

Section VII
ACADEMIC POLICIES

ACADEMIC POLICIES

A. Classification of Students

Freshman: A student who has earned fewer than 30 semester hours of credit.

Sophomore: A student who has earned 30 or more semester hours of credit.

B. Definition of Credit Hour

The Alabama Community College System requires all institutions in the System to operate on a semester system. Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact. A semester system is defined as a fall semester, spring semester, and a summer term.

Alabama Southern determines that one semester credit hour will be awarded for a minimum of 750 minutes of formalized instruction during a semester that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes). The College's credit hour definition also aligns with the federal government regulation *34 CFR 600.2* which stipulates that a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit.

Alabama Southern follows the Alabama Community College System Board Policy 717.01 which is published on the Alabama Community College System College System Course Directory. This Course Directory is used by all institutions in the Alabama Community website and mandates the development of The Alabama Community College System to determine the amount and level of credit hours awarded for all coursework whether taught in a traditional or online format. These state mandated policies dictate the credit hours utilized for all courses including courses with theory, lab, and clinical components and co-op and internship courses. To ensure standardization across all locations and delivery methods, the College utilizes standardized textbooks and enforces these state mandates and policies through the use of standardized college syllabi which follow the common course directory, state mandated syllabi, and approved plans of instruction.

Alabama Southern adheres to the policies and guidelines that are approved by the Alabama Community College System Board of Trustees and regulated by the Alabama Community College System regarding the level of credit awarded for courses taught at all colleges within the Alabama Community College System, regardless of the format or mode of delivery, including distance education/online courses.

While awarding semester credit hours typically occurs for instruction delivered in accordance with the Institution's standard semester calendar, it may also occur for instruction that may not follow the typical pattern of the Institution's standard semester calendar as long as the criteria for awarding such credit is met.

C. Course Loads

A student enrolled for 12 or more credit hours will be considered a full time student. A student enrolled for fewer than 12 credit hours will be considered a part time student.

Most programs are designed so that students taking a normal load of 12-19 credit hours per term may graduate in four semesters. Some students may find it desirable to schedule fewer hours per term depending upon workload or other personal responsibilities. Students having difficulty determining an appropriate course load should consult with the assigned academic advisor.

The maximum course load is 19 hours. Students with a 3.0 GPA may enroll for more than 19 hours. Any student wishing to enroll for more than 19 hours per term must receive approval of the Dean of Instruction. Under no circumstances will a student be allowed to enroll for more than 24 hours per term.

D. Registration Information

A student must be officially registered for every class attended. If the student's name does not appear on the class roll, the student is not allowed to remain in class. Details of the dates and times of registration for each term will be published in the Schedule of Classes for that term. Students may obtain a copy of the Schedule of Classes at <http://www.ascc.edu>. In all cases, registration becomes official when students have paid all tuition and fees.

1). Late Registration

A late registration period is provided during the first three (3) class days of the term (two (2) days in the summer term). Students registering late will be expected to assume the responsibility of making up all required course work.

2). Schedule Adjustment or Drop-and-Add Period

Schedule adjustment or drop-and-add period will be the first three days of each semester. (Two days in the summer term.) The drop-and-add period begins the first instructional day of the semester term. Procedures for dropping or adding classes are specified in the registration procedures listed in the Admissions section of this catalog and the class schedule.

E. Calendar System and Credits

The College operates on a semester calendar system. The semesters ordinarily begin in August, January, and May. The semesters beginning in August and January are regular semesters of 15 weeks duration. The summer term is typically eight to ten weeks in duration. Credits are earned at Alabama Southern Community College in terms of semester hours.

F. Grades and Quality Points

Letter grades are assigned according to the following system for all courses for which students have registered.

A	Excellent
B	Good
C	Average
D	Poor
F	Failure
I	Incomplete
W	Withdrawn (Passing)
AU	Audit
*IP	In Progress

*Will be given in institutional credit courses only and does not count in quality hours.

Satisfactory grades are “A”, “B”, and “C”. Senior colleges and universities can refuse to grant credit for a course in which the student has received a grade of “D”.

A grade of (“I”) must be completed by the end of the succeeding semester for which the “I” was granted or the “I” will be changed to an “F”

A change to audit status (AU) must be declared by the end of the registration period and may not be changed thereafter. Audit (AU) signifies the course is taken on a non-credit basis and the credit hours will not be averaged into the grade point average.

Grades and the respective quality point assignments are:

A	4 quality points per hour
B	3 quality points per hour
C	2 quality points per hour
D	1 quality point per hour
F	0 quality points per hour
I	0 quality points per hour
W	0 quality points per hour

The student’s academic standing (grade-point average) is obtained by dividing his total number of quality points by the total number of semester hours for which the grades of “A”, “B”, “C”, “D”, “F”, and “W” are assigned. A student must earn a total grade-point average of 2.00 “C” on all Alabama Southern work to be eligible for graduation.

The final grade report at the end of the semester is the only grade report issued. The final grade report for each semester will be provided to each student via the student online account (ASCC Online). The final grade is the only one that appears on the student’s transcript. Instructors will keep students informed of their progress during the semester.

G. Transitional Studies

The grading scale for Transitional courses is “A”, “B”, “C”, “F”, or “IP”. All students enrolled in a transition course must earn a “C” or better before enrolling in the subsequent college-level course. An In Progress “IP” grade is often given to those students who need to do additional work and they should re-enroll in the course. AN “IP” DOES NOT COUNT AS A SATISFACTORY GRADE. A grade of “F” may be given if the level of effort from the student, based on grades and attendance, is not sufficient to receive an “IP” grade. Students earning course grades of “F” or “IP” should re-enroll in the course. An “IP” grade may only be earned twice.

H. Withdrawals

1). Withdrawal from a Course

A student who wishes to withdraw from a course after the official drop/add period and prior to the official start of final exams may do so by completing a “Withdrawal from Course” form. The student will receive a grade of “W” for any course withdrawn prior to the published Last Day to Withdraw with a W, printed in the schedule. After this date, the student will receive a grade of “W” if doing satisfactory work at the time of withdrawal or “F” if doing unsatisfactory work at the time of withdrawal.

2). Withdrawal from the College

A student who wishes to withdraw from the College prior to the official start of final exams may do so by completing a “Request for Complete Withdrawal” form. Until the published, Last Day to Withdraw with a W, the student will receive a grade of “W” for any course withdrawn. After this date, the student will receive a grade of “W” if doing satisfactory work at the time of withdrawal or “F” if doing unsatisfactory work at the time of withdrawal.

3). Required Withdrawal

Students are responsible for satisfying course prerequisites. Prerequisites for various courses are printed with the course descriptions in this catalog. Moreover, Alabama Southern has required prerequisites for all English and mathematics courses. During the early registration process, a student will be allowed to register for the courses sequential to those in which he/she is currently enrolled, including English and mathematics; however, if a student should fail the courses in which he/she is currently enrolled, then it is the student’s responsibility to make the proper changes during regular registration. If the student’s schedule is not adjusted, he/she will be dropped from courses for which he/she is not eligible.

I. Final Examinations

A standardized, comprehensive final examination will be given in each course at the end of each term during the times specified in the official calendar of the College or as scheduled by the Dean of Instruction. **ALL STUDENTS ARE REQUIRED TO TAKE THE FINAL EXAMINATION.**

J. Attendance Policy

Class attendance is considered an essential part of the educational process at Alabama Southern Community College. The College subscribes to the philosophy that academic success derived by a student is directly proportional to class participation. Students are expected to punctually attend all classes in which they are registered and to participate in all required course activities.

