

# GBCC Veterans Addendum to the College Catalog 2023-2024

## **Satisfactory Academic Progress 'SAP' for VA Education Benefits**

If you receive VA benefits, you must maintain satisfactory academic progress 'SAP' in your chosen program of study. We suggest you familiarize yourself with these requirements.

VA Beneficiaries will be ineligible for VA benefits for one term if they do not meet these standards. That means you will not receive your benefits for the term following such a determination. See 34 CFR §668.34.

The following excerpts from the College Catalog 2022-2023 provide information for you on:

1. Academic Standing Classifications (Academic Discipline)
  - a. Qualitative Standard - Qualitative refers to the Cumulative Grade Point Average 'CGPA' in the Academic Standing Classification charts
  - b. Quantitative Standard - Quantitative refers to accumulated GPA credit hours in the Academic Standing Classification charts below.
2. Incomplete Grades
3. Grading
4. Course Repeat Policy
5. Completion of Credits (such as transfer credits)
6. Attendance
7. Contact Information

### **XIII. ACADEMIC STANDING CLASSIFICATIONS**

**Academic Standards:** Students falling below the following standards will be designated as not meeting satisfactory academic progress. Failure to meet satisfactory progress will result in either Academic Probation or Academic Suspension. Calculation of Cumulative Grade Point Average (CGPA) will be based on all courses taken at the institution, including developmental or remedial courses.

<b>Grade</b>	<b>Counts as Accumulated for Academic Standing (Counted in GPA):</b>
Letter Grades A-F	Yes
WF	Yes
AF	Yes

**Academic Probation Definition:** Academic probation is a warning that indicates the student may not be on track to graduate due to poor academic performance. The student may remain in the program, and the student's academic progress will be monitored. Students not meeting the criteria below will be placed on Academic Probation:

0-13 Accumulated GPA credit hours:	1.50 CGPA
14-27 Accumulated GPA credit hours:	1.70 CGPA
28-40 Accumulated GPA credit hours:	1.80 CGPA
41+ Accumulated GPA credit hours:	2.00 CGPA

**Note:** *Financial Aid may be in jeopardy if a student fails to achieve satisfactory academic progress as defined above.*

**Academic Suspension Definition:** Students who remain on Academic Probation for three consecutive semesters will be placed on Academic Suspension.

**or**

Students not meeting the criteria below will be put on Academic Suspension:

0-13 Accumulated GPA credit hours:	0.50 CGPA
14-27 Accumulated GPA credit hours:	1.10 CGPA
28-40 Accumulated GPA credit hours:	1.25 CGPA
41+ Accumulated GPA credit hours:	1.50 CGPA

A student who is placed on Academic Suspension may no longer remain in the program and may not apply for readmission for a minimum of one semester, unless approved through the College Suspension Recovery Program.

#### **Suspension Recovery Program**

Any student who receives a letter of Academic Suspension has three options.

1. The student may stop-out (stop attending) the College for one or more semesters and reapply after a minimum of one semester.
2. The student may take Liberal Arts classes as a non-matriculated student (not admitted to a degree or certificate program) and reapply to a program after a minimum of one semester.
3. Students may enroll in the College's Suspension Recovery Program through a Continued Participation Agreement (CPA). The CPA option allows the student to continue matriculation in a degree program on a contractual basis. Enrollment in CPA has no bearing on a student's eligibility for Financial Aid. The process for enrolling in CPA will be outlined in the Academic Suspension letter to the student.

#### **Program Suspension**

Some programs have program and grade requirements that supersede academic standing classifications. These programs include Nursing, Massage Therapy, Surgical Technology, and Veterinary Technology. Failure to achieve program and grade requirements may result in Program Suspension. Each program provides an individual appeal process and has specific policies and procedures for readmission. For more information, please see individual programs. Students suspended from these programs are ineligible for the Suspension Recovery Program.

