

REGISTRATION AND RECORDS

Contact Information:

Cardinal Central

Office: Lee-Kildow Hall, Room 116**Phone:** (208) 769-3311**Fax:** (208) 769-3399**Web:** nic.edu/cardinalcentral/ (<https://www.nic.edu/cardinalcentral/>)**Email:** cardinalcentral@nic.edu

The Registrar's Office coordinates all processes involved with class enrollments and the maintenance of student records. Other services such as transcript disbursement, degree evaluation and graduation, catalog production, athletic eligibilities, and academic standing determination are also processed in the Registrar's Office.

Registration

Registration is the official process of enrolling in classes. Fall and Spring semesters are scheduled for 16 weeks, followed by an 8-week summer session. The academic calendar contains all of the registration, add, drop, and withdrawal dates and deadlines.

Students register by assigned start times through Self Service via their MyNIC account. Appointment times for continuing students are determined by the number of credits completed prior to the current semester. New and transfer student registration dates may be found on the academic calendar. Students with financial or academic holds may not register until the hold(s) has been cleared. Student hold notifications may be viewed in their MyNIC account.

MyNIC: Student Portal

MyNIC is an online portal where students are able to access official college communication via Cardinal Mail; log in to their online classes using Canvas; and complete admissions, registration, financial aid, and student finance activity using Self Service. Additionally, MyNIC provides quick links for students to order official transcripts, access the college catalog, view final exam schedules, and more.

After being admitted to North Idaho College, students will receive MyNIC access information.

To log in to MyNIC:

1. Go to nic.edu (<https://www.nic.edu/>) and click "MyNIC."
2. Click on the "New Students and Employees Start Here" button.
3. Follow the instructions to log in.
4. Access Self Service by clicking on the tile.
5. Access Cardinal Mail by clicking on the tile.

Questions about MyNIC should be directed to the North Idaho College Information Technology Help Desk at (208) 769-3280 or helpdesk@nic.edu.

Credit Load

Full-Time

A student enrolled in 12 or more credits in a term is classified as a full-time student.

Three-quarter Time

A student enrolled in 9-11 credits in a term is classified as a three-quarter time student.

Part-Time

A student enrolled in 6-8 credits in a term is classified as a part-time student.

Less Than Half Time

A student enrolled in 5 or less credits in a term is classified as a less than half time student.

Freshman and Sophomore Classification

Students with 25 or less completed semester credits are classified as freshmen, those with 26 or more are classified as sophomores.

Credit Enrollment Semester/Session Limits

Registering for an excessive number of credits may result in marginal performance. The credit limit for fall and spring semester is 18 and seven for summer session. Students wanting to exceed these limits are required to request an overload petition from Advising Services.

Course Schedule Changes (Add/Drop)

The add/drop period allows students to add classes on a space-available basis or drop classes from their record. Dropping classes by the deadlines does not incur tuition and/or fees. Students can make schedule changes in Self Service or through Cardinal Central. Refer to the academic calendar for add and drop deadlines.

Audit

A student may enroll in many classes on an audit basis. Students are encouraged to attend classes on a regular basis even though they will not receive credit or a grade for the class. Audited courses do not fulfill graduation requirements, do not affect a student's grade point average, and are not eligible for financial aid or veteran's funding. The application process and tuition and fees for auditing a course are the same as a student enrolling for credit. With the instructor and division chair's permission, course enrollment may be changed from audit to credit up to 1/3 of the course length or 5 weeks for a full-length semester course and 3 weeks for a short term or late start course.

Students wishing to change their status in a course from credit to audit must complete an audit request form no later than the drop date for the course. Any request to change from credit to audit after this period must be approved by the appropriate instructional dean prior to the withdraw deadline. Contact Cardinal Central if you have questions or would like to change your course enrollment to an audit. A student can only change their course status once per course, either audit to credit or credit to audit.

