

# General Information

## College Overview

# Equal Opportunity in Education and Employment

Calhoun Community College is committed to equal opportunity in employment and education. The College does not discriminate in any program or activity on the basis of race, color, religion, sex, age, or national origin, or against qualified disabled persons, and it maintains an affirmative action program for protected minorities and women.

## Nondiscrimination Statement

Calhoun Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the regulations issued thereunder, to the end that no person in the United States shall, on the basis of race, color or national origin, be excluded from participation in, be denied the benefits thereof, or be otherwise subjected to discrimination under any program or activity sponsored by this institution.

The College is committed to providing a workplace and campus community free of sexual harassment and does not discriminate on the basis of sex in its education programs and activities, and it is required by Title IX of the Education Amendments of 1972 not to discriminate in such a manner. This includes, but is not limited to admission and employment and all individuals participating in or attempting to participate in a College sponsored program or activity.

The Title IX Coordinator for administrators, faculty, and staff is Ms. Kim Gaines, Director of Human Resources and Payroll, P.O. Box 2216, Decatur, Alabama 35609-2216, MSA Suite 360, Building 14 Decatur; telephone (256) 306-2592; email kim.gaines@calhoun.edu. The Title IX Coordinator for students is Dr. Ina Wilson Smith, Director of Student Disability Services/ADA, P.O. Box 2216, Decatur, Alabama 35609-2216, Chasteen Student Center Suite 220, Decatur; telephone (256) 306-2635; email ina.smith@calhoun.edu.

In addition, the College does not discriminate on the basis of disability in its educational programs and activities, pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973, Public Law 93- 112, and the Americans with Disabilities Act of 1990 (ADA), ADAA 2008, Public Law 101-336. This policy extends to application for or employment by and application for or admission to the College. The Section 504 and ADA Coordinator for administrators, faculty and staff is Ms. Kim Gaines, Office of Human Resources and Payroll, P.O. Box 2216, Decatur, Alabama 35609-2216; telephone (256) 306-2592. The Section 504 and ADA

Coordinator for students is Dr. Ina Wilson Smith, P.O. Box 2216, Decatur, Alabama 35609-2216; telephone (256) 306-2635. Moreover, the College does not discriminate on the basis of age in its educational programs and activities pursuant to the Age Discrimination Act of 1975.

The College encourages any individual who believes that he or she has been subjected to discrimination or harassment based on their race, color, national origin, age, disability<sup>[1]</sup>, sex or other protected classification to report the discrimination or harassment to the appropriate College official. The College is committed to conducting a prompt investigation of all allegations of discrimination or harassment based on race, color, national origin, age, disability, sex or other protected classification. Students, administrators, staff and/or contract staff found to have engaged in acts of discrimination or harassment based on an individual's race, color, national origin, age, disability, sex or other protected classification will be promptly disciplined, to include, if circumstances warrant, up to and including suspension or expulsion for students and suspension or termination of employment for staff, faculty and administrators. The College encourages students and College faculty, administrators and staff to work together to prevent acts of discrimination or harassment of any kind.

Persons or any specific class of individuals who believe they have been subjected to discrimination or harassment based on their race, color, national origin, age, disability, sex or other protected classification may, alone or with a representative, file a complaint with the United States Department of Education or with the College, or with both. The complaint process for students relating to claims of discrimination or harassment may be found in the College Policies and Regulations section of the Calhoun Student Handbook

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[1] For students with a disability requesting academic adjustments and auxiliary aids and services see, NOTICE OF AVAILABLE ACCOMMODATIONS FOR STUDENTS, EMPLOYEES, AND APPLICANTS WITH DISABILITIES in the Student Handbook.

## History of Calhoun Community College

Calhoun Community College is the result of the consolidation of the Tennessee Valley State Technical School and John C. Calhoun State Technical Junior College. The Tennessee Valley State Technical School was instituted by the Wallace-Patterson Trade School Act of 1947. John C. Calhoun State Technical Junior College was established under the Alabama Trade School Authority Act of 1963. The two schools were merged into a comprehensive institution to become the John C. Calhoun State Technical Junior College and Technical School in September 1965. The president is directly responsible to the Board of Trustees for the Alabama Community College System (ACCS). The present designation as a community college was formalized by a State Board of Education resolution of September 23, 1973.

*Jimmy Baker*

*Chancellor*

*The Alabama Community College System*

# Mission

Calhoun Community College promotes student success and community development through quality education, cultural enrichment, and workforce training.

# Core Values

ACCOUNTABILITY

COLLABORATION

DIVERSITY

EQUITY

INNOVATION

INTEGRITY

# Vision Statement

Success for every student, the community, and the College.

# 2021-2022 Calendar

## Fall Semester

<b>Fall Kick-Off</b>	<b>W Aug 11</b>
Duty Days	Aug 11-17
Registration/Duty Day	M Aug 16
Registration/Duty Day	T Aug 17
<b>Classes Begin</b>	<b>W Aug 18</b>
<b>Drop/Add</b>	<b>W-M Aug 18-23</b>
Holiday - Labor Day	M Sep 6
Holiday - Veterans Day	R Nov 11
Duty Day (No Students)	W Nov 24
Holiday - Thanksgiving	R Nov 25
Holiday - Day after Thanksgiving	F Nov 26

Final Exams	T-M	Dec 7-13
Duty Day	T	Dec 14
<b>Fall Grade Reporting by Noon</b>	<b>W</b>	<b>Dec 15</b>
<b>Non-Instructional Duty Days</b>		<b>Dec 16-22</b>

Minisession I: Aug 18 – Oct 11

Minisession II: Oct 12 – Dec 8

Weekend Minisession I: Aug 21 – Oct 9

Weekend Minisession II: Oct 16 – Dec 11 (No class on 11/27)

## Spring Semester

Registration/Duty Days	M-F	Jan 3-7
Professional Development	T	Jan 4
<b>Regular Session Classes Begin</b>	<b>M</b>	<b>Jan 10</b>
<b>Drop/Add</b>	<b>M-R</b>	<b>Jan 10-13</b>
Holiday - Dr. Martin Luther King Jr.	M	Jan 17
Spring Break	M-S	Mar 28-Apr 2
Spring Break/Non-Instructional Duty Days	M-W	Mar 28-30
Spring Break/College Closed	R-S	Mar 31-Apr 2
Assessment Week	M-F	Apr 11-15
Final Exams	M-S	May 2-7
Duty Day	M	May 9
<b>Spring Grade Reporting by Noon</b>	<b>T</b>	<b>May 10</b>
Faculty Duty Days (Summer Term)	W-R	May 11-12
<b>Graduation</b>	<b>F</b>	<b>May 13</b>

Minisession I: Jan 10 – Mar 2

Minisession II: Mar 3 – May 3

Weekend Minisession I: Jan 15 – Mar 5

Weekend Minisession II: Mar 12 – May 7 (No class on 4/2)

## Summer Semester

Faculty Duty Days	W-R	May 11-12
Registration Days and Non-Instructional Duty Days	MF	May 16-20
<b>Classes Begin</b>	<b>M</b>	<b>May 23</b>
<b>Drop/Add</b>		<b>May 23-25</b>
Holiday - Memorial Day	M	May 30
Juneteenth Holiday Observance	M	June 20
Independence Day Observance	M	July 4
Final Exams	W-T	July 27 - Aug 2
Duty Day	W	Aug 3

Minisession I: May 23 – Jun 23

Minisession II: Jun 27 – July 28

## The College will be closed the following eleven holidays:

Monday September 6, 2021 Labor Day  
Thursday November 11, 2021 Veterans Day  
Thursday November 25, 2021 Thanksgiving Day  
Friday November 26, 2021 Day After Thanksgiving  
Friday December 24, 2021 Christmas Eve  
Monday December 27, 2021 Christmas Day Observance  
Friday December 31, 2021 New Year's Day Observance  
Monday January 17, 2022 Martin Luther King, Jr. Day  
Monday May 30, 2022 Memorial Day  
Monday June 20, 2022 Juneteenth Observance  
Monday July 4, 2022 Independence Day

## In addition, the College will be closed the following days:

Thursday December 23, 2021  
Tuesday December 28, 2021  
Wednesday December 29, 2021  
Thursday December 30, 2021  
Thursday March 31, 2022  
Friday April 1, 2022

# College Policies and Regulations

## NOTICE OF AVAILABLE ACCOMMODATIONS FOR STUDENTS, EMPLOYEES, AND APPLICANTS WITH DISABILITIES.

Students who are requesting academic adjustments and modifications for the first time at the College must submit a completed Request for Services packet to the Student Disability Services/ADA Office. Packets are available in the office or online at <http://www.calhoun.edu/student-resources/student-disability-servicesada>.

**Continuing students must complete a Semester Request for ADA Services form each semester.** This

form is available in the office or online at <http://www.calhoun.edu/student-resources/student-disability-servicesada>. A student who has not been enrolled in classes for two consecutive terms or more must contact the office.

Students with questions, concerns, or complaints should contact Calhoun Community College's ADA Compliance Coordinator, whose name, address, e-mail, and phone number are shown below:

Dr. Ina Wilson Smith  
Director of Student Disability Services/ADA  
Chasteen Student Services Center, Room 220E  
P.O.Box 2216  
Decatur, Alabama 35609-2216  
[ina.smith@calhoun.edu](mailto:ina.smith@calhoun.edu)  
Office Hours: 7:45 a.m. - 5:15 p.m., Monday - Thursday  
7:45 a.m.-11:45 a.m., Friday

Employees and applicants with questions, concerns, or complaints should contact Calhoun Community College's Human Resources Director, whose name, address, e-mail, and phone number are shown below:

Ms. Kim Gaines  
Director of Human Resources and Payroll  
MSA, Room 360  
P.O.Box 2216  
Decatur, Alabama 35609-2216  
[kim.gaines@calhoun.edu](mailto:kim.gaines@calhoun.edu)  
Phone: (256) 306-2591  
Fax Number: 256-306-2874

## TOBACCO-FREE POLICY

Calhoun Community College is committed to providing a safe and healthy environment for its employees, students and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, in light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and the use of tobacco products are significant health hazards, it is the intent of the College to establish a tobacco-free environment on its campuses and in its vehicles. Consequently, the use, distribution, or sale of tobacco products, including the carrying of any lighted smoking instrument, in College buildings or in or upon other College premises or inside College owned, rented or leased vehicles is prohibited.

For the purposes of this policy, a "tobacco product" is defined to include any lighted or unlighted cigarette (including electronic cigarettes), cigar, pipe, bidi, clove cigarette, and any other smoking product, as well as smokeless or spit tobacco, also known as dip, chew, snuff, snus, in any form.

All College employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times. Any College employee or student found to be in violation of the tobacco-free

policy will be subject to a monetary fine. Tickets will be issued by campus police officers for violations of Calhoun's tobacco-free policy. Monetary fines will be imposed as listed below, depending on whether the offender is an employee or student.

## STUDENT FINES

Any Calhoun student found to have violated this policy shall be subject to the following fines:

1st Ticket \$25.00 Fine

2nd Ticket \$25.00 Fine

All fines must be paid within seven (7) days of ticketing. Fines that are not paid within the seven (7) days shall automatically double in amount.

A student who has pending fine or fines may not register for classes nor have transcripts released until all fines are paid in full.

Any student wishing to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the Vice President of Student Services, Dr. Patricia Wilson.

## EMPLOYEE FINES

Any Calhoun employee found to have violated this policy shall be subject to the following fines:

1st Ticket \$25.00 Fine

2nd Ticket \$25.00 Fine

All fines must be paid within seven (7) days of ticketing. Fines that are not paid within the seven (7) days shall automatically double in amount.

Any employee wishing to appeal a fine arising from the finding of a violation of this policy may do so with the Vice-President for Academic Affairs.

With the exception of advertising in a newspaper, magazine, or similar publication that is not produced by Calhoun Community College, no tobacco-related advertising or sponsorship shall be permitted on Calhoun Community College property or at college-sponsored events. No tobacco-related advertising or sponsorship shall appear in any publications produced by the College or by any club or association authorized by Calhoun Community College. For the purposes of this policy, the term "tobacco-related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors or any other indicia of product identification identical to or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

The College President will develop administrative regulations and procedures as necessary to implement this policy, including provisions for notification, signage, disciplinary consequences, complaint procedures and enforcement.

Procedures will be developed to offer, promote prevention and education initiatives that actively support non-use and address the risks of all forms of tobacco use. The College will also endeavor to have information available for its students and employees on community programs or services related to helping persons stop the use of tobacco products.

## SECURITY/POLICE

We take your safety seriously. To ensure the continued health and safety of Calhoun students and employees, we must all consider our own security, as well as the security of others, a priority when on campus. Should a crime occur on campus, Calhoun strongly encourages you to report this crime immediately to the College's Campus Security/Police Department by calling 256-306-2575. For emergencies only call 256-306-2911 on the Decatur campus or 256-890-4711 on the Huntsville campus. Please notify Campus Police immediately of any accidents or falls, with or without injury, on any Calhoun campus. The office of the Director of Calhoun Police is located in building #6 across from the Machine Tool building on the Decatur campus.

Huntsville Police Department officers are located in the Sparkman Building lobby in Huntsville.

Calhoun Community College is proud of its historically safe campus. In an effort to promote awareness and enhance safety, we would like to inform you of our campus crime disclosure report. Should you have any questions or suggestions regarding campus safety, please contact the campus police at 256-306-2574. If an emergency, call 256-306-2911.

# Calhoun Community College Campus Crime Statistical Disclosure Report

Decatur Campus	On Campus Non Campus Public Property Unfounded Cases									
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2019
<b>Type of Clery Crime</b>										
Murder / Non-negligent		0	0	0	0	0	0	0	0	0
Manslaughter	0									
Negligent	0	0	0	0	0	0	0	0	0	0
Manslaughter										
Rape	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated										
Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor Vehicle										
Theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>										



Domestic	0	0	0	0	0	0	0	0	0	0
Violence										
Dating Violence	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0
<b>Arrest</b>										
Liquor/Alcohol	0	0	0	0	0	0	0	0	0	0
Law Violation										
Drug Abuse	0	0	0	0	0	0	0	0	0	0
Violation										
Weapons, Carrying,										
Possession, etc.	0	0	0	0	0	0	0	0	0	0
<b>Campus Disciplinary Referrals</b>										
Liquor/Alcohol	0	0	0	0	0	0	0	0	0	0
Law Violation										
Drug Abuse	0	0	0	0	0	0	0	0	0	0
Violation										
Weapons, Carrying,										
Possession, etc.	0	0	0	0	0	0	0	0	0	0

Campus	On Campus			Non Campus			Public Property			Unfounded		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
<b>Huntsville</b>												
<b>Campus</b>												
<b>Type of Clery Crime</b>												
Murder / Non-negligent												
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter												
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated	0	0	0	0	0	0	0	0	0	0	0	0
Assault												
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle	0	1	0	0	0	0	0	0	0	0	0	0
Theft												
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>												
Domestic	0	1	1	0	0	0	0	0	0	0	0	0
Violence												
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrest</b>												

Liquor/Alcohol	0	0	0	0	0	0	0	0	0	0
Law Violation										
Drug Abuse	0	0	0	0	0	0	0	0	0	0
Violation										
Weapons,										
Carrying, Possession, etc.	0	0	0	0	0	0	0	0	0	0
<b>Campus Disciplinary Referrals</b>										
Liquor/Alcohol	0	0	0	0	0	0	0	0	0	0
Law Violation										
Drug Abuse	0	0	0	0	0	0	0	0	0	0
Violation										
Weapons, Carrying,										
Possession, etc.	0	0	0	0	0	0	0	0	0	0

**Alabama Center for the**

On Campus Non Campus Public Property Unfounded Cases

**Arts**

	2017	2018	2019	2017	2018	2019	2017	2018	2019
<b>Type of Clery Crime</b>									
Murder / Non- negligent									
Manslaughter	0	0	0	0	0	0	0	0	0
Negligent	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated	0	0	0	0	0	0	0	0	0
Assault									
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle	0	0	0	0	0	0	0	0	0
Theft									
Arson	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>									
Domestic	0	0	0	0	0	0	0	0	0
Violence									
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>Arrest</b>									
Liquor/Alcohol	0	0	0	0	0	0	0	0	0
Law Violation									

Drug Abuse	0	0	0	0	0	0	0	0	0	0	0
Violation											
Weapons,											
Carrying, Possession, etc.	0	0	0	0	0	0	0	0	0	0	0
<b>Campus Disciplinary Referrals</b>											
Liquor/Alcohol	0	0	0	0	0	0	0	0	0	0	0
Law Violation											
Drug Abuse	0	0	0	0	0	0	0	0	0	0	0
Violation											
Weapons,											
Carrying, Possession, etc.	0	0	0	0	0	0	0	0	0	0	0

## STUDENT IDENTIFICATION CARDS

All students enrolled at Calhoun Community College are required to have in their possession a valid Student ID card for general identification purposes. This student ID must be presented to school officials, upon request. The student ID card is valid for each semester of the student's attendance. Replacement ID cards may be obtained at a fee of \$20, payable to Calhoun at the Cashier's Office. Replacement cards can not be charged to student accounts. Student ID pictures are taken in Chasteen Student Services Center, Room 107 on the Decatur Campus and in the Admissions Office in Huntsville. Please check the Calhoun website for hours of operation for each campus.

## MOTOR VEHICLE REGISTRATION

All students driving any type of motor vehicle on campus must secure and properly affix an official college parking decal to the vehicle regardless of the location of classes. Parking decals are available at the switchboard at the Decatur campus or the Administrative Office in Huntsville. For students who have received disability access license plates or disability access placards for Disability Access Parking Privileges under Alabama law and who wish to use College disability access parking spaces, special disability access parking placards can be obtained in Chasteen Student Services Center, Room 220, upon appropriate documentation by the respective student of having received Disability Access Parking Privileges. Decals may also be obtained at the Administrative Office in Huntsville. In the interest of safeguarding designated disability access parking spaces from misuse by persons who are not properly entitled to use those spaces, the use of disability access parking spaces will only be permitted for those cars that display both a College disability access decals and either a disability access license plate or a disability access placard.

# HANDICAP PARKING POLICY

Eligibility to access available handicap parking on campus requires that a student, faculty or staff member show proof that they are the legally registered recipient of the state issued handicap parking placard. A valid Calhoun ID along with a receipt, similar to a tag receipt from the Department of Motor Vehicles, will be required to verify that the faculty, staff, or student is the registered user of the handicap placard or handicap tag and must be presented to the Student Disability Services Office. Students must also show a current (paid) schedule. The Calhoun handicap parking placard must be displayed on the rear-view mirror of the eligible vehicle when parked on campus. The handicap parking areas will be monitored. Fines for handicap parking violations are \$50.00.

# ABANDONED VEHICLES

If a vehicle is left unattended or is left in the same place for more than ten (10) days, the vehicle will be considered abandoned and will be towed at the owner's expense. If a vehicle is illegally parked (for example, blocking another vehicle that is legally parked), the illegally-parked vehicle will be towed at the owner's expense.

# PARKING/TRAFFIC CITATION APPEALS COMMITTEE

This is a three-member committee made up of one faculty member, one staff member, and one student leader. It is charged with the responsibility of hearing and ruling on each case in which a student appeals having received a parking ticket. The committee will only meet on an "as needed" basis.

## **APPEALS WILL NOT BE CONSIDERED FOR THE FOLLOWING REASONS:**

- Fire lane violation
- Handicap space violation
- Inability to find a proper or convenient parking space
- Other vehicles were improperly parked
- Late to class or appointment
- Financial hardship caused by fine

Calhoun Community College parking violations may be appealed within **ten (10) days** from the date of issuance. Each appeal must be based on verifiable evidence. The appeal **must be received** by the end of the 10th day after the ticket is issued.

To submit an appeal, please contact the Director of Campus Police at the location for which the ticket was issued.

Decatur – Damon Morgan, 256-306-2575, [damon.morgan@calhoun.edu](mailto:damon.morgan@calhoun.edu)

## SEX OFFENDER REGISTRATION

Registered Sex Offenders must provide a copy of their Form 47 (information submitted to the registering law enforcement agency) along with a copy of their schedule for that semester to the Calhoun Community College Police Department. The Decatur Campus Police Dept, is located in Building #6 and the Huntsville Campus Police Dept, is located at the Front Entrance of the Sparkman Building.

