ACADEMIC INFORMATION

ACADEMIC YEAR
The academic year of Shelton State Community College is divided into three semesters: a fall semester, a spring semester, and a summer semester. Split terms or mini terms are offered during each semester.

DISTANCE EDUCATION
The purpose of distance education is to expand the availability of educational opportunities regardless of geography and time constraints or career commitments. Shelton State Community College provides high quality educational experiences that emphasize institutional strengths and are receptive to the needs of both on-campus and off-campus students with instruction delivered through the internet. For additional information on distance education, visit the college website, www.sheltonstate.edu.

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

- A: Excellent (90-100)
- B: Good (80-89)
- C: Average (70-79)
- D: Poor (60-69)
- F: Failure (below 60)
- W: Withdrawal
- I: Incomplete
- IP**: In Progress
- AU: Audit
- S: Satisfactory
- U: Unsatisfactory

*Grade requirements and withdrawal policies may vary in specific courses or programs. For specific information consult the course syllabus, the department website or contact the Office of the Dean of Instruction, 205-391-2283.

**A grade of IP is available only in those sections of developmental education courses that utilize Computer Based Instruction (CBI). These CBI sections are identified each semester in the printed official Schedule of Classes; this Schedule is also available on the College website, www.sheltonstate.edu. For additional information, refer to the Language Arts and Mathematics department websites.

A grade of W is assigned to a student who officially withdraws from the College or from a course. Refer to the Withdrawal Process explained on page 29, for additional information.

A grade of I is assigned only if the final exam (or some work of equivalent significance) is missed. The students must provide the instructor with documentation to support that the absence was due to extenuating circumstances. In the event that an I is given, the instructor must submit to the division chair (or other designee) a written plan for the student to complete the work to establish the course grade. This plan must contain all information and materials required to establish the grade. Unless extenuating circumstances exist, the grade must be established within one semester after the I was initially assigned. Once the grade is determined, the instructor will follow the official change of grade procedure.

Non-credit college activities such as START-UP, COMPASS, etc., may appear on both the student’s schedule and/or transcript.

AUDIT
A student may audit a course rather than enroll in it for credit. Standards of performance for each class will be defined by the individual instructor. A mark of AU is given to denote an audit. A student auditing classes must fulfill admission requirements as stated in the Admissions/Records information section of this catalog and meet all required course prerequisites. A student may change a course from CREDIT to AUDIT or from AUDIT to CREDIT only during the Drop/Add and Late Registration Period of each semester.

GRADE POINTS
To obtain a numerical measure of the quality of a student’s work, grade points are assigned to grades as indicated below:

- 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

The grade point average (GPA) of a student is determined by multiplying the number of grade points for each grade received by the number of semester hours for that course; then the total number of grade points is divided by the total number of semester hours attempted, excluding courses with W, S, U, and AU designations.

MAXIMUM AND MINIMUM COURSE LOAD
The student course load for a full-time student is 12 to 19 credit hours per semester. Twenty or more credit hours constitute an overload. A student course overload must be approved by the Dean of Instruction. No student will be approved for more than 24 credit hours in any one semester for any reason.

PREREQUISITES
Students are required to complete prerequisites for each course for which they are registered. Students who enroll in a course without completing course prerequisites may be withdrawn from the course and assigned a grade of W by the College and may not qualify for a refund of tuition. It is the responsibility of the student to ensure that all course prerequisites are met.
WORKKEYS®

Shelton State Community College is an ACT WorkKeys® Service Center. The ACT WorkKeys system has been implemented at the College to assist students in improving their skills for the workplace.

The WorkKeys system consists of skills assessment of individuals, profiles to determine skill levels needed for jobs, and targeted instruction to assist individuals in skills improvement. WorkKeys provides a common scale so that the college and community can communicate more clearly regarding workplace skills. The goal is to ensure that Shelton State Community College students enter the world of work with the skills they need to assure success.

The Skills Report that is generated upon completion of the official ACT WorkKeys assessment explains the skill levels attained by the student and specifies the workplace skills that the individual student has mastered. This information is a part of the career credentials document that students can provide to a potential employer to demonstrate their ability to contribute in the workplace.

The schedule for administering the official ACT WorkKeys assessment is publicized each semester. Anyone desiring further information about ACT WorkKeys, may contact the Office of the Dean of Instruction.

ASSESSMENT

Shelton State requires a comprehensive assessment of students in English, mathematics, and reading prior to enrollment in classes. Course placement is determined by the results of this assessment. COMPASS is the official assessment instrument used by the College.

COMPASS Assessment Information

Students must present picture identification and have an application for admission on file with the Office of Admissions and Records to take the COMPASS Assessment. COMPASS retesting is allowed under certain circumstances. The College reserves the right to assess a nominal charge for retesting. COMPASS scores are valid for three years. Students who enroll in a course without equivalent assessment scores may be withdrawn from the course by the College and may not qualify for a refund of tuition. It is the responsibility of the student to ensure that all assessment requirements are met.

The following students are exempt from the English and/or mathematics section(s) of the COMPASS® Assessment:

a. students who score 20 or above on the English section and/or 20 or above on the mathematics section of the ACT and enroll at Shelton State within three years of high school graduation;

b. students who score 480 or above on the English section and/or 480 or above on the mathematics section of the SAT I and enroll at Shelton State within three years of high school graduation;

c. students who have an associate degree or higher from a regionally accredited postsecondary institution (community, junior or four-year college);

d. students who transfer degree-creditable college-level English or mathematics courses with a grade of C or better;

e. students who have successfully completed certain developmental coursework at another Alabama College System school within the last three years;

f. students who provide documentation of assessment (COMPASS or ASSET) within the last three years.

