ACADEMIC INFORMATION

I. ACADEMIC CALENDAR

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.

<table>
<thead>
<tr>
<th>First Day of Class</th>
<th>Full Term</th>
<th>First Split Term</th>
<th>Second Split Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2011</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Day of Class</td>
<td>August 22</td>
<td>August 22</td>
<td>October 13</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>December 9</td>
<td>October 11</td>
<td>December 9</td>
</tr>
<tr>
<td>Last Day of Class</td>
<td>December 9</td>
<td>October 11</td>
<td>December 9</td>
</tr>
<tr>
<td>Final Exams</td>
<td>December 12-16</td>
<td>October 12</td>
<td>December 12</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>First Day of Class</th>
<th>Full Term</th>
<th>First Split Term</th>
<th>Second Split Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2012</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Day of Class</td>
<td>January 9</td>
<td>January 9</td>
<td>March 1</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>April 27</td>
<td>February 28</td>
<td>April 27</td>
</tr>
<tr>
<td>Last Day of Class</td>
<td>April 27</td>
<td>February 28</td>
<td>April 27</td>
</tr>
<tr>
<td>Final Exams</td>
<td>April 30-May 4</td>
<td>February 29</td>
<td>April 30</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>First Day of Class</th>
<th>Full Term</th>
<th>First Split Term</th>
<th>Second Split Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2012</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Day of Class</td>
<td>May 30</td>
<td>May 30</td>
<td>July 5</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>August 7</td>
<td>July 2</td>
<td>August 7</td>
</tr>
<tr>
<td>Last Day of Class</td>
<td>August 7</td>
<td>July 2</td>
<td>August 7</td>
</tr>
<tr>
<td>Final Exams</td>
<td>August 8-10</td>
<td>July 3</td>
<td>August 8</td>
</tr>
</tbody>
</table>

II. REQUIREMENTS FOR ACADEMIC CREDENTIALS

The College offers certificate programs that entail 30 or more semester hours and short-term certificate programs that include less than 30 semester hours. The Associate in Arts Degree and the Associate in Science Degree are designed for students who plan to transfer to a college or university for the junior and senior years and complete a baccalaureate degree. The Associate in Applied Science Degree and the certificate programs are designed for students who plan to seek employment immediately upon earning the credential. These degrees and certificates are included on the official Academic Inventory of Shelton State Community College maintained by the Alabama Department of Postsecondary Education.
A. Certificate Programs

A student may earn a certificate or short-term certificate upon satisfactory completion of the requirements of a specific program as specified by the College in accordance with policies of the State Board of Education. To receive a certificate, a student must do the following:
1. satisfactorily complete an approved program of study.
2. complete at least 25% of the total semester credit hours required in the program at Shelton State Community College.

1. Short-Term Certificate General Requirements

Each short-term certificate requires up to 29 credit hours. See the specific programs listed in the next section of the catalog (pages 102-148) for details on the requirements of each short-term certificate.

| AREA I: Written Composition | 0-3 Credit Hours |
| AREA II: Humanities and Fine Arts | Not Required |
| AREA III: Natural Science and Mathematics | 0-3 Credit Hours |
| AREA IV: History, Social and Behavioral Sciences | Not Required |
| AREA V: Concentration and Electives | Up to 29 Credit Hours |

2. Certificate General Requirements

Each certificate requires up to 60 credit hours. See the specific programs listed in the next section of the catalog (pages 102-148) for details on the requirements of each certificate.

| AREA I: Written Composition | 3 Credit Hours |
| 1. COM 100 or ENG 101 |
| AREA II: Speech, Humanities and Fine Arts | 3-6 Credit Hours |
| 1. SPH 106, 107, or 116. |
| 2. Remaining hours to come from Humanities and Fine Arts. |
| AREA III: Natural Science and Mathematics | 6 Credit Hours |
| 1. One Computer Science (Data Processing) course (two are preferred) or demonstrated literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s). |
| AREA IV: History, Social Science, and Behavioral Sciences | Not Required |
| AREA V: Concentration and Electives | 18-48 Credit Hrs. |
| 1. Orientation to College ORI 101 | 1 Credit Hour |

B. AA, AS, OR AAS DEGREE PROGRAMS

A student may earn 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 do the following:
1. satisfactorily complete an approved program of study, including prescribed general education courses.
2. complete at least 25% of the credit hours required for the degree at Shelton State Community College.