## RESTROOM POLICY

Restrooms and locker rooms are designated separately for women, men and gender neutral. Gender neutral restrooms are identified as such and may be used by either gender. Any individual using the other biological gender's restroom or locker room shall be subject to discipline. Gender neutral restrooms are available and located in the following locations:

### Calhoun Community College Single Use Bathrooms

1. ATC - Both a men's and women's single use restroom off of the hallway at the east end of the High Bay.
2. HS - Unmarked single use restroom on the first floor next to the Men's restroom.
3. CAT - No single use restrooms.
4. Career Services- No single use restroom.
5. IT - 2 men and 1 women single use restrooms.
6. Campus Police - No single use restrooms.
7. Noble Russell - One single use unisex restroom off of the dressing room off of the main TV suite.
8. CBIT - Both men's and women's single use restrooms in the NCCER Training Lab.
9. Testing Center/Adult Education - None.
10. Energy Technology - One single use restroom.
11. Industrial Technology -Welding - one single use. Aviation - one single use.
12. Machine Tool - One single use unisex.
13. MSA - One unmarked single use (Family) restroom off of 1st floor vending.
14. Student Center -None.
15. Harris Hall - both men's and women's single use restrooms (2 per floor)
16. Maintenance - One single use restroom.
17. Library - Both men's and women's single use restrooms.
18. Fine Arts-None.
19. Gym - One single use restroom.
20. Ball Field Concessions - None.
21. ACA - None.
22. Huntsville -Two unmarked single use men's and women's restrooms on the main floor inside the staff mailroom/lounge. Two unmarked single use men's and women's single use restrooms on the lower level inside faculty lounge. (Sparkman Building)

Gender neutral locker rooms are located in the following:

There is a single use locker room located in the gym.

## WEAPONS POLICY

No person shall keep, use, possess, display, or carry any rifle, shotgun, handgun, knife, bow and arrow, or other lethal or dangerous weapons or devices capable of casting a projectile by air, gas or explosion, or mechanical means on any property or in any building owned or operated by Calhoun Community College. Faculty and staff may not possess firearms on campus or while otherwise engaged in duties associated with their employment, except as written in Alabama law. Realistic facsimiles of weapons are also not allowed.

If an instructor approves such items to be demonstrated for class purposes only, the instructor and student must obtain permission from Calhoun Police.

Any such person seen with or using such weapons on campus will be subject to disciplinary and criminal charges.

Pursuant to state board policy 511.01, Calhoun Community College adheres to the following:

**Firearms are prohibited on campus or any other facility operated by the College. Exceptions to this policy are: Law enforcement officers legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties or an instructional program in which firearms are required equipment. If the off-duty officer is a student, he/she must notify campus police once a semester. A weapon is prohibited from any type of hearing for personal business.**

## Student Records and Transcripts

### Family Educational Rights and Privacy Act of 1974

Calhoun Community College complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. FERPA sets forth the requirements pertaining to the privacy of student records. The law governs the release of educational records and access to the records.

### Student Records and FERPA

When a student attains the age of 18 or is attending an institution of postsecondary education, the permission or consent required of and the rights afforded to the parents of the student shall thereafter only

be required of and afforded to the student. Therefore, a person other than the student requesting information on a student must submit written authorization from the student if the request is beyond the scope of authorized exceptions to the Act.

Responsibility for protection of the privacy of educational records rests primarily with the Director of Admissions/Registrar of the College. FERPA defines educational records to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution with exceptions under the Act.

## Notification of Rights under FERPA

**FERPA affords students certain rights with respect to their educational records. The rights provided to students are:**

1. The right to review their educational records with certain exceptions. Students and former students may present a valid photo identification card and complete a written request form to review their records. The College may delay a record review up to 45 days if circumstances so dictate. Record reviews are conducted in the Office of Admissions & Records, Chasteen Student Services Center, Decatur Campus. Note: The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.
2. The right to request the amendment of the student's educational records that the student believes is inaccurate or misleading. The student should submit to the Director of Admissions/Registrar a written statement which identifies the part of the record they want changed, why it should be changed, and any documentation to support the request. The student will be notified in writing of the decision to amend or not to amend. A student will be notified of a hearing procedure process they may initiate if the result of the student's request is not to amend their record.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure.

Calhoun Community College considers the following to be directory information and may be released to individuals and/or agencies, institutions, etc., unless the student files a Do Not Release form in the Office of Admissions and Records:

- **Directory Information**

Name

Address

Telephone listing

E-mail address

Date and place of birth

Major field of study

Dates of attendance

Enrollment status

Class standing  
Degrees, honors, and awards received  
Most recent educational agency or institution attended

It should be noted that directory information is used to verify a student's enrollment with insurance agencies, banks, employers, etc., unless prohibited in writing by the Authorization to Release or Withhold Information form. Calhoun does not provide mailing lists unless required to do so by federal legislation (Solomon Amendment), a court directive, or as deemed appropriate by the President of the College or his agent.

FERPA has established rules that allow some personnel and agencies to have access to students' records without their written consent. The exception to the requirement of written consent includes authorized representatives of the following for audit and evaluation of federal and/or state supported programs or for enforcement of a compliance with federal legal requirements which relate to these programs:

- Comptroller General of the United States
- Attorney General of the United States
- Secretary of the Department of Education
- State and local educational authorities
- State and local officials to whom disclosure is specifically required by state statute adopted prior to November 19, 1974
- Veterans Administration officials
- Other school officials within the institution who have been determined by the institution to have a legitimate educational interest
- Officials of other institutions at which the student seeks or intends to enroll, provided the institution makes a reasonable attempt to inform the student of the disclosure, unless the student initiates the transfer or the annual notification of the institution includes a notice that the institution forwards education records to other institutions at which the student seeks or intends to enroll have requested the records. (Students are so notified.)
- Persons or organizations providing financial aid to students or determining financial aid decisions on the condition that the information is necessary to: 1) determine eligibility for aid, 2) determine the amount of aid, 3) determine the conditions for the aid, or 4) enforce the terms and conditions of the aid.
- Organizations conducting studies for or on behalf of education agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction. Such organizations are not to disclose personally identifiable information of students. Information must be destroyed when it is no longer needed for project.
- Accrediting organizations carrying out their accreditation functions
- Parents of a student who have established a student's status as a dependent according to 1RS Code of 1986, Section 152
- Persons in compliance with a judicial order or lawfully issued subpoena provided that the institution makes a reasonable attempt to notify the student in advance of compliance. An institution may not provide advance notice of subpoena compliance if the subpoena is issued by a federal grand jury or for law enforcement purposes provided the subpoena orders the institution not to disclose the existence or contents of the subpoena. Our institution is not required to obtain a subpoena to produce education



records of a student if the institution is sued by the student or takes legal action against a student. The records produced must be needed by the institution to proceed with legal action as plaintiff or to defend itself.

- Persons in an emergency situation if the knowledge of information, in fact, is necessary to protect the health or safety of students or other persons.
- Additional instances may occur where the college is required by law to release information. Contact the Registrar for the answers to specific questions.

In the event a student believes that FERPA rights were not met, he or she has the right to file a written complaint with The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SE, Washington, DC 20202-4605.

## Transcript Policy

Calhoun Community College's transcript policy includes the following items:

- In compliance with the Family Educational Rights and Privacy Act, Calhoun Community College does not release transcripts of a student's academic work, except upon the student's request.
- Official transcripts are sent to institutions, companies, agencies, etc., upon the student's request.
- The transcript request link may be accessed within the "Applications and Forms" section of the Admissions website for students who have not been enrolled at Calhoun Community College within the last 18 months.
- Current and recently enrolled students may directly access the Transcript Plus order form through their MyCalhoun student portal. There will be a fee assessed for all transcript requests.
- Transcripts will not be issued for persons who have financial, academic, or administrative obligations to the College.

The Office of Admissions and Records does not release official transcripts from other institutions. Requests for official transcripts from other institutions must be directed to the institution concerned.

## Admissions Information

Calhoun Community College maintains an admissions policy that provides higher education for individuals who meet minimum admission requirements as set forth by the Alabama Community College System (ACCS). The Office of Admissions and Records is responsible for interpreting and implementing ACCS policy as well as federal, state, and local laws and policies regarding admission of students to the College and maintenance of academic records.

Admission to the College does not guarantee entrance to a particular course or program. Some programs have specific admission requirements. Requirements for admission into certain programs, such as Health programs, are found within the Programs of Study section of the catalog.

# First Time Admission

All students must submit the required documentation listed below in order to be considered for admission. Applications and forms are accessible from [www.calhoun.edu/admissions](http://www.calhoun.edu/admissions). In order for transcripts to be considered official, they must be submitted to the Office of Admissions and Records directly from the issuing institution/agency, or if submitted by the student in a sealed envelope from the issuing party.

## Required Admission Documentation:

- Calhoun Community College application for admission
- One of the following forms of primary identification:
  - Unexpired Alabama driver's license or instruction permit
  - Unexpired Alabama identification card
  - Unexpired U.S. passport
  - Unexpired U.S. Permanent Resident Card
  - Resident Alien Card – Pre-1997
  - Unexpired driver's license or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
  - U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
  - BIA or tribal identification card with photo
  - I-797 Form with expiration date along with photo identification
  - Voter Identification Card from a state that verifies lawful presence
- Official high school transcript with posted graduation date or GED certificate with passing scores
- Official college transcripts (if applicable)
  - Students who have achieved a minimum of a Baccalaureate degree from an accredited college or university are only required to submit an official transcript from the degree granting institution unless seeking a degree from Calhoun Community College.

## Readmission

Former Calhoun students who have not been in attendance within one calendar year (3 semesters) will be required to submit a new application for admission. If students have attended college elsewhere during this period, official transcripts must be submitted to the Office of Admissions and Records. Calhoun students who wish to enroll under a different student type (i.e., Dual Enrollment student who wishes to enroll as a Freshman upon high school graduation), must submit an updated application for admission prior to the term of intended enrollment.

# Admission Status

There are two types of admission statuses: unconditional and conditional.

- **Unconditional status:** Students who have submitted all required documentation will be admitted under unconditional status.
- **Conditional status:** Students who have not submitted official transcripts may be admitted under conditional status. Failure to provide documentation by the end of the first semester of enrollment will prevent a student from future registration and official transcript release. ***Students with a conditional admissions status are not eligible for federal financial aid.***

## 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, primary form of identification, 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, primary form of identification, 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, primary form of identification, and a transient letter of permission listing approved courses. Transient letters must be submitted 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, primary form of identification, 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 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.

### **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. Regardless of the GPA, a "D" in English Composition courses will not be accepted as transfer credit. 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 seeking an F-1 international student visa who meet the 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. International students 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 concurrent 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 instate 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.

## Accelerated High School Program

Calhoun Community College offers qualified high school students the opportunity to earn college credit while still in high school. This program differs from Dual Enrollment in that participating students receive college credit only; no high school credit is awarded for course taken under the Accelerated High School program.

1. The student must have successfully completed the 10th grade;
2. The student must provide certification each semester from the local principal and/or his/her designee that the student has a minimum cumulative 3.0 average and recommends the student for enrollment (the accelerated high school approval form can be found on the Dual Enrollment page at the Admissions link on our website: <https://calhoun.edu/dual-enrollment/accelerated-high-school-program>)
3. In addition to the approval form, the student must provide an official high school transcript;
4. The student must provide qualifying ACT, SAT or placement scores;
5. The student may enroll only in postsecondary courses for which the high school prerequisites have been completed

## Dual Enrollment/Dual Credit for High School Students

The Dual Enrollment/Dual Credit program allows high school students the opportunity to receive both high school and college credit. The program is restricted to qualified students in Alabama high schools and home schools which have signed a working agreement with Calhoun Community College.

### Student Eligibility:

Criteria for student eligibility are developed by each individual school system and may be more restrictive than the minimum criteria that follows:

1. The student must have a 2.5 GPA or higher in completed high school courses;
2. The student must have written approval (application and approval form available online at [www.calhoun.edu](http://www.calhoun.edu)) of his/her counselor and principal. In addition to the approval form the student must provide a high school transcript - official or unofficial
3. The student must be in grade 10, 11, or 12.

4. All students in academic dual enrollment courses must provide appropriate ACT, SAT or placement test scores.

## Continuous Eligibility

Students who meet the criteria for initial admission for a Dual Enrollment for Dual Credit program will maintain continuous eligibility so long as they earn a grade of C or better in all attempted college courses.

Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one-term suspension may not be served during the summer. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum grade point average requirements.

## Available Courses:

Determination of the equivalencies of Calhoun Community College coursework is at the discretion of the high school system. In some cases, one 3-semester hour course equates to a full unit at the high school. However, a cross-walk of eligible courses has been developed to ensure that courses taken at the College warrant the awarding of secondary credit for post-secondary/ college coursework. Students should contact their high school counselor for information about specific course equivalencies.

Eligible courses include any college-level courses in English, Foreign Languages, Mathematics, Science, or Social Science; any career/technical courses; or any other courses agreed upon by the school system and the college. Students must meet the course prerequisites prior to enrollment. This program does not include physical education courses, nor any courses taken on an audit basis.

Prerequisites may be met by completion of the approved college placement exam and/or minimum levels on the ACT or SAT in English, Mathematics, and Reading.

Students in the Dual Enrollment/Dual Credit program may take their coursework at any Calhoun campus or through Distance Learning. Students should consult the College's current course schedule or contact the Calhoun Dual Enrollment office for information on the dates, times and locations of courses. Email [gwendlyn.baker@calhoun.edu](mailto:gwendlyn.baker@calhoun.edu) or [heath.daws@calhoun.edu](mailto:heath.daws@calhoun.edu) for more information. Calhoun also offers courses at selected high school campuses. Information is available through local high school counselors or from the Dual Enrollment office: 256-306-2665 or 256-306-2671.

**Traditional financial aid is not available for students enrolled under the Dual Enrollment/Dual Credit program.** Federal government regulations require students to have a high school diploma or GED to qualify for any form of financial aid. However, Alabama families who are recipients of the fully-funded PACT Program may apply these funds towards Dual Enrollment/ Dual Credit courses.

## Dual Enrollment Technology Scholarships

Funds are available through a Workforce grant to provide scholarships to Dual Enrollment students in specific technical programs. These Dual Enrollment scholarship funds are available to eligible high school students participating in approved technology programs offered by Calhoun Community College.

Programs designated as eligible for scholarship funding at Calhoun Community College include Advanced Manufacturing (Air Conditioning & Refrigeration, Design Drafting, Electrical Technology, Industrial Maintenance, Machine Tool Technology, Process Technology, and Welding); Computer Information Systems; Emergency Medical Services, Nursing Assistant and Criminal Justice.

### Student Eligibility for Dual Enrollment Scholarships:

***The student must be in the 10th, 11th or 12th grade, have a 2.5 GPA or higher, and have approval from the high school principal and counselor or the home school director.*** All students receiving scholarships must meet established placement criteria each semester as determined by appropriate ACT, SAT or placement test scores. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.

***The scholarship funds are contingent upon allocations by the Alabama Legislature. Calhoun has received technology scholarship grants since the program was initiated by the state in 2008; however, future grant awards are not guaranteed and will depend on availability of funding through the Alabama Community College System.***

**Each student who receives a Dual Enrollment Technology Scholarship must have declared a technical program of study and only those courses required for that program of study will be eligible for scholarship funds.**

Dual Enrollment technology scholarship funds may be used to cover not only the required technical courses but required English, math and science courses as well. Academic courses must be taken concurrently with the technical courses.

Most of Calhoun's manufacturing technology programs are taught on the Decatur campus. In addition, several high schools offer on-site Dual Enrollment classes in Drafting, Machine Tool Technology, Automotive Technology, Advanced Manufacturing and Welding. Computer Information Systems is taught on both the Huntsville and Decatur locations and through distance learning. Dual Enrollment Emergency Medical Services (EMS) year-long regional programs are available at Calhoun and qualify for workforce development scholarship funding. High school students pursuing this EMS certification can only participate in these regional dual enrollment programs. High school students may not be registered for Calhoun's traditional EMS programs.

The scope of each scholarship is determined by available funding and the scholarship grant guidelines. Costs covered will be determined on an individual basis.

**The Dual Enrollment Technology Scholarship program is not designed for academic transfer but to allow students to begin earning credits towards a two-year technical degree or a certificate and**

**prepare them to enter the workforce.** To facilitate this, Calhoun has developed a group of short term certificates in Advanced Manufacturing and Computer Information Systems. Students in these programs can earn a college credential while continuing to work towards their A.A.S. degree.

## Scholarship Application:

In order to apply for a scholarship, the student must be accepted by Calhoun Community College. The Dual Enrollment Scholarship Application is available to download along with the application for admissions, the required Dual Enrollment Approval Form, and Signature Page. The link to these documents can be found at: <http://www.calhoun.edu/dualenrollment>

## Short Term Certificates

The following short term technology certificates are embedded in Calhoun technology programs and are eligible for Dual Enrollment Scholarships. These certificates are available to all Calhoun students and provide a pathway that allows high school students to work towards their chosen A.A.S. degree, and at the same time, graduate from high school with a credential that could potentially lead to employment.

### Technology Certificates

#### **AIR CONDITIONING AND REFRIGERATION**

Course Prefix & Number	Course Title	Credit Hours
ADM 104	Thermal Electrical Principles	3
ADM 111	Manufacturing Safety Practices	3
ACR 113	Refrigeration Piping Practices	3
ACR 119	Fundamentals of Gas Heating	3
ACR 120	Fundamentals of Electric Heating	3
Total Credit Hours		15

#### **AUTOMOTIVE ELECTRICIAN TECHNICIAN**

Course Prefix & Number	Course Title	Credit Hours
ASE 112	Electrical Fundamentals	3
ASE 162	Electrical and Electronic Systems	3
ASE 212	Advanced Electrical and Electronic Systems	3
Total Credit Hours		9

#### **BRAKES AND SUSPENSION TECHNICIAN**

Course Prefix & Number	Course Title	Credit Hours
ASE 112	Electrical Fundamentals	3
ASE 121	Braking Systems	3
ASE 122	Steering and Suspension	3
ASE 130	Drive Train and Axles	3
Total Credit Hours		12

#### **ENGINES TECHNICIAN**

Course Prefix & Number	Course Title	Credit Hours
ASE 112	Electrical Fundamentals	3
ASE 124	Automotive Engines	3
ASE 212	Advanced Automotive Engines	3
Total Credit Hours		9

**TUNE-UP OR DRIVABILITY TECHNICIAN**

Course Prefix & Number	Course Title	Credit Hours
ASE 112	Electrical Fundamentals	3
ASE 162	Electrical and Electronic Systems	3
ASE 212	Advanced Electrical and Electronic Systems	3
ASE 239	Engine Performance	3
ASE 244	Engine Performance and Diagnostics	3
ASE 246	Automotive Emissions	3
Total Credit Hours		18

**DESIGN DRAFTING TECHNOLOGY**

Course Prefix & Number	Course Title	Credit Hours
ADM 111	Manufacturing Safety Practices	3
DDT 111	Fundamentals of Drafting	3
ADM 107	CAD Concepts	3
<i>Two of the following electives are required</i>		
DDT 132 or DDT 124		3
ADM 108 or DDT 109		3
Total Credit Hours		15

**ELECTRICAL TECHNOLOGY**

Course Prefix & Number	Course Title	Credit Hours
ADM 111	Manufacturing Safety Practices	3
ELT 108	DC Fundamentals	3
ELT 109	AC Fundamentals	3
ELT 110	Wiring Methods	3
ELT 114	Residential Wiring	3
Total Credit Hours		15

**INDUSTRIAL MAINTENANCE**

Course Prefix & Number	Course Title	Credit Hours
ADM 111	Manufacturing Safety Practices	3
ELT 108	DC Fundamentals	3
ELT 109	AC Fundamentals	3
ELT 117	AC DC Motors	3
INT 117	Principles of Industrial Mechanics	3
Total Credit Hours		15

**MACHINE TOOL TECHNOLOGY**

Course Prefix & Number	Course Title	Credit Hours
ADM 111	Manufacturing Safety Practices	3
MTT 121	Basic Blueprint Reading for Machinist	3
MTT 147	Introduction to Machine Shop I	3
MTT 148	Introduction to Machine Shop I Lab	3
Total Credit Hours		12

**PROCESS TECHNOLOGY**

Course Prefix & Number	Course Title	Credit Hours
ADM 111	Manufacturing Safety Practices	3
ADM 106	Quality Control	3
PCT 100	Fundamentals of Process Technology	3
PCT 115	Instrumentation I	3
PCT 105	Process Tech I - Equipment	4
PCT 220	Process Tech II - Systems	4
Total Credit Hours		20

**WELDING TECHNOLOGY**

Course Prefix & Number	Course Title	Credit Hours
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ADM 111	Manufacturing Safety Practices	3
WDT 109	SMAW/Fillet PAC/CAC	3
WDT 123	SMAW/Fillet PAC/CAC Lab	3
WDT 110	Industrial Blueprint Reading	3
WDT 119	GMAW/Flux Cored Arc Welding	3
WDT 124	GMAW/Flux Cored Arc Welding Lab	3
Total Credit Hours		18

## Computer Information Systems Cybersecurity Pathway

Calhoun's Computer Information Systems (CIS) Cybersecurity Dual Enrollment Pathway allows a high school student to complete a certificate in cybersecurity preparation as well as English and math courses required for the Cybersecurity/IT A.A.S. degree. Students in this program will graduate from high school with a technical foundation as well as a marketable credential. High school students may enter the program in either 11th or 12th grade, but entry in 11th grade is preferable to avoid scheduling and prerequisite issues. Students completing the pathway will earn the Cybersecurity Foundations Certificate. All coursework listed in the pathway is eligible for Workforce Development Scholarship funding for students enrolling in the pathway program. Scholarship awards are based on availability of funds. For more information regarding this program contact 256-306-2665 or 256-306-2671.