To be eligible for these exemptions, assessment scores and/or college transcripts must be on file with the Assessment Coordinator.

ACT/SAT Policy

In lieu of assessment exam scores, course placement may also be assigned based on English and mathematics subtest scores as reported by ACT and SAT assessment, provided that the student is enrolling within three years of high school graduation.

- **ENG 101**
  - ACT English score of 20 or higher or SAT I verbal score of 480 or higher

- **MTH 100**
  - ACT mathematics score of 20 – 24 or SAT I mathematics score of 480 - 570

- **MTH 110 / 112**
  - ACT mathematics score of 25 – 26 or SAT I mathematics score of 580 – 610

- **MTH 113 / 120**
  - ACT mathematics score of 27 – 28 or SAT I mathematics score of 620 – 640

- **MTH 125**
  - ACT mathematics score of 29 – 36 or SAT I mathematics score of 650 or higher

These scores are subject to change.

CREDIT FOR EXAMINATION PERFORMANCE AND EXPERIENCE

College credit by examination and credit for several types of out-of-class experiences including, but not limited to, College Level Examination Program (CLEP), DANTES, Advanced Placement (AP), and military credit are recognized by Shelton State Community College. Not more than 25 percent of the total credit required for any program may be awarded through nontraditional means. Credit awarded through nontraditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at Shelton State Community College in order to earn a certificate or degree.

CREDIT AWARDED THROUGH NON-TRADITIONAL MEANS: PRIOR LEARNING/EXPERIENTIAL LEARNING

Prior Learning Assessment (PLA) Policies and Procedures

Shelton State Community College and The Alabama College System recognizes that learning occurs in a variety of ways. Individuals can develop mastery of course competencies through employment, training, and other experiences, which is termed “prior learning.” Credit can be awarded for prior learning from which the skills that comprise courses (terminal objectives) are mastered to an acceptable degree of proficiency and the individual documents skill mastery.
Awarding Credit through Prior Learning Assessment

Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course or courses. Course credit earned through prior learning shall be noted on the student’s transcript as having been awarded through PLA.

Credit for academic transfer courses awarded through PLA may only be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY). Credit for experiential learning (portfolio review) may not be awarded for academic transfer courses.

In the process of determining if credit can be awarded for prior learning, institutions shall charge students only for the cost of the PLA services and not for the amount of credit awarded. There shall be a charge of $25 for each portfolio review to assess experiential learning for credit. Documentation must be provided for each course for which credit through experiential learning is requested, and the $25 fee applies to each review of the documentation (e.g., individual is charged $50 if the person is seeking credit through experiential learning for two courses, and thereby requires portfolio reviews in relation to those two courses). Students seeking credit for academic transfer courses through examination or nationally recognized guidelines are not charged a fee for PLA or for credits awarded through PLA.

Not more than 25 percent of total credit required for any program may be awarded as a result of PLA. Credit awarded through PLA does not count toward the minimum of 25 percent of semester credit hours that must be completed at the institution granting the degree as referenced in State Board of Education policy 715.01. Before receiving credit through PLA for a course, an individual must meet enrollment requirements of the course. Credit may not be awarded twice for the same learning.

Prior Learning Assessment Procedures

1. The student must enroll at the institution and meet all admission requirements for the program in which course credit for prior learning is being sought.
2. The student must obtain an Application for Credit Awarded through Non-traditional Means: Prior Learning/Experiential Learning from the Office of Admissions and Records and then submit the completed form to the Associate Dean of Academic or Technical Services.
3. The Associate Dean of Academic or Technical Services, along with the Registrar, will determine if prior learning credit is available for the particular course(s) and determine the appropriate evidence that must be provided for awarding such credit. Portfolios and/or assessments should be used as prior learning assessment tools for awarding credit. Not all courses at Shelton State Community College are available for PLA credit.
4. If it is determined that PLA credit can be awarded, the student must make arrangements with the Associate Dean of Academic or Technical Services to determine what must be included in the applicant’s portfolio. In the portfolio assessment process, an instructor of a course for which credit for experiential learning is being sought, along with the Associate Dean of Academic or Technical Services, shall evaluate the student’s work and training experiences in the program field and determine if the student should be considered for PLA. Evidence of experiential learning that should be included in the portfolio should include a description of experiences and the skills learned from these experiences. The portfolio includes a brief life history, statement of individual’s career goals, description of experiences (work and non-work related) and related learning matched to courses for which credit is being sought, and any supporting documentation (e.g., licensures, certifications, continuing education units, training records, employer verification of tasks performed, and examples or demonstrations of skills possessed.
5. The instructor must submit the recommendation to the Associate Dean of Academic or Technical Services. If approved, the Associate Dean submits the recommendation to the Dean of Instructional Services for review and approval.
6. Portfolio assessment by itself may be used for PLA only when the following methods cannot be used: course challenge exams as determined by the Dean of Instructional Services upon recommendation from the Associate Dean of Academic or Technical Services, College Level Examination Program (CLEP), American College Testing Proficiency Examination Program (ACT/PEP), Defense Activity for Non-Traditional Support (DANTES), American Council on Education’s Program on Non-collegiate Sponsored Instruction (ACE/PONSI), College Board Advanced Placement (AP) Program, American Council on Education College Credit Recommendation Services (ACE/CREDIT), or American Council on Education Military Program (ACE/MILITARY).
7. If approved, credit awarded through PLA will be awarded and included on the student’s transcript. Awarded credit will be designated as being credited by PLA.