According to Alabama Community College System policy guidelines, class attendance may not be used as a factor in determining a student's course grade. However, instructors may require student participation in specific activities in the classroom or laboratory. Failure to participate in these activities may result in a "0" grade for those particular activities. Students are responsible for the knowledge, skills, and abilities not acquired due to absences and for assignments made or due from the first day of class.

- Students are expected to attend each class session, to arrive on time, and to remain for the entire class session.
- Attendance will be verified as required by federal and state regulations.
- When a student is absent from class, the student is responsible for all material covered in the class and for any assignments made in class.
- An absence shall be excused due to college-sponsored activities or extenuating circumstances. College-sponsored activities include approved scheduled for college athletic teams, performing arts groups, field trip and Ambassadors. Excused absences are subject to verification and may include, but may not be limited to, the following: active military duty, jury duty/court appearance, and others approved by the Dean of Students. An excused absence does not excuse the student from the assignment of course requirements.
- For unexcused absences, the instructor is not required to review with the student any material missed as a result of the student being absent, nor is the instructor required to notify a student if the student is in danger of a lowered grade due to any graded work missed.
- For unexcused absences, the instructor is not required to provide an opportunity for makeup work. The instructor's policies regarding makeup work shall be clearly defined in the syllabus to be available on the first day of class.
- Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course.

K. Administrative Withdrawal

If a student has excessive withdrawals, the student should withdraw from the class before the last day to withdraw with a grade of “W”. In case of excessive unexcused absences, a student may be administratively withdrawn from a course. In either case, withdrawal from class may affect eligibility for federal financial aid. Students should contact the Financial Aid Office for information.

If an administrative withdrawal occurs, students may appeal as described below.

In an online class, students are still expected to accept responsibility for covering the assigned material and completing assignments on time. Online students may be administratively withdrawn for failure to respond.

L. Appeal Process for Reinstatement after Administrative Withdrawal by Instructor

Students, who have been administratively withdrawn for failure to attend and wish to be readmitted into the class, must submit, in writing, a request to the course faculty member.

The faculty member will evaluate the request for extenuating circumstances and will counsel the student within five working days as to the outcome of the request. Once a written request is received by the faculty member, the student is allowed to return to class until the faculty member has decided on the request.

If a student is to be allowed to return to class, the faculty member must submit a request to the Registrar for the student to be reenrolled.

Please note: **Attendance requirements in programs that lead to board licensure or certification may differ from this policy.**

ACADEMIC STANDARDS OF PROGRESS

These standards of progress shall apply to all students unless otherwise noted.

1. Required GPA – A student must maintain the following cumulative grade point average (GPA) dependent upon the number of hours attempted at the College in order to have CLEAR academic status.

<u>Hours Attempted</u>	<u>Minimum GPA</u>
12 – 21	1.50
22 – 32	1.75
33 or more	2.00

Transfer students who are admitted on Academic Probation retain that status and academic standards of progress apply to them.

2. Intervention for Student Success – When a student is placed on Academic Probation, One Term Academic Suspension, or One Calendar Year Academic Suspension, college officials may provide intervention for the student by taking steps including but not limited to,

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imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

3. When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is CLEAR.
4. When a student's Cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student's status is on ACADEMIC PROBATION.
5. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution but the semester GPA is 2.0 or above, the student remains on ACADEMIC PROBATION.
6. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read SUSPENDED – ONE SEMESTER.

When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is CLEAR.

The student who is readmitted upon appeal reenters the institution on ACADEMIC PROBATION.

A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose Cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose semester GPA is 2.0 or above will remain on ACADEMIC PROBATION until the student achieves the required GPA for the total number of hours attempted.

A student returning from a one term or one year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0, will be placed on a ONE YEAR SUSPENSION.

The student may appeal a one term or one-year suspension.

The permanent student record will reflect the student's status (except when the status is clear). When appropriate, the record will reflect ACADEMIC PROBATION, ACADEMIC SUSPENSION-ONE TERM, ACADEMIC SUSPENSION-ONE YEAR, ONE TERM SUSPENSION-READMITTED ON APPEAL, OR ONE YEAR SUSPENSION-READMITTED ON APPEAL.

EXCEPTIONS:

Programs within the institution, which are subject to external, licensure, certification, and/or accreditation of which are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.

Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid.

A. Process for Appeal for Readmission

If a student declares no contest of the facts leading to suspension, but simply wishes to request consideration for readmission, he/she may submit a request in writing by completing an ASCC Appeal form and submitting it to the Student Development Office no later than the first day of late registration for any semester (as published in the academic calendar). The Appeals Committee will convene to hear the appeal. During the meeting of the Appeals Committee, which shall not be considered a “due process” hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Appeals Committee, which shall be final, together with the materials presented by the student, shall be placed in the College’s official records. The student will be notified of the committee’s decision immediately.

B. Change of Curriculum or Program of Study

Students accepted and enrolled in a particular program of study who seek to pursue another program of study must meet requirements for admission to the new program. A student should complete the necessary curriculum change form available in the Admissions Office. If a change of curriculum is approved, Student Development Personnel will prepare a new Student Degree Plan, assign a new academic advisor, and indicate which courses already taken by the student will be applicable toward the requirements of the new program of study. Students who change their program of study will follow the program requirements of the catalog current at the time of the program of study change.

C. Course Forgiveness

Course forgiveness occurs when a student repeats a course and the last grade awarded (excluding grades of W) replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected. The official transcript will list the course and grade each time it is attempted.

When a course is repeated more than once, all grades for the course – excluding the first grade – will be used in computing the cumulative grade point average. Official records at the institution will list each course in which a student was enrolled.

D. Repetition of Courses

With certain exceptions, a student may repeat any course(s), which he/she has previously taken as many times as desired. Each attempt that results in an official grade (A, B, C, D, F, W) will be recorded on the student’s transcript and each attempt resulting in an official grade will be used in computing the grade point average. A student will not be allowed to repeat a course in which a grade of “I” has been assigned until the “I” has been changed to an official grade.

However, when the student applies for graduation, only the last grade awarded will be included in the calculation of the grade point average for graduation purposes. No course in

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which the last grade received was an “F”, “W”, or “I” may be counted toward graduation. The student must be aware also that the last grade recorded may be regarded by a senior institution as the grade of record for transfer purposes.

E. Academic Bankruptcy

1. A student may request in writing to the Registrar to declare academic bankruptcy under the following conditions:
 - a. If fewer than three (3) calendar years have elapsed since the term for which the student wishes to declare bankruptcy on all course work taken during that one term provided the student has taken and successfully passed a minimum of 18 semester credit hours of course work at the institution since the bankruptcy term occurred. All course work taken; even hours completed satisfactorily, during the term for which academic bankruptcy is declared will be disregarded in the cumulative GPA.
 - b. If three (3) or more calendar years have elapsed since the most recent term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during 1-3 terms provided the student has taken and successfully passed a minimum of 18 semester credit hours of course work at the College since the bankruptcy term(s) occurred. All course work taken; even hours completed satisfactorily, during semester(s) for which academic bankruptcy is declared will be disregarded in the cumulative GPA.
2. When academic bankruptcy is declared the transcript will reflect the term “ACADEMIC BANKRUPTCY IMPLEMENTED” after each term for which it is declared. The courses and grades forgiven will not be deleted from the transcript.
3. A student may declare academic bankruptcy only once.
4. Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution.

F. Independent Study

In certain unusual circumstances, the Dean of Instruction, upon recommendation of the Division Chair and instructor, may permit a student to take a course by independent study. Permission will be based on such factors as future course availability and the student’s academic record. Because independent study courses must be completed without the usual assistance from instructors, a student will not be allowed to take more than one independent study course per semester. Exceptions must be approved by the Dean of Instruction.

G. Course Cancellations

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The College reserves the right to cancel any course listed in the Schedule of Classes. In the event that a student is in his/her last term before graduation and a course he/she needs is canceled, the student should consult with his/her advisor and receive approval from the Dean of Instruction for an appropriate substitute course.