Advanced placement credit is available for these courses with the appropriate CompTIA certifications listed in the study plan below. Articulated credit may be available as well; consult your high school counselor. CIS202 (Python Programming) is not included in the certificate program but is required for all CIS A.A.S. degrees and is highly recommended. It may be taken during any term without regard to the other courses.

Students may opt to take ENG 101 (English Composition I, 3 credit hours) and either of MTH 110\* (Finite Mathematics) or MTH 112 (Precalculus Algebra, each 3 credit hours), which are required for the CIS A.A.S. degree program. Workforce Development Scholarships may be available contingent on funding.

### CYBERSECURITY FOUNDATIONS STUDY PLAN

#### 11<sup>TH</sup> GRADE

Term (suggested)	Course	College Credits
<b>FALL</b>	CIS 134 - IT Fundamentals (CompTIA ITF+)	3
<b>SPRING</b>	CIS 263 - Computer Maintenance (CompTIA A+)	3

#### 12<sup>TH</sup> GRADE

Term (suggested)	Course	College Credits
<b>FALL</b>	CIS 199 - Network Communications (CompTIA Network+)	3
<b>SPRING</b>	CIS 280 - Network Security (CompTIA Security+)	3
<b>TOTAL CREDITS</b>		<b>12</b>

### Notes

1. Either MTH 110 or MTH 112 will satisfy the requirements for the Cybersecurity/IT A.A.S. degree, but MTH 110 generally does not transfer toward a bachelor's degree in a STEM major. Transferability of credit is



determined by the transfer institution. Alternatively, a student with a sufficient placement score may take MTH125 (Calculus I), a four-credit hour course. In any event, scholarship funds, if available, will cover only one mathematics course. MTH112 and ENG 101 are offered on some high school campuses as well as at the college; consult your high school counselor.

2. Students may substitute CIS270, Cisco CCNA I. CIS 270 is required for the Cybersecurity/IT AAS degree concentration, but any student who has earned the Network+ credential will be awarded advanced placement credit for CIS 270.

3. Proper sequencing of coursework is important. Completion, with a grade of C or better, of any one of CIS134, CIS202, or CIS263 is required to take CIS199 or 270, and CIS199 or 270 is required to take CIS 280. Students entering the program in the 12th grade must have either advanced placement credit or articulated credit for one of CIS134, CIS202, or CIS263 to be able to complete the program during their senior year.

4. Additional academic coursework required for high school may be taken at the college but is not eligible for scholarship funding.

### **College Transfer**

The Pathway is designed to prepare a student for entry into the workforce, but many of the courses can be transferred to a university for students pursuing a bachelor's degree. MTH 110 generally does not transfer, but MTH 112 and MTH 125 do transfer within the STARS agreement, as does ENG 101. The four CIS courses transfer to Athens State University toward either the IT minor in Computer Science or the Management of Technology degree in Business Administration.

## **Dual Enrollment EMS**

EMS (Emergency Medical Services) are a critical part of your community's healthcare system. Emergency Medical Technicians (EMT's) provide medical assistance in everyday emergencies, large-scale incidents and natural disasters, alike. EMT's have the knowledge and skills to provide basic life support to all patients whether the problem is trauma, cardiac, or medical.

### **Dual Enrollment EMT locations**

Calhoun offers Dual Enrollment EMT programs at the Limestone County Career Technical Center, on Calhoun's Huntsville campus, and at The Alabama Center for the Arts in downtown Decatur. Sufficient student registrations are required in order for the program to be offered at each of these locations.

Meeting days and times are announced each semester. All programs involve an online learning component.

### **Program Costs**

The Calhoun Dual Enrollment EMT program is eligible for scholarship funding through the Calhoun Community College Workforce Development grant. The grant currently covers tuition, fees, and cost of the textbook and some required supplies. The level of funding for each year's program is determined by the availability and the scope of the Workforce Development grant.

## Student Eligibility

Dual Enrollment EMT is open to high school seniors who have a GPA of 2.5 or higher, a minimum reading score of 18 on the ACT or 480 on the SAT, and prior approval by their high school counselor and principal or home school director. Admission to the program is competitive, based on several criteria.

## Courses included in the Dual Enrollment EMT program

EMS 100, Cardiopulmonary Resuscitation I

EMS 118, Emergency Medical Technician

EMS 119, Emergency Medical Technician Clinical

The Dual Enrollment EMT program is year-long; students begin the program at the start of the fall semester in August and finish in May of the following spring semester.

## Accelerated High School Program

Calhoun Community College offers qualified high school students the opportunity to earn college credit while still in high school. This program differs from Dual Enrollment in that participating students receive college credit only; no high school credit is awarded for course taken under the Accelerated High School program.

1. The student must have successfully completed the 10th grade;
2. The student must provide certification each semester from the local principal and/or his/her designee that the student has a minimum cumulative 3.0 average and recommends the student for enrollment (the accelerated high school approval form can be found on the Dual Enrollment page at the Admissions link on our website: <https://calhoun.edu/dual-enrollment/accelerated-high-school-program>)
3. In addition to the approval form, the student must provide an official high school transcript;
4. The student must provide qualifying ACT, SAT or placement scores;
5. The student may enroll only in postsecondary courses for which the high school prerequisites have been completed

## Audit Students

Auditors are students who register for credit courses on a non-credit basis.

- Calhoun Community College application for admission
- One primary form of identification (such as an unexpired government issued photo ID)
- In-state residency certification
- Official high school/GED transcript documenting graduation
- Official college transcripts from all previously attended institutions.

Note: Students who have achieved a minimum of a baccalaureate degree are only required to submit a transcript from the granting institution for admission to the college but may need to submit other transcripts for evaluation of transfer of credit.

Students may not audit any health science classes. 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 change from "Credit" to "Audit" or "Audit" to "Credit" after the Drop/Add period.

## Senior Citizens Attending Under the Senior Adult Scholarship Program

Senior citizens sixty (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:

1. They must comply with the college admission standards as noted earlier in this catalog under Admission, First-Time Students, Admission of Transfer Students or Former Students Applying for Readmission. Please refer to the appropriate section for details of admission requirements.
2. Must be Alabama residents.
3. Must be sixty (60) years of age or older.
4. Students must enroll for credit; non-credit enrollment is not allowed.

The student is 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. Any time a senior citizen repeats a course the student is responsible not only for fees but also for tuition.

Questions regarding admission and eligibility should be directed to the staff of the Admissions and Records Office.

NOTE: Senior citizen course enrollment under the Senior Adult Scholarship Program is restricted to a space available basis. A course will not be expanded beyond the optimal number to accommodate the enrollment of a senior citizen attending under the Senior Adult Scholarship Program.

## College Admission Committee

Students on academic suspension from the last post-secondary institution attended must file a written appeal directly to the Director of Admissions/Records for submission to the College Admissions Committee. Appeals for admission should be submitted at least two (2) weeks before the first official class day of the term of intended enrollment. Decisions of the Admissions Committee are final.

## 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. Regardless of the GPA, a “D” in English Composition courses will not be accepted as transfer credit. 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 seeking an F-1 international student visa who meet the 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. International students 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.

**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.

## Financial Information

### Cashier's Office Hours

#### CASHIER'S OFFICE HOURS (DECATUR)

Monday-Thursday 8:00 a.m. - 5:00 p.m.  
 Friday 8:00 a.m. - 11:30 a.m.

#### CASHIER'S OFFICE HOURS (HUNSTVILLE)

Monday-Thursday 8:00 a.m. - 5:00 p.m.

Friday 8:00 a.m. - 11:30 a.m.

# Tuition and Fees

The following information reflects the current tuition and fee schedule enacted by the Alabama Community College System Board of Trustees.

## TUITION

In-State Students \$123.00 per credit hour

Out-of-State Students \$246.00 per credit hour

## FEES

Technology Fee	\$9.00 per credit hour
Facility Renewal Fee	\$9.00 per credit hour
Special Building Fee	\$12.00 per credit hour
ACCS Enhancements Fee	\$10.00 per credit hour
Reserve Fee	\$1.00 per credit hour
Access/Wellness	\$10.00 per student

## FEE DEFINITIONS

**Technology fees** are charged to all students restricted for the acquisition and provision of technology and technological applications for students.

**Facility Renewal fees** are charged to all students restricted for renewal and replacement of current facilities.

**Special Building fees** are charged to all students in order to secure bonded indebtedness for new construction of facilities.

**ACCS Enhancements fee** is charged for implementing comprehensive advancements at both the statewide and local levels geared towards improving every aspect of engagement with the current and potential community college students. This fee is split evenly between local colleges and the System Office. Local funding would be focused on upgrading the student experience through campus improvements including technological advancements, renovations or construction projects, and safety enhancements. The System Office funding will be used to advance the establishment of a unified and collaborative community college system by increasing the services provided at the ACCS level to increase each college's ability to focus their efforts on student services and outcomes.

**Reserve fees** are charged to all students restricted to the creation of a Bond Reserve Fund to be managed by the Chancellor and Presidents' Advisory Council.

**Access/Wellness fees** are charged to all students each semester to be used to offset the cost of maintaining parking lots and equip and manage the Wellness Center at Decatur and Huntsville. This fee is non-refundable beginning the first day of the term.

Distance education classes are charged the same rates and fees as above.

Students who register after classes begin may be charged a \$25 late registration fee.

#### ADDITIONAL FEES (SUBJECT TO CHANGE WITHOUT NOTICE)

Additional charges by the institution and not mentioned above include the following:

1. Returned check fee (by Alabama law) \$30\*
2. Parking traffic citations (variable, depending on type of citation); check student handbook
3. Tobacco use violation citation (see page 8)
4. Replacement costs for Library books checked out and not returned (variable).
5. Audit fees (auditing a course costs the same as taking the course for credit)

\*Negotiating a worthless negotiable instrument is a Class A misdemeanor. Pursuant to Alabama law (Act No. 80-200, S. 317), a person will be given 10 days to tender payment of the full amount of such instrument plus a service charge of not more than \$30. Unless this amount is paid in full within the specified time, the individual may assume that this instrument will be turned over to the proper authorities for criminal prosecution.

## Payments

Calhoun Community College accepts cash, check, debit and credit cards for payment of tuition and fees. Out-of-state, starter, and counter checks cannot be accepted.

A student can make online student account payments with a credit or debit card. Calhoun accepts Visa, Mastercard, Discover and American Express. The option to pay by credit or debit card is available online or in person only. Calhoun does not accept payments by phone. Once logged in, select the following:

- Banner Self Service Student  
Student Account  
Select "Make Payments, Deposits and Payment Plans" to enter the TouchNet Student Account Center  
Select the applicable term and click "Make A Payment"  
Enter the payment amount and click "Submit"  
Complete the process by entering the requested card information

The payment confirmation will be emailed to the email address entered or it can be printed once displayed on the screen. If you do not receive a confirmation, the payment has failed and payment must be resubmitted. Any future refunds will be refunded to the debit or credit card up to the total amount paid.

Calhoun offers an interest-free, automatic payment plan through Touchnet. A \$40 non-refundable enrollment fee applies with payments by credit/debit card. All down payments and enrollment fees are processed immediately. Regularly scheduled payments will process each month. For more information about the payment plan, you may access the payment plan details at <https://calhoun.edu/studentservices/financial-aid/payment-plan/>.



# Tuition and Fees Refund Policy

The tuition refund policy used by Calhoun Community College is mandated by the Board of Trustees of The Alabama Community College System. We are obligated to abide by the policy. The following are the basic guidelines:

Students wishing to withdraw from some of their classes must do so through MyCalhoun. Amounts that may be due students by the College as a result of dropping classes will be refunded as applicable after the 2nd week of the term as long as the student account balance is zero.

## **Withdrawal Prior to Classes**

A student who withdraws from classes prior to the first day of class will be refunded the total tuition and other institutional charges. The first class day is not the first day of the student's class, it is the first day of the semester.

## **Partial Withdrawals during Drop/Add Period**

Students who do not completely withdraw from the institution but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped.

## **Partial Withdrawals After Drop/Add Period**

There is no refund due to a student who partially withdraws after the official drop/add period.

## **Complete Withdrawal**

A complete withdrawal is defined as a student who has completely withdrawn from all classes at the institution.

A student who officially or unofficially withdraws completely on or after the first day of class but prior to the end of the third week of class will be refunded according to the withdrawal date.

## **Administrative Fee**

An administrative fee not to exceed 5% of tuition and other institutional charges shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

## **Pass Through Fees**

Pass through fees such as e-book fees, music fees, and allied health and nursing fees will not be refunded after the official drop/add period.

## **Before Classes Begin: 100% Refund**

### **During Drop/Add**

Drops a class or classes but less than total: 100%

Drops **ALL** classes during drop/add: 75% of net

### **After Drop/Add (Withdrawal Refund Period):**

Drops a class or classes but less than total: No refund

Total withdrawal during first week of classes: 75% of net

Total withdrawal during second week of classes: 50% of net  
Total withdrawal during third week of classes: 25% of net  
Total withdrawal after third week of classes: No refund  
NET AMOUNT IS TUITION AND FEES LESS 5% ADMINISTRATIVE FEE.

For calculating refunds during the fall and spring sixteen-week terms, a "week" is defined as seven calendar days. Refunds of tuition for terms shorter than sixteen weeks, such as summer terms, mini-terms, split terms, and weekend terms will reflect a prorated week based on the number of days in the term.

Please refer to the Class Schedule of the applicable term on the Calhoun website for any updates to the refund schedule. The Tuition Refund Information and Schedule link provides specific refund dates.

## Refund Methods

When a refund is due to a student from any payment made on MyCalhoun, that refund will be credited back to the original method of payment (i.e. debit or credit card). If the refund is more than the original payment amount, the remaining balance will be issued through BankMobile using the reimbursement method selected by the student.

Calhoun uses BankMobile for all refunds in an effort to get the money into the hands of students quickly and easily. All students are required to register with Bank Mobile. During registration, students will select one of the following reimbursement methods:

- Direct deposit to an existing checking or savings account, or
- BankMobile Vibe Account

The address information used by BankMobile is sent by Calhoun. If a student's address is incorrect, the information needs to be updated through MyCalhoun. Address changes are submitted by the College to BankMobile. Calhoun no longer prints refund checks, therefore the Business Office cannot hold checks for pick up.

## Timeframe for each Reimbursement Method

BankMobile Vibe Account - Same day funds released by Calhoun  
Direct Deposit to Checking or Savings Account - 2 - 3 Business Days

## Steps to Register with Bank Mobile

First, look for the green envelope in the mail. Visit [RefundSelection.com](https://RefundSelection.com) Enter your personal code to get started. Select the option that best fits you.

# Financial Holds

A financial hold will be placed on a student's account when there is any past due financial obligation to the College. These financial obligations can result from unpaid tuition, fees, books, library charges, parking fines, returned checks, or financial aid that must be returned by Department of Education policy. When there is a financial hold, the student will not be permitted to register for classes, receive transcripts, nor any other service from the college until the balance is paid in full or otherwise resolved.

# General Education Development (GED) Test Fee

Effective 1/1/14, those desiring to take the General Education Test at Calhoun Community College will be required to pay a \$120 fee. Call 256-306-2830 or 256-306-2610 for more information.

# Residency/Out-of-State and International Students

Guidelines for determining "In-State" Residency

## **ELIGIBLE FOR "IN-STATE" TUITION**

A student or prospective student described in either part A or part B below may be eligible for "In-State" tuition rates. Non-resident students described in Part B must submit a written appeal with documentation to the College Registrar to obtain "in-state" tuition rates. The College Registrar will determine whether or not a student meets the criteria and the decision is final.

## Resident Student

A Resident Student shall be charged the in-state tuition rate established by the Board of Trustees for the Alabama Community College System.

A Resident Student is an applicant for admission who is a citizen of the United States or a duly registered resident in the State of Alabama for at least 12 months immediately preceding application for admission,

Minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the state of Alabama for at least 12 months immediately preceding application for admission. If the parents are legally separated or divorced, residence will be determined by the residency of the parent to whom the court has granted custody.

- **MINOR:** An individual who because of age lacks the capacity to contract under Alabama law. Under current law, this means 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 of the 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, support person shall mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.

- A. An individual claiming to be a resident shall certify by a signed statement each of the following:
  1. A specific address or location within the state of Alabama as his or her residence.
  2. An intention to remain at this address indefinitely.
  3. Possession of more substantial connections with the state of Alabama than with any other state.
- B. Though certification of an address and an intent to remain in the state indefinitely shall be prerequisites to establishing status as a resident, ultimate determination of that status 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 all of the following connections:
  1. Consideration of the location of high school graduation or GED within three years of application for admission.
  2. Payment of Alabama state income taxes as a resident.
  3. Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
  4. Full-time employment in the state.
  5. Residence in the state of a spouse, parents, or children.
  6. Previous periods of residency in the state continuing for one year or more.
  7. 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.
  8. Possession of state or local licenses to do business or practice a profession in the state.
  9. Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.
  10. Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
  11. Membership in religious, professional, business, civic, or social organizations in the state.
  12. Maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts.

13. 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.

## Non-Resident Student (additional persons for resident tuition)

A Non-Resident Student, one who does not meet the standard of having resided in the state of Alabama for at least 12 months immediately preceding application for admission, shall be charged the in-state tuition rate established by the Board of Trustees for the Alabama Community College System under the following circumstances provided such student is a citizen of the United States.

The dependent student (as defined by Internal Revenue Codes)

- b. whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
- c. whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; or
- d. whose supporting person 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; or
- e. whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.

The student is not a dependent (as defined by Internal Revenue Codes) who

- b. is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or
- c. can verify full-time permanent employment within the State of Alabama or is the spouse of such an employee and will commence said employment within 90 days of registration with the institution; or
- d. is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
- e. is an accredited member of or the spouse of an accredited member of a consular staff assigned to duties in Alabama.

In determining Non-Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The college may request proof that the applicant meets the stipulations noted above prior to admission.

Students who reside in Franklin, Marshall, Moore, Lawrence, Lincoln, Wayne, or Giles counties in Tennessee will be assessed tuition at the "in-state" rate upon submission of documentation verifying residency.

## II. OUT OF STATE STUDENT

Any applicant for admission who does not fall into one of the categories noted above shall be charged a minimum tuition of two times the resident tuition rate charged by that institution. All international students are assessed at the out-of-state rate and are not eligible for in-state rates.

Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until they provide documentation that they have qualified for resident tuition. Upon approval, they will receive in-state tuition from that point forward. Tuition will be refunded retroactively for one semester only.

## Refund Policy

A Student Financial Aid (SFA) refund applies when your payments and financial aid credits exceed your charges. The institution must calculate a refund using the refund policies in accordance with state and federal laws and regulations.

## 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.

## 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.

## Financial Aid

Financial aid is available at Calhoun Community College in a variety of forms. Students needing assistance with college expenses should communicate with personnel in the Office of Student Financial Services at the following address:

- Office of Student Financial Services  
Calhoun Community College  
P.O.Box 2216  
Decatur, AL 35609-2216  
or  
Office of Student Financial Services - Huntsville  
102-B Wynn Drive  
Huntsville, AL 35805  
256-306-2628

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**FINANCIAL AID PROGRAMS AVAILABLE** at Calhoun Community College include the following:

(Refer to the section entitled "Information on Specific Financial Aid Programs" for more information.)



1. Alabama Student Assistance Grant
2. Federal Work-Study
3. Federal Pell Grant
4. Federal PLUS Loan Program
5. Federal Direct Student Loan
6. Federal Supplemental Educational Opportunity Grant
7. Veterans, Service Members, and their Dependents' Benefits
8. Workforce Innovation and Opportunity Act (WIOA)
9. Scholarships
  - a. Academic
  - b. Calhoun Foundation
  - c. Fine Arts
  - d. Senior Adults Program
  - e. Student Activity and Leadership

## WHO MAY APPLY FOR FEDERAL FINANCIAL AID PROGRAMS?

Federal Student Financial Aid Programs are Federal Pell Grants, Federal Direct Student Loan (DSL), Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Work-Study (FWS), Alabama Student Assistance Program (ASAP), and Workforce Innovation and Opportunity Act (WIOA).