### **Grade Appeal Policy**

Any appeal of a grade must be initiated by the student with the instructor before an ensuing semester has elapsed. In most instances, a grade may be changed only by the instructor of a course. The Vice President for Academic Affairs may alter a student's grade in a case of obvious computational error or blatant abuse of the grading prerogative. \*

Any student who believes he or she has reasonable grounds for a grade appeal must use the following process to submit the appeal:

1. Meet with the instructor. The student shall contact the faculty member and schedule a meeting to discuss the grade appeal and attempt to resolve the conflict. The faculty member and student will meet within the next five (5) workdays. \*\*
2. Meet with the program director or department chair. If the issue was not resolved in Step 1, the student has three (3) work days from the date of the faculty member's decision to file a written appeal with the faculty member's program or department chair, or with the Vice President of Academic Affairs (VPAA) if the faculty member is also the department chair or program director. Within three (3) workdays the department chair (or VPAA) will mediate the dispute through discussion with the instructor, or with the student in the company of the instructor. If no resolution is reached, proceed to step 3.
3. File a written appeal with the Vice President of Academic Affairs (VPAA). If the issue is not resolved in Step 2, the student has three (3) workdays to file a written appeal with the VPAA. The letter of appeal must include the student's name and contact information, the course name and number, the semester in which the course was taken, the student's grade, the name of the instructor issuing the grade, and specific evidence of obvious computational error or blatant abuse of the grading prerogative.\* The VPAA will have ten (10) work days from receipt of the written appeal to render a decision. The decision of the VPAA is final.

*\*Note that "blatant abuse of the grading prerogative" refers to situations in which an instructor has willfully ignored published grading and assessment criteria and/or has exhibited bad faith by acting in violation of published performance/behavior standards for faculty.*

*\*\*There are times, especially during the summer, that the schedules of the faculty member, the department chair, and Vice President are incompatible with the timeframes specified above. A student who has been unsuccessful in attempting to reach the faculty member may contact the Academic Affairs office directly. A representative of the Academic Affairs office will make every attempt to arrange the required meeting with the instructor and department chair within the five (5) days indicated in Step 1. Students are advised, however, that arrangement may not be possible in all cases.*

### **Academic Warning**

The instructor may give a student a warning at any time if the student is failing or in danger of failing a course.

**Incomplete Grades**

An Incomplete ("I") grade indicates that a student has not completed a major course assignment (usually a final exam or culminating final assessment) due to extraordinary circumstances, such as serious illness, death in the family, etc. The grade is applied only in those instances where the student has a reasonable chance of passing. It is not used to give extensions of time for students delinquent in meeting course responsibilities.

Course assignments for a grade of Incomplete must be completed by the student through formal arrangement with the instructor no later than:

- The end of the third week in the spring semester for a grade issued in the fall semester
- The end of the third week in the fall semester for a grade issued in the summer term
- Three weeks from the earliest start date of the summer term for a grade issued in the spring semester

The Incomplete Grade Contract must be approved and signed by the instructor, Department Chair and student.

Should the student fail to complete assignments within the designated period, the final grade will be changed to "F." Exceptions to the above deadlines may be made by the Vice President of Academic Affairs.

"I" grades will not be included in the computation of grade point average. An "I" grade may affect a student's financial aid. Students should contact the Financial Aid Office on their campus for further information.

## Grading

Students are assigned grades based upon evaluations of assigned coursework. Grades are given at the end of each semester and based on criteria listed on an individual instructor's syllabus, and generally include quizzes, tests, and projects, and participation. Standards for grades are listed below. Clinical grades are recorded on a pass/fail basis.

Letter	Numerical Grade	Quality
A	93.33-100.00	4.0
A-	90.00-93.32	3.7
B+	86.67-89.99	3.3
B	83.33-86.66	3.0
B-	80.00-83.32	2.7
C+	76.67-79.99	2.3
C	73.33-76.66	2.0
C-	70.00-73.32	1.7
D+	66.67-69.99	1.3
D	63.33-66.66	1.0
D-	60.00-63.32	0.7
F	Below 60.00	0.0

Letter	Numerical Grade	Quality
P	Passing	0.0
AF	Administrative Failure	0.0
AU	Audit	0.0
CS	Continuing Study	0.0
I	Incomplete	0.0
W	Withdraw	0.0
WP	Withdraw Passing	0.0
WF	Withdraw Failing	0.0

### Explanation of Grades: P, AF, AU, CS, I, W, WP, WF

**P:** Pass (not calculated into GPA)

**AF:** Instructor or administrator-initiated withdrawal at any time for reasons other than poor grade performance—e.g., failure to meet attendance requirements, as published in the instructor's syllabus, academic violation of the Student Code of Conduct, etc. The grade may also be issued if a student registered in a clinic, practicum, internship or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure. Calculated in GPA as an "F."

**AU:** A course taken as an audit does not earn credit and cannot be used to meet graduation requirements. Not all courses can be taken for audit. Students must enroll in courses as auditing at the time of registration.

