Shelton State Community College

Martin Campus
9500 Old Greensboro Road
Tuscaloosa, AL 35405
205.391.2211
www.sheltonstate.edu

C.A. Fredd Campus
3401 Martin Luther King Boulevard
Tuscaloosa, AL 35401
205.391.2611
www.sheltonstate.edu

Catalog
Fall 2015 – Summer 2016

Accreditation
Shelton State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, and the Associate in Applied Science Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, or call 404.679.4500 for questions about the accreditation of Shelton State Community College.

This catalog contains Alabama Community College System approved policies, regulations, and procedures which were in existence as the publication went to press. The College reserves the right to modify or amend any statements or policies to reflect current board policies, administrative regulations or procedures, and applicable state or federal laws and regulations. Users are cautioned that changes in policies, procedures, and guidelines may have occurred since the publication of this material. In the event of such a conflict, the current statements of Board policy will prevail. Updates to amended policies and procedures will be available in the Advising Center and on the Shelton State Community College Website, www.sheltonstate.edu.

Although the publisher of this catalog made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printer errors or errors occasioned by honest mistake. All information contained in this catalog is subject to change by the appropriate officials of Shelton State Community College without prior notice.
Vision Statement
Empowering students through commitment to excellence.

Mission Statement
Shelton State Community College is a public, open-admission, comprehensive community college whose primary mission is to provide accessible postsecondary education, training, and community educational opportunities.

Institutional Values

Excellence  Accountability  Quality
Integrity  Transparency  Affordability

Statement of Nondiscrimination
Shelton State Community College does not discriminate on the basis of race, color, religion, sex, age, national origin or ancestry, physical or intellectual disability, veteran status, genetic information, and any other basis protected by federal, state, or local laws in the administration of its scholarship program, admission, athletic, or other school administered College programs.

It is expected that persons connected with Shelton State Community College should treat all individuals with respect and dignity. As a collegiate community, the College will not support or condone behaviors that violate the integrity of any individual or group. While the College respects the right of its community to exercise free speech and freedom of expression, behaviors shall not be tolerated that may be considered harassment, destruction of property, or acts of violence or inciting violence or disruptive behavior.

Students who believe they are victims of discrimination or harassment are encouraged to immediately report all facts and information to the following:

- Allegations of sex discrimination or harassment should be reported to the Dean of Student Services, 205.391.5878. The Dean of Students office is located in the Dean of Student Services suite on the first floor of the Martin Campus of Shelton State Community College.
- Allegations of disability discrimination or harassment should be reported to the Dean of Student Services, 205.391.5878. The Dean of Students office is located in the Dean of Student Services suite on the first floor of the Martin Campus of Shelton State Community College.
- Allegations of age discrimination or harassment should be reported to the Dean of Student Services, 205.391.5878. The Dean of Students office is located in the Dean of Student Services suite on the first floor of the Martin Campus of Shelton State Community College.
- Allegations of race discrimination or harassment, or national origin discrimination or harassment should be reported to the Dean of Student Services, 205.391.5878. The Dean of Students office is located in the Dean of Student Services suite on the first floor of the Martin Campus of Shelton State Community College.

Equal Opportunity in Education and Employment
It is the official policy of the Alabama Community College System, including all postsecondary institutions under the control of the Alabama Community College Board of Trustees, that no person in Alabama will, on the grounds of race, color, disability, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment.
Facilities

Martin Campus
Shelton State Community College is part of a state system of public colleges. This system originated in the Alabama Trade School and Junior College Authority Act enacted by the state legislature in May 1963. The governing board for the institutions within this system is Alabama Community College System.

Shelton State Community College was established by resolution of the ASBE on January 1, 1979. That resolution combined two existing institutions: Shelton State Technical College, established in 1952, and the Tuscaloosa branch campus of Brewer State Junior College, an institution whose main campus was located in Fayette, Alabama. The Tuscaloosa branch campus of Brewer State had been in operation since 1972.

C. A. Fredd Campus
In 1994, Shelton State Community College consolidated with C. A. Fredd State Technical College, another public two-year college located in Tuscaloosa. The new institution created by the consolidation retained the name of Shelton State Community College, and the president of Shelton State was named president of the consolidated institution. The institution now called Shelton State Community College, C. A. Fredd Campus, was created by the state legislature in 1963 as Tuscaloosa State Trade School. In 1974, the institution became Tuscaloosa State Technical College and was authorized by the ASBE to grant the associate degree.

In 1976, the College name was changed to C. A. Fredd State Technical College to honor the first president of the institution. C. A. Fredd State Technical College was recognized as one of the nation’s Historically Black Colleges and Universities. Shelton State Community College maintains that identity and continues the specific HBCU mission of promoting educational access and opportunity for all students in a culturally diverse community.

HBCU Status
Historically Black Colleges and Universities are a source of accomplishment and great pride for the African American community as well as the entire nation. The Higher Education Act of 1965, as amended, defines an HBCU as “...any historically black college or university that was established prior to 1964, whose principal mission was, and is, the education of black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary [of Education] to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation.” HBCUs offer all students, regardless of race, an opportunity to develop their skills and talents. These institutions train young people who go on to serve domestically and internationally in professions as entrepreneurs and in the public and private sectors.

Sandra Hall Ray Fine Arts Center
The Sandra Hall Ray Fine Arts Center honors one of Tuscaloosa’s most outstanding cultural, educational, and business leaders. This Center is home to the Shelton State Community College Fine Arts Division, Theatre Tuscaloosa, and the Alabama Stage and Screen Hall of Fame. The Fine Arts Center facilities include the Bean Brown Theatre, the Alabama Power Recital Hall, the Bell South and Cadence Bank Galleries, painting, drawing, and photography studios, and a dance studio. The Shelton State Community College Music Department, with choral and instrumental rehearsal rooms, faculty studios, an electronic keyboard classroom, and student practice rooms, is also located in the Fine Arts Center. The Sandra Hall Ray Fine Arts Center at Shelton State Community College is unique among community colleges in Alabama and places Shelton State among the elite arts education institutions in the southeast.

Shelton State Community College Libraries
Shelton State Community College maintains two campus libraries to serve students. The Brooks-Cork Library, located on the Martin Campus, houses 55,000 books, as well as 200 e-books, and carries 350 current periodical subscriptions. Its holdings provide support for both academic and technical areas of study. The Lewis Library, located on the C.A. Fredd Campus, houses approximately 1,500 books to support the programs housed on that campus. In addition, the Lewis Library provides a small, basic reference collection and carries several current periodical subscriptions. Students may access library catalogs online through the College website, www.sheltonstate.edu.

Current information is available on both campuses in print and electronic formats. Current subscriptions, as well as computer databases, provide this information for students in a number of general and specific subject areas. Audiovisuals for individual and class use are also available. Students are encouraged to use the Alabama Virtual Library (AVL) from any computer on campus. Home access to the AVL is available at no cost to anyone, and passwords are no longer required of Alabama residents.

Library hours vary according to campus. The libraries are not open when the College is closed, and special hours or changes in the regular schedule are posted as necessary.
Brooks-Cork Library/Martin Campus
Monday – Thursday 7:30 a.m. – 10:00 p.m.
Friday 8:00 a.m. – 12:00 p.m.
Open 8:30 a.m. – 3:30 p.m. on non-instructional days and faculty duty days

Lewis Library/C.A. Fredd Campus
Monday – Thursday 7:30 a.m. – 5:00 p.m.
Friday Closed
Closed on non-instructional days and faculty duty days

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

1. Overdue fines for books and vertical file materials are charged at a rate of 10 cents per day to a maximum of $8.00 and $2.00, respectively.
2. Overdue fines for items on reserve are charged at 50 cents per hour to a maximum of $8.00 per item.
3. Replacement costs for lost or damaged items are $35.00 per book, $10.00 per vertical file item, $35.00 per reserve item, and $50.00 per audiovisual item.
4. Four weeks past the due date, any unreturned item or any unpaid fine is considered a debt to the College. Students will not be given approval for graduation until debts are cleared by the Shelton State Libraries.

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

Students who wish to request the purchase of library materials may leave a written request at the circulation desk on either campus or may email the library. (See library webpage to make the request.) Students and other library users are expected to abide by College policies regarding behavior and student conduct including posted guidelines for use of electronic resources. All library procedures and expectations are posted on the library’s website.

All library users should be prepared to show current identification in the libraries upon request. Restrictions apply for printing privileges.

Alabama Community College of the Fine Arts
In 1997, in recognition of its contributions to and potential in art, music, dance, and theatre, the Alabama Legislature, by joint resolution, designated Shelton State Community College as the Alabama Community College of the Fine Arts. The mission statement for the Community College of the Fine Arts is to provide accessible, inclusive educational and cultural opportunities for students and citizens of Alabama through quality instruction and innovative arts programming. Joining together amateurs and professionals, technology and tradition, the College encourages the development of excellence in a broad range of artistic expressions.

In 1998, Shelton State and Theatre Tuscaloosa founded The Alabama Stage and Screen Hall of Fame to honor Alabamians, by birth and adoption, who made significant contributions to film, television, or theatre. Past inductees include Tallulah Bankhead, Rebecca Luker, Truman Capote, George Lindsey, Dean Jones, Hugh Martin, and Jim Nabors.

The SOAR Institute (Student Opportunities for Achievement and Resources)
The SOAR Institute uses a comprehensive approach to working with academically under-prepared students. The key components of SOAR are advising, instruction, and tutoring. Shelton State offers free tutoring through the SOAR Institute. The tutoring program is available to all students at SSCC. For more information, visit the College website or call 205.391.2984.

Americans with Disabilities (ADA)
Shelton State Community College seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It is the policy of the College that a good faith effort shall be made to meet the accommodation requests of persons with disabilities. The Americans with Disabilities Act (ADA) prohibits discrimination against any qualified person regardless of his or her disability. To request accommodations, students should provide documentation of the disability to the Office of Disability Services. The documentation should address the specific accommodation and should be dated within three years of the enrollment date. Reasonable accommodations will be provided based on information received. Once the documentation is filed with the ODS, the student’s instructors will be notified of the requested accommodation. Students should update their information with the disabilities office each semester they are enrolled in school. Requests for accommodations procedures and more detailed information are available in the Shelton State Student Handbook and on the College website.
Admission Application Procedures

The Enrollment Services Office is responsible for interpreting and implementing Alabama Community College System Policy as well as federal, state, and local laws and policies regarding admission of students to the College and academic records.

Applicants who have not completed high school and who have not earned a GED certificate are not eligible to enroll and are encouraged to contact Shelton State Adult Education at 205.391.2262.

I. First-Time Admission
A. All students must complete the online application for admission and present one primary form of identification. Applicants may submit the identification in person, by email, or by fax to Enrollment Services. All requested information on the application must be provided. Applications must be submitted online at www.sheltonstate.edu, complete with the Application Signature Page which should be printed immediately after the application is submitted online.
B. Student Status
1. High school graduates who have never attended college should request an official transcript from the graduating high school. Transcripts should include the posted graduation date, official signature, and diploma type and should be mailed to the Enrollment Services Office, Box 190, Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.
2. General Educational Development (GED) recipients must have an official GED transcript sent directly to the Enrollment Services Office from the test site or the Alabama State Department of Education.
3. Transferring students from another college must request official transcripts from each college previously attended. Transcripts should be mailed to the Enrollment Services Office. Transfer applicants must also submit an official high school transcript with graduation date or GED certificate. Applicants who have completed a baccalaureate degree or higher and who do not plan to pursue a degree at Shelton State are only required to submit an official transcript from the institution granting the highest degree.
4. Transient students may enroll with the intent of remaining at Shelton State for only a single term. See “Admission of Transient Students” under “Types of Admission” in the “Admission Requirements” section.
5. High school students who are enrolling through Dual Enrollment/Dual Credit or Accelerated High School status must meet all eligibility requirements. See “High School Students” under the “Admissions Requirements” section of the catalog.
C. First-time freshmen students and some transfer students must have qualifying placement scores for math, English, and reading on file with the Enrollment Services Office prior to admittance. Refer to the COMPASS Assessment and ACT/SAT Policy sections for information regarding course placement requirements.

II. Readmission
Former students of Shelton State who have not been in attendance within one calendar year will be required to complete an application for readmission. If students have attended college elsewhere during this period, official transcripts should be mailed to the Enrollment Services Office, Box 190, Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405. Note: All student records not related to a student’s permanent academic record will be destroyed five years from the last date of attendance.

III. Time of Admission
Applications may be submitted at any time prior to the term of enrollment. Please refer to the College website for course registration deadline information.

Admission Requirements

I. Admission Requirements
A. For admission to Shelton State Community College, an applicant must provide one primary form of identification such as an unexpired Alabama driver’s license, an unexpired Alabama identification card, an unexpired U.S. passport, or an unexpired U.S. permanent resident card.
B. An applicant who fails to satisfy the requirements of “A” above will not be admitted to Shelton State Community College. Students enrolled in an Alabama Community College System institution prior to the implementation of this policy will not be affected by the requirements of this section. Applicants may submit the identification identified in “A” above in person, by email, or by fax.
C. For admission to an Alabama Community College System institution, all international applicants must provide a VISA acceptable to the United States and an official translated copy of the student’s high school/college transcript; a minimum score on an approved English as a Foreign Language exam as specified in the guidelines; a signed, notarized statement verifying adequate financial support; and documentation demonstrating adequate health and life insurance which must be maintained during enrollment.
D. For the protection of the public and to assist in maintaining state and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification
and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives.

E. All students must submit appropriate placement scores (ACT or SAT), successful college level math and English transfer credit, or complete the COMPASS placement assessment.

II. Types of Admission

A. Unconditional Admission of First-Time College Students
   For unconditional admission and to be classified as “degree eligible,” applicants must have on file at the institution a completed application for admission and one of the following:
   1. an official transcript showing graduation with the Alabama High School Diploma, as defined by the Alabama State Board of Education, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally accredited high school; or
   2. an official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma, as defined by the Alabama State Board of Education, issued by a non-public high school or an official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma, as defined by the Alabama State Board of Education, issued by a non-public high school; or
   3. an official GED Certificate issued by the appropriate state education agency.

B. Conditional Admission of First-Time Students
   1. Conditional admission may be granted to an applicant if the College has not received proof that he/she has satisfied one of the admission requirements identified above. Students who received a GED certificate and students who did not graduate high school are not eligible to be conditionally admitted.
   2. If all required admissions records have not been received by the institution prior to issuance of first semester grades, the grades will be reported on the transcript. The student shall not be allowed to enroll for a second semester unless all required admission records have been received by the institution prior to registration for the second semester.

C. Unconditional Admission of Transfer Students
   1. An applicant who has previously attended any other duly accredited postsecondary institution will be considered a transfer student.
   2. To be classified as degree eligible, a transfer student must have submitted to the institution an application for admission and official transcripts from all duly accredited postsecondary institutions attended, an official high school transcript, and any other documents required for all applicants.
   3. A transfer student who does not meet the requirements in “A.” above shall be classified as a conditionally admitted student.
   4. An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree unless transfer credit is requested.

D. Conditional Admission of Transfer Students
   1. A transfer student who does not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the College may be granted conditional admission. No transfer student shall be allowed to enroll for a second semester unless all required admissions records have been received by the institution prior to registration for the second semester.
   2. If all required admissions records have not been received by the institution prior to issuance of first semester grades, the grades will be reported on the transcript, and the student shall not be allowed to enroll for a second semester unless all required admission records have been received by the institution prior to registration for the next semester.
   3. Students conditionally admitted are not eligible for federal financial aid.

E. Admission of Transient Students
   1. A transfer student who attends another postsecondary institution and seeks credit for transfer to that parent institution may be admitted to the College as a transient student. The student must submit a complete application for admission, including photo ID and signature page, as well as an official transient letter from the parent institution.
   2. Transient letters must be submitted for each semester the student attends Shelton State prior to registering for classes. Any transient student failing to provide appropriate information may be administratively withdrawn.
   3. Transient students are not eligible for federal financial aid.

F. Admission of High School Students
   Two programs allow high school students to concurrently enroll at Shelton State Community College to earn academic or career/technical college credit:
   1. Accelerated High School Program
      The Accelerated High School program allows high school students to earn college credit while still in high
school. College credit earned through the Accelerated High School program may not substitute for high school credit. Credit will be awarded upon the student meeting all requirements for high school graduation.

a. Admission requirements:
   (1) The student must complete an application for admission and present a photo ID.
   (2) The student must have successfully completed grade 10.
   (3) The student must provide certification from the local principal and/or his or her designee certifying a minimum cumulative 3.0 (B) average and recommending student admission under this policy.
   (4) The student may only enroll in courses for which high school prerequisites have been completed. The student must also take the COMPASS® placement assessment or have an equivalent ACT or SAT score. Refer to the assessment section of “Academic Information.”

b. Prior to enrollment, a letter must be submitted each semester the student attends the College. Shelton State Community College will not officially award college credit to accelerated high school students until proof of high school graduation (an official transcript with a graduation date) is provided.

c. Exceptions may be made to requirements above for students documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth. Permission must be obtained from the Chancellor of the Alabama Community College System.

2. Dual Enrollment/Dual Credit for High School Students Program
The Dual Enrollment/Dual Credit program allows eligible high school students to enroll in college classes concurrently with high school classes. Students successfully completing dual enrollment classes receive both high school and college credit. An institution within the Alabama Community College System is authorized to establish Dual Enrollment/Dual Credit programs with local boards of education in the institution’s service area. Courses offered by the postsecondary institution shall be at the postsecondary level.

a. Admission Requirements
   (1) The student must complete an application for admission and provide a photo ID.
   (2) The student must meet the entrance requirements established by Shelton State Community College.
   (3) The student must have a minimum cumulative 2.5 GPA in completed high school courses. Transcripts must be provided as documentation of the student’s cumulative grade average.
   (4) The student must obtain written approval of the appropriate principal and local superintendent of education.
   (5) The student must be in grade 10, 11, or 12.
   (6) The student meets all prerequisites for the approved courses at the College.

b. Exceptions may be made by the Chancellor of the Alabama Community College System for a student documented as gifted and talented in accordance with Alabama Administrative Code § 290-8-9.12. This exception applies only to the requirement that the student be in grade 10, 11, or 12. The Chancellor may grant other exceptions as requested by the individual college and local school board.

c. Courses offered shall be drawn from the College’s existing academic inventory of courses offered for credit. Courses numbered below 100 and physical education (PED) courses are not eligible for dual enrollment/dual credit. Students may not audit courses under the terms of this policy. Eligible high school students are permitted to enroll in college courses conducted during school hours, after school hours, and during summer terms. The College reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements.

d. Participating local boards of education and Shelton State Community College shall develop a Dual Enrollment Agreement that includes, but is not limited to, the following:
   (1) Dual credit contracts must be on file in the Enrollment Services Office each academic year in order for students to participate.
   (2) Approval of the particular courses to be offered and the high school equivalency for each course shall be determined through the mutual agreement of the college and the participating local board of education. Courses must be at the postsecondary level.
   (3) Three semester hours at the postsecondary level shall equal one credit at the high school level in the same or related subject.
   (4) College courses approved for dual credit shall be posted on both high school and college transcripts. Courses completed for dual credit shall be transcripted with the appropriate statement at the postsecondary level indicating dual enrollment credit.
   (5) Students are responsible for knowing policies relative to dual enrollment/dual credit of colleges/universities to which they plan to transfer credit. The College reserves the right to refuse readmission to any student who is found to be in violation of College policies (e.g., academic standards of progress, Student Code of Conduct).