1. Associate in Applied Science Degree

Each AAS degree requires 60-76 credit hours. See the specific programs listed in the next section of the catalog (pages 102-148) for details on the requirements for each degree.
AREA I: Written Composition 3 Credit Hours

AREA II: Speech, Humanities and Fine Arts 6 Credit Hours
1. Students must complete three semester hours in speech, unless provisions for addressing oral communication competencies represent an integral module in required discipline-specific course(s).
2. Students must complete one course in Humanities and Fine Arts.
3. Humanities and Fine Arts disciplines include the following: Area/Ethnic Studies, Art and Art History, Foreign Languages, Humanities, Literature, Music and Music History, Philosophy, Ethics, Religious Studies, Theatre, and Dance.

AREA III: Natural Science and Mathematics 9-11 Credit Hours
1. One three credit hour course in mathematics.
2. One (preferably two) Computer Science (Data Processing) course(s) or a course in which computer proficiencies are integrated or student must demonstrate computer literacy skills.
3. In addition to mathematics, disciplines in the natural sciences include the following: Astronomy, Biological Sciences, Chemistry, Geology, Physical geography, Earth Science, Physics, and Physical Science.
4. Students enrolled as majors in health-related disciplines for which the AAS degree is awarded must take BIO 103 as the prerequisite for BIO 201, BIO 202, and BIO 220.

AREA IV: History, Social, and Behavioral Science 3-6 Credit Hours
1. In addition to history, the social and behavioral sciences include, but are not limited to, Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.

AREA V: Concentration and Electives 29-58 Credit Hours
1. Orientation to College, ORI 101 1 Credit Hour

2. Associate in Arts or Associate in Science Degree
Students who plan to transfer to an Alabama four-year college and who are seeking an Associate in Arts or Associate in Science degree should obtain and follow a transfer guide from STARS (http://stars.troy.edu) Please see page 52 for more information about STARS. Students who plan to transfer to an out-of-state or private four year college and who are seeking an Associate in Arts or Associate in Science degree should obtain a catalog from the four-year institution, and with the assistance of an advisor, develop a plan of study appropriate for the student’s major at the accepting institution.

Associate in Arts Requirements
AREA I: Written Composition: 6 Credit Hours
ENG 101 and ENG 102

AREA II: Humanities and Fine Arts 12 Credit Hours
1. Students must complete a minimum of three semester hours in literature from the following courses: ENG 251, ENG 252, ENG 261, ENG 262, ENG 271, or ENG 272.

NOTE: Students must complete a 6 semester hour sequence either in literature or history.
The sequence in AREA II and AREA IV in literature or history should follow the sequence requirements for the student’s major and transfer plans. (STARS Guide).

2. Students must complete three semester hours in the Arts from the following courses: ART 100, ART 203, ART 204, IDH 110, HUM 130, HUM 299, MUS 101, THR 120, or THR 126.

3. Students must complete 3 semester hours in Speech.

4. Humanities and Fine Arts disciplines include, but are not limited to: Area/Ethnic Studies, Art or Art History, Foreign Languages, Humanities, Literature, Music and Music History, Philosophy, Religious Studies, Speech, Theatre and Dance.

AREA III: Natural Science and Mathematics 11 Credit Hours

1. Students must complete 3 semester hours in Mathematics at the Pre-Calculus Algebra or Finite Mathematics level.

2. Students must complete 8 semester hours in the Natural Sciences, which must include laboratory experiences as a significant component. Disciplines in the Natural Sciences include the following: Astronomy, Biology, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.

AREA IV: History, Social and Behavioral Sciences 12 Credit Hours

1. Students must complete a minimum of 3 credit hours in history.

NOTE: Students must complete a 6 semester hour sequence either in literature or history. The sequence in AREA II and AREA IV in literature or history should follow the sequence requirements for the student’s major and transfer plans. (STARS Guide).

2. Students must complete 6 credit hours from among other disciplines in the social and behavioral sciences. Social and behavioral sciences include but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.

AREA V: Pre-Professional, Pre-major, and Elective Courses 19-23 Credit Hours

1. Orientation to College, ORI 101 1 Credit Hour

2. Microcomputer Applications, CIS 146 3 Credit Hours

3. Remaining courses are appropriate to the degree requirements and major of the individual student and electives as required and delineated for four year colleges on STARS.

Associate in Science Requirements

AREA I: Written Composition: ENG 101 and ENG 102 6 Credit Hours

AREA II: Humanities and Fine Arts 12 Credit Hours

1. Students must complete a minimum of three semester hours in literature from the following courses: ENG 251, ENG 252, ENG 261, ENG 262, ENG 271, or ENG 272.

NOTE: Students must complete a 6 semester hour sequence either in literature or history. The sequence in AREA II and AREA IV in literature or history should follow the sequence requirements for the student’s major and transfer plans.

