

# Admission Classifications & Eligibility Information

**First-Time College Student:** A student who has not previously attended any college after high school graduation or completion of a GED is considered a first-time freshman.

For unconditional admission and to be classified as degree eligible, applicants must have on file at the institution a completed application for admission, in-state residency certification, and one of the following:

- Official high school transcript with posted graduation date from a public, private, or home school program equivalent to the Alabama High School Diploma, as defined by the Alabama State Board of Education
- Official GED certificate issued by the appropriate state education agency

First-time college students may be conditionally admitted pending receipt of official final high school transcripts. Failure to submit official transcript with posted graduation date by the end of the first semester of enrollment will prevent future registration and release of official Calhoun transcripts. First-time students with a conditional admission status will not receive federal financial aid.

**Non-Degree Seeking Student:** A non-degree seeking student is a student who wishes to attend Calhoun Community College but does not wish to pursue a degree or certificate.

For unconditional admission and to be classified as a non-degree seeking student, applicants must have on file at the institution a completed application for admission, in-state residency certification, an official high school transcript or GED certificate, and official transcripts from all previously attending institutions.

Non-degree seeking students may be conditionally admitted pending receipt of official transcripts. Failure to submit official transcripts by the end of first semester of enrollment will prevent future registration and release of official Calhoun transcripts. Non-degree seeking students will not receive federal funding for aid. Non-degree seeking students who would like to change their enrollment status to degree seeking must meet with an academic advisor and complete a Request for Change of Program of Study.

A non-degree student who has earned a Bachelor's degree from a regionally accredited college or university is only required to submit an official transcript from the degree granting institution. If a student with a Bachelor's degree wishes to have the transcript evaluated for transfer credit, official transcripts from all previously attended colleges and universities must be submitted to the Office of Admissions and Records prior to the evaluation.

**Transient Student:** A student who is currently enrolled at another college or university and seeks credit that will transfer back to his or her home institution is considered a transient student. Transient students are temporary students who generally only attend Calhoun Community College for one semester. For admission, applicants must have on file at the institution a completed application for admission and a transient letter of permission listing approved courses. Transient letters and all other requirements listed must be submitted to our Admissions Office prior to registration for each semester a student attends Calhoun Community College. Any transient student failing to provide appropriate information may be administratively withdrawn.

Transient students are considered non-degree seeking and are not eligible for federal financial aid.

**Visiting Student:** A cooperative arrangement exists with Oakwood University, the University of Alabama in Huntsville, and Calhoun Community College. Under this arrangement, a student at any of the participating institutions may request permission to attend a class at one of the other schools. Conditions governing the granting of permission include the following:

1. The student must be a full-time student.
2. The student must have an overall "C" average.
3. The course desired must be unavailable at the student's home institution but be included in the student's home institution catalog.
4. The student's request must be approved by the student's advisor and other appropriate personnel.
5. Permission of the institution teaching the course is after its own students are accommodated.
6. Distance Education and CIS courses are restricted enrollment and are not normally available to visiting students.
7. Enrollment in courses is subject to appropriate prerequisite and/ or placement testing.

Any student interested in participating in the Visiting Student Program should contact the Office of Admissions at the parent institution for additional information.

**Transfer Student:** A student who has attended another college or university prior to enrolling at Calhoun is considered a transfer student.

For unconditional admission and to be classified as degree eligible, applicants must have on file at the institution a completed application for admission, in-state residency certification, official high school transcript or GED certificate, and official transcripts from all previously attended post-secondary institutions.

Transfer students may be conditionally admitted pending receipt of official transcripts. Failure to submit official transcripts by the end of the first semester of enrollment will prevent future registration and release of official Calhoun transcripts. Transfer students with a conditional admission status will not receive federal financial aid.

A transfer student who is not seeking a degree from Calhoun Community College and has earned an Associate's or higher degree from a regionally accredited college or university is only required to submit an official transcript from the degree granting institution. If a student with an Associate's or higher degree wishes to have the transcript evaluated for transfer credit, official transcripts from all previously attended colleges and universities must be submitted to the Office of Admissions and Records prior to the evaluation.