TECH PREP ADVANCED CREDIT/PLACEMENT

The West Alabama Tech Prep Consortium which consists of Shelton State Community College and each of the county school systems from Bibb, Greene, Hale, Pickens, Tuscaloosa, and the Tuscaloosa City School system has developed a formal articulation agreement. This agreement is designed to build upon the educational experiences begun at the secondary level in specific career occupations. This agreement which was signed by each member’s superintendent/president lists specific provisions in order to receive advanced credit/placement.

To be eligible for this advanced credit/placement, the applicant must:

1. be recommended by the applicant’s technical instructor for advanced credit;
2. pass the high school course(s) which are to be articulated with at least a B average;
3. meet all requirements as established in the respective high school’s articulation agreement.

For questions concerning advanced credit/placement, contact the Office of Shelton State Community College’s Tech Prep Coordinator, 205-391-2407.
COLLEGE PREPARATORY PROGRAM

The Alabama State Board of Education (ASBE) has directed that each institution in the Alabama College System will offer a program of college preparatory instruction. This program includes the following features:
1. Each college in The Alabama College System will require students to take a placement assessment upon admission to the college and prior to enrollment into an associate degree or college-level certificate program.
2. Each college in The Alabama College System will require every student who enrolls in a college-level course in mathematics or language arts to take the prescribed placement assessment. (“Language arts” is defined as English, reading and composition.) At Shelton State Community College, COMPASS is the official placement assessment of the institution. Students taking the assessment satisfy this portion of the ASBE College Preparatory Program.
3. Each institution will designate college preparatory courses in language arts and mathematics. These courses are not designed to transfer and do not count toward graduation as elective credit. At Shelton State Community College, these courses are as follows:
   - Language Arts: ENG 092, ENG 093, RDG 084, RDG 085
   - Mathematics: MTH 090, MTH 098
4. Each student who scores below the established placement score on the designated placement assessment must enroll in the appropriate college preparatory course (or courses) and must remain enrolled in college preparatory instruction until the student demonstrates readiness for college-level work.
5. The maximum load for a student who is enrolled in two or more college preparatory courses is 13 semester hours.

CLASS ATTENDANCE

STUDENTS ARE EXPECTED TO ATTEND ALL CLASSES for which they are registered. Instructors are required to keep a record of attendance for each class meeting. IT IS THE RESPONSIBILITY OF THE STUDENT TO KEEP A RECORD OF HIS/HER ABSENCES.

CLASSES AT THE COLLEGE ARE TO BE HELD AS ANNOUNCED IN THE CLASS SCHEDULE. STUDENTS ARE EXPECTED TO ATTEND CLASS ON TIME AND ARE EXPECTED TO REMAIN IN CLASS FOR THE DURATION OF THE PUBLISHED CLASS TIME. Students attending for less than 30 minutes or half the scheduled time for the class, whichever is greater, will be considered absent for that class meeting. Instructors are not required to give additional time to students who are tardy for tests or quizzes. Student absences are calculated from the first day of classes. For the purpose of financial aid, attendance the first day of class is essential. When a student registers late, the classes that the student missed from the first scheduled class date are counted as absences.

The manner in which make up work, test (s), or assignments will be given for excused absences, shall be left solely to the discretion of the instructor. Possible acceptable, documented excused absences include military service, accidents, court appearances, illness of the student or illness of an immediate family member, or the death of an immediate family member. Work-related excuses, child-care issues, and/or travel will not excuse an absence. The student must submit appropriate documentation of extenuating circumstances to the instructor and make arrangements for any make-up work within one week of the last day covered by the excuse. It is the student’s responsibility to make arrangements with the instructor to make up missed work. Any missed material will not be re-taught by the instructor.

Withdrawal from class or removal from the registration database can affect eligibility for federal financial aid. For additional information, contact the Office of Financial Aid, 205-391-2218. If a student is unable to attend at least 80% of class meetings, regardless of the reason or circumstance, it is recommended that the student withdraw from that class before excessive absences interfere with the student’s ability to successfully complete the course.

Attendance requirements in programs that lead to board licensure or certification may differ from this policy. Students should consult program policies and guidelines for details.

ABSENCES FOR APPROVED COLLEGE ACTIVITIES

Absences for students participating in official College activities that have been approved by the President or his designee will be excused absences upon receipt of written notification from the Office of the Dean of Student Services and the appropriate coach or sponsor. This notification will meet the following guidelines:
1. Notification must be given to the instructor prior to the absence(s); and
2. Notification must state the time frame of the activity including, specifically, the time for which the student must leave for the activity and when the student will return to campus. Students engaged in approved college activities are to be excused no more than 30 minutes prior to the beginning of the activity or 30 minutes prior to the latest time at which they must leave campus in order to arrive safely at their destination.

