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.

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

* 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 official Schedule of Classes on the College Web site, www.sheltonstate.edu. For additional information, refer to the Language and Mathematics Divisions.

** Some courses may require a higher numeric range than the standard noted above.

GRADES

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 of 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.

S is satisfactory for developmental, continuing education, and training for existing business and industry courses.

U is unsatisfactory, for developmental, continuing education, and training for business and industry courses.

A grade of W is assigned to a student who officially withdraws from the College or from a course. Refer to the Withdrawal Process 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. If no grade has
been established prior to the end of the semester the I will automatically be changed to F.

Non-credit College activities such as START-UP and COMPASS may appear on the
student’s schedule and/or unofficial transcript.

Institutional credit courses are not creditable toward a formal award. They may include
developmental courses, courses numbered below the 100 level, orientation courses, and
other non-degree creditable courses.

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 within the Office of Admissions and Records.

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. Course overloads must be approved by
the student’s Dean. No student will be approved for more than 24 credit hours in any one
semester for any reason.

PREREQUISITES AND COREQUISITES

Students are required to complete prerequisites and satisfy corequisites for each course
for which they are registered. Students who enroll in a course without completing course
prerequisites and satisfying corequisites 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 and corequisites are met.

NOTE: Prerequisite: a course or condition required prior to enrolling in another
course. Corequisite: a course or condition that must be taken at the same time as another
course, or in special circumstances, completed prior to another course.
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 Dean of Technical Services.

COLLEGE PREPARATORY PROGRAM

The Alabama State Board of Education (ASBE) has directed that each institution in the Alabama Community College System will offer a program of college preparatory instruction. This program includes the following features:

1. Each college will require students to take a placement assessment upon admission to the college and prior to enrollment in an associate degree or college-level certificate program.

2. Each college 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.

COMPASS ASSESSMENT

Course placement at the College is determined by the results of COMPASS®, the official assessment instrument used by the College.

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. Students requiring the Compass Assessment must complete it prior to the first day of class.

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-credible 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 Director.

**ACT/SAT Policy**

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

<table>
<thead>
<tr>
<th>ACT SCORE</th>
<th>SAT SCORE</th>
<th>PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 or higher in English and 20 or higher in Reading</td>
<td>480 or higher in Writing and 480 or higher in Critical Reading</td>
<td>ENG 101</td>
</tr>
<tr>
<td>20 or higher in Reading</td>
<td>480 or higher in Critical Reading</td>
<td>No RDG course</td>
</tr>
<tr>
<td>20-24 in Mathematics</td>
<td>480-570 in Mathematics</td>
<td>MTH 100</td>
</tr>
<tr>
<td>25-26 in Mathematics</td>
<td>580-610 in Mathematics</td>
<td>MTH 110 or 112</td>
</tr>
<tr>
<td>27-28 in Mathematics</td>
<td>620-640 in Mathematics</td>
<td>MTH 113 or 120</td>
</tr>
<tr>
<td>29-36 in Mathematics</td>
<td>650-800 in Mathematics</td>
<td>MTH 125</td>
</tr>
</tbody>
</table>

These scores are subject to change.

**CREDIT FOR EXAMINATION PERFORMANCE**

Credit by examination is available at Shelton State Community College. Not more than 25 percent of the total credit required for any program may be awarded in this manner and
such credit 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 Community College System recognize 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 when 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 for 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 entitled “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 Dean of Academic or Technical Services.

3. The 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 Dean of Academic or Technical Services to determine what must be included in the applicant’s portfolio. In the portfolio assessment process, the Division Chair of a course for which credit for experiential learning is being sought, along with the 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 Division Chair must submit the recommendation to the Dean of Academic or Technical Services for 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 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 included on the student’s transcript. Awarded credit will be designated 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.

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; and
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, 205.391.2415.

CLASS ATTENDANCE POLICY

STUDENTS ARE EXPECTED TO ATTEND ALL CLASSES for which they are
registered. Instructors are encouraged to keep a record of attendance for each class meeting.

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 UNTIL DISMISSED.

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. Attendance the first day of class or at the orientation session for a distance education class is essential. Instruction begins, the syllabus is distributed, room assignments are confirmed, attendance is recorded, and financial aid will be adversely affected by absence the first day of class. When a student registers late, the classes missed from the first scheduled class date are counted as absences.