2. Students must complete three semester hours in the Arts from the following courses: ART 100, ART 203, ART 204, IDH 110, HUM 130, HUM 299, MUS 101, THR 120, or THR 126.
3. Students must complete 3 semester hours in Speech.
4. Humanities and Fine Arts disciplines include, but are not limited to, Area/Ethnic Studies, Art or Art History, Foreign Languages, Humanities, Literature, Music and Music History, Philosophy, Religious Studies, Speech, Theatre and Dance.

AREA III: Natural Science and Mathematics  11 Credit Hours
1. Students must complete at least 3 semester hours in Mathematics.
   a. MTH 112, Pre-Calculus Algebra, or
   b. a 3-4 credit hour course with a pre-requisite of MTH 112.
2. Students must complete 8 semester hours in the natural sciences, which must include laboratory experiences as a significant component. Students must choose from the following courses: BIO 103, BIO 104, CHM 111, CHM 112, CHM 221, CHM 222, PHY 201, PHY 202, PHY 213, PHY 214.

AREA IV: History, Social and Behavioral Sciences  12 Credit Hours
1. Students must complete a minimum of 3 credit hours in history.

   NOTE: Students must complete a 6 semester hour sequence either in literature or in history. The sequence in AREA II and AREA IV in literature or history should follow the sequence requirements for the student's major and transfer plans.
2. Students must complete 6 credit hours from among other disciplines in the social and behavioral sciences. Social and behavioral sciences include but are not limited to, Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.

AREA V: Pre-Professional, Pre-major, and Elective Courses  19-23 Credit Hours
1. Orientation to College , ORI 101  1 credit hour
2. Microcomputer Applications, CIS 146  3 credit hours
3. Remaining courses are appropriate to the degree requirements and major of the individual student and electives as required and delineated for four year colleges on STARS.

C. Additional Recommendations/Requirements
1. Orientation

   To encourage success in college, Shelton State requires all full-time students to complete Orientation to College, ORI 101 during the first semester of enrollment; part-time students are required to complete ORI 101 prior to the completion of the first 12 credit hours. Students enrolled in career technical programs must complete ORI 101 prior to the completion of the first 19 credit hours. Exceptions to these guidelines include students who hold an associate degree or higher, who have successfully completed an equivalent course at another institution, who transfer with at least twelve credit hours with a grade point average of 2.0 or higher, who are transient, or who have been admitted to Practical Nursing or Associate Degree in Nursing.

2. Health

   As a component of a well-balanced educational plan, Shelton State encourages students to include a course in health, Ecological Approach to Health and Fitness, HED 199, or Personal Health, HED 221, which transfers to most four-year institutions as an elective.
3. Work Keys

Shelton State students who finish technical programs with degrees or certificates complete a WorkKeys assessment in order to document their skill levels and increase their employment and earning opportunities in West Alabama. The goal of this assessment is to ensure that Shelton State students enter the workforce with the foundation needed to succeed.

4. STARS: What is Stars?

STARS, the Statewide Transfer/Articulation Reporting System, is a web-accessible database system which provides guidance and direction for prospective transfer students in the State of Alabama. The STARS System allows public two-year students in Alabama to obtain a Transfer Guide/Agreement for the major of their choice. If used correctly, the guide prevents loss of credit hours upon transfer to the appropriate public four-year university in Alabama. All students planning to earn an A.A. or A.S. degree and transfer to finish a baccalaureate degree should register with STARS as soon as they matriculate at Shelton State Community College. The printed STARS guide is essential to choosing courses that will transfer after completion of the A.A. or A.S. degree.

To print a STARS Transfer Guide, visit http://stars.troy.edu. Students should print two copies of the transfer guide. Students must retain a copy for personal records and bring a copy to all advising and registration sessions. The following is a listing of courses offered at Shelton State for Areas I-IV.

NOTE: Students must print and retain a STARS Articulation Guide for their specific program of study. Failure to do so may result in some courses not being accepted by the receiving institution.

The following is a list of courses offered at Shelton State community college that will transfer into most majors at a baccalaureate institution. These courses appear on many of the STARS guides.