### **Initial Academic Status of Transfer Students**

1. An initial academic status will be determined once all official transcripts are received and reviewed by Admissions and Records staff. Reporting of incomplete or false information on the application for admission may result in the immediate removal from classes and forfeiture of all tuition, fees, and other monies.
2. A transfer student whose cumulative grade point average (GPA) at the transfer institution(s) is at least 2.0 on a 4.0 scale will be admitted on clear academic status.
3. A transfer student whose cumulative GPA at the transfer institution(s) is less than 2.0 on a 4.0 scale but has not been placed on Academic Suspension or Academic Dismissal will be admitted on Academic Probation. The Calhoun transcript will be annotated to read ADMITTED ON ACADEMIC PROBATION.
4. A transfer student who has been academically suspended or dismissed from another regionally accredited post-secondary institution may be admitted only after following the appeal process established for "native" students. Calhoun Community College requires that the applicant submit a written appeal to the College Admissions Committee along with all official transcripts. No appeals will be

considered on or after the first official class day for the term in which a student is applying. Transfer students admitted on appeal will be placed on Academic Probation. The Calhoun transcript will be annotated to read ADMITTED UPON APPEAL – ACADEMIC PROBATION.

5. Transfer students admitted on academic probation retain that status until 12 credit hours have been attempted at Calhoun Community College. If the cumulative GPA at Calhoun is below 1.50 at the conclusion of 12 attempted hours, the student will be placed on academic suspension for at least one semester. More stringent guidelines may be placed on students by the College Admissions Committee when written appeals are approved.

### **General Principles for Transfer of Credit**

1. Transfer credit will be evaluated and recorded only upon receipt of all official transcripts from all previously attended colleges and universities. Students will be notified through email communication from the Office of Admissions and Records once the official evaluation is complete. A review of records by advisors, faculty, or other staff for advising purposes does not constitute an official evaluation.
2. Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal 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.
3. A course completed at other regionally accredited post-secondary institutions with a passing grade (C minimum required in Composition courses) will be accepted for transfer as potentially creditable toward graduation requirements.
4. A transfer grade of "D" will only be accepted when the transfer student's cumulative transfer GPA is 2.0 or above. Please consult with your academic or program advisor for transferability of a grade of "D" in English Composition. A grade of "D" in English Composition courses may or may not be accepted as transfer credit, depending on the student's program of study. Please note that some programs/courses require minimum grades of "C", thus a "D" will not transfer.
5. Transfer course grades are not calculated into a student's grade point average for any purpose, including graduation or honors consideration.
6. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training. Please refer to the section on Credit from Nontraditional Sources in this catalog for additional information.
7. The criteria for awarding credit for work completed in foreign colleges and universities will be the same as for other institutions within the United States. Students wishing to receive transfer credit for such foreign study must provide an English translation and a detailed course-by-course evaluation report. The reports must outline recommendations for awarding specific credit for specific courses. Students must request an official course-by-course evaluation from a National Association of Credential Evaluation Services (NACES) approved agency. For a comprehensive list of approved agencies, please visit [www.naces.org](http://www.naces.org).

**High School Student:** A secondary education student who is earning college credit while still in high school is considered either a Dual Enrollment or Accelerated student. Please see the Dual Enrollment and Accelerated High School section of this catalog for further information.

**International Student:** A student who is a citizen of another country.

Calhoun Community College accepts international students. International students holding an F-1 visa must meet specific academic, linguistic, and financial requirements necessary for admission into the College.

Non-citizens of the United States who have been granted permanent residency status, deferred action status for childhood arrivals, or possess a valid United States Visa that permits post-secondary study as approved by

the United States Citizenship and Immigration Services are eligible to be considered for admission to the College as well. Students not seeking a F-1 visa are exempt from the financial documentation requirement. Students holding an F-1 visa are required to pay the out-of-state tuition rate.

For unconditional admission and to be classified as degree eligible, applicants must have on file at the institution a completed paper application for admission, primary form of identification, and the following documents:

- Official transcripts/leaving certificates from secondary school. The secondary school requirement must document that the student has the equivalent to a U.S. high school diploma.
- Official transcripts from all previously attended colleges and universities, if applicable, for transfer students.