The manner in which make up work, test(s), or assignment(s) will be given for excused absences shall be left solely to the discretion of the instructor. Possible acceptable, documented excused absences include representing the College in officially approved activities, 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. IT IS THE RESPONSIBILITY OF THE STUDENT TO KEEP A RECORD OF HIS/HER ABSENCES.

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 percent 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 Dean of Student Services and the appropriate 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 Dean of Student Services and the 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.

DISTANCE EDUCATION

The purpose of distance education at Shelton State Community College is to extend our quality educational programs to learners beyond the seated classroom. They are designed for those who may not fit the profile of the traditional student. Responsibilities of career and family, distance from an educational institution, or the need for flexibility can make this type of learning the ideal solution for educational achievement.

Distance Education is not easier than the traditional classroom; in some ways, it is more difficult because it requires significant self-discipline and the ability to work independently. The College is committed to student success, which begins with a pre-enrollment requirement that students complete ELO100, which is a free online course. ELO100 helps to ensure that basic skills are present to succeed as a distance learner.

Shelton State will continue to expand opportunities for distance learners. Quality and innovation drive our efforts and enable an enriching learning experience. For additional information on distance education and how to enroll, visit the College Web site, www.sheltonstate.edu.

BUCS MAIL

All students who are or have been registered for classes at Shelton State Community College are provided an e-mail account. Electronic mail is the official method of communication for delivery of information. Student e-mail addresses will be recorded in the College’s electronic directories and records. Students bear the responsibility to read official College notices at least twice per week and respond (if required) and to comply with all appropriate use of e-mail in accordance with the College’s policies and procedures located in the Shelton State Student Handbook and the Standard College Policies located on the Shelton State Web site, www.sheltonstate.edu.

STANDARD COLLEGE POLICIES

Classes taught at the College are governed by the “Standard College Policies.” A copy of the Policies may be found on the College’s Web site, www.sheltonstate.edu. Students who have questions concerning the Policies should contact their instructor.

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 assumed to understand and abide by the expectations, policies, and procedures stated therein. Students who have questions regarding the syllabus should contact their instructor.
DROP/ADD and LATE REGISTRATION PERIOD

Students may make adjustments to their schedules only during the Drop/Add and Late Registration Period as defined in the College’s Academic Calendar. After this period, tuition will not be refunded for course(s) dropped if the student has other courses remaining within that term. Students should consult the semester Schedule of Classes for refund information. Students who wish to make an adjustment to their schedule during the published Drop/Add and Late Registration Period may do so by the following procedure:

1. accessing the online student portal via the Shelton State Web site at www.sheltonstate.edu; or
2. completing the drop/add process within the Office of Admission & Records on the Martin Campus.

WITHDRAWAL POLICY

Once classes begin for the respective term, a student who wishes to withdraw from a class or totally withdraw from school must officially withdraw on or before the date designated as the last day to withdraw for the semester. The last day to withdraw from any class is the last day of classes for the term as defined by the College’s Academic Calendar. 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 if the course does not qualify for a full refund when dropped; 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. Withdrawal through the online student portal is available until midnight of the designated last day for withdrawals, and withdrawal in person is available in the Office of Admissions and Records until the close of business of the designated last day for withdrawals. No withdrawals will be taken over the telephone or by e-mail. Failure to attend class does not constitute official withdrawal.

NOTE: Students who receive Federal Financial Aid and withdraw from all classes for which they are registered may owe money to the College.

CHANGE OF GRADE POLICY

Unless extenuating circumstances exist, the change of grade 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 Division Chair.

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 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. If, at any point in the grade appeal
process, the student is advised by legal counsel, the student must notify the Dean 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 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 and fees 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 and fees 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 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 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 Instructional Services within 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 42-day 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 full-term class in the summer semester (or term), the succeeding semester shall be the fall 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 communicate with the instructor in writing regarding the grade within 14 calendar days of the succeeding semester. (Note: If the student cannot reach the instructor, the Division Chair should be contacted.) If the appeal is not satisfied in the meeting of the student and the instructor, the student must appeal in writing to the Division Chair in an informal attempt to reach closure. If the appeal is resolved at this point, a “memorandum of record” should be prepared by the Division Chair and be maintained on file by the Dean. The memorandum will serve as the College record that the disagreement was resolved.