To qualify for financial aid from one of these five programs, one must:

- demonstrate financial need, except for some loan programs;
- have a high school diploma or a GED certificate;
- be enrolled as a regular, degree seeking student working toward a AA, AS, AAS or certificate in an eligible program;
- be a U.S. citizen or eligible non-citizen;
- maintain satisfactory academic progress according to the institutional policy;
- not be in default on a Direct Stafford Loan or Federal Family Education Loan (FFEL); and
- not owe a repayment on any federal financial aid program.

NO EXCEPTIONS WILL BE MADE TO THE ABOVE REGULATIONS.

## TRANSIENT STUDENTS

Students from other colleges and universities enrolling only for a few courses and/or during the summer are not eligible to receive Title IV funds.

# FEDERAL FINANCIAL AID APPLICATION PROCEDURES

Expenses for tuition, books, supplies, transportation, and miscellaneous personal costs are used in preparing an annual budget to help determine the applicant's financial need. Therefore, those who qualify must apply for financial aid each year.

Students who qualify may apply for financial aid at any time. However, processing time is generally four to six weeks; therefore, begin the application process as early as possible. All financial aid application forms and instructions are available in the Office of Student Financial Services. All students should file the Free Application for Federal Student Aid (FAFSA) application to determine their eligibility for Pell Grant and other grants, loans, offered by the Federal and State governments. This is an online application and can be found at **[www.studentaid.gov](http://www.studentaid.gov)**. For assistance with the FAFSA, complete instructions can be found at **<http://studentaid.ed.gov/resources#complete>**. Calhoun Community College's Title IV federal school code is **001013**.

Priority in making awards for FSEOG and Federal Work-Study shall be given to students completing the application process prior to April 1 each year. Awards for applications submitted after the deadline will be based on availability of funds.

## Dependent/Independent Policy

The Federal Government has identified for student financial assistance programs certain categories of students who must be considered independent financial aid applicants. As a result, a student is considered an independent financial aid applicant if he or she meets one of the following criteria.

- Student was born before January 1, 1998.
- Student is a veteran or currently serving on active duty in US Armed Forces for purposes other than training
- Student is currently or has been a ward of the court since the age of 13, emancipated minor, both parents are deceased, in legal guardianship as determined by the student's state of legal residence, unaccompanied youth or homeless or at risk of being homeless (verified by high school counselor, clergy, homeless shelter, etc.
- Student has a child who receives more than half of their support.
- Student is married.

An independent financial aid applicant is not required to submit parental information in the application process. However, if the independent applicant is married, spousal information must be reported. A student who cannot meet at least one of the above criteria is considered a dependent applicant and must provide parental information in the application process.

## STUDENT RESPONSIBILITIES

- Login to OneACCS and check your information/account.
- Review and consider all information about Calhoun's programs before you enroll.

- Pay special attention to your application for student financial aid, complete it accurately and submit it on time to the right place. Errors can delay receiving your financial aid. Intentional misreporting of information on application forms for Federal financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Login to your OneACCS account regularly to check for unsatisfied requirements, eligibility status changes, financial aid awards, and student account status.
- Provide all additional documentation, verification, corrections and/ or new information requested by either the Office of Student Financial Services or the processing center where you submitted your application.
- Unsatisfied requirements are listed on OneACCS.
- Read and understand all forms that you are asked to sign, and keep copies of them.
- Accept responsibility for all agreements you sign.
- Understand that in order to be eligible for financial aid, attendance is required during the first week of class
- Perform, in a satisfactory manner, the work that is agreed upon in a Federal Work-Study job.
- Know and comply with the deadlines for application or reapplication for aid.
- Understand the school's refund policy.
- Maintain satisfactory academic progress for continued financial aid eligibility.
- Notify the Office of Student Financial Services if you are planning to attend another institution.
- Pay any tuition, fees or other expenses not paid by financial aid or scholarships by the deadlines to prevent your classes from being deleted.

## **REFUND POLICY**

A Student Financial Aid (SFA) refund applies when your payments and financial aid credits exceed your charges. The institution must calculate a refund using the refund policies in accordance with state and federal laws and regulations.

# Financial Aid Enrollment and Attendance Policies

## Enrollment Status

The Federal Pell Grant will be reduced proportionally for a student enrolling less than full-time (less than 12 semester hours). If a student completely withdraws from a class or classes, he or she will likely have to repay some or all of their financial aid. If a student completely withdraws before 60% of the semester has been completed, a percentage of aid will be returned to the Federal program based on the length of the time the student is enrolled prior to withdrawing. For example, if a student withdraws when 50% of the semester has elapsed, then 50% of the funds received by the student will be returned to the Federal program. After 60% of the semester has passed, a student is considered to have earned all aid received for that semester.

Student loan amounts are awarded based on assumed full-time enrollment; however, your disbursement amount will be reduced, when the semester begins, based on actual credit hours that you enroll in and may be less than your award if you do not enroll full-time. In order to receive a student loan, a student must enroll and have attendance confirmed in at least 6 (half-time) or more semester hours.

## Attendance

Title IV funds (Federal Pell Grants, Direct Student Loans and SEOG) are awarded to a student based on the assumption that the student will attend school for the entire period that the funding was allocated. A student begins earning Title IV funding (Federal Pell Grant) on his or her first day of attendance. Calhoun Community College instructors are required to verify attendance the first day of class. Students enrolled who do not attend within the attendance verification cycle will not be eligible to receive Federal Pell Grant, SEOG and/or Federal Student Loan funding.

Attendance is important. If a student registers and begins class after the first class date, it is the student's responsibility to complete all coursework assigned from the first day of class. The individual course syllabus states the specific policies and guidelines of the course and the student will be held accountable to the individual course syllabus.

Instructors may withdraw a student if he/she exceeds the number of absences outlined in the course syllabus. If a student fails to officially withdraw from a course, a grade of "F" may be assigned and this can adversely affect a student's financial aid. Withdrawing from a course is the student's responsibility.

## Return of Title IV Policy

If a financial aid student completely withdraws from a class or classes, he or she could be liable for a Title IV return/repayment. Our Return to Title IV Policy outlines how that repayment is determined.

**Higher Education Amendments of 1998:** A student who received Title IV funding ( ex: Pell grant, FSEOG, student loans, or federal work-study) and withdraws from all classes prior to the 60% point of the semester will owe funds back to the U.S. Department of Education and to Calhoun Community College.

Calhoun Community College conforms to the Federal Return of Title IV funds regulations. Title IV funds refer to the following federal financial aid programs (subsidized and unsubsidized Direct Stafford Loans, Federal Direct PLUS loans, Federal Pell Grants, Federal SEOG and TEACH Grants). Federal Work Study funds are excluded from the refund calculations.

**Official Withdrawal:** A student who received Title IV funding ( ex: Pell grant, FSEOG, student loans, or federal work-study) and withdraws from all classes prior to the 60% point of the semester will owe funds back to the U.S. Department of Education and to Calhoun Community College.

**Unofficial Withdrawal:** A student who received Title IV funding (ex. Pell grant, FSEOG, student loans, or federal work-study) and unofficially withdraws (stops attending and does not receive a passing grade in at least one class) from all classes may owe funds back to the U.S. Department of Education and to Calhoun Community College. If the student attends beyond the 60% point, the student is considered to have earned 100% of the Title IV aid received.

The concept behind the policy is that the college and the student are allowed to retain only the amount of Title IV funding (federal aid) that is earned. If a student withdraws or is withdrawn or stops attending classes, whether any credits are earned for the class or not, a portion of the aid received is considered to be unearned and must be returned to the Title IV program from which it was received. For Title IV purposes, the withdrawal date is the last date of attendance as determined by attendance records or withdrawal form.

**Return to Title IV Policy:** The first step is a series of formulas to determine the amount of aid which must be returned. Following the determination of the withdrawal date, the school must calculate the number of days attended and the total number of days the student was scheduled to complete within the term; weekends count and any periods of no classes which are five days in length or greater are excluded. Days attended are then divided by the days in the term the student was scheduled to complete. If an unofficial withdrawal equal to or less than 60%, 50% is multiplied by total aid for which the student is eligible (aid that was disbursed and that could have been disbursed) to determine the amount of aid earned (50% completed x total aid = earned aid). If an official withdrawal, the calculated percentage is multiplied by total aid for which the student is eligible (aid that was disbursed and that could have been disbursed) to determine the amount of aid earned (% completed x total aid = earned aid). Total aid - earned aid = unearned aid (aid to be returned).

The next step is for the school to determine total institutional charges and multiply that figure by the percentage of unearned aid (100% - % completed = % unearned). Institutional charges are generally defined as charges for tuition and fees, room and board (if applicable), costs of books and materials, and other educational expenses that are paid to the school directly up to the date of the student's withdrawal. If institutional charges are changed after a student withdraws, those changes do not impact the changes nor aid earned in the Return to Title IV calculation. It makes no difference which type of resources actually paid the school bill; the law assumes that Title IV aid goes first to pay the institutional charges. Institutional charges x % unearned = amount returned by school. The school must then return the amount of unearned aid, up to the maximum received, to each of the Title IV programs in the following order:

- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Federal Perkins Loan (Calhoun does not participate)
- Direct Plus Loan
- Federal Pell Grant
- Federal Supplement Education Opportunity Grant (FSEOG)
- Other Federal Grants

The school then calculates the amount for which the student is responsible by subtracting the amount returned by the school from the total amount which is unearned. That remaining amount is the student's share and is allocated in the same order as above. Total amount unearned - amount returned by school = \$ amount the student is required to return to Title IV funds. Once the school determines the dollar amounts owed to the student to the US Department of Education, the student will be notified of what he or she owes. Funds that must be returned by the student to the loan programs can be paid in accordance with normal loan repayment terms. If the student's portion of unearned Title IV funds includes a federal grant, the student has to pay no more than 50% of the initial Pell award that the student is responsible for returning. A student has 45 days to make repayment and does not have to repay a grant overpayment of \$50.00 or less. Unpaid

balances will be reported to NSLDS, the National Student Loan Database system, and turned over to the U.S. Department of Education for collection. Until overpayments are repaid or satisfactory repayment arrangements have been made, student will be ineligible for further Title IV awards at any institution.

Once the school determines the amount Calhoun Community College is required to repay the U. S. Department of Education, the school returns the funds and bills the student for the amount of money the school had to repay. This policy is separate from the school's institutional refund policy. Unpaid balances due to Calhoun Community College that results from amounts returned to Title IV programs and other sources of aid will be charged back to the student. The student is also responsible for paying all outstanding tuition balances to the college. The student's account will be placed on HOLD for registration and transcripts until the balance is paid in full. If a student does not attend any classes or ceases attendance during the 100% refund period, aid may have to be reduced to reflect appropriate enrollment status prior to recalculating Return to Title IV funds. The Financial Aid Office processes the Return of Title IV Funds calculation. A student who has questions regarding the calculation should contact the Financial Aid Office at 256-306-2628. Forms, worksheets, and examples of calculations are available in the Financial Aid Office.

## Repayment Policies

### **Recalculation Policy**

Changes in a student's original enrollment may result in a recalculation of Title IV benefits; therefore, students will be paid based on their enrollment status at the time of payment. FWS funds are not considered in the refund process.

### **Repayment Policy**

This policy applies to students who have withdrawn from 100% of their classes. It does not apply to students who have withdrawn from selected courses.

### **Treatment of Financial Aid for Complete Withdrawal**

A Return of Title IV Funds calculation is processed for a student who meets the following conditions: receives Title IV funds (or who meets the conditions that may entitle the student to a late disbursement), begins attending classes, and completely withdraws from the term. The Return of Title IV Funds calculation is a policy of the United States Department of Education that determines the amount of the Title IV funds Calhoun Community College and/or the student are to return to a Title IV program. The term "Title IV Funds" refers to the Federal Financial Aid Programs authorized under the Higher Education Act of 1965 (as amended) and at Calhoun Community College includes Federal Direct Subsidized and Unsubsidized Loans, Direct Parent Loans to Undergraduate Students (PLUS), Federal Pell Grants and Federal Supplemental Education Opportunity Grants (FSEOG).

The student's recalculated award amount is used in the Return of the Title IV Funds calculation. The percentage of Title IV aid earned is found by dividing the number of calendar days completed by the time of withdrawal date by the number of calendar days in the term. If the student has completed more than 60% of the term, the student is considered to have earned 100% of the Title IV aid. The amount of the Title IV aid earned is found by multiplying the amount of aid disbursed for the term plus what could have been disbursed

by the percentage of Title IV aid earned. If the amount earned is less than the amount of aid disbursed, a late disbursement may be due. If the amount earned equals the amount disbursed, no return and no disbursement are to be made.

Calhoun Community College returns the lesser of (a) the total amount of unearned aid or (b) an amount equal to the student's institutional charges multiplied by the percentage of aid unearned. The amount of aid Calhoun Community College is to return is then subtracted from the amount of the Title IV aid to be returned to find the initial amount of unearned Title IV aid for the student to return. The total of Title IV grant that was disbursed and could have been disbursed for the payment period is multiplied by 50% to find the amount of Title IV grant protected. The amount of Title IV grant protected is subtracted from the initial amount of unearned Title IV aid for the student to return. This is termed an overpayment. The student may be billed for funds returned by Calhoun Community College.

In the event of an overpayment, Calhoun Community College notifies the student, and the student may be allowed 30 days to pay the amount in full to the Calhoun Community College Business Office. If full payment is not made to Calhoun Community College within 30 days, the student's account will be turned over to a collection agency.

The amounts returned by Calhoun Community College or by the student are returned in the following order: (1) Unsubsidized Direct Loan; (2) Subsidized Direct Loan; (3) Direct Parent Loans to Undergraduate Students (PLUS); (4) Federal Pell Grant and (5) Federal Supplemental Education Opportunity Grants (FSEOG).

The Financial Aid Office processes the Return of Title IV Funds calculation. A student who has questions regarding the calculation should contact the Financial Aid Office at 256-306-2628. Forms, worksheets, and examples of calculations are available in the Financial Aid Office.

### **Treatment of Financial Aid if a Student Stops Attending Classes or Earns No Passing Grades in a Term**

A Return of Title IV Funds calculation is processed for a student who meets the following conditions: receives Title IV funds (or who meets the conditions that may entitle the student to a late disbursement), begins attending classes, and stops attending classes. The Return of Title IV Funds calculation is described in the previous section "Treatment of Financial Aid for Complete Withdrawal."

# Satisfactory Academic Progress (SAP)

## Policy

Federal regulations, HEA Sec. 484(c), §668.16, 668.34, require all schools participating in Title IV Federal Financial Aid programs to have a Satisfactory Academic Progress (SAP) policy that conforms to the requirements detailed below. These requirements apply to all students as one determinant of eligibility for financial aid.

- Your SAP status is based on your entire academic record, at all schools attended (includes all transferable hours), regardless of whether you received financial aid.

- SAP is calculated each semester after grades have been posted to academic history by the Registrar's Office.
- If after the first term of attendance you are not making SAP, you will be put on a Warning status and allowed to keep aid for one term. Your continued eligibility will be determined after the next term check point.
- If your SAP status is Failure after the check is performed, you will not qualify for financial aid for the following term.
- If your SAP status is Failure and you cannot mathematically attain SAP requirements following the next term, an appeal will **not be permissible**. Documented mitigating circumstances may allow continued eligibility on a case-by-case basis and will require an academic plan.
- A student may appeal their SAP Failure status only twice during their academic career at Calhoun Community College.

## GPA and Completion Rate Requirements

### GPA

- If the student has attempted 1-21 hours they must maintain a 1.5 GPA.
- If the student has attempted 22-32 hours they must maintain a 1.75 GPA
- If the student has attempted 33 or more hours they must maintain a 2.0 GPA.

### Completion Rate

- If the student has attempted 1-21 hours they must maintain a 58% completion rate.
- If the student has attempted 22-32 hours they must maintain a 62% completion rate.
- If the student has attempted 33 or more hours they must maintain a 67% completion rate.

### Additional Regulations

- Students are only allowed 150% of the programs length to complete the degree or certificate.
  - Example: General Studies is 64 credits. You are allowed 150% or 96 attempted credits to complete the program successfully. If you do not complete your program in the allotted timeframe your financial aid funds will be suspended.
- Title IV funds (grants and loans) will only pay for courses in the student's declared major.
- After the warning semester you must have the required GPA or completion rate to continue to receive financial aid assistance.
- If your funds are suspended you are able to appeal based on any mitigating circumstances that caused you to be unsuccessful in your coursework.
- Additional information as to the treatment of repeat, incompletes, withdrawals, transfer credit, bankrupted, and remedial classes is as follows:
  1. Repeat classes will be factored into the GPA, completion rate, and maximum timeframe calculations. In addition, a student can only repeat a successfully-passed class using federal aid once.
  2. Incompletes will be factored into the GPA, completion rate, and maximum timeframe calculations.



3. Withdrawals will not be factored into the GPA calculation but will be included in the completion rate and maximum timeframe calculations.
  4. Transfer credits will not be factored into the GPA calculation but will be included in the completion rate and maximum timeframe calculations.
  5. Bankrupted classes will be factored into the completion rate and maximum timeframe calculations.
  6. Remedial classes will be factored into the GPA, completion rate, and maximum timeframe calculations.
- Courses attempted include any course in which grades of A, B, C, D, F, W, I, S, U or IP are given. Only courses with grades of A, B, C, or D count as earned credits.
  - Students on financial aid warning status must not withdraw or receive any grades below a "C" in order to maintain financial aid eligibility.
  - If you have any questions about your financial aid file, please contact the Financial Aid Office.
  - Students can check their Satisfactory Academic Progress (SAP) by going to OneACCS.

## Financial Aid Appeal

- Students may submit a Financial Aid Appeal if they can provide documented proof of mitigating circumstances. Mitigating circumstances are those that are beyond the student's control.
- Students must submit the appeal and all documentation pertaining to the appeal, by the published appeal deadline. Submitting a Financial Aid Appeal is NOT an automatic approval.
- The Financial Aid Committee will meet every 30 days to consider completed appeals. The decision of the appeals committee is final.
- Students will be notified of the decision made by the committee by e-mail.
- Students must follow the terms of their appeal if approved or their Financial Aid will be suspended.

## POLICY DETAILS

### **What happens when you do not meet the requirements?**

- You are no longer eligible for financial aid - including work study, loans, grants or scholarships. If on a Warning Status - eligibility may continue (note below).
- Because you do not qualify for financial aid, you must pay your tuition and fees by the payment deadline or your registration will be canceled by the Business Office.

**Maximum Time Frame (maximum attempted credit hours)** - When you have attempted the maximum credit hours, you are no longer eligible to receive financial aid.

**Is there extended eligibility for a 2nd degree?** - Yes, upon a successful SAP appeal, you may attempt a total of 150% of the hours needed to complete your first degree plus 33 additional hours. The standard is  $64 \times 150\% = 96 + 33 = 129$  attempted hours.

**Low Completion Ratio** - There are three statuses for low completion ratio before your eligibility for financial aid is canceled.

- **Warning Status** - The first time you fall short of meeting the required completion ratio, your status is Warning. You remain eligible to receive financial aid while in warning status.
- **Failure Status (Loss of Eligibility)** - After attending one semester on Warning status, if you do not meet the required completion ratio, your status becomes Failure Status. You are no longer eligible to receive financial aid until the required standards are met. You must successfully appeal to regain eligibility.
- **Probation Status** - After being placed on a Failure Status, AND a student has successfully appealed and financial aid has been reinstated, the student is eligible to receive financial aid. This status is only for one term and quite often will carry conditions and/or stipulations for continued eligibility.

Students who are receiving financial aid and are on warning or probation status must not withdraw or receive any grades below a "C" in order to maintain financial aid eligibility.

## Appeal Requirements:

1. A typewritten explanation of extenuating circumstances associated with Failure Status. Indicate how these circumstances have changed so that you can comply with regulations in the future. Attach supporting documents to support the extenuating circumstances mentioned in the letter.

Please note that only extenuating circumstances will be considered for an appeal. Extenuating circumstances must be unexpected circumstances that are beyond your control. Typical adjustments to college life such as, being young/immature, underestimating the time required for studying, failing to manage one's time wisely, or failing to attend class on a regular basis without documented hardship will not be considered as extenuating circumstances.

2. Include a MAPS plan for academic improvement from the Advising Center. This requires that you meet with an Academic Advisor to have this plan of action created.
3. Attach at least one letter of support from someone that can substantiate the extenuating circumstances. This individual should not be a family member. Examples would include a medical doctor, clergy, professional, etc.
4. Attach the SAP Appeal form, the MAPS, and any supporting documentation. Incomplete appeals will not be reviewed. If you have thoroughly read and understand the Financial Aid Appeal Policy Details and Appeal Requirements and wish to file an appeal for consideration, please complete all requirements/ forms and return it to the Office of the Student Financial Services. You will be informed of the committee's decision within five business days of the date your appeal was reviewed by the Appeals Committee.
5. The appeals forms must be provided to the Office of the Student Financial Services within the prescribed dates as noted on the SAP Appeal Form. Failure to provide these within the prescribed dates will result in a delayed determination.
6. An objective committee, composed of selected individuals outside the Office of Student Financial Services, determines whether the appeal is approved. The decision of the Appeals Committee is final and cannot be appealed further.
7. Appeal Denials or Non-appeals - If you are denied an appeal or you decide not to appeal, you must complete the necessary hours and earn the appropriate grades. Once you have reached the prescribed standards you become eligible to receive financial aid.