G. Admission of International Students
1. The student must complete an application for admission, including the student’s signature page, valid form of photo identification, and ACT, SAT, or COMPASS placement test scores.
2. The student must submit proof of a VISA recognized and accepted by the United States Government.
3. The student must submit an official, translated high school/college transcript.
4. The student must submit appropriate test scores. A minimum score ranging from 5.5-6.0 on the IELTS (International English Language Testing System) as determined by the College, a total score of 61 on the Internet-based TOEFL, a total of 173 on the computer-based TOEFL, or a total score of 500 on the paper-based TOEFL. An English as a Second Language exam may be waived for students from the following countries: Australia, Bahamas, Bermuda, Canada, England, Ireland, Jamaica, New Zealand, Scotland, Antigua and Barbuda, Barbados,
15. The student must be aware of additional information for International Students. International students are required to register for appropriate English and reading courses.

14. The student must take the designated placement assessment before being admitted to the College.

13. The student must be accepted by the Primary Designated School Official (PDSO). The final decision for the state of Alabama.

12. The student must secure private housing since Shelton State provides no dormitory facilities. Acceptance of international students who have met the preceding conditions will be made by the PDSO.

11. The student must pay nonresident tuition and fees. International student tuition is two times that of resident for attendance at Shelton State.

10. The student must meet all immigration and naturalization service requirements and complete forms necessary satisfactorily toward a degree.

9. The student must maintain the recommended hours required by the host institution while in transient status. F-1 visa holders are required to be enrolled full-time (12 semester hours or more) and should be progressing satisfactorily toward a degree.

8. The student must complete and return the Transfer Recommendation of Student’s Non-Immigration Status.

6. The student must submit documentation demonstrating adequate health and life insurance. Both must be maintained during enrollment. Students who do not present their own health insurance must purchase a health insurance policy through the College. Students are required to pay for international insurance coverage at the time of registration. (Note: spring and summer semesters are combined unless the summer is the student’s first semester.)

7. The student must complete and return the Transfer Recommendation of Student’s Non-Immigration Status prior to admission. International students in the United States with an F-1 visa from another institution may be accepted for full-time study at Shelton State Community College.

5. The student must submit a signed, notarized statement verifying adequate financial support and a complete financial statement from the last three months.

4. The student must submit documentation demonstrating adequate health and life insurance. Both must be maintained during enrollment. Students who do not present their own health insurance must purchase a health insurance policy through the College. Students are required to pay for international insurance coverage at the time of registration. (Note: spring and summer semesters are combined unless the summer is the student's first semester.)

3. The student must complete and return the Transfer Recommendation of Student’s Non-Immigration Status prior to admission. International students in the United States with an F-1 visa from another institution may be accepted for full-time study at Shelton State Community College.
2. Financial Information for International Students

a. Tuition and Fees: Actual tuition and fee charges will vary depending on the number and type of courses a student takes each term. Refer to the nonresident tuition and fee schedule in the “Financial Information” section in this catalog.

b. Books and Supplies: Expect to pay at least $500 in expenses for books and supplies for a full course load (12 undergraduate hours). Cost may be higher for some programs.

c. Medical Insurance: Shelton State Community College requires all international students in F-1 and J-1 status to have continuous medical insurance coverage. The Department of State also requires all visitors in J-1 or J-2 to maintain medical insurance coverage for the duration of their stay in the U.S. Shelton State Community College encourages students with families to obtain medical insurance coverage for all family members in the U.S.

d. Living Expenses: These expenses include transportation, room and board, personal expenses, and childcare, if needed. Students should add $3600 per dependent to the estimated budget. These expenses
vary greatly from student to student. 
NOTE: Students and their financial sponsors should plan to meet the estimated expenses for the duration of the student’s studies. Immigration regulations generally prohibit off-campus employment during a student’s first year of study in the U.S. On campus employment opportunities are few in number and sometimes may be difficult to obtain. Students and their financial sponsors should not plan to meet any cost through on-campus or off-campus employment.
(1) All estimates are subject to change without notice. This document reflects estimated cost for academic students the 2015-2016 calendar year which ends in August 2016. Additional fees and expenses may apply based on registration and lifestyle.
(2) Three semester (fall, spring, summer) estimate based on 30 annual hours or 12 months.

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NOTE: No student will be allowed to enroll for a second term unless all required admissions records have been received by the College prior to registration for the second term. If all required admissions records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcript, but an official transcript will not be released until receipt of all required admissions records.

Programs Requiring Special Admission
The following programs require additional admission requirements. The College reserves the right to add additional programs.
- Health Care Information Technology (HIT) Program - For more information, call 205.391.2457.
- Nursing Programs - For more information, call 205.391.2443.
- Respiratory Therapy Program (RPT) - For more information, call 205.391.2654.
- Mercedes Benz Industrial Mechatronics Program – For more information, visit http://www.mbusi.com/employment/mechatronics-training.
- Mercedes Benz Automotive Technician Program – For more information, visit http://www.mbusi.com/employment/automotive-technician-training-program.
- Nucor Technical Academy – For more information, visit http://www.nucor.com/careers/academy/.

Non-Credit Opportunities
Shelton State Community College offers many non-credit programs and activities through the Center for Workforce Development, the Wellness Center, Community Education programs, and the Adult Education program. Each unit establishes admission requirements for programs and activities. These admission requirements, which vary considerably among programs and activities, are designed to ensure participants are those for whom each specific program or activity is designed and are available in the materials published by the College and on its website, www.sheltonstate.edu.
Financial Information

Tuition/Fees
Tuition and fees are subject to change.

Tuition and Fees for Residents of the State of Alabama
Resident or in-state tuition is $134.00 per credit hour.

Tuition and Fees for Non-Residents of the State of Alabama
Non-resident or out-of-state tuition is $249.00 per credit hour.

2015-16 Tuition and Fee Schedule

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An additional fee is due for student accident insurance and campus access.

A $25.00 late fee will be charged to students registering on or after the first day of class during the published drop/add period of the term.

ALL STUDENTS ARE REQUIRED TO PAY TUITION AND FEES ON OR PRIOR TO THE PAYMENT DUE DATES. If the tuition and fees are not received by the published due date, the student’s schedule will be removed. If a student’s schedule is removed for non-payment, the student must re-register for available classes.

Shelton State Community College does not accept partial payments. This includes students receiving any type of financial assistance. Balances remaining after grant/waiver/scholarship is applied to the student’s account must be paid in full on or prior to the payment due date. Sponsored students include those students whose expenses are paid by agencies such as Vocational Rehabilitation Services, Alabama G.I. and Dependents Educational Benefits Act, Post 9/11 G.I. Bill (excluding veterans who receive benefits only from Federal Veterans Administration), and eligible Pell Grant recipients. Students who intend to pay their tuition using Prepaid Affordable College Tuition Program (PACT) or any third party entity are responsible for paying fees not covered. Students paying by VISA, MasterCard, Discover, or American Express are responsible for verifying payment has been received by the Cashier’s Office. Online credit card payments are accepted. FEES MUST BE PAID IN FULL BEFORE REGISTRATION IS CONSIDERED COMPLETE.

Residency Policy
For the purpose of assessing tuition, applicants for admission will be classified in one of three categories.

I. Resident Student
A. A resident student will be charged the in-state tuition rate established by the Alabama State Board of Education.
B. A resident student is an applicant for admission who meets all legal requirements or is a duly registered resident in the state of Alabama for at least twelve (12) months immediately preceding application for admission, or whose non-estranged spouse has resided and had habitation, home, and permanent abode in the state of Alabama for at
least twelve (12) months immediately preceding application for admission. Consequently, an out-of-state student cannot attain resident student status simply by attending school for twelve (12) months in the state of Alabama.

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

1. Minor: An individual who, because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under nineteen (19) years of age and a married individual under eighteen (18) years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama. If current law changes, this definition shall change accordingly.

2. Supporting Person: Either or both of the parents of the student, parents who are living together, or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither have legal custody, supporting person will mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

D. In determining resident student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.

1. Students having graduated from an Alabama high school or having obtained a GED in the state of Alabama within three (3) years of the date of application for admission shall be considered resident students for tuition purposes.

2. An individual claiming to be a resident will certify by a signed statement each of the following:
   a. a specific address or location within the state of Alabama as his or her residence;
   b. an intent to remain at this address indefinitely; and
   c. possession of more substantial connections to the state of Alabama than with any other state.

3. Though certifications of an address and an intent to remain in the state indefinitely will be prerequisites to establishing status as a resident, ultimate determination of that status will be made by the institution by evaluating the presence or absence of connection with the state of Alabama. This evaluation will include the consideration of the following connections:
   a. consideration of the location of high school graduation;
   b. payment of Alabama state income taxes as a resident;
   c. ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property;
   d. full-time employment in the state;
   e. residence in the state of spouse, parents, or children;
   f. previous periods of residency in the state continuing for one (1) year or more;
   g. voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education;
   h. possession of state or local licenses to do business or practice a profession in the state;
   i. ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates;
   j. continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment;
   k. membership in religious, professional, business, civic, or social organizations in the state;
   l. auxiliary services in the state of checking and savings accounts, safe deposit boxes, or investment accounts; and
   m. in-state address shown on selective service registration, drivers’ license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.

E. Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one (1) full academic year of their most recent previous enrollment unless there is evidence the student subsequently has abandoned resident status, for example: registering to vote in another state. Students failing to re-enroll within one (1) full academic year must establish eligibility upon re-enrollment.

II. Non-Resident Student

A. A non-resident student is one who does not meet the standard of having resided in the state of Alabama for at least twelve (12) months immediately preceding application for admission.

B. A non-resident student will be charged the in-state tuition rate established by the State Board of Education under the following circumstances, provided such student is a citizen of the United States.

1. The dependent student is one:
a. whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
b. whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within ninety (90) days of registration; or
c. whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under order for duties other than attending school; or
d. whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.

2. The student is not a dependent (as defined by Internal Revenue Codes) who:
   a. is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or
   b. can verify full-time permanent employment within the state of Alabama or is the spouse of such an employee and will commence said employment within ninety (90) days of registration with the institution; or
   c. is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
   d. is an accredited member of, or the spouse of, an accredited member of a consular staff assigned to duties in Alabama.

C. In determining non-resident student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The College may request proof the applicant meets the stipulations noted above prior to admission.

D. The student is eligible for in-state tuition if the student resides in Lowndes and Noxubee Counties in Mississippi.

III. Out-of-State Student

A. Any applicant for admission who does not fall into Section II (Non-Resident Student) above shall be charged a minimum tuition of two (2) times the resident tuition rate charged by that institution.

B. Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until documentation is provided verifying eligibility for resident tuition.

Residency Policy for Veterans, Dependents, and Spouses

For the purpose of assessing tuition, students who are veterans, dependents, and spouses will receive in-state tuition rates if classified as one of the following:

I. The student is a member or spouse of a member of the United States military on full-time active duty stationed in Alabama under orders other than attending school.

II. Commencing on May 22, 2012, the student has been a member of the Alabama National Guard for a period of at least two years immediately preceding qualification for resident tuition and continues to be a member of the Alabama National guard while enrolled at the public institution of higher education.

III. The student is a veteran of the Armed Forces of the United States, provided that the veteran has become a resident of Alabama and satisfies at least one of the following conditions:
   A. The veteran has served on active duty for a continuous period of time, not less than two (2) years, and has received an honorable discharge as verified by a United States Department of Defense Form 214 within five (5) years of enrolling at an Alabama public institution of higher education.
   B. The veteran is currently serving in a reserve component of the Armed Forces of the United States, as verified by a memorandum from the commanding officer of the veteran student.
   C. The veteran has been assigned a service-connected disability by the United States Department of Veterans Affairs.

IV. The student is an out-of-state veteran who resides within ninety (90) miles of a campus located in Alabama and has enrolled at an institution whose board of trustees has voted to allow nonresident in-state tuition for active and retired military.

V. The student is, at the time of registration, a minor whose supporting person is a member of the United States Military on full-time active duty stationed in Alabama under orders for duties other than attending school.

Choice Act Section 702

The Veterans Access, Choice and Accountability Act of 2014 (the “Choice Act”) was passed by the United States Congress and signed into law by the President of the United States in 2014. The Choice Act “requires the United States Department of Veterans Affairs to disapprove programs of education for payment of benefits under the Post-9/11 GI Bill and Montgomery GI Bill – Active Duty at public institutions of higher learning if the institutions charge qualifying veterans and dependents tuition and fees in excess of the rate for resident students for terms beginning after July 1, 2015.”

For the purpose of the Choice Act, a covered individual is one of the following:
I. A veteran receiving Montgomery and Post-9/11 GI Bill educational assistance and enrolling within three (3) years of discharge after serving ninety days or more on active duty
II. An individual using transferred entitlement within three (3) years of discharge after serving ninety (90) days or more on active duty
III. A surviving spouse or child under the Fry Scholarship who enrolls within three (3) years of an active duty service member’s death in the line of duty after serving ninety (90) days or more
IV. An individual remaining continuously enrolled after meeting initial requirements and using Chapter 30 or 33

Other Fees
I. A campus access fee of $6.00 per term is required.
II. All students are required to purchase a student accident insurance policy each semester. The charge is $7.50 per term for the fall and spring semesters and $5.00 for the summer semester. These rates are subject to change.
III. Cash, checks, money orders, cashier’s check, Discover, Visa, American Express, and MasterCard will be accepted as payment of all fees and charges, subject to final payment. If a student’s check is returned unpaid, payment must be cleared promptly by another form of payment other than personal check. A restriction will be placed on the student account until the returned item and fees are paid in full. If the account balance is not cleared prior to the start date of the semester, the student’s schedule will be removed. The returned check service fee charge will be based on the current rate set by the District Attorney’s Office. Checks will no longer be an allowable form of payment for anyone accumulating their second returned check.
IV. An administrative fee not to exceed five percent (5%) of tuition and other institutional charges, or $100, whichever is smaller, will be assessed for each complete withdrawal within the period beginning the first day of class and ending at the end of the third week of class.
V. Some courses may require additional fees.

NOTE: The cost of auditing a course is identical to the cost of enrolling in a course for credit.

Tuition/Fee Refund Policy

I. Withdrawals
   A. The Shelton State tuition refund policy is based on the College calendar. The calculation of the refund begins with the first day of class as listed on the College calendar for that particular term. In order to receive a 100% refund for complete withdrawal from school, students must withdraw BEFORE THE FIRST SCHEDULED DAY LISTED ON THE COLLEGE CALENDAR FOR THAT TERM. The first day of class is the first official instructional day of all classes, as stated in the institution’s published calendar. There is only one first day.
   B. All terms within the semester, full term, first split term, and second split term are treated independently for refund purposes. Once the drop/add period has ended for the respective term, partial refunds will only be granted for a complete withdrawal for the respective term.
      1. Full Term Enrollment
         a. A student who completely withdraws after the beginning of the term receives a 100% refund.
         b. A student who completely withdraws within the first seven calendar days receives a 75% refund.
         c. A student who completely withdraws during the eighth through fourteenth calendar days receives a 50% refund.
         d. A student who completely withdraws during the fifteenth through twenty-first calendar days receives a 25% refund.
         e. A student who completely withdraws after the twenty-first calendar day will receive NO REFUND.
      2. Split Term Enrollment
         a. A student who completely withdraws after the beginning of the term receives a 100% refund.
         b. A student who completely withdraws within the first three calendar days receives a 75% refund.
         c. A student who completely withdraws during the fourth through sixth calendar days receives a 50% refund.
         d. A student who completely withdraws during the seventh through ninth calendar days receives a 25% refund.
         e. A student who completely withdraws after the ninth calendar day will receive NO REFUND.
   II. Drop/Add
       A. The Drop/Add period is a three-day period after the official designated registration days for full term classes during the fall and spring semesters. The Drop/Add period is two days for the summer semester and for split term classes. Students who drop a course (or courses) and have other courses remaining for that term on their schedules may receive 100 percent refund if the course is dropped during the designated Drop/Add for that specific term.
B. AFTER THE DROP/ADD PERIOD, NO REFUNDS WILL BE GIVEN TO STUDENTS WHO DROP A COURSE (OR COURSES) AND HAVE OTHER COURSES REMAINING FOR THE SAME SEMESTER ON THEIR SCHEDULES; THUS, PARTIAL REFUNDS WILL BE ISSUED FOR COMPLETE WITHDRAWAL ONLY.

III. Refunds
   A. SHELTON STATE COMMUNITY COLLEGE DOES NOT GIVE CASH REFUNDS. Refund checks are mailed from the Office of Business Services. All credit or debit card payments will be refunded to the original card that was charged.
   B. Only the following tuition and fees can be refunded: tuition, facility renewal fees, technology fees, and bond surety fees. Other miscellaneous fees will not be refunded. A list of refund dates and refund percentages is printed in the Registration Guide.

Financial Aid
In order for Shelton State Community College to properly process each financial aid application, deadlines are required for each term. Students who do not meet the deadline will have a delay in the financial aid process. Please contact the Enrollment Services Office or visit the Shelton State website, www.sheltonstate.edu, for specific information and required deadlines. Shelton State Community College offers financial assistance to eligible students to help pay educational costs. Financial aid is designed to supplement a family’s ability to finance a student’s educational expenses. Shelton State is approved for Federal Financial Aid, Veterans Benefits, Vocational Rehabilitation Training, and Alabama Prepaid Affordable College Tuition (PACT). The institution also awards state and private scholarships.

Title IV Federal Financial Aid programs which are available include Federal Pell Grant, Federal Work-Study (FWS), and the Federal Supplemental Educational Opportunity Grant (FSEOG). Shelton State is also approved to participate in the Alabama Student Assistant Program (ASAP). Shelton State Community College does not participate in any federal student loan programs. Shelton State Community College is approved for deferment of previous loans.

Applying For Financial Aid
Students applying for financial aid must:
I. apply for admission and have on file a copy of the high school transcript, GED scores, and academic transcripts from all other colleges previously attended. Transient students are not eligible to receive financial aid.
II. be a U.S. Citizen or an eligible non-citizen. All eligible non-citizens must provide documentation to verify their eligibility status.
III. be a regular student working towards a degree or certificate in an eligible program at SSCC. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the College.
IV. meet the standards of academic progress (qualitative and quantitative).
V. be registered with the Selective Service if a male student 18-25 years of age. Visit www.sss.gov to register.

Qualifying For Federal Financial Aid
Students applying for Federal Financial Aid must:
I. complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. This should be done as soon as students or parents of dependent students complete their federal income tax return each year. Applicants may be required to submit signed copies of certain financial documents for the student and/or spouse and parent(s). Required documents will be listed in the student’s myShelton account. Approximately one-third of all financial aid applications are selected by the federal government in a process called verification.
II. exhibit financial need. Financial need is determined by subtracting the expected family contribution from the cost of education.
III. have a high school diploma or a GED.
IV. enroll as a student in an eligible program and make satisfactory academic progress. Technical classes/certificates may require clock hour conversions to receive Title IV funds. Financial aid will be paid on the lowest hours. Some programs may not be approved for financial aid. If a student is enrolled in a technical/certificate program that does not offer a degree, credit hours will be adjusted based on a federally mandated credit/clock hour conversion formula.
V. Check the website for the most current information or contact Enrollment Services.
VI. not be in default on any previous student loan.
VII. submit all official transcripts. Financial aid is awarded after all official transcripts are on file.

