workforce development program, a non-credit program/class, or a College and Career Readiness Program, and as long as the student continues to be enrolled at the College, students have the responsibility to uphold the rules and values of the college, and the right to a fair and equitable conduct process. Students and/or student clubs and organizations are responsible for knowing and complying with the information, policies, and procedures outlined in the Student Code of Academic Conduct and the Student Code of Behavioral Conduct. The student conduct process is not intended to punish students; rather, it exists to protect the interests of the college community and to guide and educate students whose actions are not consistent with South Piedmont Community College policies.

The Student Code of Conduct can be viewed in full detail in the 2025-2026 Catalog and Student Handbook.

REGISTRATION AND PAYMENTS

Registration for the first semester is completed at the required orientation session. Once students are registered, they will need to settle their account balances. Students with outstanding balances must settle their accounts or establish a payment plan before the deadline (provided during orientation) or they will be removed from their courses and subsequently may be dismissed from the program. To arrange payments or to set up a payment plan, please contact the South Piedmont Business Office at 704-290-5849 or by email at BO@spcc.edu. More information can be found on the [South Piedmont Business Office](#) website.

After the first semester, students will submit a registration form as directed by their Academic Advisor at the end of each semester, and they will be registered based on their individual course plans. Outstanding balances and payment information will be provided via email after the student has been registered. Students with outstanding balances must settle their accounts or establish a payment plan before the deadline (provided during orientation) or they will be removed from their courses and subsequently may be dismissed from the program.

In the event a student's GPA has dropped below 2.0 during the semester, they will not be registered for classes within the AAY Program and be placed on Academic Probation. Students placed on Academic Probation must meet with a Counselor and create a new academic plan. After this initial meeting, the Counselor will assist with registration, as needed. Students currently on Academic Probation may not participate in the AAY Program, however they may reapply to the program once they are back in good academic standing.

In the event a student has been placed on probation within the program due to failing to complete two courses in one semester, they will be registered for only two classes at a time until they demonstrate two sequential successful course completions. Once they have demonstrated that they are back on track, they will be registered for the rest of their semester classes by their Academic Advisor.

APPEAL PROCEEDURES

DENIAL OF ADMISSIONS INTO SELECTIVE PROGRAMS

Admission to the College does not guarantee admission to selective academic programs. Applicants must meet additional requirements for admission to selective academic programs and be accepted into those programs. Any applicant who believes the college has unfairly denied admissions into their chosen selective academic program may appeal the denial decision if the student deems the college is at fault (wrong-doing, documented evidence of inconsistencies, etc.) in denying their status.

Applicants who have been denied admissions into a selective program may appeal using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Applicants needing assistance in navigating the appeal procedure should contact the Director of Student Wellness and Advocacy for guidance.

1. An applicant who wishes to challenge the denial of admissions into a selective program of study must first consult with the appropriate Dean for the program in which admissions is being denied within five (5) business days after admission was denied.
2. The appropriate Dean will complete a review of the student's credentials, including any additional documentation the applicant submits and will render a decision in writing to the applicant within three (3) business days.
3. Should the matter remain unresolved after consulting with the appropriate Dean, the student may file a Formal Appeal for Denial of Admission into Selective Programs if the appeal meets one of the following criteria: (1) policy and/or procedures were not followed, procedural irregularity that affected the outcome, (2) evidence of a conflict of interest or bias that affected the outcome, or (3) new evidence that was not reasonably available at the time of the determination that could affect the outcome. This formal appeal for the admission denial must be received within three (3) business days after the notification of the Dean's decision. This appeal must be submitted through the Formal Appeal for Denial of Admissions form located here and also on the www.spcc.edu website under Student Panel/Appeal Forms. This form must be completed in its entirety. All supporting documentation to include emails, the grounds for the appeal, etc., must be attached to the appeal form. Incomplete or insufficient documentation will forfeit the appeals process. (Applicants needing assistance with completing the form may contact the Assistant to the Vice President of Academic Affairs/CAO or the Director of Student Wellness and Advocacy.) The student will receive notification of receipt of the appeal.
4. Once the appeal is received, the appeal is reviewed by the Vice President of Student Services to ensure the reason for the appeal meets the criteria for an appeal. Requests that do not meet the criteria for an appeal may be denied without input from the Student Appeals Team. Requests that meet the criteria for an appeal are forwarded to the Student Appeals Team for a hearing.
5. For appeals moving forward, within three (3) business days of receipt of the appeal, a Student Appeals Team will review the appeal. If necessary, the applicant and the Dean will be notified of the date, time, and location of the hearing. The location may be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). Both the applicant and the Dean may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call, or virtually.
6. The Vice President of Academic Affairs/CAO will notify the applicant (by student SPCC email), the program director (by SPCC email), and the Dean (by SPCC email), of the decision on the appeal within three (3) business days after the review. The decision of the Student Appeals Team is final.