## No Progress (receiving all Fs or all Ws)

Students receiving all Fs or Ws will be placed on SAP Warning beginning the following semester regardless of the students' cumulative GPA, and their continued financial aid eligibility will be checked consistent with policy (the following term).

# Information on Specific Financial Aid Programs

### 1. ALABAMA STUDENT ASSISTANCE GRANT

The Alabama State Grant Program provides additional assistance to undergraduates who demonstrate exceptional financial need. Students who receive Pell Grants with the lowest estimated family contribution figure (EFC) are eligible. The Alabama State Grant is not a loan; therefore, the funds do not have to be paid back.

### 2. FEDERAL WORK-STUDY

The College Work-Study Program provides employment opportunities for Calhoun students who need financial assistance. Students work part-time for the college while attending classes.

### 3. FEDERAL PELL GRANT

The Pell Grant Program provides financial assistance for students who qualify for funds in order to attend a postsecondary educational institution. A Pell Grant is not a loan; therefore, the funds do not have to be paid back. Students can receive a Pell Grant for a maximum of twelve (full-time) semesters.

#### YEAR ROUND PELL- - Additional Pell Grant Award Eligibility

You may be able to receive Pell Grant funds for up to 150 percent of the student's Pell Grant Scheduled Award for an award year. To be eligible for the additional Pell Grant funds, you must be otherwise eligible to receive Pell Grant funds for the semester and must be enrolled at least half-time (6 credit hours), in the semester(s) for which the student receives the additional Pell Grant funds in excess of 100 percent of the student's Pell Grant Scheduled Award. Additional eligibility requirements may apply.

For a student who is eligible for the additional Pell Grant funds, Calhoun Community College must pay the student all of the student's eligible Pell Grant funds up to 150 percent of the student's Pell Grant Scheduled Award for the award year. Any additional Pell Grant funds received will be included in determining the student's Pell Grant duration of eligibility and the Pell Grant Lifetime Eligibility Used (LEU).

### 4. FEDERAL PLUS LOAN PROGRAM

The Federal PLUS Loan Program provides loans to parents of eligible dependent students who need additional financial assistance in meeting postsecondary educational expenses. Eligibility is not based on income. This program is intended to supplement the Federal Stafford Loan Program.

A parent may receive an amount not to exceed the student's estimated cost of attendance minus any financial aid the student has been or will be awarded during the period of enrollment. There are no aggregate limits.

## **5. FEDERAL DIRECT STUDENT LOAN**

The Direct Student Loan (DSL) program is a loan program where a student may borrow funds to cover his/her educational expenses. Students may borrow either a subsidized or unsubsidized loan.

A subsidized loan is awarded on the basis of financial need. You will not be charged any interest before you begin repayment or during authorized periods of deferment. The federal government "subsidizes" the interest during these periods. You may not receive Direct Subsidized Loans for more than 150% of your published length of your academic program (SULA: Subsidized Usage Limit Applies). For example, if you are enrolled in a 2-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is 3 years (150% of 2 years = 3 years).

An unsubsidized loan is not awarded on the basis of need. You'll be charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized; that is, the interest will be based upon the higher amount. This will increase the amount you have to repay. If you choose to pay the interest as it accumulates, you'll repay less in the long run.

- a. If you are a first-time borrower, your first payment will not be disbursed until 30 days after the first day of classes.
- b. Loan Entrance Counseling is required for all borrowers to ensure that you understand your responsibilities and obligations you are assuming. This may be completed at [www.studentloans.gov](http://www.studentloans.gov).
- c. A Subsidized/Unsubsidized Master Promissory Note (MPN) is required for all borrowers. It is a legal document in which you promise to repay your student loan(s) and any accrued interest and fees. Calhoun is authorized to make multiple federal student loans under one MPN for up to 10 years. The MPN may be completed at [www.studentloans.gov](http://www.studentloans.gov).

## **6. FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT**

The FSEOG Program provides additional assistance to undergraduates who demonstrate exceptional financial need. Students who receive Pell Grants are eligible. The Supplemental Educational Opportunity Grant is not a loan; therefore, the funds do not have to be repaid.

## **7. VETERANS, SERVICE MEMBERS, AND THEIR DEPENDENTS' BENEFITS**

The VA Office is the certifying authority for veterans, active duty service members, reservists and National Guard, and dependents that qualify for the federal program. The VA Office serves as the link between the Regional Veterans Affairs Office and the VA benefit recipient who is enrolled at Calhoun Community College.

Any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

Calhoun Community College does not participate in the VA Advanced Pay Program. Veteran students (except Chapter 31 - Rehabilitation and Employment, and Chapter 33 Post 9/11) are required to pay all tuition and fees. After certification has been sent to the Regional Office, the education benefits will be sent directly to the veteran.

In accordance with PL 115-407 Section 103, students utilizing Chapter 33 Post 911 VA Education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of tuition/fees payment to the school provided by the Department of Veterans Affairs. This protection begins when the student provides the school with a Certificate of Eligibility or Statement of Benefits and ends when VA makes payment or 90 days after the date the school certifies tuition and fees.

Calhoun Community College is in compliance with 8 USC 3679(c) and the following individuals shall be charged the in-state/in-district rate, or otherwise considered a resident, for tuition purposes:

**Effective August 1, 2021, Section 1005 of P.L. 116-315 (Isakson and Roe Veterans health care and Benefits Improvement Act of 2020) eliminates the three-year requirement.**

- A Veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill- Active Duty Program ) or Chapter 33 (Post -9/11 G.I. Bill) of Title 38, United States Code, who lives in the State of Alabama (regardless of his/her formal State of residence ) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the state of Alabama while attending a school located in the state of Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311 (b)(9)) who lives in the state of Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either Chapter 30 or Chapter 33 of Title 38, United States Code. The in-state tuition provisions in Section 702 do not apply to those on active duty or to students using transferred Post 911 GI Bill benefits from a service member still on active duty.

## **VA CERTIFYING OFFICIAL OFFICE HOURS**

**Room 110, Student Financial Services**  
HUNTSVILLE Sparkman Building

Monday - Thursday 8:30 a.m. - 5:45 p.m.  
Friday 7:45 a.m.-11:45 a.m.

**Room 206, Student Financial Services**  
Chasteen Student Services Center

DECATUR

Monday - Thursday 7:45 a.m. - 5:00 p.m.  
Friday 7:45 a.m.-11:45 a.m.

To apply for the **Alabama G.I. Dependents' Scholarship Program**, please follow the procedure listed below:

(1) Apply for certificate at your local county Veterans Affairs Office.

(2) When student receives certificate from the Alabama Department of Veterans Affairs in Montgomery, Alabama, contact the Business Office, Calhoun Community College at 256-306-2543.

Benefits include tuition, technology and bond surety fees, and required books only. Remedial tuition and all related fees (course numbers under 100) and non-instructional fees such as facility renewal, special building, and wellness/access must be paid by the student each semester.

#### 8. **WORKFORCE INVESTMENT OPPORTUNITY ACT (WIOA)**

WIOA is a federally funded program to provide training assistance to dislocated individuals. Students may qualify for tuition assistance, book allowances and tool assistance. Interested dislocated workers should apply at their local Alabama State Employment Service. WIOA is managed in Calhoun's Business Office.

#### 9. **SCHOLARSHIPS**

##### a. **ACADEMIC SCHOLARSHIPS**

February 1st is the date on which applications for academic scholarships are due. Scholarship applications are available online at Calhoun's website at [www.calhoun.edu](http://www.calhoun.edu). Each application is reviewed by the Calhoun Scholarship Committee, and each award is based upon academic achievement and/or financial need.

##### b. **CALHOUN FOUNDATION SCHOLARSHIPS**

The Calhoun College Foundation provides scholarships based upon a variety of qualifying criteria. February 1st is also the application deadline.

##### c. **FINE ARTS SCHOLARSHIPS**

Fine Arts Scholarships are available for students in art, graphic design, chorale, jazz band, and theatre. Additional information is available from the Fine Arts Department Chair. February 1st is also the application deadline.

##### d. **SENIOR ADULT PROGRAM SCHOLARSHIPS**

This program provides tuition free admission for those who are 60 years of age or older. Students must enroll for credit courses and meet college and program of study admission standards. The award is based upon space availability in each course. Fees and other costs, other than tuition, are paid by the senior adult student. Senior citizens granted a tuition waiver under the Senior Adult Scholarship program may receive the tuition waive only one time per course.

e. **STUDENT ACTIVITY AND LEADERSHIP SCHOLARSHIPS**

These scholarships are received by:

1. President, Vice-President, and Secretary/ Treasurer of the Student Government Association;
2. Co-editors of the college literary magazine, The Muse;
3. Members of the College's official student ambassadors, the Warhawks; and
4. Officers of Phi Theta Kappa

**Additional financial aid information can be obtained from the Office of Student Financial Services.**

## Bookstore

The College Bookstore is an auxiliary service owned and operated by Follett. The purpose of the Bookstore is to provide the college community with the widest possible selection of goods and services of high quality at equitable prices, with particular attention paid to academic requirements. For your convenience, the bookstore is located in both Decatur and Huntsville.

### **BUSINESS INFORMATION**

<b>DECATUR</b>	<b>HUNTSVILLE</b>
<b>Monday-Thursday</b> 9:00 a.m. - 5:00 p.m.	<b>Monday-Thursday</b> 9:00 a.m. - 5:00 p.m.
<b>Friday</b> 9:00 a.m. - 12:00 p.m.	<b>Friday</b> 9:00 a.m. - 12:00 p.m.
<b>256-306-2572</b>	<b>256-890-4748</b>
<a href="http://www.calhouncollegestore.com">www.calhouncollegestore.com</a>	<a href="http://www.calhouncollegestore.com">www.calhouncollegestore.com</a>

### **Special Hours**

First week of class, special hours will be posted in-store and on the website. Hours may vary when classes are not in session (Bookstore hours are subject to change without notice)

### **METHOD OF PAYMENT**

Payment may be made by cash, personal check or credit card. The following policy governs payment by check:

1. Checks are accepted for the amount of purchase only.
2. Checks must be made payable to the Calhoun College Bookstore.
3. Phone number, student number or driver's license number and address must be recorded on face of check.

### **REFUND POLICY**

Textbook refunds will be granted up to seven (7) days after the first day of class with receipt. Textbooks must be in the same condition as purchased (access codes sealed, shrink wrap intact, books unmarked). After the first seven (7) days, textbooks may be returned within two (2) days of purchase, excluding finals week.

## **BOOK BUY BACK POLICY**

Textbooks may be sold to the Bookstore any day that the bookstore is open.

General buy back policy is as follows:

1. You must present a Student ID.
2. All titles will be considered for buy back regardless of where you purchased them. Price will be determined by market demand and may be purchased for as much as 50% of original purchase price.
3. Normal markings and underlining expected; however, books with excessive markings, water stains, broken bindings, loose pages, heavily soiled, etc. will not be purchased.

# Security/Police Contact

The office of the Director of Calhoun Police is located in building #6 across from the Machine Tool building on the Decatur campus.

The campus police in Huntsville location can be contacted in the Administrative office at that location. Officers are available whenever classes are in session. Calhoun police have the responsibility for the following:

1. Assisting students
2. Enforcing traffic and parking regulations and state laws
3. Providing for parking and traffic flow for special events (Students, faculty, and staff must notify security when special events are scheduled on site)
4. Issuing decals (In Huntsville, decals are issued in the Welcome Center, Sparkman Building)
5. Maintaining building security
6. Responding to any emergency situation

Phone:

256-306-2575, Decatur  
256-890-4711, Huntsville

**Emergency: 256-306-2911**

NOTE: In case of a medical emergency, security will, at the individual's expense, call an ambulance for transporting to a nearby emergency room for treatment.

# Financial Aid Appeal

- Students may submit a Financial Aid Appeal if they can provide documented proof of mitigating circumstances. Mitigating circumstances are those that are beyond the student's control.
- Students must submit the appeal and all documentation pertaining to the appeal, by the published appeal deadline. Submitting a Financial Aid Appeal is NOT an automatic approval.



- The Financial Aid Committee will meet every 30 days to consider completed appeals. The decision of the appeals committee is final.
- Students will be notified of the decision made by the committee by e-mail.
- Students must follow the terms of their appeal if approved or their Financial Aid will be suspended.

## POLICY DETAILS

### What happens when you do not meet the requirements?

- You are no longer eligible for financial aid - including work, loans, grants or scholarships. If on a Warning Status - eligibility may continue (note below).
- Because you do not qualify for financial aid, you must pay your tuition and fees by the payment deadline or your registration will be canceled by the Business Office.

**Maximum Time Frame (maximum attempted credit hours)** - When you have attempted the maximum credit hours, you are no longer eligible to receive financial aid.

**Is there extended eligibility for a 2nd degree?** - Yes, upon a successful SAP appeal, you may attempt a total of 150% of the hours needed to complete your first degree plus 33 additional hours. The standard is  $64 \times 150\% = 96 + 33 = 129$  attempted hours.

**Low Completion Ratio** - There are three statuses for low completion ratio before your eligibility for financial aid is canceled.

- **Warning Status** - The first time you fall short of meeting the required completion ratio, your status is Warning. You remain eligible to receive financial aid while in warning status.
- **Failure Status (Loss of Eligibility)** - After attending one semester on Warning status, if you do not meet the required completion ratio, your status becomes Failure Status. You are no longer eligible to receive financial aid until the required standards are met. You must successfully appeal to regain eligibility.
- **Probation Status** - After being placed on a Failure Status, AND a student has successfully appealed and financial aid has been reinstated, the student is eligible to receive financial aid. This status is only for one term and quite often will carry conditions and/or stipulations for continued eligibility.

Students who are receiving financial aid and are on warning or probation status must not withdraw or receive any grades below a "C" in order to maintain financial aid eligibility.

## Appeal Requirements:

1. A typewritten explanation of extenuating circumstances associated with Failure Status. Indicate how these circumstances have changed so that you can comply with regulations in the future. Attach supporting documents to support the extenuating circumstances mentioned in the letter.

Please note that only extenuating circumstances will be considered for appeal. Extenuating circumstances must be unexpected circumstances that are beyond your control. Typical adjustments to

college life such as, being young/immature, underestimating the time required for studying, failing to manage one's time wisely, or failing to attend class on a regular basis without documented hardship will not be considered as extenuating circumstances.

2. Include a MAPS plan for academic improvement from the Advising Center. This requires that you meet with an Academic Advisor to have this plan of action created.
3. Attach at least one letter of support from someone that can substantiate the extenuating circumstances. This individual should not be a family member. Examples would include a medical doctor, clergy, professional, etc.
4. Attached the SAP Appeal form and the MAPS. Incomplete appeals will not be reviewed. If you have thoroughly read and understand the Financial Aid Appeal Policy Details and Appeal Requirements and wish to file an appeal for consideration, please complete all requirements/forms and return it to the Office of the Student Financial Services. You will be informed of the committee's decision within five business days of the date your appeal was reviewed by the Appeals Committee.
5. The appeals forms must be provided to the Office of the Student Financial Services within the prescribed dates as noted on the SAP Appeal Form. Failure to provide these within the prescribed dates will result in a delayed determination.
6. An objective committee, composed of selected individuals outside the Office of Student Financial Services, determines whether the appeal is approved. The decision of the Appeals Committee is final and cannot be appealed further.
7. Appeal Denials or Non-appeals - If you are denied an appeal or you decide not to appeal, you must complete the necessary hours and earn the appropriate grades. Once you have reached the prescribed standards you become eligible to receive financial aid.

## No Progress (receiving all Fs or all Ws)

Students receiving all Fs or Ws will be placed on SAP Warning beginning the following semester regardless of the students' cumulative GPA, and their continued financial aid eligibility will be checked consistent with policy (the following term).

## Instructional Information and Regulations

### Student Responsibilities

Investing a minimum of two hours additional work to accompany each hour of classroom or direct faculty instruction per week for each credit hour pursued. Additional work may include, but is not limited to, reading, studying, conducting research, writing, and other learning activities.

## Classification of Students

### University Parallel

Students who plan to enroll for coursework which will transfer to a four-year institution are considered to be

university parallel students. Enrollment may be for a minimum of one term or through completion of a two-year degree. Students should meet with an academic advisor to discuss programs of study and transfer requirements.

### **Transient**

A Calhoun student who desires to attend another institution to take a course or courses needed for graduation at Calhoun must be in good standing with the College. A student in good standing with the institution must hold a cumulative GPA of 2.0 or higher and have no outstanding obligations with Calhoun. Coursework must be completed at a regionally accredited college or university and must be the equivalent of the Calhoun course needed for degree requirements. Students will be responsible for requesting their transcripts be sent to Calhoun at the completion of the term. Transcripts must be received before credit can be awarded.

### **Career and Technical**

Students follow one of the career, technical, or allied health programs which lead to a certificate or degree.

### **Course Load**

Students are classified according to the course load based on the credit hours for which they are enrolled on a semester basis.

#### **Credit Hour Loads Credit Hours**

Full-Time	12 or more
3/4 Time	9-11
Half-Time	6-8
Less than Half-Time	1 - 5

**NOTE:** To be eligible for financial assistance a student typically must be enrolled for at least 6 credit hours.

**Freshman Level Classification** - 0 to 29.99 semester hours

**Sophomore Level Classification** - 30.00 semester hour or more

### **Drop-and-Add Period**

The drop and add period for fall, spring, and summer semesters will be defined within the Important Dates link for each term on the College's "Class Schedules and Semester Information" web page.

No grade will be assigned if a course is dropped during the drop/add period. See the section of this catalog on refund policy for refund information.

## **Grading Policies**

### **Withdrawals**

Students may withdraw from class, or the College, prior to the last day of the withdrawal period for the semester or term, as published in the College Class Schedule. To withdraw from class or the College, students must withdraw using their MyCalhoun account. Students who withdraw prior to the deadline will be assigned

a grade of "W". However, a grade of "F" will be assigned to students who fail to satisfactorily complete the requirements of a course or who voluntarily discontinue class attendance and fail to follow the College's official withdrawal procedure.

### **Grades**

The following letter symbols are used to indicate the student's level of achievement in courses taken:

**A - Excellent (90-100)**

**B - Good (80-89)**

**C - Average (70-79)**

**D - Poor (60-69)**

**F - Failure (Below 60)**

**S - Successful**

**U - Unsuccessful**

**AU - Audit**

**I - Incomplete**

**W - Withdrawal**

**NOTE:** Some programs and/or courses may require a higher numeric range than the standard noted above.

**A, B, C** are letter grades which represent levels of accomplishment sufficient to allow students to progress satisfactorily toward graduation and/or prerequisite requirements.

**D** is a letter grade which indicates minimum level accomplishment. Some courses/programs require a minimum of a "C" grade to progress to the next course or to remain eligible for continuation in a program of study.

**F** is the letter grade assigned to students who fail to meet minimum course requirements.

**W** is the letter grade assigned when a student withdraws or is administratively withdrawn from a course/ courses after the drop/add period until the withdrawal deadline; the specific date can be found in the Class Schedule for each term.

**I** as a letter grade indicates incompleteness of course requirements; thus an "I" is not a satisfactory completion and will not allow a student to progress to the next course level. An "I" is awarded only under extenuating circumstances. An "I" typically is used to signify that an instructor has granted permission to a student to complete work or that the Dean or designee has approved the student take his/her final examination late. Other circumstances as approved by the instructor and/or Dean or designee may be granted. The student must be aware that he is **not** to sign up for the course again, but to see the instructor **promptly** and complete the course requirements.

**Regardless of the circumstances, a grade of I must be changed by the end of the following term or it will be converted to an F.**

**S** - Co-op, practicums, and training for Business and Industry.

**U** - Co-op, practicums, and training for Business and Industry.

## Grade Points

A student's academic standing or Grade Point Average (GPA) is a means to evaluate the overall quality of work being done. In order to perform this measure, the following grade points are assigned.

- A 4 grade points per hour
- B 3 grade points per hour
- C 2 grade points per hour
- D 1 grade point per hour
- F 0 grade points per hour
- S 0 grade points per hour
- U 0 grade points per hour

The student's grade point average is obtained by dividing the total grade points earned by the total number of semester hours for which the grades of A, B, C, D, or F are assigned. Grades of W, IP, and AU do not affect the grade point average. A student must have a total overall grade point average of 2.0 (C) on all courses used for graduation in order to be eligible for graduation from Calhoun. (Developmental courses will not apply to the graduation audit).