It is the responsibility of each student engaged in approved college activities to make arrangements to complete any missed assignments, exams, etc., at a time convenient for the instructor. As much as possible, students should schedule classes on days and times which will not be affected by participation in official College activities so as to minimize their absences. A student participating in approved college activities should make every effort to arrange class responsibilities such as oral reports, speeches, recitals, group work participation, etc., around the schedule of approved activities so that no hardship is placed on other class members or the instructor. Instructors are not required to “re-teach” classes for students who miss class for any reason. Since many events are scheduled ahead of time, the Office of the Dean of Student Services and the coach or sponsor of the activity may notify instructors at the beginning of the semester of all absences as long as the notification meets the guidelines above.

STANDARD COLLEGE POLICIES

Classes taught at the College are governed by the “Standard College Policies” (the “Policies”). The Policies will be provided to each student when he or she completes the
vehicle registration or vehicle waiver process. To receive a copy of the Policies, each student must sign to show that he or she did, in fact, receive a copy of the Policies. At such time, students are deemed to be on notice of the contents of the policies and are expected to abide by those policies for every class the student attends at the College. The Policies are also available on the College’s website, www.sheltonstate.edu. Students who have questions concerning the Policies should contact the Office of the Dean of Instruction, 205-391-2283.

Additionally, college instructors are required to provide a syllabus to each student enrolled in their courses. The syllabus shall set forth the instructor’s expectations, policies, procedures, course content, course schedule, and other information that defines 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 contact the Office of the Dean of Instruction, 205-391-2283, or the department or division chairperson.

**DROP/ADD and LATE REGISTRATION PERIOD**

Students may make adjustments to their schedules only during the Drop/Add and Late Registration Period following on-site registration. After this period, tuition will not be refunded for course(s) dropped if the student has other courses remaining. Students may consult the published semester Schedule of Classes for refund information regarding total withdrawals. Students who wish to make an adjustment to their schedule during the published the Drop/Add and Late Registration Period should follow this procedure:

1. obtain a drop/add form from the Office of Admissions and Records; and
2. complete the form and have it processed in the Office of Admissions and Records; and
3. retain the official receipt for personal records.

**WITHDRAWAL POLICY**

Once the Drop/Add and Late Registration Period has ended, a student who wishes to withdraw from a course(s) or totally withdraw must officially withdraw on or before the date designated as the last day to withdraw for the semester. The last day to withdraw will be the Monday of the last full week of classes prior to the beginning of final exams. This date will be published each semester in the Schedule of Classes. **There will be no withdrawals after this date.** The student will receive a grade of **W** regardless of the student’s average at the time of the withdrawal; the grade of **W** will be recorded on the student’s permanent record. Students who remain in the course after the last day to withdraw will receive the grade earned for the course. All withdrawal forms must be on file in the Office of Admissions and Records before the close of business on the day designated as the last day to withdraw. An instructor’s signature is not required. It is the student’s responsibility to submit an official withdrawal form in person in the Office of Admissions and Records on the Martin Campus. No withdrawals will be taken over the telephone or web. Failure to attend class does not constitute official withdrawal.

**NOTE:** Students receiving Federal Financial Aid who totally withdraw from classes may owe money to the College.

**CHANGE OF GRADE POLICY**

With the permission of the Dean of Instruction, an instructor may change a grade. Unless extenuating circumstances exist, the grade change must be made within one semester after the grade was initially assigned. The instructor is responsible for submitting the completed grade change form to the Dean of Instruction.

**GRADE APPEAL PROCEDURE**

The student may appeal only the final grade in a course. Grades received during the academic term (or semester) 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 these 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 a manner so as to continue confidentiality.

Grade appeals should be handled informally, if possible. If efforts by the student and instructor to resolve the grade appeal have failed, formal action may be initiated.

A student who receives a failing grade because he or she was unaware of the procedure for dropping a course, does not have the right to appeal the grade.

Throughout the appeal process, the burden of proof in the grade appeal is the responsibility of the student.

1. At all levels of the grade appeal procedures, both informal and formal, the student has a right to be advised by anyone of the student’s choice. The advisor may only consult with the student and may not speak or make any presentation. If, at any point in the grade appeal process, the student is advised by legal counsel, the student must notify the Dean of Instruction of that fact at least five (5) working days in advance of the conference or hearing so that legal counsel for the College also may be present at the conference or hearing. College legal counsel may not speak or make a presentation at the conference or hearing but may advise the Dean of Instruction or other appropriate college officials.

2. If the grade appeal is in a course which is a prerequisite to a follow-up course for which the student is enrolled in the succeeding semester, the student will be allowed to enroll in the follow-up course if the student meets the following requirements:
   a. the student acknowledges and accepts in writing that he/she is being allowed to enroll in the follow-up courses pending the outcome of his/her grade appeal; and
   b. the student acknowledges and accepts in writing that if the grade appeal is not successful and the student is therefore considered not to have met the prerequisite for the follow-up course, the student will be administratively withdrawn from
that follow-up course and that his/her tuition paid for that course will be fully refunded and he/she will be reimbursed for required books, supplies, and materials purchased for the follow-up class upon the return of said books, supplies, and materials; and

c. the student acknowledges and accepts in writing that if the student receives financial aid (including books) for the follow-up course and the appeal is unsuccessful that the student will refund all financial aid received for the follow-up course.