Area I: Written Communication

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
</tr>
</tbody>
</table>

Area II: Humanities and Fine Arts

*Literature

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>ENG 251</td>
<td>American Literature I</td>
</tr>
<tr>
<td>ENG 252</td>
<td>American Literature II</td>
</tr>
<tr>
<td>ENG 261</td>
<td>English Literature I</td>
</tr>
<tr>
<td>ENG 262</td>
<td>English Literature II</td>
</tr>
<tr>
<td>ENG 271</td>
<td>World Literature I</td>
</tr>
<tr>
<td>ENG 272</td>
<td>World Literature II</td>
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</tbody>
</table>

Arts (“A” classification)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 100</td>
<td>Art Appreciation (A)</td>
</tr>
<tr>
<td>ART 203</td>
<td>Art History I(A)</td>
</tr>
<tr>
<td>ART 204</td>
<td>Art History II(A)</td>
</tr>
<tr>
<td>MUS 101</td>
<td>Music Appreciation (A)</td>
</tr>
<tr>
<td>THR 120</td>
<td>Theatre Appreciation (A)</td>
</tr>
<tr>
<td>THR 126</td>
<td>Introduction to Theater (A)</td>
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Additional Humanities

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<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>HUM 299-01</td>
<td>PTK Honors I</td>
</tr>
<tr>
<td>HUM 299-02</td>
<td>PTK Honors II</td>
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<td>Course Code</td>
<td>Course Name</td>
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<tr>
<td>-------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>HUM 299-03</td>
<td>PTK Honors III</td>
</tr>
<tr>
<td>PHL 106</td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>PHL 206</td>
<td>Ethics and Society</td>
</tr>
<tr>
<td>REL 100</td>
<td>World Religions</td>
</tr>
<tr>
<td>REL 151</td>
<td>Survey of the Old Testament</td>
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<tr>
<td>REL 152</td>
<td>Survey of the New Testament</td>
</tr>
<tr>
<td>SPH 106</td>
<td>Fundamentals of Oral Communication</td>
</tr>
<tr>
<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
</tr>
<tr>
<td>SPH 116</td>
<td>Introduction to Interpersonal Communication</td>
</tr>
<tr>
<td>SPA 101</td>
<td>Introductory Spanish I</td>
</tr>
<tr>
<td>SPA 102</td>
<td>Introductory Spanish II</td>
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**Area III: Natural Science and Mathematics**

**Mathematics**

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<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>MTH 110</td>
<td>Finite Mathematics</td>
</tr>
<tr>
<td>MTH 112</td>
<td>Pre-Calculus Algebra</td>
</tr>
<tr>
<td>MTH 113</td>
<td>Pre-Calculus Trigonometry</td>
</tr>
<tr>
<td>MTH 120</td>
<td>Calculus and Its Applications</td>
</tr>
<tr>
<td>MTH 125</td>
<td>Calculus I</td>
</tr>
<tr>
<td>MTH 126</td>
<td>Calculus II</td>
</tr>
<tr>
<td>MTH 227</td>
<td>Calculus III</td>
</tr>
<tr>
<td>MTH 238</td>
<td>Applied Differential Equations I</td>
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**Natural Sciences**

<table>
<thead>
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<tbody>
<tr>
<td>AST 220</td>
<td>Introduction to Astronomy</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Introduction to Biology</td>
</tr>
<tr>
<td>BIO 102</td>
<td>Introduction to Biology II</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Principles of Biology I</td>
</tr>
<tr>
<td>BIO 104</td>
<td>Principles of Biology II</td>
</tr>
<tr>
<td>CHM 104</td>
<td>Introduction to Inorganic Chemistry</td>
</tr>
<tr>
<td>CHM 105</td>
<td>Introduction to Organic Chemistry</td>
</tr>
<tr>
<td>CHM 111</td>
<td>College Chemistry I</td>
</tr>
<tr>
<td>CHM 112</td>
<td>College Chemistry II</td>
</tr>
<tr>
<td>PHS 111</td>
<td>Physical Science I</td>
</tr>
<tr>
<td>PHS 112</td>
<td>Physical Science II</td>
</tr>
<tr>
<td>PHY 201</td>
<td>General Physics I</td>
</tr>
<tr>
<td>PHY 202</td>
<td>General Physics II</td>
</tr>
<tr>
<td>PHY 213</td>
<td>General Physics with Calculus I</td>
</tr>
<tr>
<td>PHY 214</td>
<td>General Physics with Calculus II</td>
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**Area IV: History, Social and Behavioral Sciences**

**History**

<table>
<thead>
<tr>
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<th>Course Name</th>
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<tbody>
<tr>
<td>HIS 101</td>
<td>Western Civilization I</td>
</tr>
<tr>
<td>HIS 102</td>
<td>Western Civilization II</td>
</tr>
<tr>
<td>HIS 201</td>
<td>United States History I</td>
</tr>
<tr>
<td>HIS 202</td>
<td>United States History II</td>
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</tbody>
</table>