# Grade Appeal Procedure

Student grade appeals may be expected to occur in a large and complex institution. The prevailing philosophy of the institution is that such appeals be handled informally if possible. Only after full and comprehensive attempts made by students and faculty to resolve grade appeals have failed should a formal procedure be initiated.

There is no appeal procedure if six months of calendar time have elapsed; therefore, the grade appeal procedure must be initiated by the student within six months from the time the grade is received. There are two procedures for appealing a final grade. The first applies if the appeal is within the first eight weeks of the semester immediately following the one for which the grade was received. The second final grade appeal procedure applies if the appeal is after the first eight weeks of the succeeding term.

### A. Procedure for appealing a final grade during the first eight weeks of the following semester:

A student may appeal the final grade received for a course by following the procedures outlined here. Grades received during the academic term for performance, tests, or other activities are private and confidential material between the student and the instructor and are not intended to be covered by the procedures. Daily grades may be considered only as evidence in the formal part of the appeal process, viewed solely on the basis of "a need to know," and handled in such manner so as to continue confidentiality.

1. The student should consult with the instructor promptly after receiving a final grade which he or she feels is unwarranted. If the appeal is not satisfied at this level, the Dean of the Division should meet with either or both in an informal attempt to reach closure. The burden of proof in the grade appeal lies with the student. If the appeal is resolved at this point, a "memorandum of record" should be prepared by the Dean of the Division and be maintained on file. The memorandum will serve as the institution's record that the disagreement was resolved informally.

2. If closure is not reached by using the informal approach, the student may file a formal grade appeal with the appropriate Dean of the Division. This writing must be dated and filed with the appropriate person prior to the midpoint of the succeeding semester. The formal grade appeal must state the reasons for the request, include the dates involved, name the instructor who assigned the grade, and include the previous attempts at resolving the situation informally. The burden of proof in the grade appeal lies with the student.
3. Prompted by the Dean of the Division, a divisional grade appeal committee is limited to two calendar weeks from the date of the appeal to convene, gather evidence, and conduct a hearing. Appropriate evidence in support of the appeal must be provided by the student. However, the committee may request the student's materials from the instructor in cases where the instructor possesses the evidence. Grade and attendance records may be requested of the instructor. However, neither tangential issues nor individual personalities will be considered by the committee. To maintain the confidentiality of the hearing, only committee members, the instructor, and the student may be present at the proceedings.

Each division shall maintain a divisional grade appeal committee. Divisions may elect members or members may be appointed by the Dean of the Division. The divisional grade appeal committee should contain no fewer than three full-time faculty members. Members should rotate off the committee on a yearly basis. If a committee member is unable to serve due to involvement in the specific case being heard, the Academic Dean will appoint a substitute for that particular case. The chairperson of the Divisional Grade Appeal Committee will be elected by the membership and will have the following duties: arrange times and places for the committee meetings and hearings; inform in writing all parties of the committee's activities; ensure that proper records are prepared, maintained, and safeguarded; and chair all meetings and hearings.

The Chair of the committee shall ensure that hearings are reasonable and fair; that only matters properly before the committee are discussed; that meetings and hearings are conducted in a professional atmosphere; and that every attempt is made to protect the integrity of the parties involved.

Committee members must be present at all hearings in order to vote following deliberations. (If, in the committee's opinion, special experience or expertise is necessary for sufficient information to be available or if the appeal is of such sensitivity that the committee should not hear the appeal, the Chairperson shall so advise the Vice President for Academic Affairs or designee. The Dean will then appoint a special appeals committee of institution-wide membership to hear the specific case.)

4. Following the conclusion of the hearing, the committee will deliberate privately as appropriate and prepare a written recommendation for the Vice President for Academic Affairs or designee to be submitted not later than seven calendar days after the date of the hearing. Their recommendation will be either to retain the grade or to alter it. If the recommendation is to alter, the specific grade after alteration will be indicated. The recommendation should include a brief summary of the facts of the hearing and the reasons for the committee's decision. The deliberations and recommendation of the committee are confidential. The committee may meet with the Vice President for Academic Affairs or designee at the Vice President's discretion to discuss actions, deliberations, and recommendations.

5. The Vice President for Academic Affairs or designee will provide a statement of the decision to the student within one calendar week following the committee's recommendation. Copies of the statement of decision will be provided to the appeal committee, the Division Chairperson, and the faculty member involved. The decision of the Vice President for Academic Affairs or designee is final.
- B. Procedure for appealing a final grade after the first eight weeks of the following semester:

Within six months from the time the student received the grade being appealed, the student must initiate the process with the instructor of the course for which the grade was received. This appeal process is strictly informal in nature and must remain a discussion between the student and the instructor of the course. The instructor's decision is final. There is no appeal procedure for final grades if six months of calendar time has elapsed.

## Course Forgiveness Policy

Courses completed at Calhoun may be repeated at Calhoun. The last grade earned excluding W, and AU will be the grade used for graduation audits. Courses may not be repeated at another institution and used as a component of Calhoun's Course Forgiveness Policy.

1. If a student repeats a course once, the second grade (excluding grades of W, IP or AU) replaces the first grade in his/ her cumulative grade point average if the student files a written request with the Admissions and Records Office.
2. When a course is repeated more than once, all grades for the course, excluding the first grade, will be employed in computation of the cumulative grade point average provided the student has requested course repeat as noted in item 1.
3. Transcripts will list all courses and the grades earned. A repeat symbol, 'R,' may denote a course repeat. Zero credit hours can also indicate a course repeat. A transfer institution may choose to average all coursework regardless of Calhoun's institutional policy.
4. A student must request, by submission of the appropriate form, that the Registrar implement the "Course Forgiveness" policy after a course has been repeated.

## Auditing a Course

Instructions for auditing a course at Calhoun are as follows:

- A. A student who desires to audit a course must be admitted to the College;
- B. The student's intent to audit a course must be made by the end of the registration/drop/add period and may not be changed thereafter. Students may not change from "Credit" to "Audit" or "Audit" to "Credit" after the drop/add period. The Registrar will designate the student's audit status on the class roll.
- C. The student who audits a course will complete the same assignments as students who register for credit. In addition, the instructor may require the student who audits to take examinations.
- D. Students may not audit any health science courses.
- E. The cost of auditing a course is the same as for taking a course for credit.

# Academic Program Changing

Requests for a change of academic program should be completed using the "Request to Change Program form" with an Academic Advisor in the Advising Center at either the Decatur or Huntsville location. Students should be aware of the possible consequences resulting from a change of academic program -transferability of courses completed, new requirements for graduation, job potential, limit on total number of courses for financial aid eligibility, etc. Students should discuss these implications with their advisor prior to completing the change of major form. Students affected by VA regulations should also consult Veterans Services staff in the Financial Aid office prior to initiating any change of major.

# Academic Bankruptcy

- A. A student may request in writing to the Registrar a declaration of academic bankruptcy under the following conditions for coursework attempted with Calhoun:
  - 1. Student must have completed 12 semester credit hours of coursework at the College since the most recent semester for which the academic bankruptcy is requested. A grade of "C" or higher is required in each course in the 12 semester hours in the post-bankruptcy period.
- B. When academic bankruptcy is declared, the transcript will reflect the semester of its implementation and the transcript will indicate "ACADEMIC BANKRUPTCY IMPLEMENTED."
- C. Academic Bankruptcy may be implemented only ONCE.
- D. Academic Bankruptcy may be applied to no more than 3 semesters.
- E. Student may be liable for the repayment of any federal financial aid, veterans benefits, or other forms of financial assistance.
- F. Implementation of academic bankruptcy at Calhoun does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution(s).

# Student Course Overloads

A full-time student must be enrolled for 12 semester credit hours or more each term. Students may register for more than 19 semester credit hours only with the written permission of the Vice President for Academic Affairs or designee. No student will be approved for more than 24 semester credit hours in any one term for any reason. "Miniterms/minimesters" are only a part of a full term/semester and are not considered as stand-alone/ individual terms. No more than two (2) laboratory courses will be approved as part of any overload request.

To be considered for an overload, the student must meet the following criteria:

- 1. Have successfully completed a minimum of 18 semester credit hours with Calhoun; and
- 2. have a minimum of a 3.0 GPA for all coursework completed at Calhoun.



# Advanced Standing Credit

## CREDIT BY TRANSFER

Refer to General Principles for Transfer of Credit.

## CREDIT FROM NON-TRADITIONAL SOURCES

Calhoun Community College provides an opportunity for students to earn a reasonable amount of credit toward the Associate Degree or Certificate through methods other than formal classroom instruction. While nontraditional credit may apply toward degree and certificate programs granted by the college, it should not be assumed that such credit will automatically be accepted by other colleges.

Not more than 25% of total credit required for any program may be awarded through nontraditional means towards a degree from Calhoun. Students may not earn credit through nontraditional sources for any course in which a grade has been previously received.

**The types of nontraditional credit and procedures to follow are listed below:**

### *CLEP - COLLEGE-LEVEL EXAMINATION PROGRAM*

Calhoun Community College accepts credit earned through CLEP examinations provided appropriate scores are achieved and certain conditions are met. A minimum score at or above the 50th percentile is required for specific course credit.

Any elective credit earned by nontraditional means may apply toward the total number of hours required for graduation but may not apply toward specific requirements in a particular subject area. For example, elective credit in English will not meet degree requirements of six hours of composition.

Credit for SUBJECT EXAMINATIONS may be granted provided the student has not been enrolled for more than one week in the course for which credit is to be earned. CLEP credit is not granted for college level courses previously failed, for courses in which credit for higher level course work has been earned, or for both subject examination and its course equivalent. The CLEP Subject Exam will supersede the CLEP General Exam; credits will not be awarded for the Subject and General Exam in the same discipline. Only elective credit will be given for general exams.

**CLEP SUBJECT EXAMINATIONS** *Scores for computer based tests only.*

**Examination**                      **Approx. Score**   **CCC Equivalent**   **Sem. Hrs.**

**Business**

Financial Accounting 50                      BUS 241                      3

**Examination**                      **Approx. Score**   **CCC Equivalent**   **Sem. Hrs.**

Management, Prin                      50                      BUS 275                      3

Marketing, Prin                      50                      BUS 285                      3

**Composition and Literature**

American Literature	50	ENG 251-252	6
College Comp	50	ENG 101-102	6
College Comp. Modular	50	ENG101	3
English Literature	50	ENG 261-262	6

**Science and Mathematics**

Biology	50	BI0 103-104	4-8
Calculus	50	MTH125	4
Chemistry	50	CHM111-112	8
Pre-calculus	50	MTH112	3
College Algebra	50	MTH 100	3

**Social Sciences**

American Government	50	POL211	3
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Macroeconomics	50	ECO 231	3
Psychology, Intro	50	PSY 200	3
Sociology, Intro	50	SOC200	3
History of US to 1877	50	HIS201	3
History of US II 1865-present	50	HIS202	3
Western Civ 1	50	HIS 101 (HIS 121)	3
Western Civ II	50	HIS 101 (HIS 122)	3

**Foreign Language**

Credit for CLEP French, German, and Spanish allowed. Check with Admissions or Advising for specific test and scores.

The scores listed above are reflective of the computerized CLEP examination. Students who have CLEP scores from a paper and pen examination should contact the Admissions and Records Office for minimum scores to determine credit awards. Scores are estimates and subject to change without notice. The policy of granting credit through CLEP at Calhoun Community College may differ from policies at other colleges; check directly with other colleges to obtain their CLEP policy. The Huntsville Testing Center is an authorized CLEP Testing Center. For more information on CLEP testing at Calhoun, please see the CLEP information page at [calhoun.edu/testing-center](http://calhoun.edu/testing-center).

***POLICE ACADEMY WORK***

Credit may be available for completion of approved Peace Officer Training Courses/Programs. Consult the Dean for Humanities and Social Sciences for information.

***SPECIALIZED MILITARY TRAINING***

Calhoun adheres to policies prescribed by the Guide to the Evaluation of Educational Experiences in the Armed Services published by the American Council on Education, in granting credit for military course work.

***CREDIT FOR PRIOR EXPERIENCE***

Credit may be granted through the following methods only:

1. Comprehensive Departmental Challenge Examinations;
2. CLEP General or Subject Examinations;
3. An evaluation of training as detailed in the National Guide to Educational Credit for Training Programs;
4. Professional Secretary Certification (CPS);
5. Other experiences which have been received by the American Council on Education and credit recommendations published.

## ***ADVANCED PLACEMENT TEST (AP)***

Credit for the Advanced Placement Test will be awarded for a minimum score of three on subject tests. Not more than 25% of total credit required for any program may be awarded through non-traditional means towards a degree from Calhoun.

## ***INTERNATIONAL BACCALAUREATE (IB)***

Credit may be awarded for IB courses provided:

- Calhoun Community College recognizes International Baccalaureate (IB) credit with a score of 4 on the higher level examinations.
- Reports of IB scores should be sent to the Calhoun Office of Admissions for evaluation.
- Additional credit may be awarded on a course-by-course basis as approved by the department associated with the student's program. The department will determine the application of credits toward degree requirements.
- Any credit awarded will be recorded without grades or quality points and will not be included in the calculation of grade point average.

## ***SPECIALIZED TRAINING WITH INDUSTRY***

Credit may be awarded for industry training provided:

1. A specific contractual agreement is in effect.
2. Industry training has been reviewed by the appropriate faculty in the discipline affected or designee.
3. In no way shall this be interpreted as a means of reviewing industry training on an individual basis. Calhoun Community College does not conduct portfolio reviews.

## ***STATEWIDE AND LOCAL CAREER TECHNICAL ARTICULATION AGREEMENTS***

Students who have completed technical coursework in high school and enroll in the same program with Calhoun Community College may be eligible to receive credit for the work completed in high school through statewide articulation agreements. Programs that are involved include, but are not limited to: Industrial Maintenance, Machine Tool Technology, Air Conditioning and Refrigeration, Electrical Technology, Design Drafting Technology, Health Science, Aerospace Technology, Computer Science, Business, Early Childhood

Education, and Graphic Design.

To qualify for possible credit, a student must:

1. must have earned a "B" or higher in courses to be articulated,
2. must be admitted to Calhoun,
3. will be awarded credit only for courses in their program of study at the college, and
4. the student must request articulated credit no later than 16 months following high school graduation.

For specific information on programs, what credit may be awarded, and any other limitations, please contact the Dual Enrollment office at 256-306-2665 or 256-306-2671. Calhoun also works with Career/Technical administrators and faculty in the high schools to develop local articulation agreements, which award college credit for identified high school coursework. Local agreements have been established in the areas of technology, business, computer information systems, graphic arts, child development and medical terminology. The articulated high school courses contain the same course content as an equivalent college course and Calhoun has agreed to award college credit to those students who meet the requirements outlined in the course articulation agreement. In order to receive articulated credit through local agreements, a student must meet the same criteria outlined above.

## Probation and Suspension

### **Academic Standards of Progress**

According to the number of hours a student has attempted with Calhoun, the following GPA levels must be met to remain in good academic standing:

1. 12-21 credit hours attempted at Calhoun, minimum cumulative GPA of 1.50;
2. 22-32 credit hours attempted at Calhoun, minimum cumulative GPA of 1.75;
3. 33 credit hours or more attempted at Calhoun, minimum cumulative GPA of 2.00.

### **Clear Academic Status**

A student's status is clear when the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at Calhoun.

### **Academic Probation**

1. When a student's cumulative GPA is below the GPA required for the number of hours attempted at Calhoun, the student is placed on Academic Probation.
2. When a student on Academic Probation has a cumulative GPA below the requirement based on hours attempted at Calhoun, but the semester GPA is 2.00 or above, the student remains on Academic Probation.

### **SUSPENSION-ONE SEMESTER**

When the cumulative GPA of a student on Academic Probation remains below the GPA required for the total number of hours attempted at Calhoun and the semester GPA is below 2.00, the student is suspended for one semester. The transcript will read SUSPENDED - ONE SEMESTER.

### **SUSPENSION-ONE YEAR**

A student readmitted after serving a suspension or upon appeal reenters on Academic Probation. If the cumulative GPA remains below the level required for the total number of hours attempted at Calhoun and the semester GPA is below 2.00, the student will be suspended for one calendar year. The student's transcript will read SUSPENDED - ONE YEAR.

### **APPEAL OF SUSPENSION**

A student who wishes a reconsideration of his/her suspension, whether it is for one semester or for one year, must do so in writing to the College Admissions Committee. The student may present a rationale and/or mitigating circumstances in support of his/her request for readmission. The decision of the Admissions Committee for an appeal is final.

## Attendance

College instructors are required to provide a syllabus to each student enrolled in their course. The syllabus establishes the instructor's expectations, policies, procedures, course content, course schedule, and other information defining the requirements of the course for the student. Upon receiving the syllabus, students are deemed to be on notice of its contents and are assumed to understand and abide by the expectations, policies, and procedures stated therein. Students who have questions regarding the syllabus should first consult their instructor and, if necessary, the department chairperson before contacting the Dean.

**If a student fails to officially withdraw from a course, this could result in a grade of F and adversely impact financial aid.**

## Final Examination Attendance

Attendance at final examinations is mandatory. Such examinations are administered in all academic subjects at the end of each semester in accordance with an examination schedule issued by the Dean or designee. Any student who must miss a final examination has the responsibility of notifying his/her instructor to make arrangements to take the final examination on an alternate date, if possible. This is accomplished by filling out a form entitled "Permission to Alter Final Examination Schedule" which may be obtained in divisional/departmental offices. One copy of the form is retained by the faculty member and one copy is retained by the student. Faculty members should not change the published class examination schedule without prior approval from the Dean or designee.

# Recognition of Academic Excellence

## President's List

Calhoun publishes a President's List at the end of each semester. The President's List contains the names of all students carrying 12 or more semester hours who have earned a grade point average of 4.00. Developmental courses will not count toward minimum course load requirement for academic recognition.

## Dean's List

Calhoun publishes a Dean's List at the end of each semester. The Dean's List contains the names of all students carrying 12 or more semester hours who have earned a grade point average of 3.50 through 3.99 and who have made no grade below a "C." Developmental courses will not count toward minimum course load requirement for academic recognition. The GPA is figured by semester, and the Dean's List is not based on the student's cumulative GPA.

## Phi Theta Kappa

Calhoun students who are enrolled in at least one course after the drop/add period ends each semester and who have at least a 3.5 cumulative GPA and have completed at least 12 semester hours creditable toward a two-year degree are invited to join the Sigma Lambda Chapter of PhiTheta Kappa, the International Honor Society of two- year colleges. Members must maintain at least a 3.0 cumulative GPA to retain membership. Phi Theta Kappa members may qualify for numerous scholarships to four-year colleges and universities throughout the United States. Phi Theta Kappa members are authorized to wear the prestigious gold membership pin after induction, distinctive gold tassel, PTK honors stole and double honor cords at the Calhoun graduation ceremony. A graduating member will have the PhiTheta Kappa gold seal affixed to the awarded degree. The academic transcript of a member displays the Phi Theta Kappa designation. Membership in the organization is considered to be an asset on an employment resume.

## Sigma Kappa Delta

Sigma Kappa Delta is the English Honor Society for two-year colleges. Sigma Kappa Delta national headquarters is located at Calhoun Community College. The society strives to:

- Confer distinction for high achievement in English Language and Literature in undergraduate studies;
- Provide, through its local chapters, cultural stimulation on college campuses and promote interest in literature and the English language in surrounding communities;
- Foster all aspects of the discipline of English, including literature, language, and writing;
- Promote exemplary character and good fellowship among its members; and
- Exhibit high standards of academic excellence and serve society by fostering literacy.

Sigma Kappa Delta's central purpose is to confer distinction upon students of the English language and literature in undergraduate studies. Our parent organization, Sigma Tau Delta, the International English Honor Society, is the proud sponsor of the National English Honor Society (NEHS). NEHS, a program of Sigma Tau Delta, serves students and faculty who share a commitment to excellence in English Language Arts.

Calhoun students must meet the following criteria for membership:

- Have completed a minimum of one college-level English Language (composition) or literature course at 100 level or above with a "B" average or better;
- Have completed at least 12 semester hours or the equivalent quarter hours of college credit; and
- Have a minimum 3.0 GPA on a 4.0 scale.

## Degrees & Graduation

Calhoun Community College awards the following:

**Associate of Science degree:** designed for those students who plan to transfer to a four-year institution. The degree is comprised of at least 60 semester credit hours but no more than 64 semester credit hours. The number of applied credit hours to be transferred and the level of attainment will be determined by the standards required by the institution to which the student is transferring. Specific requirements are outlined in this catalog. Only one Associate of Science degree may be awarded.