3. Similarly, if an unsuccessful grade appeal would result in the student being placed on academic suspension, the student will be allowed to enroll in the succeeding semester if the student meets the following requirements:

a. the student acknowledges and accepts, in writing, that he/she is being allowed to enroll in the succeeding semester pending the outcome of his/her grade appeal; and

b. the student acknowledges and accepts, in writing, that if the grade appeal is not successful, the student will be placed on academic suspension and will be administratively withdrawn from school and his/her tuition will be fully refunded and he/she will be reimbursed for required books, supplies, and materials purchased by the student upon the return of said books, supplies, and materials; and

c. the student acknowledges and accepts, in writing, that if the student receives financial aid (including books) and the grade appeal is unsuccessful that the student will refund all financial aid received for enrollment in the succeeding semester.

4. The grade appeal procedure must be initiated within fourteen (14) calendar days from the first day of class of the succeeding semester (i.e. the semester following the semester or term in which the grade being appealed was received). The first day of class is included within this fourteen (14) day time limit. If the informal measures described below fail to resolve the appeal and the student chooses to file a formal written appeal, such formal written appeal must be submitted to the Dean of Instruction within forty-two (42) calendar days from the first day of class of the succeeding semester (i.e. the semester following the semester or term in which the grade being appealed was received). The first day of class is included within this forty-two day (42) time limit.

NOTE: If the grade being appealed is earned in a full-term class in the fall semester (or term), the succeeding semester shall be the spring semester (or term). If the grade being appealed is earned in a full-term class in the spring semester (or term), the succeeding semester shall be the summer semester (or term). If the grade being appealed is earned in a first-split-term class in any semester or term, the succeeding semester shall be the second split-term of that semester or term. If the grade being appealed is earned in a second-split-term class of any semester or term, the succeeding semester shall be the same as if the grade being appealed were earned in a full-term class.

5. To initiate a grade appeal process, the student must consult with the instructor regarding the grade within fourteen (14) calendar days of the succeeding semester. (Note: If the student cannot reach the instructor, the Department or Division Chairperson should be contacted.) If the appeal is not satisfied in the meeting of the student and the instructor, the Department or Division Chairperson should meet with either or both in an informal attempt to reach closure. If the appeal is resolved at this point, a “memorandum of record” should be prepared by the Department or Division Chairperson and be maintained on file by the Dean of Instruction. The memorandum will serve as the college record that the disagreement was resolved informally.

6. In the event that the Department or Division Chair is under the supervision of an Assistant Dean or an Associate Dean, the informal appeal procedure should include that college official. At the request of the student, the Assistant Dean or the Associate Dean will review the decision of the Department or Division Chair and may consult with the Department or Division Chair, the faculty member, and/or the student in an attempt to reach an informal resolution of the appeal. If the appeal is resolved at this point, a “memorandum of record” should be prepared by the Assistant or Associate Dean and be maintained on file by the Dean of Instruction. The memorandum will serve as the college record that the disagreement was resolved informally.

7. If an agreement is not reached by using the informal approach, the student may file a formal written grade appeal with the Dean of Instruction. 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 is the responsibility of the student. This writing must be dated and filed with the Dean of Instruction within fourteen (14) calendar days from the first day of class of the succeeding semester.

8. The Dean of Instruction may discuss the appeal with the student and/or the instructor and attempt to resolve the disagreement. If the disagreement is resolved at this point, a memorandum to that effect will be placed on file. If the disagreement is not resolved at this point, the Dean of Instruction will inform the student in writing, and a memorandum of this action will be placed on file.

9. When the student is notified that the Dean of Instruction has not resolved the disagreement, the student may submit his or her appeal to the Grade Appeal Action Group. The student must submit this appeal within seven calendar days after receiving notification from the Dean of Instruction that the matter is still unresolved. (Procedural note: the stu-
The institution seeks to honor this policy in sub-
NOTE: The institution seeks to honor this policy in sub-
stance and reserves the right to adjust it when it seems in
10. The Grade Appeal Action Group will convene, gather
evidence, and conduct a hearing. The student must
provide appropriate evidence in support of the ap-
peal. However, the Action Group may request the
student’s materials from the instructor in cases where
the instructor possesses the evidence. Grade and at-
tendance records may be requested of the instruc-
tor. To maintain the confidentiality of the hearing,
only members of the Action Group and parties to
the hearing may be present at the proceedings. A
Division Chairperson will represent his or her fac-
ulty member, full-time or part-time, who is no longer
connected with the College.
11. The Grade Appeal Action Group shall notify the
Dean of Instruction of the date when the hearing is
concluded. Following the conclusion of the hear-
ing, the Action Group will deliberate privately and
prepare a written recommendation for the Dean of
Instruction. This written recommendation shall be
submitted to the Dean of Instruction within fourteen
(14) calendar days following the conclusion of the
hearing held by the Action Group. The recom-
menation will be either to retain the grade or to alter it.
If the recommendation is to alter, the specific grade
after the alteration will be indicated. The recom-
menation should include a brief summary of the facts
of the hearing and the reasons for the decision of the
Action Group. The deliberations and recommenda-
tion of the Action Group are confidential. The Ac-
tion Group will decide each of the issues raised in
the appeal. The decision of the Action Group will
be final and will conclude the process insofar as
Shelton State Community College is involved.
12. The Dean of Instruction will provide a statement of
the decision of the Grade Appeal Action Group to
the student by certified mail. Copies of the statement
of decision will be provided to the chair of the Grade
Appeal Action Group, to the Department or Divi-
sion Chairperson, and to the faculty member in-
volved. A copy of the decision will also be placed in
the file of the faculty member.

NOTE: The institution seeks to honor this policy in sub-
stance and reserves the right to adjust it when it seems in
the best interest of fairness and equity to the student.