**Additional Social and Behavioral Sciences**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>ANT 200</td>
<td>Introduction to Anthropology</td>
</tr>
<tr>
<td>ANT 210</td>
<td>Physical Anthropology</td>
</tr>
<tr>
<td>ANT 220</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>ECO 231</td>
<td>Macroeconomics</td>
</tr>
</tbody>
</table>
ECO 232  Microeconomics
GEO 100  World Regional Geography
POL 200  Introduction to Political Science
POL 211  American National Government
PSY 200  General Psychology
PSY 210  Human Growth and Development
SOC 200  Introduction to Sociology
SOC 210  Social Problems

* As part of the General Studies Curriculum, students must complete a six-hour (6)
sequence, either in literature or in history.

III. PLACEMENT INTO THE CURRICULUM TRACKS

A. Transfer Credit

Transfer coursework accepted for credit toward a certificate or 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 award programs.

B. 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, and 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.
C. 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 complete the following:

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, 205.391.2415.

D. 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-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 Director.
E. 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</td>
<td>480 or higher in Writing</td>
<td>ENG 101</td>
</tr>
<tr>
<td>English</td>
<td>and 480 or higher in Critical</td>
<td></td>
</tr>
<tr>
<td>and 20 or higher in</td>
<td>Reading</td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td></td>
<td></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.

F. 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.

G. 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.

H. Prequisites 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.

I. 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. The program is 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.

The College has developed an approved Quality Enhancement Plan (QEP): Improving Student Success in Online Classes. One component of the QEP is the requirement that students successfully complete a prerequisite class prior to enrolling for online instruction. The prerequisite class, ELO 100, is non-credit, free, and online. The completion of this class assures that the student has the basic skills required for potential success in online instruction.

IV. REGISTERING FOR CLASSES
A. Maximum and Minimum Course Load
The 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 Technical or Academic Services. No student will be approved for more than 24 credit hours in any one semester for any reason.

B. Drop/Add
Students may make adjustments to their schedules only during the Drop/Add 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 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.

V. CLASS ATTENDANCE
A. 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.

B. 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.

C. 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.

VI. STUDENT CONDUCT CODE

The publication of this Student Conduct Code documents the standard of conduct by which students and organizations are expected to abide. Students and organizations will be aware of the College Code and knowledgeable of the fact that they will be held accountable for compliance with its provisions. By enrollment and affiliation with the College, a student or organization neither relinquishes the right nor escapes responsibilities of local, state, or federal laws and regulations. The College is committed to maintaining an environment that contributes to its educational missions and the safety, health, and well being of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by the College.

It is assumed that students enrolling in the College are mature and have a desire for constructive learning and are attending with that purpose in mind. Common courtesy and cooperation are expected of all students. Interference, injury, or the intentional attempt to
injure or interfere with the personal or property rights of any person – whether a student, visitor, faculty, or staff member – or the College itself, is strictly prohibited.

A. Application

The Student Conduct Code applies to individual students as well as formal and informal groups either involved in College related activities or functioning as official representative(s) of the institution.

It is applicable to the behavior of students and organizations, both on and off the College campus, which is determined to be incompatible with the educational environment and mission of the College.

B. Misconduct

The College expects the conduct of each student and organization to be in conformity with standards of common decency and decorum, with recognition of and respect for personal and property rights of others and the educational mission of the College. A student or organization may be disciplined and is in violation of the Student Conduct Code for any of the following:

1. academic dishonesty - See page 63.
2. forgery, alteration, or misuse of College documents, records, or identification;
3. issuance of worthless checks made payable to the College;
4. failure to comply with the authority of college officials acting within the capacity and performance of their positions;
5. violation of written College rules, policies, and regulations;
6. obstruction or disruption of teaching, research, administration, disciplinary procedures, other College activities, or other activities on College premises by either College or non-College persons or groups;
7. destruction, damage, or misuse of College, public, or private property (The student or organization is responsible for any damage done to College property.);
8. conduct in violation of federal or state statutes or local ordinances that threatens the health and/or safety of the College community or adversely affects the educational environment of the College;
9. conviction of any misdemeanor or felony which adversely affects the educational environment of the College;
10. obtaining college services by false pretenses including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, labor, material, space, facilities, or services;
11. hazing, i.e., any mental or physical requirement or obligation placed upon a person by a member of any organization, or by an individual, or by a group of individuals which could cause discomfort, pain, or injury, or which violates any legal statute or College rule, regulation, or policy.
12. lewd, obscene, licentious, or indecent conduct or the verbal or written threat of such action against another person;
13. lewd, obscene, licentious, indecent, or inappropriate dress;
14. possession, while on College-owned or controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instrumentalities;
15. possession, sale, and/or consumption of alcoholic beverages or non prescribed, controlled drugs on College property or at a student or College-sponsored function;
16. unauthorized manufacture, sale, delivery, or possession of any drug or drug
paraphernalia defined as illegal under local, state, or federal law;
17. theft, accessory to theft, and/or possession of stolen property;
18. filing a false report or knowingly making a false statement about or interfering with the
    investigation of any situation described in this conduct code and the annual campus
    safety and security publication;
19. fighting, physical or verbal abuse, threats of violence, intimidation, and physical or
    mental harassment;
20. trespassing or unauthorized entry;
21. entering false alarms, tampering with fire extinguishers, alarms, or other equipment;
22. publishing, aiding in publishing, circulating or aiding in circulating anonymous
    publications or petitions;
23. disruptive devices such as tape players, radios, beepers, cell phones, or other electronic
    devices in the student center, hallways, lecture rooms, classrooms, library, or any other
    place which will interfere with the normal activity of the College;
24. violations of the Sexual Harassment Policy;
25. any form of gambling;
26. disruptive or disorderly conduct which interferes with the rights and opportunities of
    those who attend the College to utilize and enjoy educational facilities.

Violations of the above will render a student subject to disciplinary action under the
procedures which provide for adequate notice and a fair hearing as outlined in this
handbook. Penalties for violations may include reprimand and probation, loss of privileges,
suspension, expulsion, and other penalties which may be set forth in College regulations
published in this handbook.

Where there has been a serious violation of College regulations and a student’s con-
tinued presence will materially threaten the welfare of the College, the President’s desig-
nated representative, normally the Dean of Student Services or other College official, may
immediately suspend the student. The student will be entitled to a hearing according to the
regular disciplinary procedures.

C. Misconduct Disciplinary Policy

Any case involving violation of published policies and regulations in this bulletin will
be brought to the immediate attention of the Dean of Student Services, who will discuss
the case with the student, attempting to arrive at a mutually satisfactory conclusion of the
matter. If a satisfactory conclusion is not reached at this point, the student may appeal the
case to the Student Services Action group.

The Student Services Action Group, or a similarly functioning group, is authorized to
hear the student appeal and may choose to modify, uphold, or reverse the written recom-
mendations of the Office of the Dean of Student Services in this case. It is important to
note, that in the chronology of events; the student receives a copy of these recommenda-
tions first in his/her initial meeting with the Office of the Dean of Student Services. His/
her decision to appeal will be based on disagreement with these recommendations. After
appeal to the Student Services Action group, the Office of the Dean of Student Services
will ensure that the student is granted due process through the following steps:
1. Written notice will be provided the student at least three (3) calendar days in advance
   of the hearing date. Further, the student will be given a list of witnesses and a copy of
   their statements or complaints, along with other evidence and affidavits which the college
   intends to submit against the student.
2. The student is permitted to have counsel present at the hearing to advise him/her.
The student may question at the hearing any witness who gives evidence against him/her. Attorneys are present in advising capacity only. The College appeal process will not be bound by Courtroom procedures.

3. The student is permitted to hear the evidence presented against him/her and will be permitted the opportunity to present his/her own case, his/her version of the incident, and any exhibits, affidavits, or witnesses on his/her behalf.

4. A full and complete record of the hearing will be made. Unless otherwise specified, a videotaped record will be used.

5. The Student Services Action Group will provide a written decision to the student and the Dean of Student Services.

Final local responsibility for discipline is vested in the President of the College. Any disciplinary probation or suspension will be recorded on the student’s permanent record. The College seeks to guarantee that the fundamental principles of fair play are observed and to assure that no disciplinary action is taken on grounds which are not supported by substantial evidence.

Conscious effort is made to assure that all of the College’s regulations are within the scope of the lawful missions of tax-supported higher education. It is recognized that it is not a lawful mission of the College to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States. However, the President will take direct and appropriate action in any case involving the integrity of the College and the well-being of the students.

D. Academic Misconduct Policy

This policy applies only to those violations of the Shelton State Community College student conduct regulations relating to academic dishonesty.

1. Academic misconduct includes all acts of dishonesty in any academically-related matter and any knowing or intentional help or attempt to help, or conspiracy to help, another student commit an act of academic dishonesty. “Academically-related” includes all instructional facets of the college, i.e., adult basic education, developmental education, transfer education, occupational/technical education, continuing education, and training for business and industry.