Courses not approved for audit:

- Selective/Limited enrollment
- Art activity

- Physical Education activity
- Science laboratory

Attendance

Students are responsible for attending the courses in which they are enrolled. For face-to-face courses, students must attend at least one class period during the attendance-taking period to be reported as attended. A student who attended only one session is still counted as attending. For online courses, students must post to a discussion forum, submit an assignment, or complete an assessment to satisfy attendance requirements. Simply logging in to their online class is not considered attending.

Failure to attend during the first two weeks of a full-length semester course or the first week of short-term, late start, or summer course will result in a drop for non-attendance. If necessary, students' financial aid awards and veteran's benefits will be adjusted if they are dropped for non-attendance.

Withdrawing from Individual Courses

To withdraw, a student must log in to their MyNIC account, access Self Service, and withdraw from the course. Withdrawal deadlines are published on the academic calendar. After the deadline, students may appeal a late course withdrawal to the appropriate Instructional Dean. A student who officially withdraws by the deadline will have a W grade recorded on their official transcript. Students who stop attending and do not officially withdraw may receive a grade of F. Payment of tuition and fees is required for all courses when withdrawing.

Withdrawing from all Courses

To withdraw from all courses, a student must log in to their MyNIC account, access Self Service, and withdraw from all of their courses. Withdrawal deadlines are published on the academic calendar. Students who do not withdraw by the published deadline dates may petition the Admissions and Academic Standards Committee if there are extenuating circumstances by completing the Appeal Form (<https://www.nic.edu/registrar/forms/admissions-and-academic-standards-appeal-form/>). Students who stop attending and do not officially withdraw may receive a grade of F. Payment of tuition and fees is required for all courses when withdrawing.

Repeating a Course

Students may repeat any course provided they have not completed a more advanced course for which the first course is a prerequisite. While all grades earned remain on the official transcript, only the grade earned at North Idaho College for the most recent course attempt is calculated into the grade point average. Transfer courses may be considered your most recent grade for program requirements but will not be used in grade point calculations. Students should choose to audit if repeating a course as a refresher.

Note: Repeating a course may affect financial aid funding and may not be permitted if the course has already been used to earn a degree.

Placement Assessments

Placement assessment scores are used to identify the courses students need to begin their studies at NIC. These scores are

used for initial coursework placement, but not for admission unless required by a selective entry program. Students who are not able to provide ACT or SAT scores less than four years old are encouraged to complete the NIC placement assessments. Enrollment in courses with an English or math prerequisite (or equivalent placement scores) may also require completion of the placement assessment. For more information, visit [nic.edu/placement/](https://www.nic.edu/placement/).

Mathematics Placement

All students attempting to enroll in a college-level mathematics class may want to complete an NIC placement assessment if they believe their ACT or SAT scores do not accurately reflect their mathematical skills at the time of registration. Students with an ACT below 20 and SAT below 510 are encouraged to complete an NIC placement assessment, or if they have experienced success in mathematics since completion of their ACT or SAT tests.

NIC Easy Math Placement

The NIC Easy Math Placement (<http://www.nic.edu/mathplacement/>) (NICE MP) is part of NIC's placement system, in conjunction with ALEKS. NICE MP is intended to place students in the right courses for a successful college experience. Student's intentional effort to honestly convey mathematical understanding will ensure the best math class for every new student. This is a free, non-proctored placement. It is not timed and can be taken at the student's convenience. Plan to spend up to 45 minutes on this placement; a calculator, paper, and pencil will likely be helpful to have at hand. For best results, one should plan to work out ALL the math questions presented.

All incoming students are encouraged to take NICE MP first. However, NICE MP is not a placement for challenging or skipping math classes. If a student wants to challenge an NICE MP placement or skip a class after take a class at the college, ALEKS may be used for such purposes. If students already have an ALEKS score, the NICE MP will not help them to improve their placement.

ALEKS

ALEKS is NIC's follow-up placement program, which is available for students who did not score as high as they had hoped on the SAT, ACT, or NICE MP but believe that dedicated practice time will substantially improve their placement. The ALEKS assessment is located inside the student's MyNIC account.