H. Assignment of Class Instructor

The College reserves the right to change instructors listed to teach courses due to class cancellation, splits, or other conditions which might necessitate the reassignment of instructors. Students should be cautioned that the listing of an instructor's name to teach a course in the Schedule of Classes is no guarantee that the instructor will teach the course.

I. Transfer of Credits

Individuals who have attended other colleges or universities will be required to furnish to the Registrar an official transcript of all work attempted at all other institutions prior to admission and during attendance at Alabama Southern Community College. If a student has a 2.0 cumulative grade point average in all previous college work attempted, all passing grades will be accepted. If the student's cumulative grade point average is below 2.0 (C), only those credits will be accepted in which a grade of "C" or better was earned. Of the credits accepted, only those which are applicable to the student's chosen curriculum may be used for purposes of meeting program and graduation requirements. Students who have satisfactorily completed required English and mathematics courses will not be required to take the placement examinations at Alabama Southern Community College.

Transfer students whose cumulative grade point average is less than 2.0 (C) will be admitted on academic probation and will be subject to the probation and suspension provisions of the academic standards policy of Alabama Southern Community College.

J. Transcripts

The Admissions Office maintains student records and, upon written request from the student, will issue transcripts. The Family Educational Rights and Privacy Act (FERPA) of 1974 defines the rights of the student with regard to records and other information that might be maintained and/or released.

- In compliance with the Family Educational Rights and Privacy Act, the College does not release transcripts of a student's work except upon the student's written request, except in a case where educational or governmental officials have a lawful need for the information.
- Students may request a student copy of their ASCC transcript in the Admissions Office or they request their ASCC transcript by logging in to their student account (ASCC Online).
- Official transcript requests are processed as they are received.
- All transcripts are issued by the College free of charge.
- The College reserves the right not to release a transcript if the student has outstanding financial obligations with, or pending disciplinary action with, the College.

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- Written transcript requests should be sent to the following address:

Alabama Southern Community College
Admissions Office
P. O. Box 2000
Monroeville, AL 36461

- Written requests should include name, dates of attendance, Social Security Number or Student Number, and name and address to which the transcript should be forwarded. NOTE: Students with name changes should include all former names.
- The Admissions Office does not issue official transcripts from other institutions. Requests for official transcripts from other institutions must be directed to the institution concerned.

K. Credit From CLEP and DANTES

- Alabama Southern Community College provides students the opportunity to earn credit toward Associate degrees or certificates through methods other than formal classroom instruction. Individuals may earn credits by (1) achieving a minimum satisfactory score on selected CLEP and/or DANTES Subject Examinations and/or (2) satisfactorily completing a comprehensive departmental subject matter examination in certain subjects for which CLEP or DANTES examinations are not available or accepted by the College. The College will allow up to a maximum of 20 semester hours of credit toward an Associate Degree which are earned through nontraditional sources.
- Credit for Subject Examinations will be granted provided the student has not previously been enrolled in the course for which credit is to be earned. CLEP/DANTES credit shall not be granted for college level courses previously failed, for courses in which credit for higher level courses has already been earned, or for both the Subject Examination and its course equivalent.
- Credit through CLEP/DANTES examinations will not be recorded on the student's permanent record until the student has earned a minimum of 12 semester hours at Alabama Southern Community College. Notation will be made on the student's permanent record indicating the course for which credit was awarded with the statement "Credit by Examination" followed by the number of semester hours granted.
- The policy of granting credit through CLEP/DANTES examinations may differ from policies at other colleges and the student is cautioned to check with other colleges to obtain additional information.

L. Credit Through Advanced Placement (AP)

- Alabama Southern Community College will grant college credit to students who score 3, 4, or 5 on one or more of the Advanced Placement Program Examinations of the College Entrance Examination Board, not to exceed 20 hours credit. To be eligible, the student must take the examination prior to enrollment in college and must be enrolled at the

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College when credit is awarded. The College will accept up to a maximum of 20 semester hours of credit from all non-traditional sources.

AP Course and Exam	Credits	Equivalent Courses
Art History	3	ART100
Art Studio	3	ART113
Biology	8	BIO101, 102
Calculus AB	4	MTH125
Calculus BC	4	MTH125
Chemistry	4	CHM104
Computer Science A	3	CIS150
English Language/ Composition Score of 3	3	ENG101
English Language/ Composition Score of 4 or 5	6	ENG101, 102
English Literature/ Composition Score of 3	3	ENG101
English Literature/ Composition Score of 4 or 5	6	ENG101, 102
European History	6	HIS101, 102
Government and Politics (United States)	3	POL211
History (United States)	6	HIS201, 202
Human Geography	3	GEO100
Macroeconomics	3	ECO231
Microeconomics	3	ECO232
Music Theory	3	MUS111
Music Listening & Literature	3	MUS101
Physics B	8	PHY201, 202

The student should be aware that acceptance of a score of three (3) does not assure that another postsecondary institution will award advanced credit for the course credited by Alabama Southern. Therefore, the student should confer with the Registrar for procedural practices related to that discipline. Advanced Placement scores must be received from the College Board after the student applies for admission but prior to the beginning of the term in which the student wishes the credit to be applied. It is the student's responsibility to request forwarding of an official score report by the College Board to the appropriate Student Development Office.

NOTE: To receive credit for English 101 (3 credit hours), a student scoring three (3) must write an acceptable essay. If the essay is unacceptable, the student must register for the course to receive credit.

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M. Credit for Military Training Educational Experiences

Alabama Southern Community College will consider on an individual basis, military experiences as a substitute for approved courses in the student's training and educational curriculum. It will be the responsibility of the student to apply for credits by completing the Request for Military Credit form and by providing certified copies of the Military Service Form to the Registrar's Office. Credits extended by the College will be applicable toward the individual's graduation requirements, and once the credit is extended the student will be restricted from taking the course for which the substitution was made.

Guidelines to be utilized in extending credit are as follows:

United States Armed Forces Institute (USAFI) Credit may be given for study or correspondence study applicable to the student's curriculum which was taken through the United States Armed Forces Institute (USAFI) provided the course is approved by the American Council on Education. The student must submit official evidence of satisfactory completion of the work to the Office of the Registrar.

Military Service Schools - Training courses completed in the armed forces which are applicable to the student's curriculum and approved by the American Council on Education may be accepted for credit upon submission of official documentation to the Office of the Registrar that such courses were satisfactorily completed.

The College will consider credit earned for college-level courses reported through the Defense Activity for Non-Traditional Educational Services Support (DANTES). Credit allowed will be based upon the recommendations of the American Council on Education.

Any student who has served at least 181 days of active duty military service may receive two (2) semester hours of physical education credit. The student must apply to the Registrar for the credit and supply the appropriate documentation to receive the credits. COLLEGE LEVEL EXAMINATION PROGRAM – CLEP

Alabama Southern Community College will award credit through selected CLEP examinations provided the student earns a minimum score or above as specified in the subject areas listed below as examples:

CLEP Subject Matter Exams	Minimum Score	Credit	Equivalent Courses
BUSINESS			
Computer and Data Processing	50	3	CIS190
	60	3	CIS190 or 191
Introductory Accounting	50	3	BUS241
	60	6	BUS241, 242
Introductory Business Law	50	3	BUS263
Introductory Micro-Macro Economics	50	3	ECO231
	60	6	ECO231, 232
Introduction to Management	50	3	BUS275
Introductory Macroeconomics I	50	3	ECO231

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Introductory Microeconomics II	50	3	ECO232
LANGUAGE AND FINE ARTS			
American Literature	50	3	ENG251
	60	6	ENG251, 252
English Literature	50	3	ENG261
	60	6	ENG261, 262
MATHEMATICS AND SCIENCE			
College Algebra	50	3	MTH112
College Trigonometry	50	3	MTH113
Calculus w/Elementary Functions	50	4	MTH125
SOCIAL SCIENCE & PUBLIC SERVICE TECHNOLOGIES			
Western Civilization I: Near East to 1648	50	3	HIS101
Western Civilization II: 1648 to Present	50	3	HIS102
American History I: Early Colonial to 1877	50	3	HIS201
American History II: 1865 to Present	50	3	HIS202
General Psychology	50	3	PSY200
Introductory Sociology	50	3	SOC200

For a complete listing of CLEP examinations, minimum scores, and credit awarded, contact the office of the Dean of Instruction.