Any remaining balance from the financial aid award for the current semester will be issued by check for pick-up in the Martin Campus Cashier’s Office or mailed to the address on file in Enrollment Services. Students who completely withdraw from school prior to the disbursement of funds will have their financial aid adjusted based on their withdrawal date. Any remaining funds will be returned to the financial aid program.
Financial Aid Satisfactory Academic Progress Policy

I. Program Completion
   The maximum time frame allowed to complete a program of study without financial aid penalty cannot exceed 1.5 times the published length of a specific program. For example, a student in General Studies, which is sixty-four (64) semester hours in length, may attempt a maximum of ninety-six (96) hours. The life time limit for Pell grant funding is twelve (12) full-term semesters.

II. Required Credit Hours
   All students receiving grant funding must maintain the following completion rate requirements based on number of hours attempted.
   A. If the student has attempted 0 - 21 hours, the student must maintain a 58% completion rate.
   B. If the student has attempted 22 - 32 hours, the student must maintain a 62% completion rate.
   C. If the student has attempted 33 or more hours, the student must maintain a 67% completion rate.

III. Required Grade Point Average (GPA)
   All students receiving grant funding must also maintain the following GPA requirements based on the number of hours attempted.
   A. GPA requirements for degree seeking students:
      1. If the student has attempted 0-21 hours, the student must maintain a 1.5 GPA.
      2. If the student has attempted 22-32 hours, the student must maintain a 1.75 GPA.
      3. If the student has attempted 33 or more hours, the student must maintain a 2.0 GPA.
   B. GPA requirements for short-term certificate students:
      1. If the student has attempted 12 hours, the student must maintain a 1.5 GPA.
      2. If the student has attempted 24 hours, the student must maintain a 2.0 GPA.

IV. Financial Aid Warning
   If a student fails to achieve the required cumulative GPA or does not successfully complete the required percentage of hours, the student will be placed on financial aid warning for one semester. Students on warning will be allowed to receive aid one semester while on warning and will be notified of their warning status on their student account. The warning will be lifted in the subsequent term if the student attains the required cumulative GPA and/or successfully completes the required percentage of hours at the next term.

V. Financial Aid Suspension
   If the student does not meet the minimum standards of progress after their warning semester, the financial aid award will be suspended. The student cannot use federal funding to pay for their courses until they regain eligibility by reaching the minimum standards of progress. The student may gain eligibility for financial aid when satisfactory academic progress is obtained.

VI. Appeal Process
   The student may file an appeal by completing the Financial Aid Appeal process that is outlined on the Shelton State financial aid website. The student must make an appointment to meet with a member of the financial aid staff to complete the Plan of Resolution and discuss the circumstances of their current financial aid situation. These forms are online at www.sheltonstate.edu. Only ONE (1) APPEAL per student will be allowed. Decisions of the Appeal Committee are final.

VII. Monitoring Progress
   Academic progress will be monitored at the end of each semester, even at the end of a semester during which financial aid has not been received.

VIII. Repeating Courses
   A student receiving Pell grant funds may repeat courses; however, all hours will be included in the satisfactory academic progress calculations.

IX. Developmental Courses
   A student may receive financial aid for up to thirty (30) attempted developmental credit hours. If this number is exceeded, financial aid cannot cover any additional developmental courses. If the student enrolls in the same developmental course more than three times, the student will be required to pay for the course.

X. Audit and Continuing Education Courses
   Audited and continuing education courses are not considered credits attempted or earned and students cannot receive financial aid for these courses.

XI. Clearing GPA or Completion Rate Deficiencies/Reinstatement
   A student may have financial aid reinstated if he/she attends college at his/her own expense and is able to reach the minimum standards of satisfactory academic progress. It is the student’s responsibility to notify Enrollment Services when his/her grades are in compliance with the policy. Financial aid will not retroactively pay for any periods of enrollment during which the student was not eligible.
   A. Cumulative Credit Hours Completed
      1. Cumulative Credit hours completed are defined as grades A, B, C, or D except for developmental courses.
      2. Credit hours not successfully completed are defined as F, W, I, or U.
         NOTE: Refer to Academic Information, Grading System.
   B. Cumulative Credit Hours Attempted
      1. Cumulative credit hours attempted are defined as all credit hours attempted at SSCC and all credit hours transferred and accepted from another institution.
      2. Repeated courses passed, failed, or withdrawn will be counted as credit hours attempted.
XII. Program of Study
Students who receive financial assistance must be accepted for enrollment as a regular student in a program of study leading to a degree or a certificate. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the College. Courses taken must be required in current program of study. Some programs of study may not be Pell approved. Please refer to the Shelton State website for the most current information.

XIII. Official and Unofficial Withdrawals and Interruptions
A student who withdraws during a payment period or period of enrollment before disbursement is made may have the award adjusted based on assistance earned up to the point of withdrawal. Once the student has completed more than 60% of the payment period or period of enrollment, the student will earn all of the assistance. If the student receives more assistance than earned, the excess funds must be returned.

A. Official Withdrawal
A student’s official withdrawal date is defined as the date the student officially withdraws from all classes for that semester.

B. Unofficial Withdrawal
A student is considered to have unofficially withdrawn for financial aid purposes only when:
1. the student does not complete the official withdrawal process; and
2. the student earns failing grades (F or U) in all courses for which he/she is registered.

If the last day of attendance is not defined on any records, the student’s unofficial withdrawal date will be defined as the midpoint (50%) of the semester and the student will, in accordance with the Return to Title IV calculation, owe monies back to the Title IV funds. The federal government has established a Return to Title IV Funds (R2T4) Policy CFR Section 668.22. Federal grant recipients who completely withdraw from the institution prior to completing 60% of the enrollment period are subject to the R2T4 policy and may owe a repayment. The R2T4 calculation will be performed in accordance with federal regulations. The Title IV programs consist of Federal Pell Grant and Federal Supplemental Grant (ESEOG).

According to regulations, Enrollment Services performs the Return to Title IV calculations. When it is determined the student owes a repayment of grants to the U.S. Government, the student will be sent an email notification of this debt and will be ineligible to receive any future Title IV aid until the matter is resolved. If the student owes a balance to the College, the student must pay the balance prior to registering for future semesters or requesting a transcript be sent to another college. The student must contact the Cashier’s Office on any repayment obligation. If the student does not contact the Cashier’s Office with payment, the College will send the student’s information to the U.S. Government for collection and the student will remain ineligible for federal and state aid until the College receives notice that the student has re-established his/her eligibility. The student must present the College a Title IV letter of eligibility from the Department of Education. It is the intent Enrollment Services to inform Federal Grant recipients who completely withdraw from all courses in a given semester to seriously consider the implications of this R2T4 policy.

XIV. Disbursement of Financial Aid Funds
Students are expected to attend all classes for which they are registered and attendance is calculated from the first official day. Attendance issues may cause a student’s award to be adjusted. Disbursement checks are available for pick up fourteen (14) days after the first day of class. Books and supplies can be charged against Pell grant funding after payment has been credited to the student’s account for tuition and fees. Registration is not complete until tuition and fees have been paid. Title IV Pell grant funds will be awarded based on the student’s expected family contribution (EFC) number and hours attending.

XV. Students registered for Second Split Term
Funds for the second split classes will not post to an account until second split term attendance is verified and posted by the instructor.

Credit hour breakdown*

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*Students in converted clock hour and clock hour certificate programs must see the website for correct payment information based on their program.

XVI. Change of Program of Study
Change of program of study may require additional courses preventing degree or certificate completion within the 150% of the standard length of the academic or certificate program. Also, when students change a program of study from degree-seeking to certificate-seeking, the previously attempted classes will be counted in the determination of financial aid eligibility. For example, a certificate program requiring twenty-seven (27) credits for completion must be completed within forty-one (41) attempted credit hours.
XVII. Financial Aid Eligibility
Students not achieving satisfactory academic progress (SAP) as measured by Enrollment Services usually have experienced one or a combination of the following:
A. receiving failing grades
B. repeating courses
C. officially or unofficially withdrawing from courses or from the College
D. enrolling in courses not applicable to the declared program of study

XVIII. Return to Title IV Funds (R2T4)
The federal government has established a Return to Title IV Funds (R2T4) Policy CFR Section 668.22. Federal grant recipients who completely withdraw from the institution prior to completing 60% of the enrollment period are subject to the R2T4 policy and may owe a repayment. The R2T4 calculation will be performed in accordance with federal regulations. For a student who unofficially withdraws and the last date of attendance cannot be determined, the R2T4 calculation will be based on the mid-point of the semester and the recipient may owe a repayment to the Title IV programs. The Title IV programs consist of Federal Pell Grant and Federal Supplemental Grant (FSEOG).

Definitions

Federal Grant Recipient
A student who receives one or more of the following: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), or Federal Work/Study funds.

Complete Withdrawal
The withdrawal date is the date the student withdraws from all classes by submitting a completed withdrawal form to Enrollment Services (obtained from the Advising Center or SOAR Institute). If a student unofficially withdraws (stops attending without completing the withdrawal process), the withdrawal date is the mid-point (50%) of the term if a last date of attendance cannot be determined.

60% of Enrollment Period
The 60% enrollment period is established each semester in the printed semester schedule of classes. Students who withdraw from school before these dates will owe a repayment and will have accumulated attempted course hours. The 60% date is the date in which 60% of the class meetings have been held.

Repayment
A repayment is what a student must return to the U.S. Department of Education. The amount of repayment will be based upon a formula, prescribed by law, that considers the date of withdrawal and the amount of federal aid (excluding work-study) received. Any student who fails to repay the U.S. Department of Education will not be eligible to receive federal aid at Shelton State Community College or any other institution.

Student Rights
Students have the right to ask Shelton State Community College:
I. the name of its accrediting and licensing organizations
II. about its programs, its institutional laboratories and other physical facilities, and its faculty
III. about the cost of attending and its policy on refunds to students who withdraw
IV. what financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs
V. about procedures and deadlines for submitting applications for each financial aid program
VI. about criteria used to select financial aid recipients
VII. how financial need is determined
VIII. how and when students on financial aid will receive a disbursement
IX. how satisfactory progress is determined and what happens if not achieved
X. about special facilities and services available to persons with disabilities

Students have the responsibility to:
I. review all information about College programs prior to enrollment
II. know and comply with all deadlines for applying and reapplying for financial aid
III. provide all additional documentation, verification, corrections, and/or new information requested by the Shelton State or the agency to which application was made
IV. read, understand, and keep copies of all signed forms
V. repay any student loan obligations and/or request deferment information from the lending agency
VI. notify Enrollment Services of any change of name, address, course major, or attendance status
VII. understand the refund policy
VIII. read and comply with SAP
Financial Aid Course Load Requirement
To receive the amount of Federal Pell Grant as indicated on the financial aid award screen, a student must be enrolled for a full-time course load which is a minimum of twelve (12) credit hours each semester (unless the program is converted based on Title IV rules). A student who enrolls for less than twelve (12) credit hours will have his/her Pell grant award adjusted according to registration status. If a student receives Title IV funds and is registered for technical classes requiring clock hour conversion, the Title IV Pell awards will be based on financial aid hours rather than academic hours. Students who have questions regarding the enrollment status or adjusted credit hours should contact Enrollment Services.

Financial Aid Programs
I.  Pell Grant
The Federal Pell Grant is designed to assist eligible applicants with educational expenses. The Federal Pell Grant does not have to be repaid unless the Return to Title IV applies. The Pell Grant provides a foundation of financial aid to which other federal and non-federal sources of aid may be added. The amount of a Federal Pell Grant is dependent upon a family's financial circumstances. Students should complete the Free Application for Federal Student Aid (FAFSA) to apply for a Federal Pell Grant. A Federal Pell Grant is awarded for an academic year (two semesters). The financial aid year begins with the fall semester and ends with the summer semester. Beginning in fall 2012, the FAFSA will review all semesters of Pell payments per student. Students will only be allowed to receive twelve (12) full-time, lifetime semesters of Pell grant funding. For example, if the student attended college and received Pell funding for two (2) full-time semesters in 2010, that student would have ten (10) lifetime semesters remaining. Only the percentage of time that a student is enrolled will count toward this limit. Once classes begin, students must attend class starting the first day or Pell grant funds will be adjusted for non-attendance. For more information about Federal Pell grants, contact Enrollment Services.

II. Federal Supplemental Educational Opportunity Grant (FSEOG)
The Federal Supplemental Educational Opportunity Grant is designed to assist students with exceptional financial need. Students should complete the Free Application for Federal Student Aid (FAFSA) to apply for Federal Supplemental Educational Opportunity Grant (FSEOG).

III. Alabama Student Assistance Program (ASAP)
The Alabama Student Assistance Program is designed to assist exceptionally needy students. It consists of Federal State Student Incentive Grant funds and funds appropriated by the Alabama Legislature. ASAP funds do not require repayment. Students should complete the Free Application for Federal Student Aid (FAFSA) to apply.

IV. Federal Work-Study
The Federal Work-Study is part-time employment on and off-campus. It allows students to earn a portion of the money needed to finance their education. This program exists to assist in paying the difference between the cost of education and the amount that the student and the parents can afford to pay. Federal Work-Study provides a meaningful job experience while allowing the student the opportunity to earn a portion of his or her educational cost. Students must complete the Free Application for Federal Student Aid (FAFSA) and a Shelton State Community College Application for Federal Work-Study.

VETERAN FINANCIAL PROGRAMS

Alabama National Guard Education Assistance Program
ANGEAP is a program established by the legislature of the state of Alabama and is designed to provide financial assistance to active Alabama National Guard members enrolled in degree programs at accredited post-secondary institutions of higher learning located within the state of Alabama. Limited funding is provided by the Alabama Legislature, and priority is given to those who apply early. For more information about the ANGEAP, members should contact the unit administrator at their prospective unit.

Tuition Assistasnces (TA)
Tuition assistance (TA) is a Department of Defense (DOD) program. GoArmyEd is the virtual gateway for all eligible Active Duty, National Guard, and Army Reserve soldiers to request tuition assistance (TA) for classroom and distance learning. It allows soldiers to manage their educational records, including college classes, testing, on-duty classes, and Army education counselor support. Prior to a course’s start date, soldiers may request TA through www.GoArmyEd.com. The soldier will be notified concerning TA status. If the TA request is declined, GoArmyEd will advise the soldier of the reason and next steps. All drops/withdrawals must be handled through GoArmyEd. Soldiers who do not successfully complete a class due to military reasons must request a Withdrawal for Military Reasons through GoArmyEd and complete all required steps. Students have until the start of the semester to enter information in the GoArmyEd system for TA approval.

Alabama GI Dependents Scholarship Program
This nationally renowned program was created by Act 633 and approved October 1947 by the Alabama Legislature. It is administered by the Alabama Department of Veterans Affairs and is governed by the Code of Alabama 1975, Section 31-6-1. The veteran must meet the following qualifications to establish eligibility for dependents. A dependent is defined as a child, stepchild, spouse, or the unmarried widow(er) of the veteran.
I. The veteran must have honorably served at least ninety (90) or more days of continuous active federal military service or be honorably discharged by reason of service-connected disability after serving less than ninety (90) days of continuous active federal military service during wartime.

II. The veteran must be rated 20% or more disabled due to service-connected disabilities or have held the qualifying rating at the time of death, be a former Prisoner of War (POW), have been declared Missing in Action (MIA), died as a result of a service-connected disability, or died while on active military service in the line of duty.

III. The veteran must be a permanent civilian resident of the state of Alabama for at least one (1) year immediately prior to one of the following:
   A. the initial entry into active military service
   B. any subsequent period of military service in which a break (one year or more) in service occurred and the
      Alabama civilian residency was established. Permanently service-connected veterans rated at 100% who did not
      enter service from Alabama may qualify after establishing at least five (5) years of permanent residency in
      Alabama prior to an application on file or immediately prior to death, if deceased.

For more information about this program, the student should contact the Alabama Department of Veterans Affairs representative at their local county courthouse.

Chapter 31 Vocational Rehabilitation (Disabled Veterans)
A veteran may be eligible for Vocational Rehabilitation (Chapter 31) benefits if he or she
   I. received, or will receive, a discharge other than dishonorable conditions;
   II. incurred or aggravated a service-connected disability which entitles him or her to VA disability compensation; and
   III. is in need of vocational rehabilitation because his or her disability creates an employment handicap

Vocational rehabilitation may be provided for up to forty-eight (48) months. An eligible veteran generally has fifteen (15) years from the date he or she is notified of entitlement to VA compensation to use their Chapter 31 benefits. VA may approve an extension of time and/or length of training in certain cases.

Entitlement for vocational rehabilitation or services is determined on an individual basis following an evaluation of the veteran's interests, aptitudes, education, work experience, and vocational abilities. Each school is assigned a Vocational Rehabilitation Specialist to assist Chapter 31 students and school officials responsible for certifying Chapter 31 students. Full tuition, fees, and books are paid to the school by the VA. In addition, the student gets a subsistence allowance depending on the training status.

Chapter 30 Montgomery GI Bill (MGIB) and Active Duty
The Montgomery GI Bill (Active Duty), also known as Chapter 30, is a program of education benefits generally for individuals who enter active duty for the first time after June 30, 1985 and have contributed to the College fund. Active duty for benefits purposes includes full-time National Guard duty after November 29, 1989. The participant generally must serve continuously on active duty for a three year or greater initial enlistment or for a lesser benefit, two years of an initial active duty obligation of less than three years. An individual also may qualify for the full benefits by initially serving two continuous years on active duty, followed by four years of Selected Reserve Service. In the latter case, the participant must enter the Selected Reserve within one year of the release from active duty. The participant must meet the requirements for a high school diploma or an equivalency certificate before the first period of active duty ends. Completing twelve (12) credit hours toward a college degree meets this requirement. Individuals who initially serve a continuous period of at least three years of active duty, even though they were initially obligated to serve less, will be paid at the higher basic rate. Shelton State Community College does not participate in advance pay.

Chapter 33 Post 9/11
The Post 9/11 GI Bill is a new education benefit program for individuals who served on active duty on or after September 11, 2001. The benefits are payable for training pursued on or after August 1, 2009. No payments can be made under this program for training pursued before that date. Individuals may receive up to thirty-six months of entitlement under the Post 9/11 GI Bill. Once receiving benefits under the Post 9/11 GI Bill, the individual will no longer be eligible to receive benefits under the program selected before the Post 9/11 GI Bill. A monthly housing allowance (MHA) based on the Basic Allowance for Housing for an E-5 with dependents at the location of the school is associated with this benefit. For BAH rates, please visit www.gibill.va.gov. For those enrolled solely in distance learning, the payable housing allowance is equal to 1/2 the national average BAH for an E-5 with dependents for the 2011 academic year. Active duty students and their spouses cannot receive the MHA. An annual book stipend of $1,000 is paid proportionately based on enrollment.