Students can choose to take the ALEKS assessment at the NIC Testing Center or at home with remote video proctoring. For more information on scheduling the assessment, visit the ALEKS Math Placement (<https://www.nic.edu/placement/aleks/>) website. Students who want to improve their ALEKS score should plan to use the learning path upon completion of the ALEKS assessment (3-hour study time + 24-hour cool-off period required before retaking).

For additional information regarding NICE MP or ALEKS placements email mathedcenter@nic.edu or call the Math Education Center Coordinator at (208) 676-7139.

English Placement

The Write Class

The Write Class (TWC) is a free, unproctored online assessment for NIC English course placement. TWC may be accessed

from any Internet browser at nic.thewriteclass.org (<https://nic.thewriteclass.org/>).

If you have questions about placement assessments, contact Cardinal Central at (208) 769-3311.

Grading Policies

Procedures

Instructors report final course grades using a letter +/- scale (Policy 5.04). Specialized programmatic accreditation standards supersede this procedure and those standards are published in program handbooks provided to students in those programs.

Letter grades are used to indicate a student's quality of achievement in a given course. Each of the grades are also assigned an equivalency number, used to compute grade point averages:

Letter	GPA	Percentage
A	4.00	93 - 100%
A-	3.70	90 - 92%
B+	3.30	87 - 89%
B	3.00	83 - 86%
B-	2.70	80 - 82%
C+	2.30	77 - 79%
C	2.00	73 - 76%
C-	1.70	70 - 72%
D+	1.30	67 - 69%
D	1.00	63 - 66%
D-	0.70	60 - 62%
F	0.00	0 - 59%
NG		No Grade

Other grades issued are W (withdrawal), I (incomplete work), P or S (pass or satisfactory - requires at least C or 2.00 work; used for designated courses only and for midterm grades), U (unsatisfactory for S/U grade scheme), and AU (audit). Courses in which W, P, S, U, AU, or I grades have been issued are not included in grade point calculations.

Students wishing to check their grade point averages should use the following formula: Per credit grade equivalency x number of credits per class ÷ grade points = GPA. For example, a student receives a grade of B- in English 101 and a grade of C in Math 108:

English 101 (B-): 2.70 x 3 credits = 8.1 grade points
 Math 108 (C): 2.00 x 4 credits = 8.0 grade points
 8.1 + 8.0 = 16.1 grade points ÷ 7 credits = 2.30 GPA

Requesting a Grade Change

Students should follow the guidelines below to address final grade concerns:

1. Discuss the issue with the instructor to seek resolution or to identify steps for addressing an academic concern. If the problem is not resolved to the student's satisfaction, the student should determine the immediate supervisor of the faculty member, typically the division chair.

2. Arrange for a meeting with the division chair and be prepared to explain the situation, indicate concerns, and suggest possible solutions. If unresolved, the student may further pursue review by petitioning the dean.
3. Concerns still unresolved after meeting with the instructor, division chair, and dean can then be communicated to the Provost's Office.

Requests for grade changes must occur within 30 days of the start of the next term. For contact information, select the appropriate division from the department directory at [nic.edu/divisions/](https://www.nic.edu/divisions/).

Incomplete Grades

Incomplete grades are issued to students needing additional time to complete their coursework. Incomplete grades are not issued if the student is simply unable to complete their work within the specified semester or session.

- Students must request an incomplete grade from their instructor.
- Incomplete grades are issued only in cases of extenuating circumstances, such as severe illness or injury.
- Student must be in attendance and have done satisfactory work within three weeks of the end of the semester or a proportional length of time for a course less than a semester in length.

If an incomplete grade (I) is recorded, the instructor will indicate in writing to the Registrar's Office what the student must do to make up the deficiency. The instructor will also indicate the final grade that will be earned if the incomplete is not removed by the deadline.

All incomplete grades must be changed within six weeks after the first day of the following term, excluding the summer session. If the incomplete grade is not changed by that date, the final grade earned will be the one indicated in the instructor's written statement authorizing the incomplete grade. Incomplete grades may affect financial aid eligibility and may prevent the awarding of certificates or degrees.