**Associate of Applied Science degree:** designed for those students who plan to seek employment based upon the competencies and skills attained through these programs. While not designed to meet the needs of students who transfer to a four-year institution, portions of these programs may do so. The associate of applied science degrees are comprised of at least 60 semester credit hours, but no more than 76 semester credit hours. Specific requirements are outlined in this catalog.

**Certificates:** are below the degree level and are designed for students who plan to seek employment. There are two types of certificates, long-term and short-term. The long-term certificates are comprised of at least 30 semester credit hours, but no more than 60 semester credit hours. The short-term certificates are comprised of at least 9 semester credit hours, but no more than 29 semester credit hours. Specific requirements are outlined in this catalog.

Even if you plan on transferring to pursue a Bachelor's degree, receiving your Associate's degree from Calhoun Community College is valuable and a great milestone in your academic career.

Applying for graduation at Calhoun is easy. For comprehensive information, please visit the Graduation web page accessible from this link: <http://www.calhoun.edu/graduation>.

# Degree Requirements

1. Applicants must satisfy requirements either as stated in the current college catalog at the time of graduation, or as stated in any catalogs from the five (5) previous academic years. Students readmitted to Calhoun Community College will be required to update their catalog to the term of readmission.
2. Applicants must complete 60 - 76 semester hours of college credit work in a planned program of study. (Courses considered as developmental will not apply toward degree requirements.)
3. Applicants must earn a minimum overall grade point average of 2.00 for all courses attempted at the institution. A course may be counted only once for purposes of meeting graduation requirements.
4. Applicants must complete at least 25% of the total semester hours of degree requirements at Calhoun Community College.
5. Applicants are expected to be enrolled during the semester the degree is earned. However, those students who are within five calendar years from the last semester of attendance at Calhoun and have transferred to another college or university are encouraged to transfer credits back to Calhoun to complete the requirements for a degree. Generally, a minimum grade of "C" is required in the courses transferred.
6. The application for graduation should be submitted at least one term prior to your planned term of graduation. Completing your application at least one term prior to graduation will allow the Admissions and Records Office time to perform a graduation audit and notify students of audit results. This process also allows time for adjustments to a student's academic plan, as needed. There is no cost to have your degree posted on your academic transcript or for diplomas.
7. Applicants must clear all procedural, operational, and financial obligations to the College.

## Reverse Transfer

Calhoun Community College participates in the Reverse Transfer Program. Reverse transfer is the transfer of credits from a four-year institution to a two-year institution to facilitate the awarding of an Associate of Science Degree. Each student's credits will be evaluated to see if the combined credits meet degree and graduation requirements.

In order to be eligible, students must have earned at least 25% of the credit hours required for their degree at Calhoun Community College. Students must also have earned at least 3 semester credit hours from the four-year institution, must be in good standing and have a minimum overall GPA of 2.0 at Calhoun.

For more information, please visit the Reverse Transfer web page accessible from this link:  
<https://calhoun.edu/student-services/calhoun-admissions-records/reverse-transfer/>



# Graduation Honors

## Degree Recipients

At the time of graduation, the College uses the following designations to recognize the academic accomplishments of students who earn degrees:

**Cum Laude: 3.50 to 3.69 GPA**

**Magna Cum Laude: 3.70 to 3.89 GPA**

**Summa Cum Laude: 3.90 to 4.00 GPA**

To graduate with honor, a student must meet the grade point average requirements on all college level course work considered for degree requirements and have completed a minimum of 24 semester hours at Calhoun Community College. Developmental Studies classes and courses transferred in from other colleges or universities are not used in determining honors eligibility.

## Certificate Recipients

At the time of graduation, the College uses the following designations to recognize the academic accomplishments of students who earn certificates: **With Distinction: 3.50 to 4.00 GPA**

## Presidential Honors Program

Students who have been admitted to the Presidential Honors Program and complete all requirements of the program as well as all requirements for a degree will be recognized at graduation and on the transcript as having graduated with Honors.

## Library Services

<http://www.calhoun.edu/library>

**Mission:**

**We offer access to information and promote lifelong learning.**

**Albert P. Brewer Library (Decatur Campus) and Huntsville Campus Library**

Print books, eBooks, online databases, magazines and journals, newspapers, books-on-CD, and Reserve materials are included in library holdings. Workstations offer access to Microsoft Office application software (Word, Excel, Access, and PowerPoint). In addition, students can access MyCalhoun, Blackboard, and Outlook from workstations.

The online Library Catalog offers access to print and eBook collections at the Huntsville Campus Library and Brewer Library. EBSCOhost eBooks offer online, full text content that support the academic programs. Credo Reference offers full text, online access to online reference books. When accessing an eBook off campus, you must enter a Username (A Number) and Password (Same password as MyCalhoun).

Calhoun students (including Dual Enrollment) and employees have access to licensed, online databases offered through the Alabama Virtual Library plus databases licensed by the college. Thousands of magazines, journals, newspapers, and trade publications offer full-text articles. Off Campus access requires a Username (A Number) and Password (Same password as MyCalhoun).

The Library Instruction Room (Brewer Library) and MultiMedia Room (Huntsville Campus Library) are equipped with student workstations for hands-on use and may be scheduled by instructors and other groups by contacting the circulation staff at 256-306-2774 (Decatur campus), 256-890-4777 (Huntsville campus), or email [circ@calhoun.edu](mailto:circ@calhoun.edu). Learning space is available with technology for groups of students for collaborative study.

Librarians offer one-on-one assistance in conducting library research. Inquire at the Reference Desk in person, by telephone, or make a request via email at [reference@calhoun.edu](mailto:reference@calhoun.edu).

Librarians also offer personalized library instruction for day and evening classes upon request by the instructor. To schedule a class, call 256-306-2774 (Decatur campus), 256-890-4777 (Huntsville campus), or email [reference@calhoun.edu](mailto:reference@calhoun.edu). Online tutorials for searching selected databases and eReference guides are available through the Library website.

Reciprocal borrowing privileges are in place for all Calhoun students and faculty to borrow books at the libraries of Athens State University, Drake State Community and Technical College, and Alabama A&M University without a charge. The UAH Library charges a \$25 annual fee for the checkout of materials. All cooperating libraries require verification that the student is registered at Calhoun for the current semester. Community patrons are also invited and encouraged to register for a Calhoun Library Card. A driver's license and social security number are required for registration as a Borrower.

TILT (The Information Literacy Tutorial), offered in ORI 110, teaches the basics of information literacy and library instruction --how to select, access, evaluate and use information resources available to Calhoun students through the Brewer Library and Huntsville Campus Library.

Please access the Library website for more information, including hours and the Library Facebook, Instagram, and YouTube links.

## Business Information

**DECATUR CAMPUS**  
Monday-Thursday

**HUNTSVILLE CAMPUS**  
Monday-Thursday

8:00 a.m.-5:00 p.m.

**Friday**

8:00 a.m.-12:00 p.m.

**256-306-2572**

[www.calhoundecaturshop.com](http://www.calhoundecaturshop.com)

9:00 a.m.-5:00 p.m.

**Friday**

9:00 a.m. - 12:00 p.m.

**256-890-4748**

[www.calhounhuntsvilleshop.com](http://www.calhounhuntsvilleshop.com)

## Special Hours

First week of class, special hours will be posted in-store and on the website. Hours may vary when classes are not in session (Bookstore hours are subject to change without notice)

## METHOD OF PAYMENT

Payment may be made by cash, personal check or credit card. The following policy governs payment by check:

1. Checks are accepted for the amount of purchase only.
2. Checks must be made payable to the Calhoun College Bookstore.
3. Phone number, student number or driver's license number and address must be recorded on face of check.

## REFUND POLICY

Textbook refunds will be granted up to seven(7) days after the first day of class with receipt. Textbooks must be in the same condition as purchased (access codes sealed, shrink wrap intact, books unmarked).

## BOOK BUY BACK POLICY

Textbooks may be sold to the Bookstore any day that the bookstore is open. General buy back policy is as follows:

1. You must present a Student ID.
2. All titles will be considered for buy back regardless of where you purchased them. Price will be determined by market demand and may be purchased for as much as 50% of original purchase price.
3. Normal markings and underlining expected; however, books with excessive markings, water stains, broken bindings, loose pages, heavily soiled, etc. will not be purchased.

## SECURITY/POLICE

The office of the Director of Calhoun Police is located in building #6 across from the Machine Tool building on the Decatur campus.

The campus police at the Huntsville location can be contacted in the Administrative office at that location. Officers are available whenever classes are in session. Calhoun police have the responsibility for the following:

1. Assisting students
2. Enforcing traffic and parking regulations and state laws
3. Providing for parking and traffic flow for special events (Students, faculty, and staff must notify security when special events are scheduled on campus)
4. Issuing decals
5. Maintaining building security
6. Responding to any emergency situation

Phone: 256-306-2575, Decatur  
256-890-4741, Huntsville

### **Emergency: 256-306-2911**

**NOTE:** In case of a medical emergency, security will, at the individual's expense, call an ambulance for transporting to a nearby emergency room for treatment.

# Computer Technology Acceptable Use Policy

**Individuals are Fully Responsible** for their own actions while using Calhoun Community College's (Calhoun) "computer technology" (defined as Calhoun computers and computer- related equipment, programs, supplies, and network communications, including Internet access gained through Calhoun's computer network). Users must respect the privacy and rights of others, and the integrity of both the hardware and software being used. Accordingly, users must assume responsibility for making the best possible use of access privileges and for not abusing them. Employee questions concerning access, acceptable and unacceptable use, should be directed to the Director of Information Technology. Student questions should be directed to the appropriate instructor or the Campus Dean or designee.

**Limited Access:** Calhoun reserves the right to limit the access of any and all employees and students to certain software programs or directories. Each user is provided with a certain access level. A user may not access a computer without authorization or exceed authorized access. A user's activity is restricted to access of only those programs or directories in that user's respective access level. Likewise, a user may not obtain access to another level by means of another user's access. Any user who exceeds his/her respective level, assists another user to gain access to an otherwise inaccessible level, or allows another user to gain access to an otherwise inaccessible level will be held accountable for the violation of this policy. A user may not continue to enter an access level which was previously assigned to the user, but which has since been suspended or revoked.

No user may knowingly

- Use either Calhoun computer technology or personal technology to "break into" or "hack into" college or other computers and storage devices for the purpose of reading, copying, deleting, modifying or distributing data and/ or information of others, or any other purpose;

- Give passwords, access codes or other security access information to others;
- Share personal e-mail accounts.

**Internet Access:** Any employee or student access to the Internet through Calhoun's computer network is limited to the acceptable use as set out below. Likewise, any employee or student who accesses the Internet through Calhoun's computer network for an unacceptable use as defined above or causes an unacceptable result will be held accountable for the violation.

The use of the Internet must be in support of education, research, college-related service activities, or college administration and consistent with the mission of Calhoun Community College. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Any use of the Internet through Calhoun's computer network for political advertisement or political lobbying is also strictly prohibited.

Users of the Internet through Calhoun's computer network are expected to abide by the rules of network etiquette. Any swearing, vulgarities or other inappropriate language is prohibited. Users are also prohibited from revealing personal addresses or phone numbers of students or colleagues.

Users are hereby warned that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

**Acceptable Use:** It is acceptable to use Calhoun computer technology for purposes relating directly to education, educational research, college-related service activities, and administration of Calhoun.

Examples of acceptable use are

- Using the software/hardware only in the condition and settings provided by Calhoun. Users may not modify software settings to add or delete hardware components or modify software features, unless so instructed by appropriate college officials.
- Using the network for the purpose of instructional support. This may include class assignments, research, skill development, and/or the production of materials used in the educational process.

**Unacceptable Use:** It is unacceptable to use Calhoun computer technology for any illegal purpose or to interfere with or disrupt other users, services or equipment. Such unacceptable use includes, but is not limited to, the following:

- Engaging in activities to damage or disrupt computer, computer system, network information, data or a program by such acts as virus creation and propagation, wasting system resources, or overloading networks with excessive data.
- Engaging in activities for the purpose of promoting personal gain and/or profit or use of college technology for organizations other than Calhoun.
- Engaging in any activity which is in violation of the Code of Alabama (1975) §§36-25-1 through 36-25-30, as amended (the "State Ethics Law"), or which, in the opinion of the Calhoun administration, may be contrary to such law.
- Using any computer technology in a manner that violates patent protection or license agreements.

- Engaging in any activity that violates any and all copyright laws. Such activity may include utilizing Calhoun technology to copy and/ or distribute copyrighted materials of any type that the user does not have a valid and legal right to copy.
- Engaging in any use that is illegal or results in the commission of any illegal activity.
- Using Calhoun computer technology to support or oppose any candidates or candidates for public office, or for any other political purpose. (Use of State property for political purposes is against Alabama law.)
- Transmitting messages of a romantic or sexual nature to any person or persons.
- Creating, displaying, transmitting or making accessible threatening, racist, sexist, offensive, annoying or harassing language and/or material.
- Knowingly accessing or transmitting information which contains obscene or indecent material as defined by law.
- Knowingly performing an act; which will interfere with the normal operation or use of computers, terminals, peripherals, or networks.
- Creating copies, or taking into the user's personal possession copies of Calhoun owned software and/or hardware technology such as computers, components, disks, or peripherals.
- Using another person's computer account or allowing someone else to use your account (e-mail, secure systems, etc.).
- Sharing personal e-mail accounts.
- Masking the identity of an account or machine or in any manner misrepresenting your identity in e-mail or other electronic communication.
- Communicating any information concerning password, identifying code, personal identification number or other confidential information without the permission of its owner.
- Creating, modifying, executing or re-transmitting any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as "Messages," including, but not limited to, forgery of Messages and/or alteration of system and/or user data used to identify the sender of Messages.
- Attempting to gain unauthorized access to any information facility, whether successful or not. This includes running programs that attempt to calculate or guess passwords, or that are designed and crafted to trick other users into disclosing their passwords, and any attempts to circumvent data protection schemes or uncover security loopholes. It also includes electronic eavesdropping or communication facilities.

**Access is a Privilege, Not a Right:** Calhoun reserves the right to deny the privilege of the use of any or all types of computer technology to individuals who violate this Acceptable Use Policy. Users may also be held accountable for violations of Federal and/or Alabama Laws (i.e, Computer-Related Crime, etc.). Violations of this policy may result in the termination or suspension of employment, suspension of computing privileges, disciplinary review, any other forms of employee or student discipline, and/ or financial restitution to Calhoun for any damages and costs related to inappropriate or unacceptable use, and/or criminal or civil legal action. Calhoun reserves the right to monitor, modify and/or delete any material posted on the Student Announcements and/or student e-mail account that is deemed to be inappropriate, in poor taste and/or not in keeping with the educational values of the College. Calhoun reserves the right to modify or clarify this policy at any time.

**Computer Crimes:** The Alabama Computer Crime Act, codified at Code of Alabama (1975) §§1 3A-8-101 - 13A-8-103, makes it a crime for a person to damage, or without authorization to modify computer equipment, computer networks, and computer programs and supplies or without authorization to access, examine, or use

computer data and programs, and provides for punishment up to a Class B Felony (imprisonment for 2-20 years and/or a fine up to \$10,000 or double the damage or loss to the victim). Federal law also makes it a crime, without authorization, to access computers or computer networks devoted in part to Federal purposes. Any violation of such State or Federal laws respecting computers shall also constitute a violation of the Calhoun Computer Technology Acceptable Use Policy. Furthermore, this policy prohibits various actions (described above) which may or may not constitute a crime.

## Evacuation Chair Locations

All evacuation chairs are located on the North or West stairwells of the building, depending on the orientation of the building.

1. Alabama Center for the Arts (Decatur) – Phase I (Visual Arts Center), second and third floors next to elevator. Phase II (Performing Arts Center), second floor
2. ATC – None
3. Harris Hall – second and third floor stairwells
4. Health Sciences – second and third floor stairwells
5. Chasteen Student Services – second floor main stairwell
6. MSA – second and third floor stairwells math division side
7. Wallace – second floor main stairwell
8. Huntsville Campus – CIS Building, third floor central stairwell. Sparkman building, none.

## Special Programs

### Adult Education

The Adult Education program offers adults the opportunity to prepare employment through several different programs. All Adult Education offerings are **FREE** to residents of our service area. In person and distance learning options are available for most of our Adult Education offerings. Please note, students must meet the minimum technology requirements to participate in distant learning.

Contact the Adult Education office at 256-306-2830 in Decatur or 256-890-4793 in Huntsville for additional information or visit our website: [calhoun.edu/adult-education/](http://calhoun.edu/adult-education/)

#### High School Equivalency Options - GED® Test

Calhoun Community College's Adult Education **FREE** GED® program offers students the opportunity to earn a GED® through online or in person learning. Our primary mission is to provide a reliable process for certifying that adults possess the major and lasting outcomes of a traditional high school education. Students work toward passing the four sections of the GED®:

- Reasoning Through Language Arts

- Mathematical Reasoning
- Science
- Social Studies

For more information on the GED® Test visit [ged.com](http://ged.com). To learn more about our program, or to enroll, visit our website: [Calhoun.edu/adult-education/](http://Calhoun.edu/adult-education/)

## Non-Traditional High School Diploma Option Program (HSDO)

The Non-Traditional High School Diploma Option Program (HSDO) may be a good option for the student who completed all 24 credits required to graduate but failed to pass the high school graduation exam. Or the student who completed at least 10 credits of the 24 credits needed for high school completion.

Find out if our **FREE** HSDO program is right for you, visit our website:

[Calhoun.edu/adult-education/non-traditional-high-school-diploma-option-program/](http://Calhoun.edu/adult-education/non-traditional-high-school-diploma-option-program/)

## Manufacturing Skill Standards Council (MSSC)

The Manufacturing Skill Standards Council (MSSC) is the nation's leading industry-led training, assessment and certification organization focused on the core technical competencies needed by the nation's frontline production and material handling workers.

The MSSC CPT Manufacturing Certification is designed for those looking to develop foundational knowledge of manufacturing processes and production, safety, maintenance awareness, and lean manufacturing principles. Participants will have the opportunity to test for the nationally recognized Manufacturing Skills Standards Council Certified Production Technician (CPT). Participants can also participate in the Ready to Work program and Work Keys.

The MSSC Program at Calhoun Community College Adult Education Program allows the student to require several important certifications allowing the student to improve their opportunities for skilled employments. Our MSSC certifications include:

- **MSSC - CPT (Manufacturing Skills Standards Council) - Certified Production Technician** - designed for those looking to develop foundational knowledge of manufacturing processes and production. The CPT is a nationally recognized certification.
- **MSSC-CLT - Certified Logistics Technician** - industry-led program that prepares individuals for front-line material handling and supply chain logistics in fulfillment centers, warehouses, distribution centers, and factories. The CLT is a nationally recognized certification.
- **MANUFACTURING PRE-APPRENTICE** - a blend of CPT and RTW courses that provides the knowledge for success in the Calhoun Advanced Manufacturing Program. The student completes the pre-apprenticeship with a CPT, Alabama Certified Worker, and the ACT National Career Readiness Certificate.

To enroll in our **FREE** MSSC classes and begin your journey to better employment, visit our websites:



- [Calhoun.edu/adult-education/certified-logistics-technician/](http://Calhoun.edu/adult-education/certified-logistics-technician/)
- [Calhoun.edu/adult-education/alabama-advanced-manufacturing-certification/](http://Calhoun.edu/adult-education/alabama-advanced-manufacturing-certification/)

## Ready to Work

Alabama's Ready to Work (RTW) program provides trainees the entry-level skills required for employment with most businesses and industries in Alabama. We are AIDT certified to teach Ready to Work, the employability curriculum preferred by the Region 1 Workforce Development Board. The training curriculum is set to standards cited by business and industry employers throughout the state, and the skills cited in the U.S. Department of Labor's Secretary's Commission on Achieving Necessary Skills (SCANS) Reports.

Successful completion results in the award of an Alabama Career Readiness Certificate (CRC). Completion requires attainment of a minimum WorkKeys Assessment Level 3 on Applied Mathematics, Reading for Information, and Locating Information.

Step Out, Take the Leap! Ready to Work will help further your goals. Whether you want to obtain employment, enroll in technical training, or advance into college we will help you meet your goals! The Department of Postsecondary Education will provide one tuition **FREE** college course (up to four credit hours) for students who successfully complete the Ready to Work program.

You may find out additional information about the Ready to Work Program or enroll by visiting our website: [Calhoun.edu/adult-education/ready-to-work/](http://Calhoun.edu/adult-education/ready-to-work/)

## ACT Prep for Professionals

ACT Prep for Professionals is for non-traditional students who wish to further their education in Health Sciences or other professional fields that require a high ACT score. Certified instructors who are skilled in ACT test taking techniques will administer the TABE assessment to determine the foundation knowledge the student requires to raise their ACT score. Classes are available on the Huntsville and Decatur Calhoun Campus in the Adult Education Services Department.