Chapter 1606 Montgomery GI Bill Selected Reserves (MGIB-SR)
This program provides benefits for members of the Selected Reserve and National Guard who enlisted, re-enlisted, or extended their enlistment for a period of six years after July 1, 1985. To find out more about eligibility requirements, please contact Veterans Affairs Regional Office (VARO) at 1.888.442.4551.

Chapter 1607 Reserve Educational Assistance Program (REAP)
REAP was established as a part of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005. It is a Department of Defense educational benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or congress. This program makes certain reservists who were activated for at least 90 days after September 11, 2001, either eligible for education benefits or for increased benefits.
Chapter 35 Survivors and Dependents Educational Assistance Program
Dependents Educational Assistance provides education and training opportunities to eligible dependents of certain veterans. This program offers up to forty-five months of educational benefits. These benefits may be used for degree and certificate programs, apprenticeships, and on-the-job training. If you are a spouse, you may take a correspondence course. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

MYCAA
The Military Spouses Center Advancement Account (MYCAA) program sets out to prepare eligible military spouses for the work force by offering up to $4,000 of financial assistance (FA) from the Department of Defense (DOD). This is meant to encourage spouses of military personnel to pursue education, training, licenses, certificates, and degrees leading to employment in portable career fields. The MYCAA program uses this funding to pay schools directly for coursework and exams taken by the approved spouse account owner.

Class Attendance of Veterans
Any student receiving VA educational benefits is required to attend all classes in which they are enrolled. Students who are receiving VA educational benefits and enroll in NCD (Certificate) Programs are required to attend 75% of all courses in that program. Once a student has missed more than 25% of a course(s) in that program, it is required that an adjustment be made to the student's enrollment certification to the Department of Veterans Affairs to reflect "unsatisfactory" attendance for all courses that apply to the program.

Withdrawals from Class by Veterans
Students receiving VA educational benefits may adjust their schedule during the Drop/Add period. After the Drop/Add period, students must notify the school's VA Certifying Official before being allowed to withdraw from any course(s).

SCHOLARSHIPS
Shelton State Community College offers competitive full or partial scholarships to qualified students who are residents of the state of Alabama. Scholarship information and applications are available on the Shelton State website, www.sheltonstate.edu. For specific scholarship requirements and deadlines, refer to the specific scholarship information.

Academic
Academic scholarships are available for first-time, new, or current Shelton State students. Selections are based on a minimum grade point average of 3.0 with additional consideration given to a student’s activities, honors, and educational goals. An ACT or SAT score is required for high school students applying for academic scholarships.

Ambassadors
Ambassador scholarships are awarded on the basis of leadership potential, community service, and commitment to Shelton State. Members are full-time students, attending scheduled meetings, and performing scheduled service hours during each semester. Students are selected for the academic year and must apply for renewal for a second year. Criteria for selection includes leadership and service experience, academic performance, and personal qualities demonstrated through an interview.

Athletic
Athletic scholarships are awarded on the basis of tryouts and/or a demonstrated ability to compete on the intercollegiate level. The number of scholarships awarded in each sport, along with eligibility requirements, is established by the NJCAA. Scholarships are awarded in baseball, men’s and women’s basketball, women’s fast-pitch softball, and manager positions.

Cheerleading
Cheerleading scholarships are available for a co-ed, competition squad and may be granted to new or current SSCC students. Members are chosen at tryouts each spring.

Childcare
Leadership in Child Care scholarships are available to Alabama residents employed in a legally operating facility caring for preschool or school-age children. The student must be seeking a Child Development Associate (CDA) credential, certificate, or associate degree. Information and applications for these scholarships are available in the Office of Enrollment Services.

Children of Blind Parents
Children of certain blind parents may be eligible for scholarships at Shelton State. Eligibility for each applicant is determined by the Chancellor of the Alabama Community College System. Further information may be obtained from the Office of Enrollment Services.
Fine Arts
Fine arts scholarships are available to students in art, dance, music, and theatre. Awards are based on availability, competition, demonstrated talent, academic record, and educational goals. Art applicants must submit a portfolio; dance, music, and theatre applicants must perform in scheduled auditions at the College.

R.E.A.C.H. Scholarship
R.E.A.C.H. (Resources in Education Achieving Change and Hope) scholarships are available to first-time, new, or current Shelton State students. Applicants must have a 2.5 cumulative grade point average. Selections are based on academic performance, educational goals, and student references.

Senior Scholarship Program
The state of Alabama provides a scholarship program allowing senior adults to register for any credit courses offered through the College. Individuals must be at least 60 years of age at the time of enrollment, take each course only one time, be registered for a course only after the class has met minimum enrollment requirements as defined by the College, provide proof of high school graduation or the equivalent, have met the prerequisites for the course, and pay all applicable fees. For additional information, contact the scholarship office located on the 1st floor of the Martin Campus.

Shelton Sophomore Summer Studies
Shelton Sophomore Summer Studies are one-time scholarship opportunities available to Shelton State students in the summer semester. Applicants must have a 3.0 cumulative GPA and have successfully completed twenty-four (24) or more credit hours at Shelton State Community College.

Shelton State Community College Foundation
The Shelton State Community College Foundation, a separate entity from the College, provides scholarships based on students’ academic standing, community involvement, special criteria, and/or financial need for students enrolled in instructional programs at the College. Information and applications are provided in the Shelton State Community College Foundation Office, the Shelton State Advising Center, on the Shelton State website, sheltonstate.edu; and in the office of area high school counselors. For additional information, contact the Shelton State Community College Foundation, 205.391.2298.

Shelton Summer Studies (S3)
Shelton Summer Studies (S3) Scholarships are one-time scholarship opportunities available to high school seniors the summer following their graduation. Applicants must have a 2.0 cumulative GPA and may have a standard or advanced high school diploma.

Technical
Technical scholarships are available to new or returning SSCC students based on availability, academic record, and performance. Technical scholarships support students whose educational goals include the completion of one of the College’s career technical programs of study.
Academic Information
**Academic Calendar**
Shelton State offers classes in the fall (August to December) and spring (January to May) terms, as well as the summer term (May to August). Full term classes in the fall and spring are fifteen weeks plus a final exam week. The full term in the summer is ten weeks. Split term classes are also offered, accelerated compared with the full term, meeting for half of the semester, but with longer class durations.

**General Requirements for Academic Credentials**
The College offers certificate programs entailing thirty or more semester hours and short-term certificate programs including less than thirty 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 to 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 Community College System.

**Certificate Programs**
A student may earn a certificate or short-term certificate upon satisfactory completion of specific program requirements as determined by the College in accordance with policies of the State Board of Education. To receive a certificate, a student must complete the following:

I. satisfactory completion of an approved program of study
II. completion of at least 25% of the total semester credit hours required in the program at Shelton State Community College
III. minimum 2.0 Shelton State cumulative GPA

**Short-Term Certificate General Requirements**
Each short-term certificate requires nine to twenty-six credit hours depending on the program. See the specific programs listed in the catalog for requirements for each short-term certificate.

**Certificate General Requirements**
Each certificate requires up to sixty credit hours. See the specific programs listed in the catalog for requirements for each certificate.

**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 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:

I. satisfactorily complete an approved program of study, including prescribed general education courses
II. complete at least 25% of the credit hours required for the degree at Shelton State Community College
III. have a minimum 2.0 Shelton State cumulative GPA
Associate in Applied Science Degree
Each AAS degree requires 60 - 76 credit hours. See the specific programs listed in the catalog for 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. (Humanities and fine arts 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)
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 the following: anthropology, economics, geography, political science, psychology, and sociology.
2. Orientation to College, ORI 101 .................................................... 1 Credit Hour

AREA V: Concentration and Electives ..................................................... 29 - 58 Credit Hours

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 the catalog section on the STARS Approved Course List. 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
1. 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 six credit 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 credit hours in the arts from the following courses: ART 100, ART 203, ART 204, MUS 101, or THR 120.
3. Students must complete three credit hours in speech.
4. Humanities and fine arts disciplines include the following: 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 three credit hours in mathematics at the pre-calculus algebra or finite mathematics level or higher.
2. Students must complete eight credit 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.
NOTE: BIO 201 and BIO 202 cannot be used to fulfill the natural science requirement.

AREA IV: History, Social, and Behavioral Sciences .............................................. 12 Credit Hours
1. Students must complete a minimum of three credit hours in history.
2. Orientation to College, ORI 101 ................................................................. 1 Credit Hour
   NOTE: Students must complete a six credit 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).
3. Students must complete six credit hours from among other disciplines in the social and behavioral sciences. Social and behavioral sciences include the following: anthropology, economics, geography, political science, psychology, and sociology.

AREA V: Pre-Professional, Pre-Major, and Elective Courses ............................. 19 - 23 Credit Hours
1. Microcomputer Applications, CIS 146 .................................................. 3 Credit Hours
2. 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 ............................................................................. 6 Credit Hours
1. 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 six credit 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 credit hours in the arts from the following courses: ART 100, ART 203, ART 204, MUS 101, or THR 120.
3. Students must complete 3 credit hours in speech.
4. Humanities and fine arts disciplines include the following: 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 three credit hours in mathematics
   a. MTH 112, pre-calculus algebra, or
   b. a three-four credit hour course with a MTH 112 prerequisite. (If a four credit hour mathematics course is taken, one credit hour counts for Area V.)
2. Students must complete eight credit 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, and PHY 214.
   NOTE: BIO 201 and BIO 202 cannot be used to fulfill the natural science requirement.

AREA IV: History, Social and Behavioral Sciences ........................................ 12 Credit Hours
1. Students must complete a minimum of three credit hours in history.
   NOTE: Students must complete a six credit 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 six credit hours from among other disciplines in the social and behavioral sciences. Social and behavioral sciences include the following: anthropology, economics, geography, political science, psychology, and sociology.
3. Orientation to College, ORI 101 ................................................................. 1 Credit Hour

AREA V: Pre-Professional, Pre-Major, and Elective Courses ....................... 19 - 23 Credit Hours
1. Microcomputer Applications, CIS 146 .................................................. 3 Credit Hours
2. 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.
Additional Recommendations/Requirements

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 twelve (12) credit hours. Students enrolled in career technical programs must complete ORI 101 prior to the completion of the first nineteen (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 (12) 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.

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.

STARS Approved Course List
The Statewide Transfer/Articulation Reporting System (STARS) is a web-accessible database system providing 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. 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.

Placement into the Curriculum Tracks

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.

General Principles for Transfer of Credit
I. Transfer credit will be evaluated and recorded by Enrollment Services.
II. Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution’s own undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, the College may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
III. A course completed with a passing grade at other duly accredited postsecondary institutions will be accepted for transfer as potentially creditable toward graduation requirements.
IV. A transfer grade of “D” will only be accepted when the transfer student’s cumulative GPA is 2.0 or above at the time of admission. If the student has a cumulative 2.0 or above, the “D” grade will be accepted the same as for native students.
V. A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing fifteen semester hours with a cumulative GPA of 2.0 or above.

Initial Academic Status of Transfer Student
I. A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on clear academic status.
II. A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on Academic Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION.
III. An applicant who has been academically suspended from a duly accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the college for “native” students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read ADMITTED UPON APPEAL-ACADEMIC PROBATION.
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 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 demonstrating 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% 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% 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
I. The student must enroll at the College and meet all admission requirements for the program in which course credit for prior learning is being sought.
II. The student must obtain an application entitled “Application for Credit Awarded through Non-Traditional Means: Prior Learning/Experiential Learning” from Enrollment Services and submit the form to the appropriate Associate Dean.
III. The Associate Dean of Academic Services or Associate Dean of Technical Services 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.
IV. If it is determined that PLA credit can be awarded, the student must make arrangements with the Associate Dean of Academic Services or Associate Dean of Technical Services to determine what must be included in the applicant’s portfolio. In the portfolio assessment process, the division chair over a course for which credit for experiential learning is being sought, along with the Associate Dean of Academic Services or Associate Dean of 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 to 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).
V. The division chair must submit the recommendation to the Associate Dean of Academic Services or Associate Dean of Technical Services.
VI. Portfolio assessment by itself may be used for PLA only when the following methods cannot be used: course challenge exams as determined by the Associate Dean of Academic Services or Associate Dean of 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
High School Articulation
The West Alabama Tech Prep Consortium, which consists of Shelton State Community College and each of the county school systems (Bibb, Greene, Hale, Pickens, and 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:

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

For questions concerning advanced credit/placement, contact the Office of Instruction and Workforce Development.

College Credit by Exam
The College may grant - but is not required to do so - up to twenty (20) semester hours of credit to a student in a technical program for prior study-related work and/or educational experiences. Students may be eligible for credit for academic or technical knowledge gained outside the classroom. To earn credit through examination, students must currently be enrolled at Shelton State Community College. The amount of credit earned through examination is limited to twenty (20) semester hours toward the associate degree or certificate program and must be earned at Shelton State Community College. However, students transferring to another institution should be aware some schools may have different standards for awarding credit based on examination. Students should talk to an advisor about the transfer of this type of credit.

Experiential learning credit and/or college credit is not awarded on the basis of experience alone, but for the achievement of an advanced level of knowledge and/or skill. In order for credit to be awarded, each objective for the course must be examined. It must be documented how each of the competencies were achieved. To be eligible for credit by examination, the following is required:

I. Recommendation by the applicant’s instructor to the Associate Dean of Academic Services or Associate Dean of Technical Services by completing the Recommendation for Credit by Examination form
II. Successful completion (per instructor recommendation) of each competency taught in the course
III. Fee payment of $25.00 for each course credit earned

Course Placement
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 on file an application for admission with the Office of Enrollment Services 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 the assessment prior to enrollment. The following students are exempt from the English and/or mathematics section(s) of the COMPASS assessment:

I. Students who score 20 or above on the English section of the ACT and/or 20 or above on the mathematics section of the ACT and enroll at Shelton State within three years of high school graduation;
II. Students who score 480 or above on the English section of the SAT and/or 480 or above on the mathematics section of the SAT and enroll at Shelton State within three years of high school graduation;
III. Students who have an associate degree or higher from a regionally accredited postsecondary institution (community, junior, or four-year college);
IV. Students who transfer degree-creditable college-level English or mathematics courses with a letter grade of C or higher;
V. Students who have successfully completed developmental coursework at another Alabama College System school within the last three years;
VI. 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 Director of Testing and Assessment.
ACT/SAT/COMPASS Placement 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 the student is enrolling within three years of the test.

* ACT sub-scores 19 or below and/or SAT sub-scores 470 or below are not eligible for course placement

** Additional assessment required for course placement

Credit for Examination Performance
Credit by examination is available at Shelton State Community College. Not more than 25% 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% of semester credit hours that must be completed at Shelton State Community College in order to earn a certificate or degree.

Developmental Education Program
The Alabama Community College System has directed that each institution offer a program of college preparatory instruction. This program includes the following features:

I. 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.

II. 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.

III. 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, and RDG 085; mathematics: MTH 080, MTH 090, MTH 091, and MTH 092.

IV. 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.

The maximum load for a student who is enrolled in two (2) or more college preparatory courses is thirteen (13) semester hours.

Prerequisites and Co-requisites
Students are required to complete prerequisites and satisfy co-requisites for each course for which they are registered. Students who enroll in a course without completing course prerequisites and satisfying co-requisites may be withdrawn from the course and assigned a letter grade of W by the College and may not qualify for a refund of tuition. It is the responsibility of the student to ensure all course prerequisites and co-requisites are met.

NOTE:
Prerequisite: a course or condition required prior to enrolling in another course
Co-requisite: a course or condition required at the same time as another course

<table>
<thead>
<tr>
<th>Course Placement</th>
<th>Test Type</th>
<th>COMPASS Score</th>
<th>ACT Score</th>
<th>SAT Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 092</td>
<td>Writing</td>
<td>1-31</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>ENG 092 or ENG 093**</td>
<td>Writing</td>
<td>32-44</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>ENG 093 or COM 100</td>
<td>Writing</td>
<td>45-55</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>ENG 093 or ENG 101**</td>
<td>Writing</td>
<td>56-67</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>ENG 101*</td>
<td>Writing</td>
<td>68-99</td>
<td>20 or higher</td>
<td>480 or higher</td>
</tr>
<tr>
<td>RDG 085</td>
<td>Reading</td>
<td>1-64</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Exempt from reading</td>
<td>Reading</td>
<td>65-99</td>
<td>20 or higher</td>
<td>480 or higher</td>
</tr>
<tr>
<td>MTH 080</td>
<td>Pre-Algebra</td>
<td>1-17</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>MTH 090</td>
<td>Pre-Algebra</td>
<td>18-35</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>MTH 091 / 116</td>
<td>Pre-Algebra</td>
<td>36-45</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>MTH 092 / 116</td>
<td>Pre-Algebra</td>
<td>46-99</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>MTH 100</td>
<td>Algebra</td>
<td>28-62</td>
<td>20-21</td>
<td>480-570</td>
</tr>
<tr>
<td>MTH 110/112</td>
<td>Algebra</td>
<td>63-55</td>
<td>22-24</td>
<td>580-610</td>
</tr>
<tr>
<td>MTH 113/120</td>
<td>College Algebra</td>
<td>46-99</td>
<td>25-26</td>
<td>620-640</td>
</tr>
<tr>
<td>MTH 125</td>
<td>Trigonometry</td>
<td>46-99</td>
<td>27-36</td>
<td>650-800</td>
</tr>
</tbody>
</table>

* ACT sub-scores 19 or below and/or SAT sub-scores 470 or below are not eligible for course placement

** Additional assessment required for course placement
eLearning
The purpose of eLearning education at Shelton State Community College is to extend quality educational programs to learners beyond the seated classroom. They are designed for those who may not fit the profile of the traditional student. Responsibilities of career and family, distance from an educational institution, or the need for flexibility can make this type of learning an appropriate solution for educational achievement. ELearning 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 has developed an approved Quality Enhancement Plan (QEP): Improving Student Success in Online Classes. One component of the QEP requires students successfully complete a prerequisite assessment prior to enrolling for online instruction. The prerequisite assessment, ELO 100, is non-credit, free, and online. The completion of this assessment assures the student has the basic skills required for potential success in online instruction.

For additional information on eLearning and how to enroll, visit the College website, sheltonstate.edu.

Registering for Classes

Maximum and Minimum Course Load
The student course load for a full-time student is twelve (12) to nineteen (19) credit hours per semester. Twenty (20) or more credit hours constitute an overload. A student course overload must be approved by the Associate Dean of Academic Services or Associate Dean of Technical Services. No student will be approved for more than twenty-four (24) credit hours in any single semester for any reason.

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 accessing the online student portal via the Shelton State website at sheltonstate.edu.

Class Attendance

Withdrawal Policy
Once classes begin for the respective term, students who wish to withdraw from a class or completely 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 defined in the College's academic calendar, and there will be no withdrawals after this date. A student who withdraws prior to the published date will receive a letter grade of “W” regardless of the grade average at the time of the withdrawal, and the “W” will be recorded on the student’s transcript. Students who remain in the class after the last day to withdraw will receive the grade earned for the class. No withdrawals will be taken over the telephone or by email. Failure to attend class does not constitute official withdrawal. Students are unable to completely withdraw from all classes online and are required to meet with an advisor/navigator prior to withdrawing completely from Shelton State. Students who wish to withdraw from some, but not all, classes in a given term are encouraged to meet with an advisor/navigator. Grant awards can be reduced or cancelled if students do not complete classes successfully. Withdrawing from any course has the potential to impact current and future financial aid opportunities.