Academic Standings

Dean's List

To qualify for the Dean's List, students must complete at least 12 credits in a term and earn a semester GPA of 3.75 or higher.

Probation, Suspension, and Disqualification

This policy applies to any student enrolled in one or more credit hours at the end of the add/drop period for fall and spring semesters, and summer session. Students, staff, and faculty have a shared responsibility to follow this policy in the interest of upholding standards of academic performance and achieving educational outcomes. Students who are placed on probation, suspension, or disqualification will be notified by the Registrar's Office after final grades are posted for each semester/session. Students must maintain a minimum cumulative grade point average (GPA) of 2.00 to be in good academic standing. Students who do not meet this standard will be placed on academic probation, suspension, or disqualification as defined below.

Students on probation, suspension, or reinstatement from disqualification who raise their cumulative GPA to at least the minimum 2.00, will return to good academic standing. Students on probation, suspension, or reinstatement from disqualification must have the approval of a designated advisor to register each semester until good standing is achieved.

This policy is separate from all financial aid policies governing satisfactory academic progress. Students should contact the Financial Aid Office for those policy details and requirements.

Academic Probation

Students whose cumulative GPA is below 2.00 will be placed on academic probation. Students on probation who earn a semester GPA of at least 2.00 will be placed on continued probation until their cumulative GPA is at least 2.00. Students on probation who do not earn a semester GPA of at least 2.00 will be placed on academic suspension.

Academic Suspension

Students placed on academic suspension may not enroll in classes for one semester, excluding Summer Session. Students may petition the Admissions and Academic Standards Committee to return the following semester. Students approved for reinstatement must satisfy any conditions required by the Admissions and Academic Standards Committee.

Academic Disqualification

Students placed on academic disqualification must petition the Admissions and Academic Standards Committee in order to enroll in the future. Students approved for reinstatement must satisfy any conditions required by the Admissions and Academic Standards Committee.

Academic Appeals

Students should follow the guidelines below to address late withdrawal appeals and reinstatement to enroll following suspension and disqualification. Note: There are specific program appeal processes and procedures in fields such as Health Professions and Nursing. If you are enrolled in one of these programs, please check with your advisor or division chair regarding the details.

Admissions and Academic Standards

Petition the Admissions and Academic Standards Committee for consideration of late withdrawal appeals from all courses within a term or reinstatement to enroll following suspension and disqualification. For late withdrawal requests from a single course, refer to the Withdrawing from Individual Courses section. Petitions for late withdrawal appeals must be submitted within two years from the semester in which the late withdrawal is being requested. Students who wish to appeal should complete an Admissions and Academic Standards Appeal form (<https://www.nic.edu/registrar/forms/admissions-and-academic-standards-appeal-form/>). Furthermore, students may appeal decisions rendered by the Academic Standards and Appeals Committee by preparing a written Statement of Appeal and any supporting documentation. Submit the documents to the Office of the Dean for Enrollment Services within seven business days of receiving the committee's decision.

The Statement of Appeal must contain the following information:

- Student's name, local address, and telephone number.
- Statement of concerns regarding the original decision.
- Arguments supporting the student's position.
- Proposed resolution.
- All relevant supporting documentation.

The Dean of Enrollment Services will review the submission, conduct any inquiries, and respond with a written decision to the student within 15 working days. This decision is final.

Instructional Petitions

The information below guides students on addressing academic integrity petitions, concerns about an instructor, grade changes, and course substitutions.

Students should follow the procedure outlined in 5.06.01 Academic Integrity (<https://www.nic.edu/policy/all/50601/>) to appeal decisions regarding academic integrity sanctions. Students should follow the procedure outlined in 5.16 Student Complaints and Concerns (<https://www.nic.edu/policy/all/516/>) to address concerns about an instructor or other instructional concerns. To petition for a grade change students should follow procedure 5.04 Grading (<https://www.nic.edu/policy/section-5-students/>). Each of these procedures has specific steps and deadlines.

Students should contact the respective Division Chair to discuss course substitutions. Contact information for Division Chairs can be located in the division directory (<https://www.nic.edu/divisions/>). For INTR-250 course substitutions, contact the Dean of Instruction for General Studies. Academic advisors or Cardinal Central will provide students with staff contact information for course substitution requests.