N. DANTES Subject Standardized Tests

Alabama Southern Community College will award credit through selected DANTES examinations provided the student earns a minimum score or above as specified in the subject areas listed below as examples:

DANTES Subject Matter Exams	Minimum Score	Credits	Equivalent Courses
BUSINESS			
Introduction to Business	48	3	BUS100
Introduction to Management	54	3	BUS275
Principles of Financial Accounting	50	3	BUS241
Business Law I	53	3	BUS263
Basic Marketing	50	3	BUS285
Principles of Economics II	54	3	ECO232
MATHEMATICS AND SCIENCE			
College Algebra	50	3	MTH112
College Trigonometry	54	3	MTH113
Calculus I	50	4	MTH125
Linear Algebra	52	3	MTH110
College Physics II	55	4	PHY214
General Chemistry	57	4	CHM104
College Chemistry I	55	4	CHM111
College Chemistry II	53	4	CHM112
SOCIAL SCIENCE & PUBLIC SERVICE TECHNOLOGIES			
History of Western Civilization to 1500	53	3	HIS101
History of Western Civilization since 1500	50	3	HIS102
General Anthropology	38	3	HIS201
Intro to Law Enforcement	58	3	HIS202
Criminology	56		

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For a complete listing of DANTES examinations, minimum scores, and credit awarded, contact the office of the Dean of Instruction.

O. Graduation Requirements

1). Associate Degree Requirements

Alabama Southern Community College awards the Associate in Arts Degree and the Associate in Science Degree to individuals desiring to transfer to senior colleges or universities and the Associate in Applied Science to individuals desiring to pursue an applicable career program of studies.

To become eligible to receive an Associate Degree from Alabama Southern Community College, the student must fulfill the following requirements:

- Satisfactorily complete a minimum of 60 semester hours of college credit in an approved program of study, including prescribed general education courses,
- Earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
- Complete at least 25 percent of semester credit hours at the college granting the degree. Coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate degree programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
- Comply with formal procedures for graduation in accordance with institutional policy at the receiving institution.
- Fulfill all financial obligations to the College. The chief academic officer shall approve the formal award when the student meets all requirements for graduation satisfactorily.

2). Certificate Requirements

A student may be granted an award other than a degree upon satisfactory completion of the requirements of the specific program as specified by the institution granting the award in accordance with the policies of the Alabama Community College System Board of Trustees.

To become eligible to receive a Certificate, the student must fulfill the following requirements:

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- Satisfactorily complete an approved program of study. Earn a 2.0 cumulative grade point average in all courses attempted at the institution. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. All grades in repeated courses shall be averaged into the grade point average; however, a course may be counted only once for purposes of meeting graduation requirements
- . Complete at least 25 percent of semester credit hours at the institution granting the award other than the degree. Transfer coursework accepted for credit toward a formal undergraduate award other than a degree from a regionally or nationally accredited institution, or a System institution with a minimum grade of "C" in the courses transferred, must represent collegiate coursework relevant to the award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate formal award programs.
- Comply with formal procedures for graduation in accordance with institutional policy at the receiving institution.
- Fulfill all financial obligations to the institution. The chief academic officer shall approve the formal award when the student meets all requirements for graduation satisfactorily.

3). **Dual Degree Policy**

A student who has already earned a transfer degree (AA or AS) and who desires to earn another transfer degree must complete a minimum of an additional 16 semester hours of credit in appropriate courses, the General Education requirements specified for the degree, and the specific program course requirements.

Students may earn two or more AAS degrees so long as they complete the specified requirements listed in the curriculum for each field of study and complete the additional semester hours of credit required for the second degree.

Students seeking to earn an AAS and an AA or AS degree must (1) complete the specified curriculum requirements for the AAS degree, (2) complete the General Education requirements for the AA or AS degrees, and (3) complete at least 16 additional semester hours of credit (or at least 25 percent of the total hours required in the program for any program requiring a total of more than 64 hours) at ASCC as required for the second degree.

P. Application for Graduation

Individuals planning to graduate should make application for graduation to the Office of Student Development at least one term prior to the expected term of graduation. Compliance with this deadline will allow the College to evaluate the student's record through a graduation check and notify the student concerning remaining graduation requirements.

Deadlines will be waived only with the approval of the Dean of Instruction. Although students may complete requirements for graduation during any term, degrees and certificates

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will not be officially conferred until the commencement ceremonies are held. The official date that the student has completed requirements for the degree will be specified on the student's permanent transcript.

Q. Graduation Honors for Degrees

Superior academic achievement by graduating students will be designated on transcripts by the following:

- Graduating with Honors (cum laude) 3.50-3.69 GPA
- Graduating with High Honors (magna cum laude) 3.70-3.89 GPA
- Graduating with Highest Honors (summa cum laude) 3.90-4.00 GPA

R. Graduation Honors for Certificate

Superior academic achievement by students earning certificates shall be designated on transcripts as follows:

- Graduating with Distinction 3.50-4.00 GPA

Note: Calculation of the GPA for graduation honors shall be identical to the method used to calculate the GPA to fulfill graduation requirements for the degree or certificate to be earned. In addition, to be eligible for a graduation honor, the student must have completed a minimum of at least 32 semester credit hours required for the program of study at Alabama Southern Community College.

S. Service Member's Opportunity College (SOC)

Alabama Southern Community College has been designated as an institutional member of Service member's Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As a SOC member, Alabama Southern Community College recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense and a consortium of thirteen leading national higher education associations. It is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).

T. Advisory Committees

Career Program Advisory Committees

High quality educational programs demand close involvement of knowledgeable citizens. The nature of change requires that educators be informed of current and future societal needs. Alabama Southern Community College has established a number of program advisory

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committees consisting of representatives of business, government, industry, and the professions who provide the College with advice and counsel to insure that the programs of the College are current and reflect the real needs of the local area being served.

These key people assist the College in identifying trends, technical advancements, and the varied requirements of business and industry for specific skills and training. They also assist the College in identifying possible employment opportunities for graduates of the College. They meet at least once yearly and at other times at the request of the coordinator of the career program in consultation with the Division Chairman and the Dean of Instruction. Alabama Southern Community College gratefully acknowledges the efforts made by those who are serving and will serve on these committees and others that may be established in the future.

Alabama Southern Community College has established the following Advisory Committees:

- Associate Degree in Nursing
- Business Technology
- Cosmetology
- Industrial Engineering Technology/Paper and Chemical Technology
- Practical Nursing

DISTANCE EDUCATION POLICY

A. Definition of Distance Education

According to the Southern Association of Colleges and Schools' Commission of Colleges, distance education is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVD's, and CD-ROMs if used as part of the distance learning course or program.

B. Alabama Southern Mission Statement and Distance Learning Strategy

Alabama Southern Community College provides comprehensive educational opportunities and services in diverse learning environments to enhance community and economic development for the citizens of southwest Alabama.

Distance Education – Provide access to high quality instruction and support services through distance education and ensure that the learning environment is comparable to the traditional formal educational process without the need for students to be in a specific location at a set time.