**CS:** Continuing Study. Instructor-initiated grade that is intended for students who have demonstrated progress and a commitment to succeeding in the course, but who need more time to achieve competencies. "CS" grades can be applied to courses below the 100 level only. Does not affect GPA and does not fulfill prerequisites for college-level courses. Students must reregister and subsequent tuition costs apply.

**I:** Incomplete grade. Indicates that a student has not completed a major course assignment due to extraordinary circumstances. The "I" grade is not used to give an extension of time for a student delinquent in meeting course responsibilities. The "I" grade is not calculated into the GPA. However, all work must be completed by the end of the third week of the following semester or the grade defaults to an "F." See the full Incomplete Grade Policy at the end of this section.

**W:** Student-initiated withdrawal from a course at any time through the 60 percent point of the course. Does not affect GPA. Can be initiated by the instructor if notified by the student of extenuating circumstances in which the student is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).

**WP:** Student-initiated withdrawal from a course after the 60 percent point of the course; student has a passing grade at time of withdrawal, as determined by the instructor. Does not affect GPA. Can be initiated by the instructor if notified by the student of extenuating circumstances in which the student is unable to initiate the process (e.g. catastrophic illness or injury, job transfer to another state).

**WF:** Student-initiated withdrawal from a course after the 60 percent point of the course; student has a failing grade at time of withdrawal, as determined by the instructor. Calculates in GPA as an "F." Can be initiated by the instructor if notified by the student of extenuating circumstances in which the student is unable to initiate the process (e.g. catastrophic illness or injury, job transfer to another state).



**Course Repeat Policy**

For purposes of calculating the cumulative GPA (CGPA), when a student repeats a course at the same CCSNH institution, the grade achieved in the most recent course will be the grade used in the CGPA calculation. All previous grades will remain on the transcript but not used in the calculation. Therefore, courses repeated at a CCSNH college or at any college other than where the original course was taken will NOT be used in the calculation of the CGPA but may be used for transfer as appropriate.

Third and subsequent attempts to repeat courses will require the approval of the department chair of the program or discipline in which the course resides, in consultation with the instructor. An attempt is defined as any course in which a final grade is issued excluding "W", "WP", "AU", and "CS".

**IMPORTANT NOTE:** Financial aid will cover only one repeat of a course for which the student has earned a passing grade.

## IX. COMPLETION OF COURSE CREDITS

Only courses taken at the College will be used to calculate the CGPA. A matriculated student who presents evidence supporting education in one or more courses applicable to the student's program of study may request that the credits and experiences be evaluated and applied to graduation requirements. Final determination of transferability rests with the Vice President of Academic Affairs.

Methods of gaining advanced standing are as follows:

1. Transfer Credit Policy
2. Awarding college credit for military training, experience and course work
3. College Level Examination Program (CLEP)
4. Credit by Examination (Challenge)
5. Credit for Prior Learning Experience (PLA)
6. Advanced Placement (AP) Credit
7. NOCTI (National Occupational Competency Testing Institute)
8. First Year Seminar Equivalency

### 1. Transfer of Credit from Another Institution

Students may transfer credits earned at other accredited institutions, including various colleges and universities, the Community College of the Air Force, Armed Services Education Experiences as outlined in the Armed Services Evaluation Guide, and USAFI courses, for major coursework required by programs at Great Bay Community College. It is the student's responsibility to furnish the College with official transcripts of academic courses from any institution attended, and a catalog from each institution attended with course descriptions for which transfer credit is sought. Grades of "C" or better in courses judged by the College to be equivalent in nature and content to Great Bay Community College offerings will be accepted. Final determination of transferability rests with the Vice President of Academic Affairs. Students seeking degrees or certificates at Great Bay Community College must fulfill residency requirements. The student must have a minimum of 60 credits to complete a degree and must complete all required courses for his or her academic program. A student who transfers in three credit math or science courses or ENGL110 College Composition I may need to take additional elective courses to meet the degree credit minimum.