Academic Renewal

With the principle of encouraging and rewarding determination, self-discipline, and achievement, North Idaho College will allow a student to petition for academic renewal under the following conditions:

1. Renewal may only be petitioned once, for one or two consecutively enrolled semesters, with one year or less between the two semesters.
2. At the time the petition is filed, a minimum of one year must have elapsed since the most recent course work to be disregarded was completed.
3. Before the petition may be filed, the student must complete at least 12 semester hours of course work at North Idaho College with a minimum 2.50 grade point average (GPA) after the disregarded semester(s).
4. Renewal will not be granted for individual courses within a term.
5. Students holding an associate's or bachelor's degree are not eligible for academic renewal.

Requirements for consideration:

- A completed petition for academic renewal form must be filed with Cardinal Central.

- No more than two consecutive terms (with one year or less between the two semesters) of substandard work, below 2.00, may be disregarded from the computation of credits, grade points, academic standing and eligibility for graduation.
- Work from other accredited colleges will not be considered for calculating the GPA.
- When coursework is disregarded, the student's academic record will be annotated; all coursework remains on record, ensuring a true and complete academic history. Academic renewal actions are irreversible.

Since this is a policy of exception, no exceptions will be made to the stated conditions above. The Registrar, Dean of Enrollment Services or their designee is the designated authority for approval of academic renewal. Academic renewal by North Idaho College does not guarantee that other institutions will approve such action. The determination will be made by the respective transfer institutions.

Alternative Credit Awarded

No more than 24 credits earned by examination and 32 credits earned by correspondence or examination may count toward an associate's degree.

Advanced Placement (AP) Examination

Upon completion of a high school AP course, students can complete a national exam and be awarded credit based on the score. For more information, visit the College Board AP website (<https://apstudents.collegeboard.org/>).

NIC awards credit for the following AP exams:

Exam	Score	NIC Equivalent Course	Credits
Drawing	3, 4, 5	ART-111 Drawing I	3
2D Design	3, 4, 5	ART-121 2-D/Design Foundations	3
3D Design	3, 4, 5	ART-122 3-D/Design Foundations I	3
Art History	3, 4, 5	ART-100 Introduction to Art	3
Music Theory	3, 4, 5	TRMT-100 Transfer Music Theory	3
Language & Composition	3, 4	ENGL-101 Writing and Rhetoric I	3
	5	ENGL-101 Writing & Rhetoric I AND ENGL-102 Writing & Rhetoric II	6

Literature & Composition	3, 4, 5	ENGL-175 Literature and Ideas	3
European History	3, 4, 5	HIST-102 World History II	3
Macroeconomics	3, 4, 5	ECON-201 Principles of Macroeconomics	3
Microeconomics	3, 4, 5	ECON-202 Principles of Microeconomics	3
Psychology	3, 4, 5	PSYC-101 Introduction to Psychology	3
US Government & Politics	3, 4, 5	POLS-101 American National Government	3
US History	3, 4, 5	HIST-111 United States History I AND HIST-112 United States History II	6
World History: Modern	3, 4, 5	HIST-101 World History I AND HIST-102 World History II	6
Precalculus	3, 4, 5	MATH-143 Precalculus I: Algebra AND MATH-144 Precalculus II: Trigonometry OR MATH-147 Precalculus	5
Calculus AB	3, 4, 5	MATH-170 Calculus I	4
Calculus BC	3, 4, 5	MATH-170 Calculus I AND MATH-175 Analytic Geometry & Calculus II	8
Computer Science A	3, 4, 5	CS-150 Computer Science I	4
Computer Science Principles	3, 4, 5	CS-115 Introduction to Problem Solving and Programming	3
Statistics	3, 4, 5	MATH-253 Statistical Methods	3
Biology	3, 4, 5	BIOL-100 Concepts of Biology (no lab)	3