This policy and procedure are meant to be implemented
according to the laws of the United States of America, the
State of Alabama, and the policies and procedures of the
Alabama State Board of Education.

CLASSIFICATION OF STUDENTS
Students who have earned 31 semester hours or less are
classified as freshmen. Those who have earned 32 hours or
more are classified as sophomores.

Students who enroll for less than 12 hours are classified
as part-time students. Part-time students’ programs of study
should conform to the general curriculum requirements for
all students.

Students who are registered for 12 hours or more are
classified as full-time students by the College.

DEAN’S LIST
A Dean’s List will be compiled at the end of each semes-
ter. Requirements for the Dean’s List will be:
1. a semester grade point average of 3.5 or above, but
below 4.0; and
2. completion of a minimum semester course load of
12 semester credit hours of college-level work. De-
velopmental courses will not count toward the mini-
mum course load requirement.

PRESIDENT’S LIST
A President’s List will be compiled at the end of each semes-
ter. Requirements for the President’s List will be:
1. a semester grade point average of 4.0; and
2. completion of a minimum semester course load of
12 semester credit hours of college-level work. De-
velopmental courses will not count toward the mini-
mum course load requirement.

STANDARDS OF ACADEMIC PROGRESS
These standards of progress will apply to all students
unless otherwise noted. Required Grade Point Average (GPA)
levels for students according to number of hours attempted
at the institution are as follows:
1. Students who have attempted 12-21 semester credit
hours at the institution must maintain a 1.5 cumula-
tive GPA.
2. Students who have attempted 22-32 semester credit
hours at the institution must maintain a 1.75 cumu-
lative GPA.
3. Students who have attempted 33 or more semester
credit hours at the institution must maintain a 2.0
cumulative GPA.

When a student is placed on Academic Probation, One
Term Academic Suspension, or One Calendar Year Aca-
demic Suspension, college officials may provide interven-
tion for the student by taking steps including, but not limited to,
imposing maximum course loads, requiring a study skills
course, and/or prescribing other specific courses.

The standards of progress relative to the cumulative GPA
are applied as follows:
1. When the cumulative GPA is at or above the GPA
required for the total number of credit hours at-
tested at the institution, the student’s status is
CLEAR.
2. When the cumulative GPA is below the GPA required
for the number of credit hours attempted at the in-
titution, the student’s status is ACADEMIC PRO-
BATION. When the cumulative GPA of a student who is
on Academic Probation remains below the GPA
required for the total number of credit hours at-
tested at the institution, the student remains on Academic Pro-
bation.
3. When the cumulative GPA of a student who is on
Academic Probation remains below the GPA re-
quired for the total number of credit hours attempted
at the institution and the cumulative GPA is below 2.0,
the student is suspended for one semester. The transcript will read SUSPENDED—ONE SEMESTER. When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student’s status is CLEAR.

4. The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read SUSPENDED ONE SEMESTER/READMITTED UPON APPEAL.

5. The student who is readmitted upon appeal re-enters the institution on ACADEMIC PROBATION.

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

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

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

TRANSFER STUDENTS

1. A transfer student who is admitted on Clear academic status is subject to the same standards of academic progress as a “native” student. Grades accrued at other regionally accredited postsecondary institutions are not included in GPA calculation.

2. A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 semester credit hours at the institution. If, at the conclusion of the semester in which the student has attempted a total of 12 or more semester credit hours at the institution, the Cumulative GPA at the institution is below 1.5, the student is suspended for one semester. The transcript will read SUSPENDED ONE SEMESTER.

3. If, at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 semester credit hours at the institution, the Cumulative GPA at the institution is 1.5 or above, the student’s status is Clear.

If a student declares no contest of the facts leading to the suspension, but simply wishes to request consideration for readmission, the student may submit a request in writing for an “appeal for readmission” to the Academic Affairs Action Team within a designated, published number of days of receipt of the notice of suspension. During the meeting of the Academic Affairs Action Team, which will not be considered a “due process” hearing, but rather a petition for readmission, the student will be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Academic Affairs Action Team, together with the materials presented by the student, will be placed in the College’s official records. Additionally, a copy of the written decision will be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

NOTE: Students readmitted on suspension are not eligible for financial aid.

Exceptions to the above standards are as follows:

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

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

Definitions of terms used above are as follows:

a. Semester GPA - The grade point average based on all hours attempted during any one term at the institution based on a 4 point scale.

b. Cumulative GPA - The grade point average based on all hours attempted at the institution based on a 4 point grade scale.

c. Clear Academic Status - The status of a student whose cumulative GPA is at or above the level required by this policy for the number of credit hours attempted at the institution.

d. Academic Probation - The status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at the institution; or the status of a student who was on Academic Probation the previous term and whose cumulative GPA for that semester remained below the level required by this policy for the total number of credit hours attempted at the institution, but whose semester GPA for that term was 2.0 or above.

e. One Semester Academic Suspension - The status of a student who was on Academic Probation the previous term but who has never been suspended or who, since suspension, had achieved Clear Academic Status and whose cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted at the institution and whose semester GPA for that term was below 2.0.

f. One Year Academic Suspension - The status of a student who was on Academic Probation the previous term and who has previously been suspended without having achieved Clear Academic Status and whose cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted at the institution and whose semester GPA for that term was below 2.0.
g. Appeal of Suspension - The process by which Shelton State Community College will allow a student suspended for one term or one year (whether a native student or a transfer student) to request readmission without having to serve the suspension.