Students with foreign transcripts must submit the following for transfer credit review:

1. Original College Transcript (not Diploma), translated (if not in English), that lists all courses taken, grading system, and grades earned.  
AND
2. Official Course-by-Course Evaluation by a third-party agency. Example agencies include, but are not limited to:
  - SpanTran (offers discounts to GBCC students)  
<https://spanside.secure.force.com/SpantranApplication?Id=77fb5ff2-dbe7-4080-9f1f-98574c792466>
  - World Education Services (WES) [www.wes.org](http://www.wes.org)
  - Center for Educational Documentation (CED) [www.cedevaluations.com](http://www.cedevaluations.com)
  - Educational Credential Evaluators (ECE) [www.ece.org](http://www.ece.org)

## **2. Awarding College Credit for Military Training, Experience and Course Work**

Great Bay Community College values and respects the contributions and sacrifice made by our service men and women. This policy recognizes their service and the knowledge, skills, and experience gained while in service to the nation. This policy outlines the process by which military education and training shall be recognized and appropriate credit awarded:

- College credit will be granted to students with military training, experience, or coursework that is recognized by the American Council on Education (ACE).
- Any student seeking credit for military experience will submit a hardcopy of his or her military transcript as soon as possible to the Admission Office for review and evaluation.
- Great Bay Community College will use the American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services to evaluate and award academic credit for military training, experience, and coursework.
- If the course to which the military training, experience, or coursework is equivalent and fulfills a general education or major course or degree program requirement at the receiving institution, the credit should count towards graduation and meet a requirement accordingly. Otherwise, appropriate course credit, including open elective course credit, will be granted.
- Credits earned via military training, experience, and coursework are transferable among the colleges of CCSNH if they meet the degree requirements of programs at the receiving institutions.

## **3. College Level Examination Program (CLEP)**

Students with previous academic experiences in specific subject areas may choose to earn credits by taking the nationally standardized exam known as CLEP. Great Bay Community College is an approved testing site for CLEP, providing examinations in the areas of Composition and Literature, Foreign Languages, Social Sciences, History, Science, and Mathematics. A complete list of the CLEP exams accepted for credit by the College, along with corresponding course names and credits, is available in CAPS (Center for Academic Planning and Support) and at [CLEP Testing](#).

Successful completion of a CLEP exam is treated as a transfer credit. Any student completing a CLEP exam must request that CLEP scores be sent to the College for review. The request is made to the College Board and can be done during or after the exam. Acceptance of CLEP exams for transfer credits will be based on the following criteria:

- The student has earned a passing score as defined by the College Board and Great Bay Community College.
- The student has been accepted into a program at the College.
- There is a course within the student's program of study that is equivalent to the CLEP exam.

Although CLEP credits count towards graduation, CLEP scores are not calculated into a student's GPA or in any way interpreted as a grade. Additionally, CLEP credits may not be applied towards GBCC's twenty-five percent residency requirement. Students may not transfer CLEP credits for a course they have successfully completed or for a course that is more advanced than the subject of the exam. Any student who fails a GBCC course and wishes to take a CLEP exam for credit in lieu of retaking the course must realize that the original grade received will remain on his/her transcript and will be counted in the GPA. The CLEP exam score does not replace a grade for a GBCC course. Students should speak with their academic advisor if they have questions regarding this process. CLEP exams are administered on the computer (CLEP CBT) through the Center for Academic Planning and Support. For further information, contact the CAPS Liaison at (603) 427-7621.



#### **4. Credit by Examination (Challenge Exam)**

Not all courses are appropriate for credit by examination. Individual departments will be responsible for determining if a course is eligible for credit by examination. Credit by examination may be earned only by a matriculated student who, by study, training or experience outside the CCSNH College has acquired skill or knowledge equivalent to that acquired by a student enrolled in The College. A student is eligible for a maximum of sixteen (16) credits through credit by examination. Students shall pay an examination fee as set by the Board.

If the student passes the exam, using criteria developed by the respective department, appropriate credits shall be applied to the student's academic record, and a notation will be entered on the student's transcript indicating successful completion. Since a traditional grade (A-F) is not entered, the Credit by Exam is not calculated into the student's GPA. If the student fails to pass the exam, no entry is made on the academic transcript, but a record of the unsuccessful completion will be maintained in the student's file. A student who does not pass the Credit by Exam will be ineligible for another Credit by Exam in that course.

The student should complete the form available in Academic Affairs and meet with the chair or coordinator of the program to discuss obtaining credit by examination. Final approval must be provided by the Vice President of Academic Affairs. No exam will be issued until all fees are paid and all approvals have been obtained. The date for the exam will be determined by the instructor administering the exam and will take place within 30 days after the date of the instructor's approval.

#### **5. Credit for Prior Learning - Experiential Learning**

Credit for Prior Learning offers students an opportunity to demonstrate knowledge gained through life experiences and apply the knowledge towards credit in a degree or certificate program. To prepare for this option, the student must develop a portfolio to be assessed by appropriate college personnel. A student must be matriculated to be eligible to apply for experiential credit. Not all programs provide the experiential credit option, and students should consult with their program chairs. Students may be awarded a maximum of 24 credits for experiential learning.