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, and students are expected to attend class on time and remain in class until dismissed.

Students attending for less than thirty (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 an eLearning class is essential; instruction begins, the syllabus is distributed, room assignments are confirmed, and attendance is recorded. 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. If a student is unable to attend at least 80% of class meetings, regardless of the reason or circumstance, it is recommended that the student withdraw from the class before excessive absences interfere with the student’s ability to successfully complete the course. Withdrawal from class or removal from the registration database can affect eligibility for federal financial aid. For additional information, contact Enrollment Services at 205.391.2214.
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 ABSENCE.

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

Absences for Approved College Activities
Absences for students participating in official College activities approved by the President or a 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:

I. Notification must be given to the instructor prior to the absence(s); and
II. Notification must state the time frame of the activity including, specifically, the time 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 thirty (30) minutes prior to the beginning of the activity or thirty (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 or exams 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 to minimize absences. A student participating in approved College activities should make every effort to arrange class responsibilities such as oral reports, speeches, recitals, and group work participation around the schedule of approved activities 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.

Course Syllabus
College instructors are required to provide a syllabus to each student enrolled in their course. The syllabus shall set forth the instructor's expectations, policies, procedures, course content, course schedule, and other information defining the requirements of the course for the student. Upon receiving the syllabus, students are deemed to be on notice of its contents and are assumed to understand and abide by the expectations, policies, and procedures stated therein. Students who have questions regarding the syllabus should contact their instructor or the department or division chairperson.

Academic Misconduct Policy
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. Academic misconduct 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. Cheating: The use or attempted use of unauthorized materials, information, study aids, answers of others, or electronic information.
2. Plagiarism: Claiming as one’s own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. This includes improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, and copying another’s ideas.
3. Misrepresentation: The falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, transcripts, and medical or military excuses.

Whether or not academic misconduct has occurred and what classroom sanctions, if any, are to be applied are matters to be determined by the respective instructor. A student who opposes the sanction imposed by an instructor may appeal the matter to the appropriate Associate Dean.
Earning Grades

Grading System
For all courses 100 level and above, letter grades are assigned according to the following system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90 – 100</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>80 – 89</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>70 – 79</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>60 – 69</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>below 60</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td></td>
</tr>
</tbody>
</table>

Grade requirements may vary in specific courses or programs. For specific information, consult the course syllabus, the department page on the College website, or contact the Office of the Dean of Instruction and Workforce Development.

A letter 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 Incomplete (I) is assigned only if the final exam (or some work or equivalent significance) is missed. The student must provide the instructor with documentation to support that the absence was due to extenuating circumstances. In the event an Incomplete is given, the instructor must submit to the division chair (or other designees) a written plan for the student to complete the work to establish the course grade. Unless extenuating circumstances exist, the grade must be established within one semester after the Incomplete 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 Incomplete will automatically be changed to F.

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

Developmental Grades
Courses designated as developmental, courses numbered below 100, do not receive earned credit hours. Developmental letter grades have periods in addition to the letter. Grades in developmental courses are not included in the determination of GPA. These courses do count towards financial aid hours and impact financial aid completion rate.

<table>
<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td>A.</td>
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</tr>
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<td>C.</td>
<td>Average</td>
<td>70 – 79</td>
</tr>
<tr>
<td>D.</td>
<td>Poor</td>
<td>60 – 69</td>
</tr>
<tr>
<td>F.</td>
<td>Failure</td>
<td>below 60</td>
</tr>
<tr>
<td>W.</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>I.</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>AU.</td>
<td>Audit</td>
<td></td>
</tr>
</tbody>
</table>

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 periods of each semester within the Enrollment Services Office. Financial aid is not available for audit courses.

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, AU, A., B., C., D., F., I., and W. designations.

**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 developmental 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.

**Change of Grade Policy**
With the permission of the Associate Dean of Academic Services or Associate Dean of Technical 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 division chair.

**Grade Appeal Steps**

III. Initiation:
   A. To initiate a grade appeal, the student must prepare a written statement describing why he/she believes the grading procedures outlined in the class syllabus were not appropriately followed, attaching all relevant evidence to the letter.
   B. The letter must be submitted to the appropriate associate dean (Academic or Technical Services) within seven (7) business days of the beginning of the following term. If the grade being appealed was earned in a full-term class during the fall, spring, or summer, the following term will be considered to be the spring, summer, or fall semester respectively. If the grade being appealed is for a second split-term course, the succeeding semester will be considered to be the same as a full-term course.
   C. The associate dean will log the appeal into the database and give a copy of the student’s letter to the instructor.

IV. Instructor Response:
   A. The instructor will prepare a written response within seven (7) business days of the receipt of the grade appeal, submitting the response to the associate dean.
   B. The associate dean will notify the student that the response from the instructor has been received via the College email system.
   C. The student’s copy of the instructor’s response will be emailed to the student’s preferred email account.
   D. The division chair will be notified by the associate dean that an appeal has been filed.

V. Chair Response:
   A. If the student does not think the issue has been resolved, he/she must submit a written request for division chair review to the associate dean within seven (7) business days of notification by the associate dean of the instructor’s response.
   B. The associate dean will deliver copies of all documents to the division chair who will analyze the appeal and provide a written response to the associate dean within seven (7) business days.
   C. The student’s copy of the division chair’s response will be emailed to the student’s preferred email account.

VI. Associate Dean’s Decision:
   A. If the student still believes there is a problem, he/she must submit a written request for an associate dean review to the appropriate associate dean within seven (7) business days of the date of the email notifying the student of the division chair’s response.
   B. The student has the choice for the appeal to be considered either by the associate dean or by an associate dean-appointed committee of three faculty members from outside the division of the course in question. The preference of the student should be included in the letter of appeal to the associate dean. If it is not included, the decision of whether to use a committee will be made by the associate dean.
   C. The associate dean will give a copy of all materials submitted by the student, instructor, or chair by the appropriate deadline to the appointed committee, or the associate dean will review all materials. If chosen, the committee will review documents and make a recommendation to the associate dean.
   D. The student’s copy of the associate dean’s response will be emailed to the student’s preferred email account.

VII. Dean’s Decision:
A. If the student still believes there is a problem, he/she must submit a written request for review by the Dean of Instruction and Workforce Development within seven (7) business days of the date of the email notifying the student of the associate dean’s response.

B. The dean’s written decision is final and cannot be appealed. The student’s copy of the dean’s decision will be emailed to the student’s preferred email account.

**Dean’s List**

Requirements for the Dean’s List include the following:

I. a semester grade point average of 3.5 or above, and

II. completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental courses will not count toward the minimum course load requirement

**President’s List**

Requirements for the President’s List are as follows:

I. a semester grade point average of 4.0; and

II. 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

**Academic Credential Progress**

**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:

I. Students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 institutional GPA.

II. Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 institutional GPA.

III. Students who have attempted 33 or more semester credit hours at the institution must maintain a 2.0 institutional GPA.

When a student is placed on academic probation, one-term academic suspension, or one calendar year academic suspension, College officials may provide intervention 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:

I. 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.

II. 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.

III. 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.

IV. 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.

V. The student who is readmitted upon appeal reenters the institution on ACADEMIC PROBATION.

VI. 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.

VII. 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.

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

IX. If a student serving a one year suspension appeals but is denied re-admission, the student may not appeal again for the duration of the suspension term.
Transfer Students

I. 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 post-secondary institutions are included in cumulative GPA calculation in myShelton. The institutional GPA (only Shelton courses) is used to determine academic standing.

II. A transfer student admitted on academic probation retains that status until the student has attempted at least twelve (12) semester credit hours at the institution. If, at the conclusion of the semester in which the student has attempted a total of twelve (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 (1) semester. The transcript will read SUSPENDED ONE SEMESTER.

III. If, at the conclusion of the semester in which the transfer student admitted on academic probation has attempted a total of twelve (12) semester credit hours at the institution, the cumulative GPA at the institution is 1.5 or above, the student’s status is CLEAR. If a student declares no contest of the facts leading to the suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for an “appeal for readmission” to the Academic Affairs Action Team within a designated, published number of days of receipt of the notice of suspension. During the meeting of the Academic Affairs Action Team, which will not be considered a “due process” hearing, but rather a petition for readmission, the student will be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Academic Affairs Action Team, together with the materials presented by the student, will be placed in the College’s official records. Additionally, a copy of the written decision will be provided to the student. Equity, reasonability, and consistency should be the standards by which such decisions are measured.

Exceptions to the above standards:

I. 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.

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

Definitions of terms used above are as follows:

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

II. Institutional GPA – the grade point average based on all hours attempted at Shelton State based on a four point grade scale

III. Cumulative GPA - the grade point average based on all hours attempted at Shelton State as well as any hours transferred from prior college transcripts based on a four point grade scale

IV. 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

V. 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

VI. 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

VII. 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

VIII. Appeal of Suspension - the process by which Shelton State Community College will allow a student suspended for one term or one year (whether a native student or a transfer student) to request readmission without having to serve the suspension
Academic Bankruptcy
Students who meet the following conditions may submit an academic bankruptcy form to the Registrar:

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

II. If three (3) or more 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 one to three semesters provided the student has completed a minimum of eighteen (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 letter grade of U (Unsatisfactory), F (Failure), or W (Withdrawal) will not be counted as courses taken to achieve the required minimum of eighteen (18) semester credit hours of course work at the institution.

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

Course Forgiveness
Students may submit a Course Forgiveness Form to the Registrar to request course forgiveness.

I. When a student repeats a course once, the second grade awarded (excluding the grade of 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.

II. 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.

III. A course may be counted only once toward fulfillment of credit hours for graduation.

IV. Course forgiveness only applies to courses taken at Shelton State Community College.

Course forgiveness 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 online or in the Enrollment Services Office. Hours forgiven when a student declares academic course forgiveness will still be included for determining financial aid eligibility.

Classification of Students
Students who enroll for less than twelve (12) hours are classified as part-time students. Students who are registered for twelve (12) hours or more are classified as full-time students by the College. Students who have earned thirty-one (31) semester hours or less are classified as freshmen. Those who have earned thirty-two (32) hours or more are classified as sophomores.

Completion of the Academic Credential

Graduating
Upon satisfactory completion of the requirements described in Requirements for Academic Credentials, the student is considered to have earned a certificate or 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:

I. Submit a formal application for graduation in accordance with institutional policy. Applications may be obtained on the College’s website or in the Enrollment Services Office.

II. Fulfill financial obligations to the College.
III. 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.

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 higher, sixteen (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.

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

<table>
<thead>
<tr>
<th>Graduation with Honors (Cum Laude)</th>
<th>3.50 to 3.69 GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation with High Honors (Magna Cum Laude)</td>
<td>3.70 to 3.89 GPA</td>
</tr>
<tr>
<td>Graduation with Highest Honors (Summa Cum Laude)</td>
<td>3.90 to 4.00 GPA</td>
</tr>
<tr>
<td>Graduation with Distinction</td>
<td>3.50 to 4.00 GPA</td>
</tr>
</tbody>
</table>

Student participation in Phi Theta Kappa, the national post-secondary 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 thirty-two (32) semester credit hours at Shelton State Community College.

Request for Transcripts
The transcript policy for Shelton State Community College includes the following:

I. 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.

II. Upon the student’s request, official transcripts are sent to institutions, companies, and agencies. Official transcripts in a sealed envelope may be picked up by the student in Enrollment Services. 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.

III. A request for a transcript may be submitted online within myShelton, mailed to the Enrollment Services Office, 9500 Old Greensboro Road, Box 190, Shelton State Community College, Tuscaloosa, AL 35405, or faxed to 205.391.3910.

IV. Transcript requests are processed in the order they are received. Requests should be made at least two weeks prior to need. There is no fee for transcripts.

V. Enrollment Services does not issue official transcripts from other institutions. Requests for transcripts from other institutions must be directed to the other institution(s).

VI. Official transcripts will not be issued if the student has an incomplete admission’s file, an outstanding debt to the College, or an academic hold on their account.

Student Records Policy
For Shelton State Community College to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), policies and procedures have been established. Shelton State Community College accords all rights under the law to students who are declared independent. For the purpose of this policy, whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student will thereafter only be required of and accorded to the student. Responsibility for protection of the privacy of the student educational records rests primarily with the Registrar of the College. FERPA defines educational records to include records, files, documents, and other materials containing information directly related to students and are maintained by an educational agency or institution. There are four exceptions to this definition of educational records as published in the GUIDELINES FOR POSTSECONDARY INSTITUTIONS FOR IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED, Revised Edition 2001, a publication of the American Association of Collegiate Registrars and Admissions Officers.

Student Access to Educational Records
All students have the right to review their educational records with the following exceptions as outlined by FERPA.

I. Financial aid information;
II. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected;

III. Confidential letters and statements of recommendation, placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and to which they relate that to the students' admission application for employment or job placement, or receipt of honors;

IV. Education records containing information about more than one student; however, in such cases the institution must permit access to that part of the record that pertains only to the inquiring student. To review records, students and former students may go to the Enrollment Services Office, present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record on short notice, students may be requested to complete a "Request to Review Education Records" form in the Enrollment Services Office. Because of various circumstances, the College may delay to a maximum of forty-five days release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.

**Challenge of the Contents of Educational Records**

Students may challenge information in their educational records they believe to be incorrect, inaccurate, or inappropriate. This challenge must be in writing and must be submitted to the appropriate instructional officer who is responsible for the division in which the student is enrolled. The officer must decide within a reasonable period whether corrective action will be taken, and the officer must provide written notification to the student and the Registrar of the corrective action that has been approved. Students who are not provided full relief sought by their challenge must be referred to the Dean of Student Services who will inform them of their right to a formal hearing. Students must make their request for a formal hearing in writing to the Office of the Dean of Student Services. The following procedures will apply.

I. The Office of the Dean of Student Services will appoint the hearing panel that will adjudicate such challenges.

II. Within a reasonable period of time after receiving the written request for a hearing, the chairperson of the committee must inform students of the date, place, and time of the hearing.

III. Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. They may be assisted or represented at the hearing by one or more persons of their choice, including an attorney, at their expense.

IV. Decisions made by the committee must be in writing, must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decisions should be delivered in writing to the student, the Office of the Dean of Student Services, and the Registrar.

A. Enrollment Services will correct or amend the educational record in accordance with the decision of the hearing, if the decision is in favor of the student, and inform the student in writing of the amendment.

B. Should Shelton State Community College decide not to amend the record in accordance with the student's request, the Registrar must inform the student that
   1. the student has the opportunity to place with the educational record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing;
   2. the statement placed in the educational record by the student will be maintained as part of the record for as long as the record is held by the College; and
   3. this record, when disclosed to an authorized party, must include the statement held by the student.

**Disclosure of Educational Record Information**

Shelton State Community College will obtain written consent from students before disclosing any personally identifiable information from their education records. Such written consent must

I. Specify the records to be released,

II. State the purpose of the disclosure,

III. Identify the party or class to whom disclosure may be made, and

IV. Be signed and dated by the student.

FERPA states that certain information from student records may be classified as directory information.

I. Name

II. Address

III. Telephone listing

IV. E-mail address

V. Participation in officially recognized activities and sports

VI. Major field of study

VII. Weight and height if a member of an athletic team
VIII. Dates of attendance and current status (full or part-time)
IX. Degrees and awards received

The information will be released to inquiring individuals or agencies unless the student signs a "Do Not Release Directory Information" form in the Enrollment Services Office during the first two weeks of the semester. (FERPA established rules state that some personnel and agencies may have access to students' "educational records" without written consent of the student.) Shelton State Community College will disclose information from a student's educational record only with the written consent of the student except

I. To school officials within the institution who have been determined by the College to have a legitimate educational interest in the records. A school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of the student. When doubt is raised by the Registrar about an individual's "need to know" or legitimate educational interest in having access to specific information, the issue will be decided by the President of Shelton State Community College.

II. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.

III. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.

IV. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.

V. To organizations conducting certain studies for or on behalf of Shelton State Community College.

VI. To accrediting organizations to carry out their accrediting functions.

VII. To appropriate parties in a health or safety emergency subject to a determination by the President or Dean.

VIII. To personnel complying with a judicial order or lawfully issued subpoena, provided that the Enrollment Services Office makes a reasonable attempt to notify the student in advance of compliance. NOTE: Shelton State Community College is not required to notify a student if a federal grand jury subpoena or any other subpoena issued for some law enforcement purpose orders the College not to disclose the existence or contents of the subpoena.

IX. To an alleged victim of any crime or violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime.

Shelton State Community College will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the student. Shelton State Community College will maintain a record of all requests for and/or disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The eligible student may review the record.

Annual Notification of FERPA Rights
Shelton State Community College will give annual notice to current students of their rights under the Act by publishing information in the College catalog.

Facsimile Records (FAX)
Shelton State Community College honors FAX requests to send official transcripts to third parties, and Shelton State will accept FAX transcripts for advising purposes only. An official transcript is required for admission purposes.

Computer Access to Records
Shelton State Community College has established policies for initially instructing and periodically reminding school officials of FERPA's confidentiality requirement before it gives them access to the computer system. The school officials are informed of the criteria Shelton State Community College uses to determine legitimate educational interest and of their responsibility for assuring that access is not abused.

Students' Rights after Ceasing Attendance or Graduation
Students who have ceased attendance or have graduated from Shelton State Community College have basically the same FERPA rights as students currently attending, including the right to the following:

I. Access to their educational records.
II. Access to inspect and request a hearing to amend an educational record.
III. Have their educational record privacy protected by Shelton State Community College.

Former students do not have the right to request nondisclosure of Shelton State unless they asked, at their last opportunity as students, that no directory information be disclosed.
Privacy Rights of Deceased Students
For twenty-five (25) years following the death of a student, the release of educational record information will not be made unless authorized by the student's parents or the executor/executrix of the deceased student's estate.

Student Mailing Lists/Solomon Amendment
Shelton State Community College, as required by federal law (Solomon Amendment), releases the name, address, major, and telephone number of all currently enrolled students to each branch of the military upon request. Otherwise, the College does not release mailing lists of students to outside agencies.

Healthcare Programs

Health-Related Careers
Shelton State Community College offers opportunities for students to enter a variety of health-related careers; preparation varies from two semester certificate curricula to longer programs of study. Programs are led by qualified instructors and have earned specialized accreditations.

Health-related careers in nursing and other allied health fields are designed to educate, train, and successfully prepare students to demonstrate competent, caring qualities best representing the expectations of professional health care providers. After reviewing this section of suggested healthcare programs, students should meet with an academic advisor in the campus advising center for assistance with course selection. Final responsibility for this belongs to the student.

Nursing Programs
Shelton State Community College offers career opportunities in nursing through three program tracks which allow students to choose the nursing career path for which they are best suited.

I. Students who have no background in nursing are admitted to the two-year Associate Degree Nursing (ADN) track. Twenty-one (21) months, five consecutive semesters, are required for this track of study with admission occurring during the fall semester.