In addition to the official foreign transcripts, all documents must be translated and evaluated (course-by-course for college transcripts) by a NACES approved evaluation agency. For a comprehensive list of agencies, please visit: [www.naces.org](http://www.naces.org).

- Proof of English proficiency
  - Students submitting official TOEFL scores must meet the following minimum: 500 (Paper-based test), 173 (Computer-based test), or 61 (Internet-based test). The TOEFL exam must have been completed no more than 3 years prior to the term of application.
  - Students submitting official IELTS (International English Language Testing System) scores must place within the following range: 5.5 – 6.0. The IELTS exam must have been completed no more than 3 years prior to the term of application.
- Exceptions to the English proficiency requirement include students who have graduated from a regionally accredited United States high school, a transfer student who has successfully completed ENG 101 with a grade of C or higher at a regionally accredited United States college or university, or a citizen of an English speaking country that has been granted an exemption to the testing requirement. Please contact the International Student Advisor for a list of countries included in the exemption.
- Signed and notarized financial sponsorship document along with official original bank statements in the sponsor's name documenting evidence of at least \$17,800 U.S. dollars or the equivalent for the 2017-2018 academic year. The financial documentation includes the approximate cost of tuition, fees, books, and living expenses for one academic year. Official financial statements must be dated within 3 months of the time of application for admission.
- Completed health forms signed by a physician. The International Student Advisor will provide a copy of the necessary health form to applicants for completion.

Initial entry students will be issued a Form I-20 upon successful admission into the College. Transfer students who are enrolled in a United States college or university must submit a completed Transfer Clearance Form signed by the International Student Advisor. Students must be in valid F-1 status at the current college in order to be eligible for admission to Calhoun.

F-1 students must submit documentation demonstrating adequate health and life insurance including coverage for medical repatriation and evacuation expenses. Both forms of coverage must be maintained during enrollment at Calhoun Community College.

**International Transient Students:** Transient students are those who are attending a college or university, who leave that institution for one term to attend Calhoun Community College or do concurrent enrollment (enrolled at the same time) for a specific course, before returning to their home college or university.

International Transient Students must submit the following:

1. **Application for Admission**

International students must complete an application for admission with the International Student Advisor.

## 2. **Photo I.D.**

Present original documents in person at Calhoun Community College for photocopy. Examples include: unexpired government issued photo ID, unexpired I-94 card and visa page from passport (photocopy of driver's license, if applicable). You may mail or email photo copies of all documents including the F-1 Transient Student form. F-1 Visa holders must also submit a copy of their current SEVIS I-20.

## 3. **Transient Letter**

Issued from current college/university, listing approved courses you wish to take at Calhoun Community College and specific term.

## 4. **Transient Clearance Form (F-1 or J-1 Students only)**

This form must be completed by your Designated School Official (International Advisor from your institution) granting permission for you to attend Calhoun Community College while still on your home institutions SEVIS I-20 / DS-2019. It's important that they know you are doing con-current enrollment so you can comply with your immigration status requirements. The Transient Student Clearance form is available on the International Students webpage on the Calhoun Community College website.

**\*Note that international students are not eligible for federal financial aid.**

**Audit Students:** A student who registers for credit courses on a non-credit basis.

For admission, students must comply with the College admission standards as outlined in the requirements for first-time, transfer, or returning students.

Auditors will under no circumstances receive credits applicable to degree requirements. Tuition and fees for courses audited are the same as those for courses taken for credit. Students may not use federal financial aid for courses that are audited. Health science courses are not eligible to be audited by students at the College, and the appropriate pre-requisite requirements must be met for students wishing to audit a class.

Students may not change from "credit" to "audit" or from "audit" to "credit" after the Drop/Add period is over for the term.

## **SENIOR CITIZENS UNDER THE SENIOR ADULT SCHOLARSHIP PROGRAM**

Senior citizens 60 years of age or older may be eligible for a tuition waiver if they qualify for the Senior Adults Scholarship Program.