A request for Credit by Prior Learning should initiate with the chair or coordinator for program in which the student wishes to receive course credit. After initial discussion, the student should submit the appropriate approval form available in the Academic Affairs Office. Upon approval, the student must develop a portfolio that demonstrates achievement of the course objectives and competencies. The portfolio must contain at minimum a cover letter and resume, extensive work experience explanations, letters from employers, certificates of accomplishment, samples of work, and other information deemed appropriate. The responsibility of proof will be on the student requesting evaluation. The completed portfolio is reviewed by an appropriate faculty member, the department chairperson, and the Vice President of Academic Affairs.

#### **6. Advanced Placement (AP) Credit**

Transfer credit may be awarded for appropriate, outstanding secondary school work as demonstrated through Advanced Placement (AP) exams. Any student seeking to receive AP credit must request an official AP grade report be sent to Great Bay Community College for evaluation.

## **7. NOCTI**

Course credits may be completed through National Occupational Competency Testing Institute (NOCTI) Assessments, or certain Licensure or Certification Exams recognized by industry. Industries include fields such as business, health, automotive, etc. Final determination of transferability rests with the Vice President of Academic Affairs.

## **8. First Year Seminar Equivalency**

The College offers a course called the First-Year Seminar that is designed to provide specific skills to students to maximize academic performance. The course is required by several programs of study. Credit for this course may be awarded if:

- The student has previously completed an Associate or Bachelor's degree from an accredited college or university, including Great Bay Community College.
- The student attended an accredited college or university other than Great Bay Community College and completed a minimum of 12 credits (excluding developmental and Pass grades) with at least a 2.7 cumulative grade point average.
- The student has eligible transfer credit.

## **9. Independent Study for Matriculated Students**

Opportunities for credit-bearing independent study are available to matriculated students wishing to explore areas of a discipline not covered in the normal curriculum but related to the student's program. Independent study is not available to non-matriculated students. Matriculated students must have a minimum CGPA of 2.0 to be eligible for independent study. Typically undertaken for 1-2 credits, an independent study may not be done in lieu of any course existing in Great Bay Community College's catalog. The final approval rests with the Vice President of Academic Affairs.

## **10. Directed Study for Matriculated Students**

Under certain circumstances, a matriculated student may take a course in a semester during which the course is not offered. A directed study allows a matriculated student to pursue the published learning objectives and outcomes for a course independently under the guidance of a qualified faculty member. A matriculated student must have a minimum CGPA of 2.0 to be eligible for a directed study. The student must demonstrate compelling reasons why the course could not be taken in a subsequent semester or was not taken in the semester when it was originally offered. Barring exceptional circumstances, a directed study will not be granted for a course currently being offered. The final approval rests with the Vice President of Academic Affairs.

*Any student who pursues advanced standing in a program via transfer credit, CLEP, AP, Credit by Examination or Credit for Prior Learning, or a combination thereof, must meet the College's residency requirement.*



## **Attendance**

Students at Great Bay Community College are responsible for attending all classes, laboratory sessions, internships and clinical/co-op affiliations. Students must recognize that absences interfere with academic success. The instructor is responsible for informing students of the class attendance policy at the beginning of each course.

### **"Never Attended" Policy**

Refunds are given only when students complete and submit Add/Drop forms (or when eligible students drop via the Student Information System) in accordance with the refund policy, and within established dates for each semester. As a result, students who are reported by instructors as having "Never Attended," for a class during the first two weeks of a semester (or during a prorated time frame for alternative semesters) are administratively withdrawn. Those students may remain financially responsible for the classes in which they were enrolled but receive no grades.

### **Academic attendance and academically-related activity includes but is not limited to:**

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment or working draft;
- Taking a quiz or exam or completing an interactive tutorial;
- Attending a study group assigned by the school;
- Participating in an online discussion or text chat session about the academic subject; and
- Initiating contact with a faculty member to ask a question about the course's academic subject.

The definition of academic attendance and academically-related activity **does not include activities where a student may be present, but not academically engaged**, such as:

- Submitting a self-introduction;
- Logging into Canvas or a website without active participation; or
- Participating in academic counseling or advising.

### **Contact Information**

The Registrar's Office verifies VA Beneficiaries registrations after the Add/Drop period of the semester. VA Beneficiaries are responsible for payment of tuition and fees pending the receipt of benefits.

For questions, please contact:

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