For more information on our **FREE** ACT Prep for Professionals, or to enroll, visit our website at [Calhoun.edu/adult-education/act-prep-for-professionals/](http://Calhoun.edu/adult-education/act-prep-for-professionals/)

## Armed Services Vocational Aptitude Battery (ASVAB)

ASVAB Test Preparation is important to getting the assignment you want with the U.S. Military. The Higher your score, the more opportunity you have. Come to our **FREE** ASVAB test preparation classes in the Adult Education Services Center on either campus.

Find out more about our ASVAB preparation at our website: [Calhoun.edu/adult-education/asvab/](http://Calhoun.edu/adult-education/asvab/)

## Adult Education Bridge Program

The Bridge Program was designed with first time college students in mind. Bridge classes allow students to remediate or “refresh” in Math (MTH 098) and Language (ENR 094) skills and prepare for future credit-bearing classes. Bridge classes are “refresher” courses that move at an accelerated pace.

More information on our **FREE** Adult Education Bridge Program may be found at our website: [Calhoun.edu/adult-education/adult-education-bridge-program/](http://Calhoun.edu/adult-education/adult-education-bridge-program/)

## Digital Literacy and Microsoft Office Basic Classes

Calhoun Community College Adult Education offers a **FREE** Digital Literacy class in both the Decatur and Huntsville areas. The class covers computer basics, Internet basics, Windows 10, and the basic principles of Microsoft Word, Excel, PowerPoint, and Outlook. This is an entry-level computer class.

Sign up for our digital literacy class or get additional information by visiting our website: [Calhoun.edu/adult-education/computer-basics-and-microsoft-office-basics-class/](http://Calhoun.edu/adult-education/computer-basics-and-microsoft-office-basics-class/)

## English as a Second Language

Calhoun Community College’s Adult Education Department offers a **FREE** English as a Second Language Program (ESL). Our English Language Acquisition program provides instruction in reading, writing, speaking, and listening in English at every level. Our program is based on the expertise and recommendations of the leading professionals in the field of English education in order to prepare students for college and careers.

You will find additional information at our website:

[Calhoun.edu/adult-education/english-as-a-second-language/](http://Calhoun.edu/adult-education/english-as-a-second-language/)

## GED4Me!

Not sure if the GED® is for you? You can see for **FREE!** Take your GED® Practice with no classroom attendance required! For a limited time, if you pass all four sections of the GED® Ready practice test, Alabama Adult Education will PAY for you to attempt the official GED® Exam!

The GED® is accepted by **over 97%** of colleges and employers in the United States. By getting your GED®, you increase your earning potential by an annual average of **over \$9,000!**

Find out if GED4Me is right for you by visiting our website: [Calhoun.edu/adult-education/see-4-free/](http://Calhoun.edu/adult-education/see-4-free/)

# Presidential Honors Program

Academically talented, high achieving students may apply to participate in Calhoun's Presidential Honors Program.

To apply, students must submit

- Application
- Resume
- Essay
- High school transcripts, and
- ACT Score.

In order to graduate from the program with full honors, students must

- Complete one core Honors course (IDH198 Honors Leadership)
- Complete 15 hours in Honors designated courses, and
- Earn 21 enrichment program points.
- Complete capstone project.

For more information, see [www.calhoun.edu/honors](http://www.calhoun.edu/honors).

## Cooperative Education

Cooperative Education is a structured educational strategy integrating classroom studies with learning through productive work experience in a field related to a student's academic or career goals. It provides progressive experiences in integrating theory and practice. Co-op is a partnership among students, educational institutions, and employers with specified responsibilities for each party.

Calhoun Community College's Cooperative Education Program affords students the opportunity to acquire on-the-job experience before graduation by combining studies at Calhoun with a related work experience. This Program allows the student to work part-time (a minimum of 20 hours per week) in a job directly related to his/her academic major while attending school on a full-or part-time basis.

### How do I become a Co-Op student?

Interested students should complete the online co-op application.

Upon receiving your complete application, the career services department will review your application and ensure that you meet the minimum requirements. You will then be added to the applicant pool and your application will be submitted to co-op postings for which you are a match. Completing the co-op application does not guarantee that you will be placed into a co-op.

Once a co-op has been secured for the student, the student will register for the appropriate co-op course.

### Eligible Degree Programs

Co-op is currently offered for the following degree programs:

## **Associate of Applied Science**

Technologies (Aerospace, Design Drafting, HVAC, Industrial Maintenance, Machine Tool Technology, Process Technology, and Welding)

Business/Accounting

Computer Information Systems (\*Note: CIS Co-Ops are 3 credit hour courses)

## **Associate of Science**

General Studies

For the most up-to-date guidelines, pre-requisites, and program offerings, please refer to our website: [www.calhoun.edu/coop](http://www.calhoun.edu/coop)

# Minimum Requirements

The minimum entry requirements to be placed into the co-op applicant pool are as follows:

- Minimum 2.5 GPA
- Be at least 18 years of age
- Currently enrolled in a degree seeking program at Calhoun
- Be eligible for employment in the United States
- Have completed required coursework outlined in Co-Op guidelines

# Application Process

Please visit [www.calhoun.edu/CoopApp](http://www.calhoun.edu/CoopApp) to complete the co-op application process.

You will be asked to provide:

- Personal information, such as your name and A#
- A current résumé
- An online transcript release

# Distance Learning

Distance Learning focuses on utilizing technology and teaching methods to provide instruction to students outside the regular classroom and thereby increase flexibility and scheduling options. There are two types of Distance Learning courses at Calhoun: hybrid and online (asynchronous and synchronous).

- A hybrid course is one in which a majority of instruction is delivered in a structured alternative delivery format including, but not limited to, the Internet and/or other off-campus formats. Calhoun identifies a hybrid course with an "H" in the course schedule.
- An asynchronous online course is one in which instruction is delivered entirely online through Blackboard, a learning management system. Although the course content is delivered entirely online, students may be required to take exams in the Testing Center on either campus, or at an approved testing location. Some courses also utilize online test proctoring software like Respondus or Honorlock. There may be additional fees to use outside testing centers or online test proctoring software. Calhoun identifies an asynchronous online course with a "W" in the course schedule.
- A synchronous online course is one that utilizes a web conferencing tool, like Blackboard Collaborate or Microsoft Teams, to hold scheduled online meetings on a weekly basis. The course schedule will list specific days and times for these meetings when a student registers. There will be additional course materials and assignments available in Blackboard. The instructor may require proctored exams similar to an asynchronous online course. Calhoun identifies a synchronous online course with an "S" in the course schedule.

Both hybrid and online courses require a reliable and current computer and Internet access, preferably high-speed. . A list of minimum technical requirements can be found at <https://calhoun.edu/distance-learning/technical-requirements/>. Additionally, Distance Learning courses require computer literacy and reading comprehension skills, as well as self-discipline and motivation. Students register for Distance Learning courses in the same way they register for traditional courses. For additional information, please visit our website, [www.calhoun.edu](http://www.calhoun.edu), or contact Distance Learning Services at [dlservices@calhoun.edu](mailto:dlservices@calhoun.edu) or 256-306-2998.

## Weekend College

Weekend College is available at the Huntsville location. For more information regarding weekend classes in Huntsville, call 256-890-4701. The semester schedule includes all weekend course offerings.

## Statewide Transfer and Articulation Reporting System (STARS)

In order to assist Calhoun Community College students with the transferring of courses to other institutions of higher education in the state, Calhoun is a full member in the Statewide Transfer and Articulation Reporting System (STARS).

The STARS computerized advising system has been created to inform students of the courses that they can take and transfer among public institutions within the State of Alabama without losing credit. Go to the STARS website at <http://stars.troy.edu>.

# Calhoun Workforce Solutions (CWS)

Increasing the productivity of the existing workforce is one way to increase the profitability of local companies in a very tight labor market. Continuous training and retraining of the workforce is important to the viability of local companies. The Calhoun Workforce Solutions (CWS) group provides customized, flexible, cost-effective, and convenient training to local businesses and industries throughout North Alabama allowing them to achieve and maintain peak efficiency in the global marketplace.

CWS works one-on-one with companies to develop solutions to equip today's employees with the skills of tomorrow.

**Professional Development:** CWS offers a variety of online and traditional facilitator-led professional development opportunities including Production Technician Online & in-person training, Industrial Maintenance Online theory training, Education To Go online training, and Leadership training. For more information, call 256-306-2664.

**Industrial Technologies:** CWS offers learning opportunities in the following areas: Arc Flash Training, Industrial Maintenance, Construction Trades Training, OSHA Safety Training, Pre-Apprenticeship programs (Welding, Pipe Fitting, Electrical and Line Worker), Renewable Energy, and Water Operator Certification. For more information, call 256-306-2664.

**Professional Certifications/Computer IT Operations:** CWS provides local area companies and nontraditional students with timely training and preparation for the workforce. Companies have an option to take advantage of the regularly scheduled courses, or CWS can customize training to meet client requirements. Opportunities include CISSP, Certified Ethical Hacker, Microsoft Office Suite, CompTIA Network-i-, CompTIA A+, CompTIA Security-I-, Cisco Certified Network Associate, and customized computer network training. For more information, call 256-306-2584.

**Short-Term, Career Track Healthcare Programs:** CWS offers Short-Term, Career Track Healthcare Training Programs to prepare students for entry-level job opportunities as Certified Personal Trainer, Clinical Medical Assistants, Dialysis Technicians, EKG Technicians, Medical Administrative Assistants, Medical Billing and Coding Professionals, Pharmacy Technicians, Phlebotomy Technicians, and Veterinary Assistants. Most of the Short-Term Career Track Healthcare Programs offer the opportunity to sit for a National or State Certification exam.

Online and instructor-led Training Classes are available for most of the programs listed above, with the exception of the Phlebotomy Technician Program (instructor-led only).

Typical student loans through FAFSA do not cover the Program fees. Funding options are available through resources such as the WIOA Program, MyCAA, and personal student loans such as Sallie Mae, [www.salliemae.com](http://www.salliemae.com).

For more information on these programs, call 256-306-2515 or visit the website at [www.calhoun.edu/healthcare](http://www.calhoun.edu/healthcare).

**Professional Certifications/Quality Training:** In conjunction with local industry partners, CWS offers courses for ASQ certification in areas such as: Certified Supplier Quality Professional (CSQP), Certified Quality Auditor

(CQA), Certified Calibration Technician (CCT), Certified Quality Improvement Associate (CQIA), Certified Six Sigma Green Belt (CSSGB), Certified Six Sigma Black Belt (CSSBB), Certified Software Quality Engineer (CSQE), and Certified Quality Engineer (CQE). Facilitators are local working quality professionals. Companies have an option to take advantage of the regularly scheduled courses. In addition, CWS can customize training to meet client requirements. For more information, call 256-306-2584.

**Commercial Truck Driving Training (CDL):** The CDL Training program provides driver license testing information and training for unskilled drivers who wish to have a commercial driver's license (CDL) and endorsements. This course includes information on federal requirements for the state's standards for the licensing of commercial drivers.

To receive a CDL, you must pass knowledge and skills tests. The 160-hour program requires a learner's permit. Classes are conducted during the weekdays as well as weekends to accommodate individual schedules. Certificates are presented upon successful completion of the training. Trucking recruiters and employers are available to meet with students to provide information regarding job opportunities. Funding options are available through the Workforce Investment Opportunity Act (WIOA) and Sallie Mae. Interested individuals may apply for WIOA at their local career center. Sallie Mae personal student loans, [www.salliemae.com](http://www.salliemae.com) .

Contact the CDL office for more information, 256-306-2928 or visit [www.calhoun.edu/CDL](http://www.calhoun.edu/CDL)

**Third Party Skills Testing for CDL:** Calhoun Community College provides Third Party Skills Testing for individuals that have successfully completed the Third Party knowledge/written test, and have had a learner's permit at least 14 days. Visit our website at [www.calhoun.edu/CDL](http://www.calhoun.edu/CDL) for more information, or contact our office at 256-306-2928 to schedule an appointment.

**Supervisor/Manager Leadership Training:** CWS offers Front-Line Supervisor and Leadership Training Programs which integrate learning principles and concepts with exercises and tools to help participants transfer their training from the classroom to their job performance. Program contents are based on business objectives to ensure that employees have the skills they need to drive the business forward. The programs are characterized by a modular approach to content development, customized exercises, and post-training follow-up to enhance skill development and integration.

For more information on these programs, call 256-306-2515 or visit the website at [www.calhoun.edu/leadership](http://www.calhoun.edu/leadership)

## Instructor-Led Online Courses

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. Courses are available in Career and Professional, Computers and Technology, Writing and Publishing, and Personal Development. New course sessions begin monthly. Prices start as low as \$115 each, and courses may be completed entirely from home or office and at any time day or night. With over 300 online courses available, you are sure to find the right course to meet your needs!

Visit our website to view start dates for the courses that interest you, [ed2go.com/calhounccalus](http://ed2go.com/calhounccalus) or call 256-260-2462 for more information.

## Features:

- 24 hour access
- Discussion areas
- 6 week format
- Certificate provided upon successful completion

# Online Career Training Programs

### **Your Schedule. Your Budget. Your Future... Today!**

Calhoun Community College, in partnership with ed2go, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Our programs are designed by a team of professionals from each respective field, providing you with effective web-based learning programs. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

### Training Topics

- Art and Design
- Business
- Computer Applications
- Construction and Trades
- Health and Fitness
- Hospitality
- Legal
- Writing

### FEATURES:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self-paced
- No additional charges - all materials, workbooks, and software are included in the course fee
- Payment plans available
- Upon successful completion of all required coursework, you will receive a Certificate of Completion

**For more information, visit our website at <https://careertraining.ed2go.com/calhoun/> or call 256-260-2462.**



# Programs of Study

## Elective Definitions

For purposes of fulfilling program requirements, Calhoun provides the following definitions:

### **Areas Recommended as Humanities at Calhoun**

Courses in humanities ideally serve to give the student a broader understanding of the dimensions of man, the human condition, and human culture. The student may select courses from the following areas to satisfy Calhoun requirements (A=Fine Arts, H=Humanities):

Art (A)  
Foreign Language (H)  
Literature (H)  
Music (A)  
Philosophy (H)  
Religion (H)  
Theatre (A)

*(Please note that Foreign Language and Speech courses will not count toward this elective if your program requires only one Humanities/Fine Arts elective.)*

### **Areas Recommended as Social and/or Behavioral Sciences at Calhoun**

Courses in the social sciences should give the student a broader understanding of social systems and the ways in which human beings relate to each other and to socio-economic-political conditions. At Calhoun, students may select courses from the following areas to satisfy Calhoun requirements:

Anthropology  
Economics  
Geography  
History  
Political Science  
Psychology  
Sociology

### **Areas Recommended as Natural Sciences at Calhoun**

Courses in the natural sciences are based on investigation of natural phenomena through the processes of reason based on systematic empirical observation. At Calhoun, the student may select courses from the following areas to satisfy Calhoun requirements:

Astronomy  
Biology  
Chemistry  
Physical Geography  
Physical Science  
Physics

Each student should work closely with his/her advisor to determine the course preference for transfer to a specific program, college, or university.

## General Educational Outcomes

Calhoun Community College has general educational outcomes expected of all graduates. All students graduating from Calhoun Community College will be competent in the ability to think critically, communicate effectively, and act professionally. Students will cultivate these skills in each of the general education courses.

## Awards Conferred by Calhoun Community College

**Associate of Science Degree:** The Associate of Science (A.S.) degree in General Studies is the award conferred on students who wish to transfer to an Alabama senior institution and pursue a Bachelor's Degree (B.S. or B.A.) The Associate's degree is comprised of five areas (Area I-V) intended to provide the student with a foundation of general education courses in Areas I-IV and more specific courses that provide a base in the pre-major area of study in Area V.

**Associate of Applied Science Degree:** The Associate of Applied Science (A.A.S.) degree is the award conferred on students who wish to complete two years of education at the community college level and then enter the workforce. While many courses taken in an A.A.S. degree program will transfer to an Alabama senior institution, the degree is not designed as a transfer degree.

**Certificate:** The certificate is the award conferred on students who wish to train or retrain in a specific field or skill and enter or re-enter the workplace with a new or more advanced skill set.

## Associate of Science (A.S. Degree)

Calhoun Community College students graduating with the Associate of Science (A.S.) degree may transfer with junior status into a variety of majors at Alabama public colleges and universities. The number of applied credit hours to be transferred and the level of attainment will be determined by the standards required by the institution to which the student is transferring. The courses completed in the A.S. degree must be those approved by the Articulation and General Studies Committee (ASGC) as listed in the STARS Guide.

Students planning to pursue transfer to a four-year university should complete a STARS guide and Area V program of study to an Alabama university (or contact the transfer institution if out of state for transferability guidance) to ensure transfer readiness and satisfaction of course and program requirements. Please contact a Calhoun academic advisor to finalize a plan of study.

The State of Alabama requires the following hours per area for an Associate of Science degree:

Areas of Study		Credit Hours
Area I	Written Composition	6
Area II	Humanities and Fine Arts	12
Area III	Natural Science and Mathematics	11
Area IV	History, Social, and Behavioral Sciences	12
<b>Areas I-IV</b>	General Education Requirements	41
Area V	Technical Core, Technical Concentration, and Electives	19-23
<b>Total Hours Required</b>		<b>60-64</b>

The College has developed *Example Plans of Study* for several common majors at four year institutions in Alabama, but students should request a STARS Guide for the college or university to which they plan to transfer in order to ensure they are taking the proper courses.

## Credit Hour Equivalencies

**CREDIT HOUR EQUIVALENCIES** – The ratio of weekly contact hours to credit hours varies with the type of instruction being used. The College will recognize the following methods or types of instruction:

**THEORY, (T)** One hour of theory instruction under the supervision of an instructor plus an average of two hours of out-of-class study per week. 1:1

**EXPERIMENTAL LABORATORY (E)** Two hours of experimental laboratory under the supervision of an instructor plus an average of one hour of out-of-class assignments per week. 2:1

**PED ACTIVITY, (A)** Two hours of physical education class activity/practice under the supervision of an instructor with out-of-class assignments per week. 2:1

**MANIPULATIVE LABORATORY, (M)** Three hours of practice/manipulative laboratory under the supervision of an instructor with no out-of-class assignments per week. 3:1

**SKILLS LABORATORY/CLINICAL PRACTICE, (S or C)** - Three hours of skills laboratory or clinical practice under the supervision of an instructor. 3:1

- *Skills Laboratory/Clinical Practice* is the term for skills laboratory (S) and clinical experiences (C) which are under the direct supervision of faculty. There may be out-ofclass assignments per week, but they are not required. For example, skills laboratory and clinical experiences may have out-of-class assignments whereas a computer laboratory may not require an out-of-class assignment.

**PRECEPTORSHIP, (P3 or P5)** Three or five hours of clinical experience per week under the supervision of a health care professional who is currently licensed, has expertise in the selected clinical area, and serves as a facilitator of learning. 3:1 or 5:1.

- *Preceptorship* is the term used for clinical experiences which are supervised by currently licensed health care professionals who have expertise in a selected clinical area. Preceptors are employees of a clinical agency who are approved by faculty of the program and the administration of the clinical agency. Objectives for the preceptorship are specified. A designated faculty member is readily available (by telecommunication devices, for example) to the preceptor and student during the preceptorship experiences. Students enrolled in fields of study for which programmatic accreditation and/or licensing bodies require an 8:1 preceptorship ratio must comply with discipline-specific time-to-credit criteria. As the contact hours for courses using preceptorship clinical experiences are entered, specify in the column for "clinical" the actual number of contact hours per week followed by a bold (P3) or (P5).

**INTERNSHIP (I)** Five hours of experimental internship per week under the control and supervision of the employer on the job with coordinated employer/college representative planning. 5:1

- *Internship* is the term used to include cooperative education, practicums, and sponsored work instruction. Internship involves the development of job skills by providing the student with a structured employment situation that is directly related to, and coordinated with, the educational program. Student activity in "internship" is planned and coordinated jointly by an institutional representative and the employer, with the employer having the responsibility of control and supervision of the student on the job. Students enrolled in fields of study for which programmatic accreditation and/or licensing bodies require a 10:1 internship ratio, must comply with field-specific time-to-credit criteria.

**The number of clock hours of each type of instruction is stated in each course description. Types of instruction may be mixed within one course. In that event, the number of contact hours for each type of instruction is spelled out in the following order: Theory (T); Experimental Laboratory (E); PED Activity (A); Manipulative Laboratory (M); Skills Laboratory/Clinical Practice (S or C); Preceptorship (P3 or P5); and internship (I). On the right side of the column, the number of credit hours for the entire course is given.**