II. Students who have completed an approved Practical Nursing (PN) program or hold a PN license are admitted to the Mobility/LPN to RN track. Twelve to fifteen (12-15) months, three to four (3-4) consecutive semesters, are required to complete this track of study with students entering during the summer semester.

III. Students may also be admitted to the Practical Nursing (PN) program. The PN track is a twelve (12) month (three semesters) program. Classes for the PN track are admitted in the fall and spring semesters.

The nursing programs prepare graduates to sit for the NCLEX-RN or NCLEX-PN licensure exams. The programs are approved by the Alabama Board of Nursing, P.O. Box 303900, Montgomery, AL 36130; telephone 334.293.5200 or visit www.abn.alabama.gov. The AD and PN tracks are also accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; telephone 404.975.5000, or visit www.acenursing.org.

IV. Students may begin their nursing career through the Nursing Assistant/Home Health Aide Program (NA/HHA), which is two semesters of study. Graduates of the NA/HHA program are qualified for employment in the areas of long-term care, home health care, or acute care and may sit for certification examinations. The NA/HHA program is approved by the Alabama Department of Public Health, The RSA Tower, 201 Monroe Street, Suite 600, Montgomery, AL 36104, telephone 334.206.5169, or visit www.adph.org.

Nursing Programs Policies
In addition to complying with all College policies, students enrolled in the nursing programs must have knowledge of and adhere to the following policies.

Essential Function Standards
The Alabama College System and Shelton State Community College endorse the Americans with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities. Physical, cognitive, psychomotor, affective, and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one’s ability to demonstrate the
essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression, and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the following:

I. Sensory Perception
   A. Visual
      1. Observe and discern subtle changes in physical conditions and the environment
      2. Visualize different color spectrums and color changes
      3. Read fine print in varying levels of light
      4. Read for prolonged periods of time
      5. Read cursive writing
      6. Read at varying distances
      7. Read data/information displayed on monitors/equipment
   B. Auditory
      1. Interpret monitoring devices
      2. Distinguish muffled sounds heard through a stethoscope
      3. Hear and discriminate high and low frequency sounds produced by the body and the environment
      4. Effectively hear to communicate with others
   C. Tactile - Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics
   D. Olfactory - Detect body odors and odors in the environment

II. Communication/Interpersonal Relationships
   A. Engage in a two-way written and verbal communication.
   B. Interact effectively with others from a variety of social, emotional, cultural, and intellectual backgrounds.
   C. Work effectively in groups.
   D. Work effectively independently.
   E. Discern and interpret nonverbal communication.
   F. Express one’s ideas and feelings clearly.
   G. Communicate with others accurately in a timely manner.
   H. Obtain communications from a computer.

III. Cognitive/Critical Thinking
   A. Effectively read, write, and comprehend the English language.
   B. Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings.
   C. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator.
   D. Satisfactorily achieve the program objectives.

IV. Motor Function
   A. Handle small, delicate equipment/objects without extraneous movement, contamination, or destruction.
   B. Move, position, turn, transfer, assist with lifting, or lift and carry clients without injury to clients, self, or others.
   C. Maintain balance from any position.
   D. Stand on both legs.
   E. Coordinate hand/eye movements.
   F. Push/pull heavy objects without injury to client, self, or others.
   G. Stand, bend, walk, and/or sit for six to twelve hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self, or others.
   H. Walk without a cane, walker, or crutches.
I. Function with hands free for nursing care and transporting items.
J. Transport self and client without the use of electrical devices.
K. Flex, abduct, and rotate all joints freely.
L. Respond rapidly to emergency situations.
M. Maneuver in small areas.
N. Perform daily care functions for the client.
O. Coordinate fine and gross motor hand movements to provide safe effective nursing care.
P. Calibrate/use equipment.
Q. Execute movement required to provide nursing care in all health care settings.
R. Perform CPR and physical assessment.
S. Operate a computer.
T. Professional Behavior

U. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others.
V. Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client.
W. Handle multiple tasks concurrently.
X. Perform safe, effective nursing care for clients in a caring context.
Y. Understand and follow the policies and procedures of the College and clinical agencies.
Z. Understand the consequences of violating the student code of conduct.
AA. Understand that posing a direct threat to self or others is unacceptable and subjects one to discipline.
BB. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing.
CC. Function effectively in situations of uncertainty and stress inherent in providing nursing care.
DD. Adapt to changing environments and situations.
EE. Remain free of chemical dependency.
FF. Report promptly to clinical placements, and remain for six to twelve hours on the clinical unit.
GG. Provide nursing care in an appropriate time frame.
HH. Accept responsibility, accountability, and ownership of one’s actions.
II. Seek supervision/consultation in a timely manner.
JJ. Examine and modify one’s own behavior when it interferes with nursing care or learning.

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate, reasonable accommodations. Shelton State will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that conflict with the essential functions. In order to be admitted, one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual’s health changes during the program of learning so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student’s expense in order to assist with the evaluation of the student’s ability to perform the essential functions. Requests for reasonable accommodations should be directed to the Office of Disability Services, 205.391.2983, located on the second floor of the Martin Campus.

Health Policy
Because participation in clinical courses is an integral part of the nursing programs at the College, each student is required to comply with all policies and procedures of the contracted clinical agencies. Therefore, each student is expected to uphold the contractual terms in the contracts upon being admitted to the nursing program. All costs/expenses associated with meeting the health and general policy requirements of the program are the responsibility of the student. The following policies and procedures are required by all students upon acceptance and enrollment to the nursing program:
I. Proof of completion of a physical examination which demonstrates the student is free from disease (physically and psychologically) and must be documented on the Shelton State Community College Medical Record by a licensed health care provider (physician, physician's assistant, or nurse practitioner)
II. Vaccinations including Hepatitis B series or evidence of immunity, MMR (German Measles, Mumps, Rubella) or evidence of immunity, and TB skin test Note: Hepatitis series completed more than two (2) years prior to admission must have a titer drawn or provide proof of immunity
III. Purchase of liability and accident insurance available through the College
IV. Completion of pre-clinical drug screen prior to admission and before the first day of class. The students must have a negative screen prior to beginning any nursing course. The complete drug screen policy is located in the Nursing Program Student Handbook.
V. Background check prior to admission and before the first day of class. All students must give permission to perform a background check as required by federal law. The student must abide by the nursing program background check policy and clinical agency policy for which the student is assigned. Every effort will be made to provide students with the
required clinical experiences to meet program objectives. Any student denied access by a clinical affiliate will be subject to dismissal from the program.

VI. Proof of Cardiopulmonary Resuscitation (CPR) training at the health care provider level (BLS/Infant/Child) prior to admission and/or before the first clinical nursing course.

VII. Proof of health insurance strongly encouraged to cover health care costs not covered by liability or accident insurance.

VIII. Completion of training on Universal Precautions, OSHA requirements, and the prevention and management of the spread of diseases. Training is given in the introductory/fundamentals course. Additional information is given related to hospital policies including, but not limited to, issues of confidentiality, procedures, fire and safety procedures, and documentation policies.

**HIV Reporting**

Students in all health care programs must comply with Public Law #102-141, Section 633, and “The Alabama Infected Health Care Worker Management Act.” The law requires that the HIV and HBV infected care worker report to the State Health Officers his/her condition within thirty (30) days of the time that he/she is aware of the infection. The infected health care worker must realize that any physician providing care to any infected health care worker must notify the State Health Care Officer of the infected status within seven days of the time he/she diagnoses or provides such care.

**Grading and Progression Policies**

Nursing programs use the following grading scale for all nursing courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>75-79</td>
</tr>
<tr>
<td>D</td>
<td>60-74</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
</tr>
</tbody>
</table>

**Note:** In the drug calculation component of NUR 104 and in any calculation tests in the program, a B is defined as 85-89 percent, and a minimum grade of B (85 percent) is required to pass the calculation component of the course(s). A minimum letter grade of C or 75 percent is required in all other nursing courses to pass and progress in the program. In each course a student must achieve a 75 percent (C) average on unit exams and a comprehensive final exam to successfully complete the course. Other grades will be added only after the minimum 75 percent (C) is achieved.

**Clinical/Laboratory Performance**

Clinical/Laboratory performance must be satisfactory (S) to receive a passing grade in the course. Refer to the Nursing Program Student Handbook and each course syllabus for additional information.

**Clock-Hour to Credit-Hour Ratio**

- Theory (1:1) – One hour of theory instruction under the supervision of an instructor plus an average of two hours of out of class study per week.
- Laboratory (2:1) – Two hours of experimental laboratory under the supervision of an instructor plus an average of one hour of out-of-class study per week.
- Skills Laboratory/Clinical Practice (3:1) – Three hours of skills laboratory or clinical practice under the supervision of an instructor.
- Preceptorship (3:1) – Three hours of clinical experience per week under the supervision of a health care professional who is currently licensed, has expertise in the selected clinical area, and serves as a facilitator of learning.

**Progression Policy**

In order to continue in the nursing program, the student must:

I. Achieve a letter grade of C (70) or higher in all required general education courses and a letter grade of C (75) or higher in all nursing courses.

II. Be accepted by all clinical agencies for clinical experiences. If a student is dismissed from a clinical agency, they may be dismissed from the program and/or receive a failing grade for the course enrolled.

III. Be up to date on immunizations/clinical requirements as required by the nursing program and clinical facility.

IV. Maintain the ability to meet essential functions for nursing with or without reasonable accommodations.

V. Maintain current CPR at the health provider level.

VI. Complete all nursing courses in the prescribed sequence. If a student withdraws or makes a failing grade in a nursing course, the student cannot progress in the program until the course is repeated successfully. Course repetition will be based on instructor availability and program resources.
Withdrawal Policy
Students who:
I. Withdraw and/or fail (D, F, or W) one or more required courses in a single semester must apply for reinstatement to the program.
II. Withdraw and/or fail (D, F, or W) two or more required courses in the first semester of the nursing program must apply for admission as a new student.
III. Withdraw and/or fail (D, F, or W) a course(s) in two separate semesters in the nursing program will be dismissed from the program.
IV. Have a documented extenuating circumstance that should be considered related to a withdrawal or failure may request a hearing before the Nursing Admission Committee or other appropriate College committee for a decision on repeating a course or readmission to the program.

Reinstatement Process
Students whose progression through the nursing programs is interrupted and who desire reinstatement in the program must:
I. Schedule an appointment with a nursing faculty advisor or the Director of Nursing Programs to discuss eligibility for reinstatement.
II. Apply for reinstatement by published submission deadlines. Students who submit a reinstatement request after the deadline may be considered at the next course availability.
III. Apply for readmission to the College if not currently enrolled.
IV. Demonstrate competency in previous nursing course(s) as indicated.
V. Update immunizations, drug screenings, and other health records as required for clinical experience.

Priority for reinstatement will be given to students who began the program at the College.

Reinstatement
Reinstatement to the nursing programs is not guaranteed. The following criteria must be met:
I. Receipt of completed reinstatement form by published deadline
II. Request reinstatement within one year (less than 12 months) from the term of withdrawal or failure
III. Adhere to the current nursing curriculum and program policies and procedures in effect in the College Catalog and Handbook at the point of reinstatement
IV. Meet academic eligibility
   A. A grade point average of 2.0 from nursing courses completed at SSCC
   B. A cumulative grade point average of 2.0 or higher at SSCC
V. Clinical space availability
VI. Meet acceptable criteria for placement at clinical agencies for clinical experiences.
VII. The student has not been reinstated to a nursing program prior to present request.
VIII. The student has not been dismissed from a previous nursing program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area.

Definitions
Reinstatement: Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

Readmission: Students not eligible for program reinstatement may apply for program admission as a new student. If accepted as a new student, the student must take or retake all nursing program courses.

Transfer Policy
Students wishing to transfer must:
I. Meet the entry and admission standards for the institution and the nursing programs.
II. Provide evidence that all required general education and nursing courses were completed with a grade of C or higher taken at another institution and maintain a 2.5 cumulative GPA in all previous college work at the time of transfer.
III. Be a student in good standing and eligible to return to the previous nursing program.
IV. Provide a letter of recommendation from the dean/director of the previous program.
V. Complete at least 25% of the total program at the accepting institution.
VI. Alabama College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus.
VII. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
VIII. Validation of skills and knowledge may be required to determine program placement.
Transient Study Policy
The transient policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transient Status
I. Must meet minimum admission standards for the nursing program.
II. Must possess a letter grade of C or higher in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA.
III. Dean/director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
IV. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the transient institution and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.
V. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
VI. Must comply with all program policy requirements at accepting transient institution.
VII. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
VIII. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
IX. Student selection for transient status is based on GPA in nursing program required courses.

ADN Transfer to LPN Program
Associate Degree nursing students may apply for admission to the third semester of the practical nursing program after they have completed the first two semesters of coursework (MTH 100, ENG 101, BIO 201, BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, and NUR 106) with a letter grade of C or higher. Students who elect to transfer to the last semester in the practical nursing program will be required to meet the current program admission and/or readmission requirements. Students will be admitted on a space available basis to the PN program.
To be eligible for this option, the student must complete the following:
I. Complete a transfer/readmission form.
II. Have a minimum of a 2.0 cumulative GPA at current institution.
III. Meet clinical record/health record requirements.
IV. The last clinical nursing course in which the student was successful cannot be more than twelve (12) months old.
V. Student will be ranked on cumulative GPA for the purposes of transfer/ readmission to the PN program.
VI. Students who have two attempts in the RN program are only allowed one attempt in the PN program.
VII. Students who are successful may apply for the LPN to RN Mobility Option as outlined in the College catalog.
VIII. If unsuccessful in the PN transfer option, the student must meet current admission and/or progression requirements.

Comprehensive Achievement Tests
Comprehensive achievement tests from national testing companies are administered in courses throughout the curriculum. These tests are directly related to course content and are required of all nursing students. Students are encouraged to prepare for achievement tests and are required to discuss the interpretation of their scores with their class instructor. Students who score below the expected level are required to complete remediation work to enhance their learning experience and must provide evidence of completion of remediation work. Fees for these tests are paid by the student upon registration for each nursing course in which the test(s) are given.

Withdrawal Policy
A student who wishes to withdraw from a nursing course must do so officially by meeting with an advisor/navigator to complete the process through the Office of Enrollment Services. A withdrawal from a nursing course for ANY reason or at ANY time during the semester is counted as one attempt at successfully completing the course. The student will have one additional opportunity to enroll in the course.

Graduation Requirements and Comprehensive Assessment
Requirements for graduation in AA, AS, and AAS degree programs are listed in the College catalog. (Refer to this section for detailed information.) In addition, all students (PN and AD) are required to pass a Comprehensive Assessment in NUR 109 or NUR 204 during the last semester of the program. The Comprehensive Assessment must be passed at a level designated by the faculty in order to pass the course and meet graduation requirements. Students who do not pass the Comprehensive Assessment will be required to participate in remediation activities as determined by the faculty and repeat the Comprehensive Assessment.
Each student is provided three opportunities to successfully pass the Comprehensive Assessment. (Refer to Nursing Program Handbook for further information.)

**Information about Nursing Licensure**

Applicants for admission to Shelton State Community College Nursing programs (PN and ADN) should be aware of the following information about licensure. The Alabama Board of Nursing (ABN) application for licensure by examination includes questions regarding past arrests or convictions for DUI and/or criminal offenses (misdemeanor or felony) and history of mental illness, substance abuse, placement on state or federal abuse registry, and previous court-martial or military discipline. Candidates are advised to respond honestly as failure to do so can result in denial of license as specified by law according to the Nurse Practice Act of Alabama and the Administrative Code of the Alabama Board of Nursing. Application to write the examination may be denied by the Alabama Board of Nursing based on this review. Therefore, successful completion of the PN or ADN program does not guarantee eligibility to write the NCLEX-PN or NCLEX-RN exam for licensure. For further information, contact the ABN office at 334.293.5200 or 800.656.5318 or visit their website, www.abn.alabama.gov.

**Associate Degree Nursing (ADN)**

The Associate Degree Nursing (ADN) program prepares graduates to sit for the licensure exam for registered nurses. It is a balanced curriculum including both nursing and general education courses. Course content includes the role of the registered nurse, health care concepts, and technical observations and skills. Supervised clinical laboratory experiences are planned to focus on care of patients with well-defined health problems where probable outcomes of nursing interventions are predictable. Nursing courses must be taken in sequential order.

It is the goal of Shelton State Community College to graduate well prepared nurses who are strong practitioners both clinically and academically. To that end, ADN students should plan for twelve to sixteen hours per week of clinical experience. Although these hours will be planned as conveniently as possible, there may be some evening or weekend clinical assignments. Clinical times are included in the course information at the beginning of each nursing course. Because of the clinical time involved and the preparation time for some of the nursing courses, students are encouraged to consider completing all the academic requirements (non-nursing courses) prior to admission to the ADN program.

The program offers two tracks for admission into the ADN curriculum. Students who have no nursing background may be admitted to the two-year track. Admission occurs during the fall semester and twenty-one (21) months, or five (5) consecutive semesters, are required to complete this track of study. Students who complete an approved PN program and hold a PN license may apply for admission to the career mobility track. Twelve (12) to fifteen (15) months or three (3) to four (4) consecutive semesters are required to complete this track of study with selection for admission occurring during fall semester.

Admission to the ADN program is a competitive process; the number of applicants may exceed the number of spaces available. The space available at clinical sites and student-teacher ratios required by the Alabama Board of Nursing limit the number of applicants accepted each year.

Transfer students in the ADN program must complete all required courses in the prescribed sequence. Academic credits will transfer as usual, however, Human Anatomy and Physiology I and II (BIO 202 and BIO 201) credits must have been completed within the past five (5) years. If not, at least one of the two courses must be repeated for credit. Nursing transfer credits are evaluated on an individual basis. Verification of knowledge and skills may be required (See Transfer Policy).

The Associate Degree Nursing program is approved by the Alabama Board of Nursing (ABN), RSA Plaza, Suite 50, 770 Washington Avenue, P.O. Box 303900, Montgomery, AL 36130-3900, telephone 334.293.5200 or 800.656.5318. Visit their website at www.abn.alabama.gov. The ADN program is also accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; telephone 404.975.5000, or visit www.acenursing.org.

Note: At the date of this publication, there are statewide revisions taking place in the Alabama Department of Postsecondary Education Nursing programs that may necessitate changes in the admission criteria, curriculum, policies, and procedures.

**General Admission Procedure**

I. Make application and be accepted to Shelton State Community College. Application must be completed online.

II. Submit copies of official transcripts of all colleges and universities attended to the Office of Enrollment Services. All transcripts must be evaluated by the Office of Enrollment Services for determination of course credits and GPA calculations.

III. Meet all academic requirements and complete any program admission requirements (listed below).

IV. After successful completion of all academic and admission requirements, the student may submit the online application for admission to the nursing program. Applications are accepted between May 1 and June 1 for fall admission (Two Year Track), and between October 1 and November 1 (ADN Mobility).
V. Complete application checklist provided after submission of the online nursing application.

**Two Year Track of the ADN Program (Two-Year Track) - Minimum Admission Standards:**

I. Unconditional admission to the College

II. Receipt of completed application packet for the ADN two-year track by June 1. (Applications are completed online and are accepted between May 1 and June 1 each year.)