C. Distance Education – Student Policies

1. Alabama Southern Community College will demonstrate that the student who registers in a

distance education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who participates in class or coursework by using, (a) a secure login and pass code and (b) proctored examinations.

1). Secure Login and Pass Code

Alabama Southern uses the Canvas LMS (Eagles' Web) for distance learning enabled courses. The Canvas system uses a Hyper Text Transfer Protocol with a Secure Sockets Layer (SSL) which helps ensure that the connection between the student's computer or mobile device and the Canvas LMS server is a secure and safe transaction. As such, students use their student number as the secure login and are assigned a unique pass code.

Students that forget their pass code may request help by selecting "Don't know your password" on the login screen. A Canvas Support Ticket will be created and immediately mailed to college IT support personnel for resolution.

2). Proctored Examinations

To assure integrity, each online course must have at least one proctored examination (midterm or final) ***supervised by the instructor, an approved proctor, or through Respondus Monitor and Lockdown Browser***. Students unable to travel to campus must take the exam under the supervision of an approved proctor. Instructors and approved proctors shall require students to show a valid photo ID.

Alabama Southern use the *Respondus Lockdown Browser* and *Respondus Monitor* for proctored quizzes and examinations. *LockDown Browser* is a system that locks down the testing environment with the respective LMS. Specific features of the *Respondus LockDown Browser* are:

- Integrates with Blackboard, ANGEL, Brightspace by D2L, *Canvas*, Moodle, and Sakai
- Assessments are displayed full-screen and cannot be minimized
- Assessments cannot be exited until submitted by users for grading
- Task switching or access to other applications is prevented
- Print, Print Screen, and capturing functions are disabled
- Copying and pasting anything to and from an assessment is prohibited
- Screen capture, messaging, screen-sharing, virtual machine, and network monitoring applications are blocked from running
- Right-click menu options and function keys are disabled
- Browser menu and toolbar options are disabled, except for Back, Forward, Refresh and Stop

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- Source code for the HTML page cannot be viewed
- The browser automatically starts at the login page for the institution's learning management system
- URLs cannot be typed by the user
- External links don't compromise the locked testing environment
- Pages from the assessment are not stored on the computer after exiting
- Assessments that are set up for use with *Respondus LockDown Browser* cannot be accessed with other browsers
- Localized for multiple languages, including English, Spanish, French, German, Italian, and Portuguese
- Available for both Windows and Mac computers, as well as iPad (Respondus 2014, 1)

Coupled with the *Respondus LockDown Browser*, Alabama Southern uses the *Respondus Monitor* system which interfaces with a webcam so that video and snapshots of the student and his or her testing environment can be seen. Through this system, faculty and college administrators “ensure student identity and exam integrity in distance learning environments” (Respondus 2014b, 1).

In order to protect the privacy of students enrolled in distance and correspondence education courses or programs, the faculty will not publicly post any grades or personal information for any student. Grades must be posted securely, visible only by each individual student, in his/her password-protected Eagles' Web (Canvas) student grade book.

To further protect the privacy of students, all faculty must contact students using the secure email system in Eagles' Web (Canvas). Students may adjust the settings in their password protected Eagles' Web (Canvas) account to only receive email in their Canvas Inbox or receive email in their Eagles' Web (Canvas) Inbox and other designated private email accounts. Students have the ability to view their entire email history in their Eagles' Web (Canvas) Inbox and delete emails as desired. As with any other password protected email account, other individuals cannot access and view the message history.

Alabama Southern Community College does not charge any additional fees for the costs that may be directly incurred with the verification of student identity for students enrolled in distance education (online) courses.

D. Distance Education – General Policies

- 1) ASCC distance education courses are online asynchronous courses that use the Internet.
- 2) All college policies and administrative functions for registration and maintenance of student records that apply to traditional courses will apply in the distance education domain. This

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includes admission, prerequisites, grade requirements, course enrollment verification, application of financial aid, posting of grades, etc.

- 3) Distance education courses operate under the purview of the Dean of Instruction.
- 4) Student services, library services, and other academic support services are accessible to students in the distance education program, just as they are to traditional students.
- 5) Distance education courses taught by the College will use the standardized college syllabi format.
- 6) Credit hours granted for courses delivered through distance education will be the equivalent to the credit hours for the same courses delivered traditionally.
- 7) Course enrollment in distance education courses will follow the same guidelines used for determining sufficient enrollment for all courses.

E. Distance Education – Faculty Policies

- 1) Faculty contact information will be prominently displayed on the course page. Faculty will also provide students with specific times of availability, and contact information in Eagles' Web (Canvas).
- 2) In determining faculty teaching load, a distance education course will be considered the equivalent of an on-campus course that has the same number of credit hours.
- 3) Faculty may schedule up to 2 hours of virtual office time per week per course, not to exceed 4 hours in any given term. Summer is no exception.
- 4) Instructors will respond timely to student email and questions, as outlined in the course syllabi.
- 5) Instructors will correspond with students using their Eagles' Web (Canvas) email account, and/or messages with the Eagles' Web (Canvas) component.
- 6) Each online course will contain a standardized Orientation Assessment to be completed by each student prior to the course roll verification deadline.
- 7) There should be a minimum of three assessments for each course. An assessment may consist of an exam, a paper, a presentation, a speech, or a project.
- 8) Instructors should offer multiple testing sessions at various campus/center locations. All online course exams are scheduled by the individual online instructor. The campus location, time and dates of all exams are the responsibility of the online instructor. All students taking an online course should get their exam information from their specific online instructor. If a student has a conflict in taking an online exam due to a scheduled class meeting or a scheduled exam in a traditional class, the online instructor will make arrangements to give the student an alternate time to take the exam, provided that the student has notified the instructor prior to the conflict.
- 9) The instructor will clearly post all exam dates and deadlines within the course and syllabus.
- 10) A minimum of two announcements or reminders should be sent weekly to the entire class.
- 11) The Last Date of Attendance (LDA) must be recorded for any student who receives a grade of F or U. In an online course, this is either the date of the in person final exam OR the last date that the student completed any graded course activity in Eagles' Web (Canvas).
- 12) All new online instructors are required to attend a training session before teaching an online course.
- 13) An online course must be developed and approved before an online course will be offered.
- 14) Professional development activities will be offered on campus to support distance learning

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- skills development for all full-time and part-time Alabama Southern faculty.
- 15) All instructors teaching online are required to attend three clock hours of online professional development training annually.
 - 16) Distance education faculty members must deliver accurate and current information in course content. Faculty shall not include in the content or delivery of a course any information that he or she knows to constitute libel, invasion of privacy, infringement of copyright or other literary rights, or otherwise violates the legal rights of others.
 - 17) Distance education courses will be evaluated annually through an institutionally standardized evaluation procedure. Evaluation results for instructors that teach both online and traditional courses will be incorporated into the annual evaluation. Evaluations will be conducted by the respective division chairs and/or the Dean of Instruction.
 - 18) Faculty will not publicly post any grades for any student. Grades must be posted securely, visible only by each individual student, in his/her password-protected account.
 - 19) Instructors must comply with ADA Standards in the delivery of distance education courses.