Academic dishonesty includes, but is not limited to, each of the following acts when performed in any type of academic or academically-related matter, exercise, or activity:

1. dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College;
   a. cheating – the College defines cheating as knowingly attempting to or actually acquiring or giving information fraudulently in order to influence performance on examinations and assignments. It also includes using or attempting to use during any class assessment unauthorized materials, information, study aids, or computer-related information including, but not limited to, the use of a cell phone or other electronic communication device. The use of a cell phone or other electronic communication device by a student during a class assessment without the express authorization of the course instructor shall constitute prima facie evidence of cheating. Cheating also includes knowingly attempting to actually giving information fraudulently in order to influence performance on examinations or assignments.
   b. plagiarism – representing the words, data, works, ideas, computer program or output, or anything not generated in an authorized fashion as one’s own.
Plagiarism can be intentional or unintentional. All academic work, written or otherwise, submitted by a student to his or her instructor or other academic supervisor, is expected to be the result of his or her own thought, research, or self-expression. In any case in which a student feels unsure about a question of plagiarism involving his/her work, he or she is obligated to consult the instructor on the matter before submitting it.

c. Misrepresentation - falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.

When a student submits work purporting to be his or her own, but which in any way borrows ideas, organization, wording, or anything else from another source without appropriate acknowledgment of the fact, the student is guilty of plagiarism. Plagiarism includes reproducing someone else’s work, whether it is a published article, a chapter of a book, a paper from a friend, or some file, etc.

Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his or her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student and the student alone.

When a student’s assignment involves research in outside sources or information, he or she must carefully acknowledge what, where, and how he or she has employed them. If he or she uses works of someone else, he or she must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these rules will apply to those ideas which are so generally and freely circulated as to be part of the public domain. (Student Code of the University of Kentucky)

2. Penalties for academic misconduct can range from a reprimand to expulsion from the College.

3. A course instructor (or any other person(s) who has reasonable cause to believe a student has engaged in an act of academic misconduct will report the matter to the appropriate dean (Instruction Services or Technical Services). The instructor (or other person(s) will take no other action in the matter until a decision has been reached by the appropriate dean.

4. The appropriate dean will discuss the circumstances involved with the course instructor (and/or other appropriate persons) and review any pertinent materials in order to determine if a reasonable basis exists for believing that academic misconduct may have occurred. (If the case involves misrepresentation, as defined above, the appropriate dean may refer the matter to the Dean of Student Services).

5. If the appropriate dean concludes that there is a reasonable basis for believing an act of academic misconduct may have been committed, the appropriate dean will arrange a conference with the student. This conference will take place within fourteen working days (or as soon thereafter as may be practical) of the appropriate dean being notified of the possible academic misconduct.

6. Prior to arranging this conference, the appropriate dean will complete the following:

   1. provide the student with a copy of the Academic Misconduct Policy; and

   2. provide the student with notice in writing that an issue of possible academic misconduct involving the student exists, such notice to contain a description of the academic misconduct which the student has been alleged to have committed; and
3. call the attention of the student to the following provisions of the Academic Misconduct Policy:

At an academic misconduct conference or hearing,

a. the student is not required to make any statement at all regarding the matter under investigation.
b. the student may make a voluntary statement if the student chooses to do so.
c. the student has a right to present any evidence, supporting witnesses, and other information.
d. the student has a right to be advised by anyone of the student’s choice. If the student is to be advised by legal counsel at the conference, however, the student must notify the appropriate dean of that fact at least five working days in advance of the conference or hearing so that College legal counsel may also be present at the conference or hearing.

7. At the conference, the Dean of Instructional Services may act alone or in conjunction with a standing committee or an ad hoc committee appointed by the Dean of Instructional Services, but the appropriate dean will make the decision.

8. At the conclusion of the conference, one of three steps will be taken by the appropriate dean:

1. the matter will be immediately dismissed if in the judgment of the appropriate dean the evidence presented is not convincing proof that the student engaged in an act of academic misconduct. The student will be informed in writing that the matter has been dismissed and that no further action will be taken. There is no appeal of a decision of immediate dismissal by the appropriate dean; or

2. if the student makes a voluntary written admission that the student committed the alleged academic misconduct, a penalty will be imposed by the appropriate dean. In case of a voluntary written admission of academic misconduct, the appropriate dean will be able to impose the full range of penalties as described in section B above. The student will be given written notice of the penalty to be imposed within three working days after the conclusion of the conference; or

3. if the matter is not dismissed and the student does not make a written admission of academic misconduct, the appropriate dean will, within ten working days, decide if the student is guilty of academic misconduct, determine what penalty for academic misconduct will be imposed, and will notify the student by certified mail of the decision and the penalty to be imposed. The appropriate dean will have the right to impose the full range of penalties as described in section B above. In cases both of voluntary admission of academic misconduct and of the appropriate dean’s decision that academic misconduct has occurred, the appropriate dean will seek the advice of the course instructor (if a course instructor is involved) prior to assigning a penalty. The appropriate dean, however, is not obligated to follow the instructor’s recommendation.