ACADEMIC BANKRUPTCY

Students meeting the following conditions may submit an academic bankruptcy form to the Registrar:

1. If fewer than three (3) calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during that one semester provided the student has taken a minimum of 18 semester credit hours of course work at the institution since the bankruptcy semester occurred. All course work taken, even hours completed satisfactorily, during the semester for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

2. If three (3) or more calendar years have elapsed since the recent semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during one to three semesters provided the student has taken a minimum of 18 semester credit hours of course work at the institution since the bankruptcy semester(s) occurred. All course work taken, even hours satisfactorily completed during the semester(s) for which academic bankruptcy is declared, will be disregarded in the cumulative grade point average.

When academic bankruptcy is declared, the transcript will reflect the semester(s) of implementation and the transcript will read “ACADEMIC BANKRUPTCY IMPLEMENTED”. The courses and the grades from the bankrupted script will read “ACADEMIC BANKRUPTCY IMPLEMENTED”. The courses and the grades from the bankrupted semester(s) will remain on the transcript, but will not be counted in the overall Grade Point Average (GPA).

A student may only declare academic bankruptcy once. Hours forgiven when a student declares academic bankruptcy will still be included for determining financial aid eligibility.

Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

NOTE: Courses in which a student earns a grade of U (Unsatisfactory), F (Failure) or W (Withdrawal) will not be counted as courses taken to achieve the required minimum of 18 semester credit hours of course work at the institution.

Academic Bankruptcy hours will be counted in the attempted hours for financial aid in determining a student’s quantitative standards of progress.

COURSE FORGIVENESS POLICY

Students in the following conditions may submit a course forgiveness form to the Registrar:

1. when a student repeats a course once, the second grade awarded (excluding grades of WP or W) replaces the original grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected.
2. when a student repeats a course more than once, all grades for the course, excluding the first grade, will be used to compute the cumulative grade point average. Official records at the Shelton State Community College will list each course with the grade earned.
3. a course may be counted only once toward fulfillment of credit hours for graduation. This Course Forgiveness Policy applies at Shelton State Community College only; respective transfer institutions may or may not accept the adjusted cumulative grade point average. That determination will be made by the respective transfer institution.

It is the student’s responsibility to complete the form to request course forgiveness. This form is available in the Office of Admissions and Records. Hours forgiven when a student declares academic course forgiveness will still be included for determining financial aid eligibility.

SCHOLASTIC AMNESTY

The College has a Scholastic Amnesty policy by which a student who has not attended any college for a five-year period may request that all college work prior to this five-year period not be considered in computing the student’s grade point average. Implementation of scholastic amnesty at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

All attempted hours including hours forgiven when a student declares scholastic amnesty will be counted for determining the quantitative standards of progress for financial aid eligibility.

It is the student’s responsibility to complete the form to request scholastic amnesty. This form is available in the Office of Admissions and Records. Hours forgiven when a student declares academic course forgiveness once will still be included for determining financial aid eligibility. A student may only declare scholastic amnesty once.

REQUIREMENTS FOR GRADUATION IN AA, AS, OR AAS DEGREE PROGRAMS

A student shall be awarded the Associate in Arts (AA), Associate in Science (AS), or Associate in Applied Science (AAS) degree(s) upon satisfactory completion of the requirements of the specific program as specified by Shelton State Community College and the State Board of Education.

To receive an AA, AS or AAS Degree, a student must:

1. satisfactorily complete a minimum of 60 semester hours of college credit for AA or AS degrees and 60-76 semester hours of college credit for AAS degrees in an approved program of study, including prescribed general education courses.
2. earn a 2.0 cumulative GPA in all courses attempted at the College. The calculation of the grade point average for graduation will not include grades earned in institutional credit courses. All grades in repeated courses will be averaged into the GPA; however, a course may be counted only once for purposes of meeting graduation requirements unless specifically
Upon satisfactory completion of the requirements described above, the student is considered to have earned a degree.

In order to receive a diploma and/or participate in the commencement exercises of the institution, a student who has successfully completed the requirements for a degree must complete the following:

1. submit a formal application for graduation in accordance with institutional policy. Applications may be obtained in the Office of Admission and Records.
2. fulfill all financial obligations to the College.
3. satisfy those requirements either as stated in the College catalog current at the time of graduation, or as stated in any of the catalogs for the four (4) previous academic years.

A student may be granted an award other than a degree upon satisfactory completion of the requirements of the specific program as specified by the College in accordance with policies of the State Board of Education.

To receive a certificate, a student must:

1. satisfactorily complete an approved program of study.
2. earn a 2.0 cumulative GPA in all courses attempted at the College. The calculation of the grade point average for graduation will not include grades earned in institutional credit courses. All grades in repeated courses will be averaged into the GPA; however, a course may be counted only once for purposes of meeting graduation requirements unless specifically noted in the College catalog that the course may be repeated for credit.
3. complete at least 25% of the total semester credit hours required in the program at Shelton State.
4. meet all requirements for graduation within a calendar year from the last semester of attendance.

5. transfer coursework accepted for credit toward a formal undergraduate award other than a degree from a regionally or nationally accredited institution, or an Alabama College System institution with a minimum grade of (C) in the courses transferred, must represent collegiate coursework relevant to the award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College’s own undergraduate formal award programs.

