

ALABAMA SOUTHERN COMMUNITY COLLEGE
POLICIES AND PROCEDURES MANUAL
TABLE OF CONTENTS
Section VII

Section VII: Academic Policies

Classification of Students	7.1
Definition of Credit Hour	7.1
Course Loads	7.2
Registration Information	7.2
Late Registration	7.2
Schedule Adjustment or Drop-and-Add Period	7.2
Calendar System and Credits	7.2
Grades and Quality Points	7.3
Transitional Studies	7.4
Withdrawals	7.4
Withdrawal from a Course	7.4
Withdrawal from the College	7.4
Required Withdrawal	7.4
Final Examinations	7.5
Attendance Policy	7.5
Administrative Withdrawal	7.6
Appeal Process for Reinstatement after Administrative Withdrawal by Instructor	7.6
Academic Standards of Progress	7.6
Process for Appeal for Readmission	7.8
Change of Curriculum or Program of Study	7.8
Course Forgiveness	7.8
Repetition of Courses	7.8
Academic Bankruptcy	7.9
Independent Study	7.9
Course Cancellations	7.9
Assignment of Class Instructor	7.10
Transfer of Credits	7.10
Transcripts	7.10
Credit From CLEP and DANTES	7.11
Credit Through Advanced Placement (AP)	7.11
Credit for Military Training Educational Experiences	7.13
DANTES Subject Standardized Test	7.14
Graduation Requirements	7.15
Associate Degree Requirement	7.15
Certificate Requirement	7.15

Dual Degree Policy	7.16
Application for Graduation	7.16
Graduation Honors for Degrees	7.17
Graduation Honors for Certificate	7.17
Service Member's Opportunity College (SOC).....	7.17
Advisory Committees	7.17
Career Program Advisory Committees	7.17
Distance Education Policy	7.18
Definition of Distance Education.....	7.18
Alabama Southern Mission Statement and Distance Learning Strategy	7.18
Distance Education – Student Policies	7.18
Secure Login and Pass Code.....	7.19
Proctored Examinations	7.19
Distance Education – General Policies	7.20
Distance Education – Faculty Policies.....	7.21
Required Components of Online Courses.....	7.22
Recommended Components of Online Courses	7.22
Approved Proctors	7.23
Instructions When Using An Official Proctor	7.23
Online Instruction Rubric	7.24
Other Policies and Information	7.25
Bookstore	7.25
Campus Mail/Announcements.....	7.25
Cell Phone/Electronics Use Policy	7.25
Childcare	7.26
Computer Labs.....	7.26
Emergencies	7.26
The Family Educational Rights and Privacy Act.....	7.27
Financial Information for Students	7.27
Food and Drinks.....	7.27
Student Development and Support Services	7.27
Disability Statement.....	7.27
Adult Education Program	7.27
Academic Advising.....	7.27
Financial Aid.....	7.28
Testing.....	7.28
Tutoring Services	7.28
Printing Services for Students and the Public.....	7.28
Student Printing	7.29
Public Printing	7.29
Visitors.....	7.29
Student Complaint and Grievance Procedures	7.29
Complaints Related to Grade Appeal	7.30
Grade Appeal Policy	7.30
Other Types of Complaints.....	7.31
Student Grievance Procedures	7.32

Library Services	7.32
Acquisitions Policy	7.33
Periodicals	7.33
Reserves	7.33
Loans	7.33
Gifts	7.33
Library Support	7.33
Textbooks	7.34
Technical Division Live Work	7.34
Contracts and Lease	7.35
Emergency Class Dismissal	7.35