F. Required Components of Online Courses

Meets Requirement	Does Not Meet Requirement	Component
		Standardized Course Syllabus
		Orientation Assessment (to establish initial attendance)
		Instructor Information (office hours, contact info) Email Correspondence – Eagle’s Web or ASCC email
		Student Learning Outcomes – Outlined in Syllabus
		Course Orientation – Navigation, Procedures and Requirements spelled out
		Help Center – Place where general information about the course can be obtained!
		Lecture Notes, Power Points, etc.
		Quizzes/Tests/Assignments/Discussion Forums must be included
		Updated Grade Book – Students should always know their current grade

G. Recommended Components of Online Courses

Meets Requirement	Does Not Meet Requirement	Component
		Chapter Outlines and Objectives
		Supplemental Instruction (Video Lectures, Links to videos)
		Study Guides
		Links to Additional Resources
		Use of Standard file formats (pdf is universal)
		Aesthetic Appeal/Ease of Navigation

H. Approved Proctors

- 1) The instructor of the course.
- 2) Other approved Alabama Southern personnel.
- 3) A full-time instructor, testing center staff or library personnel at another regionally accredited Higher Education Institution. (Must be approved in advance by the Dean of Instruction).

I. Instructions when using an official Proctor

- 1) Instructors will provide the proctor with a sign in list of students who need to be proctored.
- 2) Instructors will instruct students to bring a valid photo ID. **NO Exceptions.**
- 3) Instructors will provide the proctor with clear instructions on how to distribute the exams: Time Limit/Passwords/Use of Textbooks, Notes, Calculators, etc.

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Online Instruction Rubric

Instructor _____ **Course** _____ **Term** _____

Evaluator _____ **Date:** _____

Standard	Does Not Meet	Meets	Exceeds
Instructor has the technology skills to teach online.			
Standardized Syllabus is posted according to guidelines			
Mandatory Orientation Assessment is posted			
Material presentation is organized and easy to follow			
Multiple technical tools for course delivery is incorporated			
Student learning is assessed using course standards provided in the syllabus			
Instructor availability and willingness to support is spelled out clearly			
Instructor facilitates and monitors appropriate interaction among students			
Instructor provides and enforces appropriate standards for student behavior: (Netiquette, guidelines for forums, etc.)			
Instructor promotes student participation and interaction as evidenced by student activity reports in CANVAS			
Instructor provides students with feedback and guidance prior to submission of any follow-up assignments.			
Student evaluation strategies are clearly stated, and consistent with course goals and objectives			
Instructor ensures that students' work and data are secure.			
Instructor ensures that students' grades are accurate and up to date.			
Instructor monitors students to ensure academic honesty by requiring proctored activities.			
Instructor coordinates and assists students in understanding course requirements and procedures for working online, as demonstrated in a Course Orientation.			
Instructor guides and monitors students' management of their time via embedded electronic communication and reminders prior to key learning activities/exams.			
Instructor engages students in learning activities and addresses a variety of learning styles and preferences.			

OTHER POLICIES AND INFORMATION

A. Bookstore

Both the Thomasville and Monroeville campuses have bookstores on campus.

The Jackson Center does not have a bookstore available on campus; therefore, books will have to be purchased from one of the other Alabama Southern Community College Locations.

The Gilbertown Center Business Office also serves as the center Bookstore. Books and related resources are available each semester for student purchase. Other items sold at the bookstore are dictionaries, pens, pencils, notebooks, diskettes, and other related items. Regular hours are the same as the Business Office hours; however, the Bookstore does extend its hours somewhat during the first two weeks of classes each semester.

B. Campus Mail/Announcements

On both the Thomasville and Monroeville Campuses, you will find a mailbox located in the Faculty Lounge where mail for full-time employees. You will be issued an ASCC email address. Important messages for you and your students will be emailed to you, so please check each week to see if you have email. The Center Director and Secretary will also communicate personally or by email any developments that affect you or your students. Please remember you are an important link in the college's communication with students, particularly evening students who may be on campus only one night a week.

C. Cell Phone/Electronics Use Policy

Electronic devices such as Cell phones, Kindles, Nooks, iPads and their attending noise are distracting to both faculty and students in classrooms, labs, testing centers and libraries. No electronic devices are allowed during nursing clinicals. These areas are also inappropriate sites for telephone conversations. In consideration of others and to minimize distractions, all electronic devices must be turned off unless prior approval is obtained by the instructor, Dean of Instruction, or designee. Telephone conversations should be conducted in building lobbies or outdoors. The abuse of electronic devices by the students is a violation of the student code of conduct.

- 1) The first offense will result in Disciplinary Reprimand. The student will be asked to leave the classroom and not return to the class until a meeting has occurred between the student and the instructor. The student will be notified orally or in writing that any further violation of College regulations may subject the student to more severe disciplinary actions including suspension.
- 2) The second offense will result in Disciplinary Probation. Students will be asked to leave the class and not return until a meeting with the Dean of Students or designee has taken place. The Dean of Students or designee will place the student on Disciplinary Probation. This is designated to encourage and require a student to cease and desist from violating college regulations. Student in probation are notified in writing that any further misbehavior on their

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part will lead to more severe action. Disciplinary Probation will be for the remainder of the existing semester.

- 3) The third offense will result in Class Suspension. Students will be asked to leave the classroom and not return. Students will be suspended from attending one or more specified courses for the remainder of the semester and a grade of "F" will be given for each course from which he/she is suspended.
- 4) Any further offenses by the student in all other classes will result in Disciplinary Suspension. This excludes a student from the college for a designated period of time, usually not more than two semesters. At the end of the designated period of time the student must make formal reapplication for admission.

College disciplinary procedures are designed to assure a student's right to procedural and substantive due process and to the fullest extent feasible, safeguard personal and confidential information concerning the student. Please refer to the Student Code of Conduct and Student Disciplinary Procedures as outlined in the Student Handbook.

D. Childcare

Bringing children to class is not acceptable, and the college does not offer childcare services for students at this time. Outside the classroom, any child on campus must be attended by an adult.

E. Computer Labs

Modern computer labs containing computers of the IBM PC type (or equivalent) are provided at each campus, center, and site of the college as noted in the following list:

Gilbertown – Rooms 101 and 104, new Adult Education Building

Jackson – Room 102

Monroeville – Library (upstairs), Rooms LIB 107, ADM 114 and 121

Thomasville – Rooms 3051, 1084, 1056 and in the PCT area.

The college encourages all faculty members to incorporate computer usage and assignments into the classes they teach. Also, students may use the computer during non-class times for word processing, Internet research, Eagle's Web course work, tutorials, viewing PowerPoint presentations from class, etc.

F. Emergencies

Any emergency situation, accident, illness, fire, threat of violence, or other emergency should be reported immediately to the Center Director or Secretary. Outside agencies should not be contacted for assistance unless exceptional circumstances exist. Fire drill and emergency evacuation instruction are posted in each classroom. Please bring your students' attention to these instructions so they can be familiar with the regulations and with the main route of evacuation from the building. When an accident or injury occurs, the student should contact the administrative person on duty as soon as possible and file a written report containing all pertinent details.

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Should you or one of your students receive an emergency telephone call, the administrative person on duty will relay the message immediately. Please stress to your students that they will be called from class only in emergency situations.

If an emergency situation arises and no administrative personnel are available, use your best judgment in contacting the proper emergency personnel.

G. The Family Educational Rights and Privacy Act

Student records are to be treated confidentially. Please refer to the FERPA information located in the ASCC Catalog and Student Handbook for more information.

H. Financial Information for Students

Please refer to the Financial Section of the ASCC Catalog and Student Handbook.

I. Food and Drinks

Food and drinks are prohibited in the classrooms. Students are welcome to use our Student Networks for both eating and drinking.

J. Student Development and Support Services

1). Disability Statement

Students with disabilities that require accommodations should contact the Office of Disability Services. Please contact Rhonda Dees with all ADA questions as she is our contact person for the college. Her number is as follows: (251) 575-8281.

2). Adult Education Program

The college sponsors instruction in Adult Education and General Educational Development (GED). This program is designed for adults who were unable to complete their high school education. Classes are offered to help individuals prepare for the GED test or to improve their basic reading, writing, and computational skills. The classes and materials needed are free and the program operates on an open enrollment basis. Students may register at any time while the college is in session. Students who desire admission to the academic programs of Alabama Southern but have not completed high school or passed the GED examination are advised to enroll in GED classes. Please contact Ms. Kay Lett at (251) 575-8274, if you have any questions.