Upon satisfactory completion of the requirements described above, the student is considered to have earned a certificate.

In order to receive a diploma and/or participate in the commencement exercises of the institution, a student who has successfully completed the requirements for a certificate must complete the following:

1. submit a formal application for graduation in accordance with institutional policy. Applications may be obtained in the Office of Admission and Records.
2. fulfill all financial obligations to the College.
3. satisfy those requirements either as stated in the College catalog current at the time of graduation, or as stated in any of the catalogs for the four (4) previous academic years.

GRADUATION HONORS

Superior academic achievement by graduating students receiving degrees will be recognized by the following designations on transcripts:

- Graduation with Honors (Cum Laude) 3.50 to 3.69 GPA
- Graduation with High Honors (Magna Cum Laude) 3.70 to 3.89 GPA
- Graduation with Highest Honors (Summa Cum Laude) 3.90 to 4.00 GPA

Superior academic achievement by graduating students receiving certificates will be recognized by the following designation on transcripts:

- Graduation with Distinction 3.50 to 4.00 GPA

Student participation in Phi Theta Kappa, the national postsecondary academic honorary society, will also be noted on the transcript.

NOTE: Calculation of the GPA for graduation honors will be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree, diploma, or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 32 semester credit hours at Shelton State Community College.

EARNING MULTIPLE DEGREES

To qualify for a second Associate Degree from Shelton State Community College, a student must complete sixteen (16) semester hours or more above the degree requirements for the first Associate Degree, with an average of C or better. The student must follow the same graduation requirements for each degree sought.
REQUEST FOR TRANSCRIPTS

The transcript policy of Shelton State Community College includes the following items:

1. in compliance with the Family Educational Rights and Privacy Act, the College does not release transcripts of a student's work except upon the student's written request.

2. official transcripts are sent to institutions, companies, agencies, etc., upon the student's written request. Official transcripts in a sealed envelope may be picked-up by the student in The Office of Admissions and Records. (The student must produce a picture ID in order to obtain the transcript.) The transcripts will be stamped “Issued to Student”. It is the decision of the receiving party to accept or reject the transcript as official.

3. a request for a transcript may be: mailed to The Office of Admissions and Records, 9500 Old Greensboro Road, Box 190, Shelton State Community College, Tuscaloosa, AL, 35405; faxed to 205-391-3910; or may be taken to the Office of Admissions and Records, Martin Campus.

4. transcript requests are processed as they are received. Requests should be made at least two weeks prior to need.

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

6. official transcripts will not be issued if the student has an incomplete admission's file or an outstanding debt to the College.

SHELTON STATE COMMUNITY COLLEGE LIBRARIES

Shelton State Community College maintains two campus libraries to serve all students, regardless of the program in which they are enrolled. The Brooks-Cork Library, located on the Martin Campus, houses more than 35,000 books and carries more than 300 current periodical subscriptions. Its holdings provide support for both academic and technical areas. The Fredd Campus Branch Library houses approximately 1,000 books to support the programs located on that campus. In addition, the Fredd Campus Branch Library provides a small, basic, reference collection. Students may access the library's catalog online through the college website, www.sheltonstate.edu.

Current information is available on both campuses in print and electronic format. Current subscriptions, as well as computer databases, provide this information for students in a number of general and specific subject areas. Audiovisuals for individual and class use are provided on each campus. Students are encouraged to use the Alabama Virtual Library (AVL) from any computer on campus. Home access at no cost is available to anyone who registers for AVL in the college libraries or at local public libraries.

Library hours vary according to campus and are indicated below. When classes are not in session, library hours on both campuses are 8:00 a.m. until 3:00 p.m., Monday through Friday. The libraries are not open when the College is closed (as for holidays). Special hours or changes in the regular schedule are posted as necessary.

**Martin Campus Brooks-Cork Library**
- Monday-Thursday: 7:30 a.m. - 10:00 p.m.
- Friday: 7:30 a.m. - 5:00 p.m.

**Fredd Campus Library**
- Monday-Friday: 8:00 a.m. - 5:00 p.m.

Students who fail to return borrowed materials should be aware of the following college policies:

1. overdue fines for books and vertical file materials are charged at a rate of ten cents per book per day to a maximum of $8.00 per item.
2. overdue fines for items on Reserve are charged at a rate of fifty cents per hour, not to exceed a maximum charge of $8.00 per item.
3. replacement charges for lost or damaged items are $25.00 per book, $5.00 per Vertical File item, and $25.00 per Reserve item.
4. at the end of one semester (after the due date), any unreturned item or any unpaid fine is considered an outstanding debt to the college. Students with outstanding debts may not register for classes or complete graduation applications until the debts are cleared by the Brooks-Cork Library.

The University of Alabama Libraries and the Stillman College Library are available to all students upon presentation of a current Shelton State Community College library card.

Students who wish to request the purchase of books, periodicals, audiovisuals, or other library resources may leave a written request at the circulation desk at either campus library, may speak directly with a librarian or library staff member, or may ask an instructor to make the request. Students and other library users are expected to abide by College policies regarding behavior and student conduct including posted guidelines for use of electronic resources. These guidelines are posted on the Library's website.

**Cy-Bucs**, an extension of the Brooks-Cork Library, located in Room 2413 on the Martin Campus, offers selected information services in a relaxed, user-friendly environment. It is a service-oriented facility where students and faculty can relax, eat or drink, and use information technology for instructional purposes.