Chemistry	3	CHEM-101 w/ Lab Introduction to Chemistry	4
	4, 5	CHEM-111 w/ Lab General Chemistry AND CHEM-112 w/ Lab Principles of General College Chemistry II	10
Environment Science	3, 4, 5	TRSE-100 Transfer Science (no lab)	3
Physics I: Algebra Based	3, 4, 5	TRG4-100 Transfer Science (no lab)	3
Physics II: Algebra Based	3, 4, 5	TRG4-100 Transfer Science (no lab)	3
Physics C: Electricity & Magnetism	3, 4, 5	TRG4-100 Transfer Science (no lab)	3
Physics C: Mechanics	3, 4, 5	TRG4-100 Transfer Science (no lab)	3
French Language & Culture	3	FREN-101 Elementary French I FREN-102 Elementary French II	8
	4	FREN-101 Elementary French I FREN-102 Elementary French II FREN-201 Intermediate French I	12
	5	FREN-101 Elementary French I FREN-102 Elementary French II FREN-201 Intermediate French I FREN-202 Intermediate French II	16

German Language & Culture	3	GERM-101 Elementary German I GERM-102 Elementary German II	8
	4	GERM-101 Elementary German I GERM-102 Elementary German II GERM-201 Intermediate German I	12
	5	GERM-101 Elementary German I GERM-102 Elementary German II GERM-201 Intermediate German I GERM-202 Intermediate German II	16
Japanese Language & Culture	3	JAPN-101 Elementary Japanese I JAPN-102 Elementary Japanese II	8
	4	JAPN-101 Elementary Japanese I JAPN-102 Elementary Japanese II JAPN-201 Intermediate Japanese I	12
	5	JAPN-101 Elementary Japanese I JAPN-102 Elementary Japanese II JAPN-201 Intermediate Japanese I JAPN-202 Intermediate Japanese II	16
Italian Language & Culture	3	ITAL-101 Elementary Italian I ITAL-102 Elementary Italian II	8

	4	ITAL-101 Elementary Italian I	12
		ITAL-102 Elementary Italian II	
		TRFL-201 Intermediate I Foreign Language Transfer	
	5	ITAL-101 Elementary Italian I	16
		ITAL-102 Elementary Italian II	
		TRFL-201 Intermediate I Foreign Language Transfer	

	5	ITAL-101 Elementary Italian I	16
		ITAL-102 Elementary Italian II	
		TRFL-201 Intermediate I Foreign Language Transfer	
		TRFL-202 Intermediate II Foreign Language Transfer	
	4	SPAN-101 Elementary Spanish I	12
		SPAN-102 Elementary Spanish II	

Spanish Language & Culture	3	SPAN-101 Elementary Spanish I	8
		SPAN-102 Elementary Spanish II	

	4	SPAN-101 Elementary Spanish I	12
		SPAN-102 Elementary Spanish II	
		SPAN-201 Intermediate Spanish I	
	5	SPAN-101 Elementary Spanish I	16
		SPAN-102 Elementary Spanish II	
		SPAN-201 Intermediate Spanish I	

	5	SPAN-101 Elementary Spanish I	16
		SPAN-102 Elementary Spanish II	
		SPAN-201 Intermediate Spanish I	
		SPAN-202 Intermediate Spanish II	
	4	SPAN-101 Elementary Spanish I	12
		SPAN-102 Elementary Spanish II	

Chinese and Latin	3	TRFL-101 Elementary I Foreign Language Transfer	8
		TRFL-102 Elementary II Foreign Language Transfer	
	4	TRFL-101 Elementary I Foreign Language Transfer	12
		TRFL-102 Elementary II Foreign Language Transfer	
	5	TRFL-101 Elementary I Foreign Language Transfer	16
		TRFL-102 Elementary II Foreign Language Transfer	

	4	TRFL-101 Elementary I Foreign Language Transfer	12
		TRFL-102 Elementary II Foreign Language Transfer	
	5	TRFL-101 Elementary I Foreign Language Transfer	16
		TRFL-102 Elementary II Foreign Language Transfer	
	4	SPAN-101 Elementary Spanish I	12
		SPAN-102 Elementary Spanish II	