3). Academic Advising

Upon admission to the college, each student will be assigned an academic advisor who will

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assist the student in planning a program of study commensurate with the student's interests and abilities. A student may also counsel with his/her advisor concerning scheduling. It is the student's responsibility to meet with the advisor during the advisor's scheduled office hours to plan his/her total program and courses for each semester.

4). Financial Aid

The Office of Financial Aid provides financial aid assistance to students who need aid in order to attend college. Financial aid in the form of federal grants is distributed on the basis of need as determined by information submitted by the students on their Free Application for Federal Student Aid (FAFSA). If a student is financially eligible to receive a grant and/or work study job, he/she may receive the aid, provided that he/she meets the standards for satisfactory academic progress applicable to all students and does not owe either a refund or repayment on aid previously received. Mrs. Amy Rowell is Alabama Southern's Financial Aid Director, and she can be reached at (251) 575-8256. Mrs. Rowell also handles the financial aid for Jackson and Gilbertown though the business office on the campuses will be able to assist students with some questions. Ms. Pam Hurst is the financial aid liaison on the Gilbertown campus. Lasha Nelson is the Financial Aid Coordinator for Thomasville.

5). Testing

Our primary placement test is the COMPASS test, which is given to students prior to their first semester to determine at what level they need to start in English and Mathematics. The exceptions to placement testing are those students who have scored 20 or above in English and Mathematics on the ACT test. The placement test consists of testing in English, reading and mathematics. This test is designed to place a student in classes where they can be successful. Students with insufficient scores in English and mathematics will be placed in developmental courses where they can increase their skills before taking the more difficult English and mathematics courses. Students with insufficient scores in reading are recommended not to take courses with high-level reading requirements such as biology, or any of the social sciences such as history, philosophy, psychology and sociology until they successfully complete a reading course or lab.

6). Tutoring Services

Alabama Southern offers tutoring services for students free of charge. Tutoring is done by other students who have a proven aptitude for the subject matter they tutor in. Students who need this service should contact The ACES center or Student Support Services.

7). Printing Services for Students and the Public

This policy is intended to best manage the printing and copying resources of Alabama Southern Community College while maintaining a high level of service for students and the public.

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<i>Service</i>	<i>Cost</i>
<i>B/W Printing and Copying</i>	10 cents/page
<i>Color Printing and Copying</i>	25 cents/page*

*Where color printing and copying is available.
Payment must be made by cash or check.

8). Student Printing

Printing and copying services are available to all students in all libraries, ACES centers, and other designated public network areas equipped with printers. Printing and copying should be for educational purposes only.

- Students will print to a common networked printer in the area and must collect and pay for print jobs at the appropriate service desk.
- Students may also request copy services in the libraries and pay upon receipt.
- Computer lab printers are reserved for class use only. Computer labs will be locked when classes are not in session.
- Students are responsible for abiding by all copyright laws.

9). Public Printing

Printing and copying services are available to members of the public in the ASCC libraries only. Printing and copying should be for educational purposes only.

- Members of the public must print to the networked computers located at the service desk in each library and must collect and pay for print jobs at this location.
- Copy services are available to the public at library service desks only.
- All patrons are responsible for abiding by all copyright laws.

10). Visitors

No visitors are allowed on any campus of the college without checking in with the administrative person on duty. This includes family (especially children) and friends of students or faculty members.

K. Student Complaint and Grievance Procedures

Students are provided various opportunities to articulate opinions and to provide contributions into the evaluative and decision-making process of Alabama Southern Community College. These avenues include the classroom/instructor evaluations, and administrative and services evaluations through the institutional effectiveness process; as well as the Student Government Association and other student organizations. The Office of Student Development serves as an initial point of contact for information and assistance. The Dean of Students can be contacted through this office as well. If a student wishes to disclose or submit a complaint or express a

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concern, he or she may contact the Dean of Students to receive specific procedures and assistance aimed at resolving the complaint or concern through the proper channels.

For purposes of this policy, a complaint shall mean a specific event, activity, or occurrence within the scope of the authority of the College's administration or faculty about which a student feels injustice at having been unfairly treated.

L. Complaints Related to Grade Appeal

All complaints involving grade appeals must follow the college "Grade Appeal Policy" found in the *Alabama Southern Community College Catalog and Student Handbook*, and the Dean of Instruction's decision will be final.

M. Grade Appeal Policy

The assignment of grades is the sole responsibility of the course instructor. If a student believes that they have received a grade in error, the student has the right to appeal. With the exception of the grade of "I", if a student wishes to appeal the final grade assigned in a course, he/she must follow these steps (for grade of "I" see information at end of Step 7):

1. Student presents his/her appeal (using Grade-Appeal Form obtained from the college website) to instructor who assigned the grade by the published midterm of the following term. No further step will be considered until Step 1 is completed. If no agreement is reached, student may proceed to Step 2.
2. Student must present the same grade-appeal form to the Dean of Students within 10 college work days of the meeting with the instructor. The student may submit the grade-appeal form to the campus director on the Thomasville or Gilbertown campuses. The campus director will forward the grade-appeal form to the Dean of Students for processing.
3. The Dean of Students will record the complaint and submit the complaint to the appropriate division chair/designee. The division chair/designee will contact the student within 10 college work days to arrange a mandatory meeting with the instructor and the student, which will be mediated by the division chair/designee.
4. If no agreement is reached, the division chair/designee will appoint a three member Grade-Appeal Committee consisting of one full-time college instructor, one full-time college administrator, and one student representative.
5. The Grade-Appeal Committee will hold a hearing with the instructor and student to review the student's appeal.
6. The Grade-Appeal Committee will discuss the case in a closed session and issue a decision in writing to both the instructor and student concerning whether the grade will stand or will be changed.

7. The student may appeal the final decision by presenting the final decision to the Dean of Instruction, no later than 7 college work days from the date of notification. The Dean of Instruction will issue a ruling within 14 college work days after receipt of the written appeal. The Dean of Instruction's decision will be final.

In the event that a student wishes to challenge the final grade replacing an "I", the student must follow the above process. The Grade-Appeal process must begin before the end of the semester in which the final grade was assigned. As noted in the catalog, the incomplete work that resulted in the grade of "I" must be completed by mid-term of the semester following the assignment of the grade "I."

N. Other Types of Complaints

Complaints related to any matter other than academic grade appeals should be reported in writing to the Dean of Students within ten (10) business days of the event prompting the complaint.

If, after discussion between the student and the Dean of Students, it is determined that the complaint is valid and can be resolved immediately and informally, the Dean of Students will take action to resolve the complaint. The Dean of Students shall record and keep a written report of the complaint and the resolution of the complaint.

If the student's complaint cannot be resolved immediately and informally, but requires instead a formal investigation, the Dean of Students shall conduct an investigation and will submit a final report. The report shall be submitted within ten (10) business days of the complaint and shall detail the complaint and the plan to resolve the complaint. If the plan of resolution does not result in a satisfactory resolution to the complaint, the complainant may choose to pursue a formal grievance. The Dean of Students will submit a written report to the College Grievance Officer and the student will then follow the Student Grievance Procedures.

Provided, however, that if a complaint is in the form of an alleged violation of Title IX of the Education Amendments of 1972, the student shall file the complaint with the Dean Students using the grievance procedure adopted by the Alabama Community College System Board of Trustees for Title IX grievances. That procedure can be found at Alabama Community College System Board of Trustees Policy No. 620.01 found on the Alabama Community College System website. In the event that there is a hearing on a Title IX grievance, the hearing procedure shall be the same as stated herein below. Title IX provides that "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." If the student is uncertain as to whether his or her complaint would be covered by Title IX, the student shall meet with the Dean for Students who is the Title IX Coordinator to make that determination.