The Student Appeals Team is a standing team appointed by the Vice President of Academic Affairs/CAO and will consist of five (5) voting members to include representatives from faculty, staff, and the student body. (The student representative will be selected from a pool of student leaders within the college.)

Commented [EC3]: Director of Student Wellness and Advocacy

Commented [EC4]: This position is no longer with the college. I believe it was suggested that the Director of Student Wellness and Advocacy should be contacted. Dr. Evans or Dr. Teague, what are your thoughts?

Commented [EC5]: Director of Student Wellness and Advocacy

Commented [EC6]: This position is no longer with the college. This should be Vice President of Student Services.

Commented [EC7]: This position is no longer with the college. This will probably be the VPAA.

Commented [EC8]: This should be VPAA/CAO. If this policy/procedure has not been updated or approved by ELT or BOT, then you may wish to move this forward for approval prior to publishing.

PROGRAM DISMISSAL

Students who have been dismissed from an academic program due to reasons other than charges of a violation of academic integrity and/or a final grade may appeal using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Students needing assistance in navigating the appeal procedure should contact Elaine Clodfelter, the Director of Student Wellness and Advocacy for guidance.

1. A formal appeal of the program dismissal must be received within three (3) business days after the dismissal. This appeal must be submitted through the Formal Appeal for Program Dismissal [form](#) and also located on the www.spcc.edu website under Student Panel/Appeal Forms. This form must be completed in its entirety. All documentation supporting the reason for the appeal, including emails, any corrective action being requested, etc., must be attached to the appeal form. Incomplete or insufficient documentation will forfeit the appeal process. Students needing assistance with completing the form may contact the Assistant to the Vice President of Academic Affairs/CAO or the Director of Student Wellness and Advocacy. The student will receive notification of receipt of the appeal.
 - a. Upon the receipt of the appeal, the student will be placed on the status of dismissal pending. While in this status, the student may not attend any program activities (classroom, clinical, lab or club activities).
2. Within three (3) business days of the receipt of the appeal, the Student Appeals Team will review the appeal. The student and the instructor will be notified of the date, time, and location of the hearing. The location may be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). Both parties may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call, or virtually.
 - a. The appeal meeting is a conflict resolution and not a judicial proceeding. The student may not record this meeting but may take notes.
3. The Vice President of Academic Affairs/CAO will notify the student (by student SPCC email) and the instructor (by SPCC email) of the decision on the appeal within three (3) business days after the review. The decision of the Student Appeals Team is final.

The Student Appeals Team is a standing team appointed by the Vice President of Academic Affairs/CAO and will consist of five (5) voting members to include representatives from faculty, staff, and the student body. The student representative will be selected from a pool of student leaders within the college. The Student Appeals Team is chaired by a non-voting member.

Commented [EC9]: To provide some history, the program dismissal was originally viewed as a behavior conduct dismissal. Students who faced academic conduct behavior such as academic integrity violations/charges which impacted their grade and/or a grade issue were directed to those 2 appeals. Instead of a program dismissal appeal. You all may choose to review this policy/procedure to make recommendations or changes to the language in this. Once decisions are made, then ELT and BOT should approve prior to publishing.

Commented [TT10]: What would be another reason for program dismissal? Isn't this the same appeal process for those who are dismissed because of academic failure/dishonesty?

SUPPORT SERVICES

COUNSELING, ACCESSIBILITY SERVICES, AND ADVOCACY

For academic and personal counseling services, students may contact South Piedmont Counselors at 704-290-5844 or by email at counselors@spcc.edu. More information is available on the [South Piedmont Counseling](#) website. Counselors provide support for personal and academic challenges, and students may access additional resources through the Counselors.

Commented [EC11]: Remove this phrase. The college does not have a counseling center.