III. Minimum of 2.50 GPA on last twenty-four hours of credit (undergraduate or graduate) for students with previous college credit

IV. Minimum of 2.50 cumulative high school GPA for students without prior college work. GED or high school transcript must be available by the application deadline.

V. Eligible to enroll in or must have completed the following:

   A. ENG 101 and MTH 100 or higher math as determined by college placement, and
   B. BIO 201 during the first term of nursing courses. (BIO 103 is a Prerequisite to BIO 201.)

VI. In good standing with the College

VII. Meet the essential functions or technical standards required for nursing

VIII. An official Test of Essential Academic Skills V (TEAS) score taken prior to application and within the last three (3) years.

Admission to the two-year track program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimum requirements does not guarantee acceptance into the program.

**Calculation of Points for Students Meeting Minimum Two-Year Track Admission Standards:**

After meeting all minimum requirements, applicants are rank-ordered using a point system based on the following:

I. Official TEAS V score: the higher the score the greater the points received;

II. Points from selected college courses (i.e., BIO 201, BIO 202, BIO 220) or selected high school courses (i.e., Algebra II or higher level math, highest level biology, chemistry) are awarded based on grade received in course. A letter grade of “A” is assigned more points than a letter grade of “C”; and

III. Additional Points

<table>
<thead>
<tr>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Completed eighteen (18) hours of the required academic courses for the nursing program at Shelton State Community College;</td>
</tr>
</tbody>
</table>
| 3      | Completed medical profession program in high school;  
Completed or enrolled in Emergency Medical Technician program (EMT);  
Completed or enrolled in Nursing Assistant program; OR volunteer/work in healthcare field (six (6) consecutive months or longer) |
| 6      | Completed BIO 201, BIO 202, BIO 220, ENG 101, MTH 100 or higher. |

A total of 251 points is possible with selection criteria.

**ADN program (Mobility/LPN to RN Track) - Minimum Admission Standards:**

I. Unconditional admission to the College

II. Receipt of completed application packet for the Mobility Track Nursing program by November 1. (Applications are completed online and accepted between October 1 and November 1 each year.)

III. Minimum of 2.50 GPA on last twenty-four (24) hours of credit (undergraduate or graduate) for students with previous college credit. (Official Shelton State transcripts with all transfer credit must be available by application deadline.)

IV. Completion of prerequisite courses which include the following: ENG 101 - English Composition I; MTH 100 - Intermediate College Algebra or higher math as determined by college placement; BIO 201 - Human Anatomy and Physiology I; and BIO 202 - Human Anatomy and Physiology II  
Note: NUR 200 – LPN Role Transition to Associate Degree Nursing (RN) is required for students who did not graduate from an approved Alabama College System PN program using the standard state curriculum within the last two (2) years.

V. A valid unencumbered Alabama practical nurse license

VI. Be in good standing with the College

VII. Meet the essential functions or technical standards required for nursing

VIII. An official Test of Essential Academic Skills V (TEAS) score taken within the last three (3) years

Admission to the Associate Degree Nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimum requirements does not guarantee acceptance into the program.

**Calculation of Points for Students Meeting Minimum Mobility Track Admission Standards:**

After meeting all minimum requirements, applicants are rank-ordered using a point system based on the following:

I. Official TEAS V score: The higher the score the greater the points received for the selection process. (Maximum points 150)
II. Points from selected college courses (i.e., BIO 201, BIO 202, BIO 220) are awarded based on the grade earned in the course. (A letter grade of “A” is assigned more points than a letter grade of “C”); and

III. Additional points

<table>
<thead>
<tr>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Completed General Microbiology (BIO 220) and two or more of General Psychology (PSY 200), Human Growth and Development (PSY 210), speech, or humanities</td>
</tr>
<tr>
<td>3</td>
<td>Completed LPN certificate with a G.P.A. of 3.5 or higher</td>
</tr>
<tr>
<td>3</td>
<td>Completed LPN certificate with a G.P.A. of 3.5 or higher at Shelton State Community College</td>
</tr>
</tbody>
</table>

A total of 251 points is possible with selection criteria.

**Curriculum Sequence for Associate Degree Nursing Two-Year Track**

<table>
<thead>
<tr>
<th>Course Name and Number</th>
<th>Total Credit</th>
<th>Theory/Lecture* Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Total Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH 100 - Intermediate College Algebra or higher level math</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>BIO 201 - Human Anatomy and Physiology I</strong></td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>NUR 102 - Fundamentals of Nursing</td>
<td>6</td>
<td>3</td>
<td>6</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>NUR 103 - Health Assessment</td>
<td>1</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>NUR 104 - Introduction to Pharmacology</td>
<td>1</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total</td>
<td>15</td>
<td>9</td>
<td>14</td>
<td>3</td>
<td>26</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101 - English Composition I</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>BIO 202 - Human Anatomy and Physiology II</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>NUR 105 - Adult Nursing</td>
<td>8</td>
<td>5</td>
<td>3</td>
<td>6</td>
<td>14</td>
</tr>
<tr>
<td>NUR 106 - Maternal and Child Nursing</td>
<td>5</td>
<td>4</td>
<td>0</td>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td>Semester Total</td>
<td>20</td>
<td>15</td>
<td>5</td>
<td>9</td>
<td>29</td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 200 - General Psychology</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>BIO 220 - General Microbiology</td>
<td>4</td>
<td>2</td>
<td>4</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>NUR 201 - Nursing Through the Lifespan I</td>
<td>5</td>
<td>3</td>
<td>0</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>Semester Total</td>
<td>12</td>
<td>8</td>
<td>4</td>
<td>6</td>
<td>18</td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Speech SPH 106 , SPH 107 , or SPH 116</td>
<td>3</td>
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<td>0</td>
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<tr>
<td>PSY 210 - Human Growth and Development</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>NUR 202 - Nursing Through the Lifespan II</td>
<td>6</td>
<td>3</td>
<td>0</td>
<td>9</td>
<td>12</td>
</tr>
<tr>
<td>Semester Total</td>
<td>12</td>
<td>9</td>
<td>0</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td><strong>Fifth Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>***Humanities Elective</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>NUR 203 - Nursing Through The Lifespan III</td>
<td>6</td>
<td>4</td>
<td>0</td>
<td>6</td>
<td>10</td>
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<tr>
<td>NUR 204 - Role Transition for the Registered Nurse</td>
<td>4</td>
<td>2</td>
<td>0</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>Semester Total</td>
<td>13</td>
<td>9</td>
<td>0</td>
<td>12</td>
<td>21</td>
</tr>
</tbody>
</table>

**Total Credit Hours: 72 to 76 Hours**

*Refer to clock-hour to credit-hour ratio guide.

**BIO 103 is a prerequisite for BIO 201. (Students may take BIO 103 CLEP test through the SSCC Testing Center.)

***Humanities elective must be chosen from art and art history, foreign language, literature, music, music history, philosophy, ethics, religion, theater, and dance.

Note: Nursing program information, policies, and curriculum are subject to change due to restructuring of statewide standardization of nursing programs.

**Mobility/LPN to RN Track Prerequisite Courses Prior to NUR 200/201**
• MTH 100 - Intermediate College Algebra or higher math ................................................................. 3 Hrs.
• ** BIO 201 - Human Anatomy and Physiology I ................................................................................ 4 Hrs.
• BIO 202 - Human Anatomy and Physiology II .................................................................................. 4 Hrs.
• ENG 101 - English Composition I ...................................................................................................... 3 Hrs.

Total Prerequisite Hours: 14 hrs.

Curriculum Sequence for Mobility/LPN to RN Track

<table>
<thead>
<tr>
<th>Course Name and Number</th>
<th>Total Credit</th>
<th>Theory/Lecture* Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Total Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>****NUR 200 – LPN Role Transition to Associate Degree Nurse (RN)</td>
<td>5</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 200 - General Psychology</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>BIO 220 - General Microbiology</td>
<td>4</td>
<td>2</td>
<td>4</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>NUR 201 - Nursing Through the Lifespan I</td>
<td>5</td>
<td>3</td>
<td>0</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>Semester Total</td>
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<td>8</td>
<td>4</td>
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<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
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<tr>
<td>Speech SPH 106, SPH 107, or SPH 116</td>
<td>3</td>
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<td>PSY 210 - Human Growth and Development</td>
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<td>3</td>
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<td>NUR 202 - Nursing Through the Lifespan II</td>
<td>6</td>
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<tr>
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<tr>
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<td>6</td>
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<td>6</td>
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<tr>
<td>NUR 204 - Role Transition for the Registered Nurse</td>
<td>4</td>
<td>2</td>
<td>0</td>
<td>6</td>
<td>8</td>
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<tr>
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<td>13</td>
<td>9</td>
<td>0</td>
<td>12</td>
<td>21</td>
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</table>

Total Credit Hours: 56 to 60 Hours

*Refer to clock-hour to credit-hour ratio guide.
**BIO 103 is a prerequisite for BIO 201. (Students may take BIO 103 CLEP test through the SSCC Testing Center.)
***Humanities elective must be chosen from art and art history, foreign language, literature, music, music history, philosophy, ethics, religion, theater, and dance.
****NUR 200 is required for those students who did not graduate from the Alabama Community College System standardized curriculum within the past two (2) years. Sixteen (16) non-traditional credit hours will be awarded after successful completion of this course. These sixteen 16 credit hours are added to the 56-60 hours to make a total of 72-76 hours as required by the curriculum.

Practical Nursing Certificate

The Practical Nursing program prepares graduates to sit for the NCLEX-PN licensure exam. A combination of classroom theory, lab, and supervised clinical experiences are offered in a full-time program. The nursing courses must be taken in sequential order. Admission to Practical Nursing is a competitive process. The space available at clinical sites and student-teacher ratios required by the Alabama Board of Nursing limit the number of applicants accepted. Twelve (12) months or three (3) consecutive semesters are required to complete the program with admission occurring in the fall and spring semesters. Selections for each class are made by the Practical Nursing Admissions Committee. The goal of Shelton State Community College is to graduate well-prepared nurses who are strong performers both clinically and in the classroom. Practical nursing students should plan to spend sixteen (16) hours per week in clinical experience and three (3) or more hours of study time for each hour spent in the classroom. Although clinical hours will be planned as conveniently as possible, there may be some 3:00 p.m. to 11:00 p.m. non-traditional work hours. Students are discouraged from working while attending the PN program.

The Practical Nursing program is approved by the Alabama Board of Nursing (ABN), RSA Plaza, Suite 50, 770 Washington Avenue, P.O. Box 303900, Montgomery, AL 36130-3900, telephone 334.293.5200 or 800.656.5318. For more information, visit www.abn.al.gov. The PN program is also accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; telephone 404.975.5000, or visit www.acenursing.org.
Note: Nursing Program information, policies, and curriculum are subject to change due to statewide standardization of nursing programs.

**Admission Procedure**

I. Apply online for admission to Shelton State Community College.

II. Submit copies of official transcripts of all colleges and universities attended to the Office of Enrollment Services. All transcripts must be evaluated by the Office of Enrollment Services for determination of course credits and GPA calculations.

III. Meet all academic requirements and complete any program admission requirements (listed below).

IV. After successful completion of all academic and admission requirements, the student may submit the online application for admission to the nursing program. Applications are accepted between May 1 and June 1 for fall admission, and between September 1 and October 1 for spring admission.

V. Complete application checklist provided after submission of the online nursing application.

**Minimum Admission Standards for the Practical Nursing Track include the following:**

I. Unconditional admission to the College

II. Receipt of completed application packet for PN program by June 1 for fall admission and October 1 for spring admission. (Applications are completed and accepted online each year between May 1 and June 1 for fall admission and September 1 and October 1 for spring admission.)

III. Minimum of 2.50 GPA on last twenty-four (24) hours of undergraduate or graduate credit (official college and high school transcripts or GED must be on file in the Nursing Admissions Office)

IV. Minimum of 2.50 cumulative high school GPA for students without prior college coursework (official college and high school transcript or GED must be available by the application deadline)

V. Eligible to enroll in the following:
   A. ENG 101 - English Composition I as determined by college placement
   B. MTH 116 - Mathematical Applications or higher math as determined by college placement
   C. BIO 201 - Human Anatomy and Physiology I during the first term of nursing courses.
      (BIO 103 is a prerequisite to BIO 201).

VI. Good standing with the College

VII. Meet the essential functions or technical standards required for nursing

VIII. An official Test of Essential Academic Skills V (TEAS) score taken prior to application and taken within the last three years.

Admission to the Practical Nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimum requirements does not guarantee acceptance into the program.

**Information for Admission**

After meeting all minimum requirements, applicants are rank-ordered using a point system based on calculation of points for students meeting minimal PN-track admission standards.

I. Official TEAS V score: the higher the score the greater the points received for the selection process; (maximum points 150).

II. Points for selected college courses (i.e., ENG 101, MTH 116) or selected high school courses (i.e. Algebra II or higher level math, highest level biology) are awarded based on the grade received in the course. A letter grade of A is assigned more points than a letter grade of C; and

III. Additional Points

<table>
<thead>
<tr>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Completed eighteen (18) hours at Shelton State Community College</td>
</tr>
<tr>
<td>3</td>
<td>Completed medical profession program in high school</td>
</tr>
<tr>
<td></td>
<td>Completed or enrolled in Emergency Medical Technician program (EMT)</td>
</tr>
<tr>
<td></td>
<td>Completed or enrolled in Nursing Assistant program OR</td>
</tr>
<tr>
<td></td>
<td>volunteer/work in healthcare field (six (6) consecutive months or more)</td>
</tr>
<tr>
<td>6</td>
<td>Completed all required academic courses for Practical Nursing (PN) track (BIO 201, BIO 202, ENG 101, and MTH 116 or higher math.)</td>
</tr>
</tbody>
</table>

A total of 221 points is possible with selection criteria.

**Curriculum Sequence for Practical Nursing**

<table>
<thead>
<tr>
<th>Course Name and Number</th>
<th>Total Credit</th>
<th>Theory/Lecture* Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Total Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH 116 - Mathematical Applications</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

51
** BIO 201 - Human Anatomy and Physiology I  
NUR 102 - Fundamentals of Nursing  
NUR 103 - Health Assessment  
NUR 104 - Introduction to Pharmacology  
Semester Total  
  | 4 | 3 | 2 | 0 | 5 |

| ENG 101 - English Composition I | 3 | 3 | 0 | 0 | 3 |
| ** BIO 202 - Human Anatomy and Physiology II | 4 | 3 | 2 | 0 | 5 |
| NUR 105 - Adult Nursing | 8 | 5 | 3 | 6 | 14 |
| NUR 106 - Maternal and Child Nursing | 5 | 4 | 0 | 3 | 7 |
| Semester Total | 20 | 15 | 5 | 9 | 29 |

** Second Semester **

| NUR 107 - Adult/Child Nursing | 8 | 5 | 0 | 9 | 14 |
| NUR 108 - Psychosocial Nursing | 3 | 2 | 0 | 3 | 5 |
| NUR 109 - Role Transition for the Practical Nurse | 3 | 2 | 3 | 0 | 5 |
| Semester Total | 14 | 9 | 3 | 12 | 24 |

** Total Credit Hours 49 to 53 Hours **

* Refer to clock-hour to credit-hour ratio guide.  
** BIO 103 is a prerequisite for BIO 201. (Students may take BIO 103 CLEP test through the SSCC Testing Center.)

** Nursing Assistant/Home Health Aide Certificate **

The Nursing Assistant/Home Health Aide (NA/HHA) program is a twenty-five (25) credit hour program which includes classroom and lab experience at the College and clinical experience at local healthcare facilities. The NA/HHA program prepares the student to sit for the National Nurse Aide Certification Exam (NNAAP) administered by Pearson VUE. After completion of the program, a student is eligible to take the Nurse Aide Certification Exam. A student who demonstrates competency on the exam will be placed on the Alabama Nurse Aide Registry. Successful completion of all courses in the program would qualify the student for employment as a home health aide. A graduate is qualified for employment in the areas of long-term care, home health care, and acute care. The Nursing Assistant program is approved by the Alabama Department of Public Health. Classes begin each semester. A student must complete all courses in the curriculum to receive a certificate from Shelton State Community College.  

Note: Nursing Assistant program information policies and curriculum are subject to change due to statewide standardization of the program.

** Policies for the Nursing Assistant/Home Health Aide Program **

** Admission Requirements for the Nursing Assistant/Home Health Aide Program **

I. Completed application for admission to Shelton State Community College  
II. Completed application for admission to the NA/HHA program  
III. A copy of an official high school transcript or GED  
IV. A cumulative GPA of 2.0 on a 4.0 scale on all previous college credit  
V. Eligibility to enroll in COM 100 - Introductory Technical English I or higher as measured by COMPASS testing.

** Grading Policies **

The NA/HHA program uses the following grading scale for all nursing courses:

- A = 90-100  
  Excellent – Passing in the NA Program  
- B = 80-89  
  Good  
- C = 75-79  
  Average  
- D = 60-74  
  Poor – Failing in the NA/HHA Program  
- F = 59 below  
  Failure

** Clinical/Laboratory Performance **

Clinical/Laboratory must be satisfactory(S) to receive a passing grade in the course. See Program Student Handbook and each course syllabus for additional information.
Progression Policies
A letter grade of C or above (75% or above) must be maintained in each nursing assistant course to complete the program. In courses which have a theory and laboratory component, a student must pass both components with a 75% or above in order to pass the course. If a nursing assistant course is failed, it may be repeated one (1) time ONLY. If a passing grade of 75% or above is not attained upon the second attempt, a student is suspended from the NA/HHA program for a period of one (1) calendar year.

Certificate Completion/Graduation
To participate in SSCC graduation and/or receive a certificate from the SSCC Nursing Assistant/Home Health Aide program, students must complete all of the required nursing assistant courses, academic courses, and required home health aide courses listed in both semesters of the program.

Health Policy Requirements

I. Proof of completion of a physical examination which demonstrates the student is free from disease (physically and psychologically) must be documented on the Shelton State Community College Medical Record by a licensed health care provider (physician, physician's assistant, or nurse practitioner).

II. Vaccinations which include Hepatitis B Series or evidence of immunity, MMR (German measles, mumps, rubella) or evidence of immunity, and TB skin test
Note: Hepatitis series completed more than two (2) years prior to admission must have a titer drawn or provide proof of immunity.

III. Purchase of liability and accident insurance that is available through the College.

IV. Completion of pre-clinical drug screen prior to clinical rotation or published deadline
The students must have a negative screen prior to beginning any nursing course. The complete drug screen policy is located in the Nursing Program Student Handbook.

V. Background check prior to clinical rotation or published deadline
All students must give permission to perform a background check as required by federal law. The student must abide by the nursing program background check policy and clinical agency policy for which the student is assigned. Every effort will be made to provide students with the required clinical experiences to meet program objectives. Any student denied access by a clinical affiliate will be subject to dismissal from the program.

VI. Proof of cardiopulmonary resuscitation (CPR) training at the health care provider level (BLS/infant/child) prior to clinical rotation or published deadline

VII. Proof of health insurance to cover health care costs not covered by liability or accident insurance

VIII. Completion of training on Universal Precautions, OSHA requirements, and the prevention and management of the spread of diseases
Training is given in the introductory/fundamentals course. Additional information is given related to hospital policies including, but not limited to, issues of confidentiality, procedures, fire and safety procedures, and documentation policies.