O. Student Grievance Procedures

A student who submits a written complaint to the Dean of Students, and who is not informed of a satisfactory resolution or plan of resolution in the opinion of the student within ten (10) business days, shall then have the right to file a formal grievance with the College Grievance Officer. Student Grievance Forms are available in the Dean of Students Office and online at www.ascc.edu. The completed grievance form shall include at least the following information:

1. Date the original complaint was reported;
2. Name and position of the College official to whom the original complaint was reported;
3. Facts of the complaint; and
4. Action taken, if any, by the receiving official to resolve the complaint.

The student grievance form may also contain other information relevant to the grievance that the Grievant wants considered by the Grievance Officer.

If the grievance involves a claim of discrimination based on sex, race, age, national origin, religion, handicap, or disability, the complaining party should state with particularity, the nature of the discrimination and, if known, a reference to any statute, regulation, or policy which the Grievant believes to have been violated. The Grievant shall file any claim involving discrimination as described above within thirty (30) calendar days of the occurrence of the alleged discriminatory act or of the date on which the Grievant became aware that the alleged discriminatory act took place.

The guidelines for the Student Grievance procedures can found in the *Alabama Southern Community College Catalog and Student Handbook*

List of Responsible Officials

Below is a list of officials who have been referenced herein above as responsible for responding to complaints and grievances.

Dean of Students	Dr. Melissa Haab
Title IX Coordinator	Dr. Melissa Haab
College Grievance Officer	Mr. Roger Chandler
President	Dr. Reginald Sykes

Each of these officials is charged with the responsibility of assisting in every reasonable way to resolve any valid complaint and to assist when one has been unable to resolve a complaint and desires to file a formal grievance. The President reserves the right to make such changes or substitutions to the above list of officials as he/she deems appropriate in order to avoid conflicts of interest or any potential appearance of bias or prejudice.

P. Library Services

During the academic term, Monroeville library hours are 7:30 AM to 8:30 PM, Monday thru

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Thursday; Friday 7:30 AM to 2:00 PM. Hours between semesters and around holidays may vary.

During the academic term, Thomasville library hours are 7:30 AM to 7:30 PM, Monday thru Thursday; Friday 7:30 AM to 12:30 PM. Hours between semesters and around holidays may vary.

During the academic term, Gilberttown library hours are 10:00 AM to 6:00 PM, Monday thru Thursday. Hours between semesters and around holidays may vary.

1). Acquisitions Policy

All faculty are urged to participate in the selection of academic support materials. Material selection should be discussed among disciplines and material requests submitted to the Director of Library Services for consideration.

2). Periodicals

Periodicals are primarily acquired through online databases and the Alabama Virtual Library. New print subscriptions are only acquired after careful consideration by the Director of Library Services.

3). Reserves

Materials may be placed on reserve at the request of an instructor or college staff member. The person requesting materials be placed on reserve sets the circulation limits for the items. Instructors are asked to bring items to the library two (2) business days in advance and provide necessary information for reserve circulation.

4). Loans

Books may be checked out by faculty for one semester, but may be recalled if they are requested by others. Materials checked out to an instructor must be returned to the Library at the end of each semester and upon the termination of employment. Staff members are extended the same loan privileges as instructors. The length of the loan period for students is two weeks. Reference books may not be checked out. Families of faculty and staff are extended the use of the Library; however, the length of the loan period is the same as for students. Inter-library loans may be requested by students and faculty. The loan period for inter-library loans is specified by the lending library.

5). Gifts

Gifts of books, magazines and artifacts may be accepted as donations within the guidelines of State Board Policy (315.01).

6). Library Support

For the Library to accommodate faculty requests for individual or class library sessions,

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faculty should submit a request with the Director of Library Services one week in advance.

Q. Textbooks

All texts and supplemental material required of students will be sold through the College bookstores. Under no circumstances are instructors to sell or take orders personally for such items. Instructors must use only those textbooks/materials approved for the course taught. Textbooks/materials provided to the instructor by the College remain the property of the College.

Each Division Chair will review and recommend textbooks/materials through appropriate administrative/instructional processes.

The textbook/materials to be considered must be reflective of the course description in the catalog.

A primary consideration of the review shall be the cost of the textbook/materials to the student.

If the textbook/materials will lead to personal profit for the author who is a member of the discipline committee seeking to adopt the textbook/materials, the author shall abstain from voting.

The committee will make recommendations for adoption of textbook/materials to the Dean of Instruction.

The Dean of Instruction's Office will be responsible for informing the bookstore, in a timely fashion, of the approved textbook/materials. Requests should be made no later than mid-term of the preceding term for which the textbook will be used. This must be updated in the AS400 for this to be reflected during pre-registration.

The use of any supplementary textbook/materials which the instructor requires the student to purchase must be approved by the discipline committee and the Dean of Instruction.

R. Technical Division Live Work

Live work is defined as work requested from outside the classroom that is performed by students and is directly related to the current subject matter taught as part of a sequenced course of study. Such work can be done either on campus or on a job location and includes service, repair, or production jobs of any and all kinds. Live work will be assigned to individual students by the instructor(s) as part of the student's training program.

The President is responsible for the administration and control of live work. All live work performed must be approved by the President or a designee identified in writing. The scope and extent of each project will be well defined in writing before approval. Live work projects are completed by students for instructional purposes, and individuals and organizations assume all risks associated with accepted projects.

Tax supported programs and institutions, active and retired public employees/officials, students in Alabama College System institutions, and charitable organizations which are supported by donations may request live work. Other organizations or individuals may occasionally receive live work services if the work is not designed for competition with private enterprise, the circumstances involved are unusual and justify the acceptance of the live work project; and the President justifies in writing why the live work is necessary for the training program and files a signed copy with the Chancellor or a designated representative. Live work will be done only when it is essential to training and necessary for the acquisition of occupational skills leading to employment. Live work will not be performed when there is any connection with or relation to the making of a financial profit by a program, organization, institution, or individual. No person can use the institution for personal gain or profit.

All instructors will complete a *Live Work Order* form before beginning any live work. Live Work Order forms must be complete with all information obtained from the customer before the work is left in the shop. All forms must be signed even if a student is working on his/her own property. Any live work located in any shop must have a Live Work Order form on file. When a job is completed, the instructor will total the charges recorded on the Live Work Order form, add the applicable shop fee of 10% for College employees and students or 20% for non-employees and add Alabama State tax. A base minimum service charge of \$5.00 will be added if the normal service charge does not equal or exceed \$5.00. The Cosmetology programs provide services to the public within an approved schedule of charges established by the President.

The instructor will notify the business office as soon as possible to obtain a Live Work Order number. The instructor will notify the Business Office and the customer when the work is completed. The customer will pay the Business Office the total amount due and provide the instructor with a copy of the receipt. An instructor who releases work before it is paid for is personally liable to the College for the amount owed by the customer and is subject to College disciplinary action.

S. Contracts and Lease

All existing and/or new contracts and/or agreements (including leases) between the College and other institutions/agencies/organizations for services/programs/staff utilization must be properly prepared and initialed by the appropriate personnel indicating their approval. All contracts or agreements require approval from the president or designee. The president is the only authorized agent who may execute a contract to obligate the college.

Nursing contracts with clinical agencies must be submitted to the Dean of Instruction for recommendation of approval to the President.

T. Emergency Class Dismissal

The president or designee will determine the need for class dismissal or college closure. Notification will be disseminated via Eagle Alert, at www.ascc.edu and local media outlets.