Students requiring academic accommodations due to disabilities, chronic medical conditions, or pregnancy complications must contact Accessibility Services at 704-290-5844 or by email at counselors@spcc.edu and apply for accommodations through the [South Piedmont Disability Services](#) webpage.

Academic counseling services include assistance with school/life balance, time management, study skills, note organization, and academic success planning. Free tutoring is available through the [South Piedmont Academic Support Center](#).

Students seeking guidance in grade appeals, academic integrity appeals, class concerns, grievance concerns, and other advocacy assistance should contact the Director of Student Wellness and Advocacy at eclodfelter@spcc.edu or counselors@spcc.edu.

CAREER CENTER

Career counseling services include career assessments, workshops, digital resources, job search support, and preparation for entering the workforce. Services also include major selection, networking, mock interviews, and resume building. Students may schedule an appointment with the Career Center through careerconnector@spcc.edu.

ACADEMIC SUPPORT CENTER (ASC)

The Academic Support Center provides free tutoring in subjects including English, Communication, Math, Psychology, Biology, Spanish and History. In-person and virtual tutoring is available during the Fall and Spring semesters Monday through Friday, with virtual only options on Wednesday evenings and Saturday mornings. Summer term tutoring is available in person and virtually, Monday through Thursday.

Tutoring appointments can be scheduled via [WOnline](#) or by calling the Academic Support Center directly at 704-290-5239. More information, including hours of operation, can be found on the [South Piedmont Academic Support Center](#) website.

The Academic Support Center also offers asynchronous tutoring options in the form of the Read Me Paper Review option, which allows students to submit papers and projects online and receive feedback from a professional tutor within two business days.

TECHNOLOGY AND IT SUPPORT

The Technology Commons provides front line support to students in the use of classroom technologies by resolving basic technical problems, escalating unresolved queries, and following up via phone, videoconference, email, ticketing system, and in-person to ensure high functionality of learning technologies in support of student's academic success.

Upon submitting an online application, applicants receive an email within 24-48 hours with their South Piedmont ID and login instructions for student accounts. The required AAY Orientation includes a student technology guide covering access to Self Service, Office365 and Canvas. Students experiencing login issues or technical difficulties related to their South Piedmont account should contact South Piedmont Technology Commons at 704-290-5852 or by email at TechHelp@spcc.edu for assistance.

For technology-related assistance, please contact Technology Commons at 704-290-5852 or by email at TechHelp@spcc.edu. In person support is available on OCH Campus in the Main Building, Room 3145, as well as at LLP Campus in the Horne Library. For more information, including hours of operation, please visit the [South Piedmont Technology Commons](#) website.

LIBRARY SERVICES

The Library Learning Commons has laptops and calculators available for a semester checkout. There are calculators available to checkout for a day and a laptop kiosk located in the Main Building. The kiosk dispenses laptops that may be used for 4 hours on campus.

Students are welcome to study in the Library Learning Commons, browse books, and use approximately 100 databases that may be accessed online from the [South Piedmont Library Learning Commons](#) website. Chat assistance with a librarian is available 24/7 via the website as well. Librarians are always available to assist with research and citation questions.

For questions or assistance, please contact the Library Learning Commons by phone at 704-290-5851 or email at library@spcc.edu. For more information, including hours of operation, please visit the [South Piedmont Library Learning Commons](#) website.

DIRECTORY CONTACT INFORMATION

- AAY Program Director: Ansley Adams (aadams@spcc.edu) 704-290-5275
- AAY Admissions Navigator: Carli Jackson (cjackson@spcc.edu) 704-290-5100
- Admissions: (admissions@spcc.edu) 704-272-5100
- Financial Aid: (finaid@spcc.edu) 704-993-2443
- Registrar: (registrar@spcc.edu) 704-993-2413
- Counseling/Accessibility Services: (counselors@spcc.edu) 704-290-5844
- Business Office: Amy Williams (awilliams@spcc.edu) 704-272-5354
- Student Wellness and Advocacy: Elaine Clodfelter (eclodfelter@spcc.edu) 704-272-5302
- AAY Academic Advisor: Ryan Brown (rbrown@spcc.edu) 704-272-5446
- AAY Success Coach: Dr. Steph Stripling (sstripling@spcc.edu) 704-290-5221



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