	5	TRFL-101 Elementary I Foreign Language Transfer	16
		TRFL-102 Elementary II Foreign Language Transfer	
		TRFL-201 Intermediate I Foreign Language Transfer	
		TRFL-202 Intermediate II Foreign Language Transfer	
	4	SPAN-101 Elementary Spanish I	12
		SPAN-102 Elementary Spanish II	

College Level Examination Program (CLEP) Examination

All students can be awarded credit for a CLEP exam based on the score. For more information, visit the College Board CLEP website (<https://clep.collegeboard.org/?navId=gf-clep>).

NIC awards credit for the following CLEP exams:

Exam	Score	NIC Equivalent Course	Credits
American Government	50	POLS-101 American National Government	3

History of US: Early Colonization to 1877	50	HIST-111 United States History I	3
History of US: 1865 to Present	50	HIST-112 United States History II	3
Human Growth Development	50	PSYC-205 Developmental Psychology	3
Introduction to Psychology	50	PSYC-101 Introduction to Psychology	3
Introduction to Sociology	50	SOC-101 Introduction to Sociology	3
Principles of Macroeconomics	50	ECON-201 Principles of Macroeconomics	3
Principles of Microeconomics	50	ECON-202 Principles of Microeconomics	3
Western Civ I: Ancient Near East to 1648	50	HIST-101 World History I	3
Western Civ II: 1648 to Present	50	HIST-102 World History II	3
American Literature	50	ENGL-277 Great American Writers I	3
Analyzing and Interpreting Literature	50	ENGL-175 Literature and Ideas	3
College Composition	50	ENGL-101 Writing and Rhetoric I	3
English Literature	50	ENGL-267 Survey of English Literature	3
Humanities	50	HUMS-101 Introduction to the Humanities	3
Biology	50	BIOL-100 Concepts of Biology (no lab)	3
Calculus	50	MATH-170 Calculus I	4
Chemistry	50	TRSE-100 Transfer Science (no lab)	3
College Algebra	50	MATH-143 Precalculus I: Algebra	3
College Mathematics	50	MATH-123 Math in Modern Society	3

Natural Sciences	50	TRSE-100 Transfer Science (no lab)	3
Precalculus	50	MATH-147 Precalculus	5
Financial Accounting	50	ACCT-201 Principles of Accounting	3
Introductory Business Law	50	BUSA-265 Legal Environment of Business	3
Principles of Management	50	BUSA-211 Principles of Management	3
Principles of Marketing	50	BUSA-221 Principles of Marketing	3
French: Levels 1 & 2	50	FREN-101 Elementary French I FREN-102 Elementary French II	8
	59	FREN-101 Elementary French I FREN-102 Elementary French II FREN-201 Intermediate French I	12
German: Levels 1 & 2	50	GERM-101 Elementary German I GERM-102 Elementary German II	8
	59	GERM-101 Elementary German I GERM-102 Elementary German II GERM-201 Intermediate German I	12
Spanish: Levels 1 & 2	50	SPAN-101 Elementary Spanish I SPAN-102 Elementary Spanish II	8

	59	SPAN-101 Elementary Spanish I SPAN-102 Elementary Spanish II SPAN-201 Intermediate Spanish I	12
Spanish w/ Writing: Levels 1 & 2	50	SPAN-101 Elementary Spanish I SPAN-102 Elementary Spanish II	8
	65	SPAN-101 Elementary Spanish I SPAN-102 Elementary Spanish II SPAN-201 Intermediate Spanish I SPAN-202 Intermediate Spanish II	16

Credit by Exam

A student may petition to challenge courses based on work done through private study and/or employment, or to validate courses taken at non-accredited institutions. Students are not permitted to challenge a prerequisite course after having completed an advanced course. Credit by examination is not financial aid eligible and will not be granted for a course that a student has previously taken for credit or audited. Credit will be granted provided the student earns a grade of C or higher. Neither grades nor credit earned through the challenge process will be counted in any given semester to determine credit load or grade point average, nor will they be included in computing cumulative grade point averages. Students may challenge a course prior to or during enrollment in a course through the second week of fall or spring semester, or through the first two days of a short course or summer session. Contact Cardinal Central for more information.