6. In the event the appeal is not resolved by the process specified in paragraph 5 above, and upon the further request of the student, the written appeal procedure shall proceed to involvement of the Dean. The Dean will review the decision of the Division Chair and may consult with the Division Chair, the faculty member, and/or the student in an attempt to reach resolution of the appeal. If the appeal is resolved at this point, a “memorandum of record” should be prepared by the Dean and be maintained to serve as the College record that the disagreement was resolved informally. The Dean’s decision will be final and un-appealable.

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 semester and published on the College’s Web site and local print media. Requirements for the Dean’s List include the following:

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. Developmental courses will not count toward the minimum course load requirement.

PRESIDENT’S LIST

A President’s List will be compiled at the end of each semester and published on the College’s Web site and local print media. Requirements for the President’s List are as follows:

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. Developmental courses will not count toward the minimum 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 cumulative GPA.
2. Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 cumulative 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 Academic Suspension, College officials may provide intervention 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 attempted 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 institution, the student’s status is ACADEMIC PROBATION. When the cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution, but the semester GPA is 2.0 or above, the student remains on Academic Probation.
3. When the cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read SUSPENDED—ONE SEMESTER. When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student’s status is CLEAR.
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 reenters 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 grade 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 since 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 who meet the following conditions may submit an academic bankruptcy form to the Registrar:

1. If fewer than three 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 completed 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 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 completed 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 semester(s) will remain on the transcript, but grades will not be counted in the overall Grade Point Average (GPA).

A student may declare academic bankruptcy only 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 may submit a Course Forgiveness Form to the Registrar to request Course Forgiveness.

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 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 complete the following:

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 noted in the College catalog that the course may be repeated for credit.

3. complete at least 25 percent of the credit hours required for the degree at Shelton State Community College.

4. meet all requirements for graduation within a calendar year from the last semester of attendance.

5. recognize that coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College’s own undergraduate degree programs. In assessing and documenting equivalent learning and qualified faculty, the College may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

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

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 REQUIREMENTS FOR CERTIFICATE PROGRAMS

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 complete the following:

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 percent 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. recognize that transfer coursework accepted for credit toward a formal undergraduate award other than a degree from a regionally or nationally accredited institution, or an Alabama Community 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. 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 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 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:

1. 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. There is no fee for transcripts.

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 45,000 books and carries more than 400 current periodical subscriptions. Its holdings provide support for both academic and technical areas of study. The Lewis Library, located on the C.A. Fredd Campus, houses approximately 1,500 books to support the programs housed on that campus. In addition, the Lewis Library provides a small, basic reference collection and carries several current periodical subscriptions. Students may access the library’s catalog online through the College Web site, www.sheltonstate.edu.

Current information is available on both campuses in print and electronic formats. 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 also available. Students are encouraged to use the Alabama Virtual Library (AVL) from any computer on campus. Home access to the AVL is available at no cost to anyone who requests an account in the College libraries or in 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. – 3:30 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.

Brooks-Cork Library/Martin Campus
Monday-Thursday 7:30 a.m. – 10:00 p.m.
Friday 8:00 a.m. – 12:00 p.m.

Lewis Library/C.A. Fredd Campus
Monday-Thursday 8:00 a.m. – 5:00 p.m.
Friday 8:00 a.m. - 12:00 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 10 cents per day to a maximum of $8.00 and $2.00, respectively.
2. Overdue fines for items on Reserve are charged at 50 cents per hour to a maximum of $8.00 per item.
3. Replacement costs for lost or damaged items are $25.00 per book; $5.00 per Vertical File item; $25.00 per Reserve item; and $50.00 per audiovisual item.
4. At the end of one semester (after the due date), any unreturned item or any unpaid fine is considered a debt to the College. Students will not be given approval for graduation applications until the debts are cleared by the Shelton State Libraries.

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 library materials may leave a written request at the circulation desk on either campus, may e-mail the library (see library Web page for contact information), may speak directly with a 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. All library procedures and expectations are posted on the library’s Web site.