Applicants must meet the following conditions:

- Must comply with the College admission standards as noted in the Admission Classification & Eligibility Information portion of this catalog.
- Must be Alabama residents.
- Must be 60 years of age or older by the beginning of the semester in which the student is seeking the scholarship.
- Must enroll in credit based courses. Workforce Solutions or Adult Education courses are not eligible for this scholarship.

Students are responsible for any fees or other charges applied to the general student body. Senior citizens granted a tuition waiver under the Senior Adult Scholarship Program may receive the tuition waiver only one time per course.

Enrollment under the Senior Adult Scholarship Program is restricted to a space available basis. A course will not be expanded beyond the maximum number allowed to accommodate a student attending under the Senior Adult Scholarship Program.

## RESIDENCY STATUS

Residency status must be determined upon admission. In determining resident student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The institution may request proof that the applicant meets the stipulations for in-state residency.

A student's residency status will be presumed for one full academic year of his/her most previous enrollment unless there is evidence that the student subsequently has abandoned resident status (for example, registering to vote in another state). A student failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

## IN-STATE RESIDENCY

The in-state tuition rate is established by the Alabama Community College System.

In order to be eligible for in-state tuition as a resident student, an applicant must meet one of the following criteria:

1. Has resided in the State of Alabama for at least 12 continuous months immediately preceding application for admission.
2. Is a minor whose parents, parent, or legal guardian has resided in the State of Alabama for at least 12 continuous months immediately preceding application for admission. If the minor's parents are legally separated or divorced, residence will be determined by the residency of the parent to whom the court has granted custody
  - **Minor Dependent:** A single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama.
  - **Supporting Person:** Either or both parents of the student, if the parents are living together, or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased, or if neither has legal custody, supporting person shall mean, in the following order: the legal custodian of the student, the guardian, and the conservator.
3. Determination of eligibility for in-state tuition shall be made by the institution by evaluating the presence or absence of connections with the State of Alabama. This evaluation shall include the consideration of the following connections:
  - Payment of Alabama state income taxes as a resident.
  - Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
  - Full-time employment in the state.
  - Residence in the state of a spouse, parents, or children.
  - Previous periods of residency in the state continuing for one year or more.
  - Voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education.
  - Possession of state or local licenses to do business or practice a profession in the state.
  - Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.

- Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
  - Membership in religious, professional, business, civic, or social organizations in the state.
  - Maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts.
  - In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.
4. Has graduated from an Alabama high school or has obtained a GED in the State of Alabama within three years of the date of his/her application for admission in accordance with the requirements set forth in the Code of Alabama.

**A non-resident student**, one who does not meet the standard of having resided in the State of Alabama for at least 12 continuous months immediately preceding application for admission, shall be charged the in-state tuition rate established by the State Board of Education if the student satisfies one of the following criteria, or, if the student is a dependent (as defined by the Internal Revenue Code), then the person supporting the student satisfies one of the following criteria under the following circumstances:

1. The student or the person(s) supporting the student is a full-time permanent employee of the institution at which the student is registering.
2. The student or the person(s) supporting the student can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration.
3. The student or the person(s) supporting the student is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school, as required by ACT 2013-423.
4. The student or the person(s) supporting the student is an accredited member of a consular staff assigned to duties in Alabama.
5. The student or the person(s) supporting students resides in one of the following Tennessee counties: Franklin, Giles, Lawrence, Lincoln, Marshall, Moore, or Wayne.

### **OUT-OF-STATE TUITION**

The out-of-state tuition rate is determined by the Alabama Community College System. Any applicant for admission who does not meet the residency requirements for in-state tuition shall be charged tuition at 2.00 times the in-state tuition rate, rounded up to the nearest dollar.

Students initially classified as ineligible for resident tuition will retain that classification until they provide documentation that they are eligible for in-state tuition. Requests for in-state tuition must be submitted to the Office of Admissions and Records, and the Registrar will determine whether or not a student is eligible to pay the in-state tuition rate.

International students must pay the out-of-state tuition rate.