Credit for Prior Learning

Credit for prior learning (CPL) may be awarded to enable professional-technical students to enrich or accelerate their programs of study. CPL credit is awarded for the achievement of an advanced level of knowledge and/or skill outside of college coursework. The learning must be documented, demonstrable, college-level, currently applicable, and be equated to specific course outcomes in the college curriculum. Contact the Dean of Career and Technical Programs for more information.

International Baccalaureate

Students can be awarded credit for International Baccalaureate exams in certain subject matters. For more information, contact Cardinal Central.

Modern Language Placement

One full year of high school study in a modern language is generally considered equivalent to one semester's work in college. To receive college credit for high school or independent work, a student must take a vertical placement examination in the target language and complete the next semester advanced level with a grade of C or higher at North Idaho College. Placement in and completion of the second elementary level or first intermediate level will enable a student to receive credit for the first elementary level; placement in and completion of the second semester intermediate level will enable a student to receive credit for the first three semesters of the target language once appropriate paperwork has been completed and fees have been paid. Credit awarded may or may not transfer. We recommend students contact the college they plan to attend. Contact Cardinal Central for more information.

Graduation

Students may graduate upon completion of all requirements of their program of study at the end of any term. A commencement ceremony is held once each year in May. Students eligible to participate in commencement are graduates from the previous fall or students who plan to graduate in the spring or summer semesters.

A student must submit a graduation application whether or not they plan to participate in the commencement ceremony. Students are encouraged to submit their graduation applications by **November 1** for Spring Semester, **March 1** for Summer Session, or **May 1** for Fall Semester. Applications are accepted through the last week of the term. Early filing enables the Registrar's Office to evaluate a student's audit/transcript and determine any deficiencies (course, grade, etc.) in the program of study in course changes are needed. A diploma will not be issued if a student has not fulfilled all financial obligations to the college.

Final Credits Earned and Exceptions

Candidates for certificates or an associate's degree must earn a minimum of 12 credits at North Idaho College toward the certificate or degree. In cases where the certificate requires fewer than 12 credits, a minimum of six credits must be earned at North Idaho College.

Effective Catalog of Requirements

The program requirements listed in the catalog in effect at the time of admission will be used to determine the associate's degree or certificate requirements for graduation. This catalog used for program requirements must be less than four years old. If a student does not enroll for a period of at least one year, the catalog year of readmission will be in effect. A student whose catalog has expired should meet with their academic advisor to review and determine a new catalog year. Students must submit a program update form to update their catalog year.

Prior Bachelor's Degree and General Education

Students who submit official documentation of a bachelor's degree from an accredited (from an approved association) institution will be considered to have met all general education requirements. Students pursuing a program after completing a bachelor's degree from an accredited institution will be evaluated

on a course-by-course basis as appropriate for any program prerequisites or requirements, including course grades, in effect at the time of admission.

Transcripts

The transcript is a record of all courses for which a student enrolled and completed each semester. This document includes credit hours, including semester and overall totals, final grades in each course, any course withdrawals, notations for course repeats, any transfer credit and courses including exam credit, semester grade point averages, and a cumulative/overall grade point average. Transcripts are permanent records and maintained forever.

Requests for Transcripts

Transcript requests must be made online through our vendor, the National Student Clearinghouse. Federal regulations require that transcript requests be signed by the student to authorize the release of the transcript. Payment must be received prior to sending a transcript. Transcripts are not issued for most outstanding financial balances and for most financial holds. Transcript production time is usually 1-3 business days during the term. Please allow up to 10 business days at the completion of each term.

Unofficial transcripts are available at no charge through MyNIC. If access no longer exists, please request an official transcript.

Transcripts from Other Schools

Copies of transcripts from other institutions requested by students for admission purposes will not be issued. These transcripts become part of a student's permanent file. Students should contact the institutions directly for a copy of their official transcript.