9. The student also will be notified in the same certified mail that the student has fifteen (15) working days from the date of the mailing of the appropriate dean’s decision to appeal that decision. No penalty will be imposed until:

1. there is a failure to file a timely appeal, or
2. a decision on the appeal has been reached.

10. The appropriate dean’s decision may be appealed to the Office of the President. This appeal must be in writing and addressed to the President.

11. The appeal must be based on substantive grounds such as gross procedural errors, new
12. When the appeal is received in the Office of the President, the President (or a designated hearing officer) will hold a conference with the student and other concerned parties to discuss the reasons for the appeal. The President has the right to deny the appeal and, if the President denies the appeal, the appeal process will end. The President will notify the student in writing that the appeal has been denied and will give the student an explanation for that action.

13. If the President decides that the appeal is to be heard, the President (or the designated hearing officer) will convene a panel for that purpose. This panel will hear the appeal within thirty working days of the receipt of the appeal in the Office of the President. The panel will consist of a person designated by the President, a person designated by the Office of the Dean of Student Services, and a member of the faculty designated by the Curriculum Action Group. The faculty member must come from the instructional division in which the academic misconduct occurred. The appropriate dean shall not be a member of this appeal panel. If the academic misconduct is such that it is handled by the Office of the Dean of Student Services as described in Section D above, the Office of the Dean of Student Services will not appoint a member of the appeal panel, and the President will instead ask the appropriate dean to make said appointment.

14. The hearing by the appeal panel is an administrative hearing and the proceedings will be informal rather than those used in courts of law. The panel may hear such evidence and witnesses as it deems appropriate. The rights of the student before the appeal panel are the same as those in the conference with the appropriate dean, including the right to be advised by whomever the student wishes.

15. The findings of the appeal panel will be reviewed by the President of the College. The purpose of the review by the President is to ensure that proper policy and procedure has been followed. The President may order further proceedings in the case. The decision of the President in the matter is final and will conclude the process insofar as the College is concerned.

16. The President will give written notice of the final decision in the case to the student and to the appropriate members of the staff of the College.

VII. STANDARD COLLEGE POLICIES

Classes taught at the College are governed by the “Standard College Policies” (the “Policies”). A copy of the Standard College Policies will be sent to each student at the SSCC student e-mail address, Bucs Mail, assigned to the student by the College. It is the student’s responsibility to check the student’s Bucs Mail account for the Policies. Upon receipt of the Policies, 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 may also be found by visiting the College’s Web site, www.sheltonstate.edu. Students who have questions concerning the Policies should contact the Office of the Dean of Instructional Services, 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 Instructional Services,
VIII. EARNING GRADES

A. 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 page on the College Web site 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 official Schedule of Classes on the College Web site, www.sheltonstate.edu. For additional information, refer to the Language and Mathematics Department pages on the College Web site.

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.

B. 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.
C. 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.

D. Required GPA
The student must 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.)

E. Change of Grade Policy
With the permission of the Dean of Technical or Academic Services, an instructor may change a grade. 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 appropriate dean.

F. Grade Appeals 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 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 College record that the disagreement was resolved informally. The Dean’s decision will be final and un-appealable.

G. 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.

H. 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.

IX. PROGRESS TOWARDS THE ACADEMIC CREDENTIAL

A. 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.

B. 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 readmis-
sion” 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.

C. Exceptions to the above standards are as follows:
   1. 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.
   2. 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.

D. Definitions of terms used above are as follows:
   1. Semester GPA - the grade point average based on all hours attempted during any one term at the institution based on a 4 point scale
   2. Cumulative GPA - the grade point average based on all hours attempted at the institution based on a 4 point grade scale
   3. 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
   4. 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
   5. 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
   6. 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
   7. 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.

E. 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 semester minimum of 18 semester credit hours of course work at the institution since the bankruptcy 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.

F. 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.

G. 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.

H. 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.

X. COMPLETION OF THE ACADEMIC CREDENTIAL
A. Graduating
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 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.

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 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.

B. Earning Multiple Degrees

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

C. 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.

D. 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; or requested within the student online portal.
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.