Certification in the Nursing Assistant/Home Health Aide Program
The Alabama Department of Health has contracted with Pearson VUE to develop, score, and report the results of the competency exam required for certification and placement in the Alabama Nurse Aid Registry. NACES Plus Foundation, Inc. works with Pearson VUE to schedule and administer the examination. To be eligible, candidates must have completed a nurse aide training course approved by the Alabama Department of Health’s Division of Provider Services within the last twenty-four months. Individuals who demonstrate competency on the exam are placed on the Nurse Aid Registry maintained by the Alabama Department of Public Health, 334.206.5169. To maintain certification, a nurse aide must work at least eight (8) hours in twenty-four (24) months. If not, the nurse aide must retrain and retest.

The examination process consists of two (2) parts, the skills evaluation and the written (or oral) exam, which is administered on the same day. A candidate must pass both parts in order to be certified and listed on the Alabama Nurse Aide Registry. To obtain registration information, contact the Nursing Office or call the National Nurse Aide Assessment Program (NNAAP) at 877.889.0939. A candidate may also download a Candidate Handbook and view the Nurse Aide Practice written examination at www.pearsonvue.com.
### Curriculum Sequence for Nursing Assistant/Home Health Aide

<table>
<thead>
<tr>
<th>Course Name and Number</th>
<th>Credits</th>
<th>Theory Hrs./Week</th>
<th>Lab Hrs./Week</th>
<th>Clinical Hrs./Week</th>
<th>Total Contact Hrs./Week</th>
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</thead>
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<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>NAS 111 - Fundamentals of Long Term Care</td>
<td>6</td>
<td>4</td>
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<tr>
<td>NAS 112 - Fundamentals of Long Term Care Clinical</td>
<td>2</td>
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<td>0</td>
<td>6</td>
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<td>NAS 115 - CPR and Basic First Aid</td>
<td>2</td>
<td>1</td>
<td>3</td>
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<tr>
<td>COM 100 - Introductory Technical English I</td>
<td>3</td>
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<tr>
<td>NAS 113 - Fundamentals of Home Health Care</td>
<td>6</td>
<td>4</td>
<td>6</td>
<td>0</td>
<td>10</td>
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<tr>
<td>NAS 114 - Fundamentals of Home Health Care Clinical</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>6</td>
<td>6</td>
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<tr>
<td>MTH 116 – Math Applications</td>
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<td>7</td>
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### Health Information Technology

The Health Information Technology program is designed to prepare individuals, under the supervision of health information administrators and other professionals, to construct medical records and clinical databases, perform manipulations on retrieved data, control the security and quality of records, and supervise data entry and technical auxiliary services personnel. It includes instruction in clinical and biomedical science data and information requirements, database management, data coding and validation, information security, quality control, health information content and structure, medical business procedures, and legal requirements.

Health information technicians play a vital role in making our healthcare system work. They perform the data collection and analysis that doctors, nurses, and other healthcare professionals need to do their jobs well and are a key part of quality patient care. Health information technicians may be employed by any facility that manages patient information, such as a hospital, clinic, physician office, insurance company, or medical research center.

The Commission on Accreditation of Health Informatics and Information Management Education (CAHIM) is the accrediting organization for the accreditation of educational programs in health informatics and health information management. The College plans to make the application and meet the guidelines to become accredited by CAHIM. Only graduates of a CAHIM accredited HIT program are eligible to take the national examination to become a Registered Health Information Technician (RHIT).

**Admission Procedure:**

I. Apply online for admission to Shelton State Community College.
II. Submit copies of official transcripts of all colleges and universities attended to the Office of Enrollment Services for evaluation for course credits and GPA.
III. Meet all academic requirements and complete program admission requirements (listed below).

**Admission Requirements:**

I. Complete and submit HIT program application by the published deadline.
II. A copy of ACT scores showing composite score of 17 or above (taken within the last five (5) years).
III. A copy of *COMPASS scores showing a reading score of 76 or above (taken within the last three (3) years).
IV. A GPA of 2.5 or above on the general education courses and HIT 110 (a grade of 70 “C” or above must be earned in the general education courses and HIT 110).

*If the ACT has been taken within the past three (3) years, an ACT reading sub score of eighteen (18) may be accepted in lieu of the COMPASS Reading score.
## Curriculum Sequence for Health Information Technology Associate Degree

<table>
<thead>
<tr>
<th>Course Name and Number</th>
<th>Credits</th>
<th>Theory Hrs./Week</th>
<th>Lab Hrs./Week</th>
<th>Clinical Hrs./Week</th>
<th>Total Contact Hrs./Week</th>
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<tr>
<td><strong>Prerequisite Courses</strong></td>
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<tr>
<td>MTH 116 - Math Applications or 100 Intermediate College Algebra</td>
<td>3</td>
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<td>0</td>
<td>3</td>
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<tr>
<td><strong>BIO 201 - Human Anatomy and Physiology I</strong></td>
<td>4</td>
<td>3</td>
<td>2</td>
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<td>5</td>
</tr>
<tr>
<td><strong>BIO 202 - Human Anatomy and Physiology II</strong></td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101 - English Composition I</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CIS 146 - Computer Applications</td>
<td>3</td>
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<tr>
<td>HIT 110 - Medical Terminology</td>
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<td>ORI 100 - Orientation to College</td>
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<td><strong>Semester Total</strong></td>
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<td>19</td>
<td>4</td>
<td>0</td>
<td>24</td>
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<tr>
<td><em>BIO 103 is a prerequisite to this course.</em>*</td>
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</tr>
</tbody>
</table>

| **First Semester** |         |                 |              |                   |                        |
| PSY 200 - General Psychology | 3       | 3               | 0            | 0                 | 3                      |
| HIT 111 - Diagnostic & Pharmacology | 2       | 2               | 0            | 0                 | 2                      |
| HIT 115 - Pathophysiology and Pharmacology for HIT | 4       | 4               | 0            | 0                 | 4                      |
| HIT 130 - Classification and Reimbursement | 3       | 3               | 0            | 0                 | 3                      |
| HIT 131 - Classification Skills Laboratory | 1       | 0               | 2            | 0                 | 2                      |
| HIT 151 - Health Data Content and Structure | 3       | 3               | 0            | 0                 | 3                      |
| HIT 152 - Skills Development Laboratory | 1       | 0               | 2            | 0                 | 2                      |
| **Semester Total** | 17      | 15              | 4            | 0                 | 19                     |

| **Second Semester** |         |                 |              |                   |                        |
| SPH 106 - Fundamentals of Oral Communication OR SPH 107 - Fundamentals of Public Speaking | 3       | 3               | 0            | 0                 | 3                      |
| HIT 134 - HIT Legal and Ethical Issues | 3       | 3               | 0            | 0                 | 3                      |
| HIT 153 - Health Care and Delivery Systems | 2       | 2               | 0            | 0                 | 2                      |
| HIT 158 - Introduction to Clinical Environment | 1       | 1               | 0            | 0                 | 1                      |
| HIT 160 - HIT Clinical Practice I | 1       | 0               | 0            | 0                 | 3                      |
| HIT 221 - HIT Computer Applications | 2       | 2               | 0            | 0                 | 2                      |
| HIT 222 - HIT Computer Applications Laboratory | 1       | 0               | 2            | 0                 | 2                      |
| HIT 230 - Medical Coding Systems | 3       | 3               | 0            | 0                 | 3                      |
| HIT 231 - Medical Coding Skills Laboratory I | 1       | 0               | 2            | 0                 | 2                      |
| **Semester Total** | 17      | 14              | 4            | 3                 | 21                     |

| **Third Semester** |         |                 |              |                   |                        |
| HIT 232 - Medical Coding Systems II | 3       | 3               | 0            | 0                 | 3                      |
| HIT 254 - Organizational Improvement | 3       | 3               | 0            | 0                 | 3                      |
| HIT 255 - Principles of Supervision in HIT | 3       | 3               | 0            | 0                 | 3                      |
| HIT 286 - Expanded Medical Coding | 2       | 1               | 2            | 0                 | 3                      |
| HIT 292 - HIT Exam Review | 2       | 2               | 0            | 0                 | 2                      |
| HIT 296 - Professional Practice | 2       | 0               | 4            | 0                 | 4                      |
| **Semester Total** | 15      | 12              | 6            | 0                 | 18                     |
## Curriculum Sequence for Health Information Technology Certificate

<table>
<thead>
<tr>
<th>Course Name and Number</th>
<th>Credits</th>
<th>Theory Hrs./Week</th>
<th>Lab Hrs./Week</th>
<th>Clinical Hrs./Week</th>
<th>Total Contact Hrs./Week</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prerequisite Courses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH 116 - Math Applications or 100 Intermediate College Algebra</td>
<td>3</td>
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<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 - English Composition I</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CIS 146 - Computer Applications</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>*HIT 113 - Anatomy, Physiology, and Medical Terminology</td>
<td>5</td>
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<td>5</td>
</tr>
<tr>
<td>ORI 100 - Orientation to College</td>
<td>1</td>
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</tr>
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<tr>
<td>*BIO 103 is a prerequisite to this course.</td>
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<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>HIT 111 - Diagnostic and Pharmacology</td>
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<tr>
<td>HIT 115 - Pathophysiology and Pharmacology for HIT</td>
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<td>HIT 130 - Classification and Reimbursement</td>
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*BIO 201 Anatomy and Physiology I and BIO 202 Anatomy and Physiology II are acceptable for HIT 113 with a grade of “C” or above.

### Respiratory Therapy

The Respiratory Therapy program (RPT) is a balanced curriculum including both respiratory and general education courses. Course content includes the role of the respiratory therapist, health care concepts, and technical observations and skills. It provides the student with a strong background in the use of respiratory equipment, cardiopulmonary anatomy and physiology, pharmacology, diagnostic procedures, sleep disorders, and pathophysiology. The student receives direct, hands-on, patient care experience in various hospitals and facilities throughout their clinical education. The respiratory courses must be taken in sequential order.

The SSCC Respiratory Therapy program holds a provisional accreditation status from the Commission on Accreditation for Respiratory Care (www.coarc.com) 1248 Harwood Road, Bedford, Texas, 76021-4244, 817.283.2835. This status will NOT affect the ability of those students entering the program to graduate and be eligible to sit for all applicable national credentialing examinations, which includes the entry level and advanced practitioner examinations administered by the National Board for Respiratory Care (NBRC). Enrolled students completing the program under provisional accreditation are considered graduates of a CoARC accredited program.

### Admission Procedure

I. Apply online for admission to Shelton State Community College.
II. Submit copies of official transcripts of all colleges and universities attended to the Office of Enrollment Services. All transcripts must be evaluated by Enrollment Services for determination of course credits and GPA calculations.
III. Meet all academic requirements and complete any program admission requirements (listed below).
IV. After successful completion of all academic and admission requirements, the student may submit the online application for admission to the Respiratory Therapy program. Applications are accepted between May 1 and June 1 for fall admission.
V. Complete application checklist provided after submission of the online respiratory application.

Minimum Admission Requirements for the RPT Program:
Only students who have met all the criteria and submitted all required paperwork by the deadline will be considered for admission.
I. June 1 application deadline with selection of students in July of each year
II. An official transcript of all college work
III. A copy of current class schedule, if enrolled
IV. An overall GPA of 2.0 on a 4.0 scale on all college work completed and a cumulative GPA of 2.5 on a 4.0 scale on all prerequisite courses
V. Completion of all prerequisite courses with a letter grade of C (70) or above: MTH 100, ENG 101, BIO 201, BIO 202, and RPT 256
VI. A copy of COMPASS or ACT reading scores
   NOTE: This score must be within the last three (3) years. A COMPASS reading score must be 76 or higher, or the ACT reading score must be 17 or higher.

NOTE: Selection of students is made in July for admission in the fall semester.
Application does not ensure acceptance.

Curriculum Sequence for Respiratory Therapy Program

<table>
<thead>
<tr>
<th>Course Name and Number</th>
<th>Total Credit</th>
<th>Theory/lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
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<td>ORI 101 - Orientation To College</td>
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*BIO 103 is a prerequisite for BIO 201.

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**Policies for the Respiratory Therapy Program**

**Grading Policy and Academic Standards**
In the Respiratory Therapy program, each student is evaluated on a scheduled basis as to comprehension of theoretical concepts, safe performance, psychomotor skills in clinical areas, and ethical and effective behavior expected of the professional practitioner. The Respiratory Therapy program uses the following academic grading system:

- A=90-100 Excellent
- B=80-89 Good
- C=75-79 Average
- D=60-74 Failing in the RPT Program
- F=0-59 Failure

**Progression Policy**

I. A student must achieve a minimum grade of C (75) or above in every RPT course, and a letter grade of 70 or above in every academic course for which they are registered during the semester to continue in the program.

II. Respiratory courses are taught sequentially. (A student must have a minimum grade of 75 in every course in a given semester’s work to proceed to the courses taught in the next semester.)

III. Students will be tracked and counseled (as it relates to academic progress). A plan for success will be developed and placed in the student's file when deficiencies are noted.

IV. In the event that a student makes a grade below 75 in any RPT course, the student must withdraw from the program immediately.

V. The student may apply for re-admission to the program; acceptance is conditional upon the following:
   A. completion of application for re-admission
   B. fulfillment of admission criteria (academic and clinical)
   C. space availability in the next class and the next clinical courses
   D. successful completion of validation requirements in psychomotor domain and cognitive/knowledge/academic content domain
   
   An explanation of these validation requirements can be found in the Respiratory Therapy Program Student Handbook.

VI. After re-admission, if the student does not achieve the minimum 75 grade in the second attempt of the same RPT course or fails to achieve the minimum 75 in any other RPT course, the student will be withdrawn from the program. The student may seek admission as a new student after a period of three (3) years and start the program from the beginning.

VII. A student absent from the respiratory course sequence for more than three (3) semesters must apply as a new student.

VIII. A student will not be readmitted to the program more than one (1) time.

**Health and Health Related Policies**
Because participation in clinical instruction is an integral part of the Respiratory Therapy program curriculum, each student is required to comply with all the policies and procedures of the clinical agencies and the RPT program. Therefore, each student is
expected to uphold the contractual terms of the clinical agencies used upon being admitted to the RPT program. All costs/expenses associated with meeting the health and general policy requirements of the program are the responsibility of the student. The following policies and procedures are required by all students upon acceptance to the Respiratory Therapy program:

I. Proof of completion of a physical examination which demonstrates the student is free from disease (physically and psychologically) and must be documented on the Shelton State Community College Medical Record by a licensed health care provider, physician, physician's assistant, or nurse practitioner.

II. Vaccinations including the following:
   A. hepatitis B series or evidence of immunity
   B. MMR (German measles, mumps, rubella) if born after 1957 or evidence of immunity
   C. Varicella immunity (immunization or titer)
   D. proof of tetanus vaccination
   E. current seasonal flu vaccine
   F. documentation of TB skin test

III. Purchase of liability and accident insurance available through the College

IV. Completion of pre-clinical drug screen prior to admission and being assigned to a clinical agency

The complete drug screen policy is located in the RPT program Student Handbook.

V. Background check prior to admission and before the first day of class

All students must give permission to perform a background check as required by federal law. The student must abide by the nursing program background check policy and clinical agency policy for which the student is assigned. Every effort will be made to provide students with the required clinical experiences to meet program objectives. Any student denied access by a clinical affiliate will be subject to dismissal from the program.

VI. Proof of cardiopulmonary resuscitation (CPR) training at the health care provider level (BLS/infant/child) prior to admission and/or before the first clinical course

VII. Health insurance to cover health care outside of liability and student insurance

VIII. Completion of training on universal precautions, OSHA requirements, and the prevention and management of the spread of diseases

Training is given in the introductory/fundamentals course. Additional information is given related to hospital policies including, but not limited to, issues of confidentiality, procedures, fire and safety procedures, and documentation policies.

**Essential Function Standards**

The Alabama Community College System and SSCC endorse the Americans with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities. Physical, cognitive, psychomotor, affective, and social abilities are required in unique combinations to provide safe and effective respiratory care. The applicant/student must be able to meet the essential function standards with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the Respiratory Therapy Program with or without reasonable accommodations. The student may request disability accommodations in writing to the Office of Disability Services, 205.391.3958, located on the second floor of the Martin Campus. Any reasonable accommodations made by the RPT program must originate from the Office of Disability Services.

The essential functions delineated below are necessary for Respiratory Therapy Program admission, progression, graduation, and for the provisions of safe and effective respiratory care. The essential functions include but are not limited to the ability to do the following:

I. Lifting and Carrying
   A. Lifting 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.

II. Coordination
   A. Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed
   B. Ability to make a movement response quickly and accurately
   C. Ability to move the fingers and manipulate small objects with the fingers rapidly and/or accurately
   D. Ability to move the hands easily and skillfully; to work with the hands in placing and turning motions

III. Climbing and/or Balance
   A. Ascending or descending ladders, stairs, and ramps and using the feet, legs, hands, and arms
   B. Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces

IV. Stooping, Kneeling, Crouching, and/or Crawling
   A. Stooping: Bending the body downward and forward by bending the spine at the waist
   B. Kneeling: Bending the legs at the knee to come to rest on the knee or knees
   C. Crouching: Bending the body downward and forward by bending the legs and spine
   D. Crawling: Moving about on the hands and knees or hands and feet
V. Reaching, Handling, Fingering, and/or Feeling
   A. Reaching: Extending the hands and arms in any direction
   B. Handling: Seizing, holding, grasping, turning, or otherwise working with the hand or hands
   C. Fingering: Picking, pinching, or otherwise working primarily with the fingers
   D. Feeling: Perceiving such attributes of objects and materials as size, shape, temperature or texture, by means
      of receptors in the skin, particularly those of the fingertips

VI. Talking, Hearing, Seeing, and Smelling
   A. Talking: Expressing or exchanging ideas by means of the spoken word
   B. Hearing: Perceiving the nature of sounds by the ear in order to communicate
   C. Seeing: Use of vision or corrected vision to determine the characteristics of objects
   D. Smelling: Ability to smell body and environmental odors such as bodily secretions or electrical equipment
      burning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to
provide documentation for the disability in order to assist with the provision of appropriate, reasonable accommodation. The
College will provide reasonable accommodation but is not required to substantially alter the requirements or nature of the
program or reasonable accommodations that inflict an undue burden on the College. In order to be admitted, one must be able to
perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the
program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be
withdrawn from the Respiratory Therapy program. The respiratory faculty reserves the right at any time to require an additional
medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential
functions.

NOTE: Respiratory Therapy program information, policies, and curriculum are subject to change without prior notice due to
accrediting requirements.

Graduation Requirements and Comprehensive Achievement Exams
In the interest of preparing students for success in obtaining the NBRC CRT and RRT credential, SCC RPT students are
required to take a comprehensive review seminar and a comprehensive two-part assessment exam prior to graduation of the
program. Students are also required to take the secure NBRC Therapist Multiple-Choice Examination SAE during the third
semester in the RPT 232 course and pass with the identified passing score requirement.

Each student will have three (3) attempts to pass the two-part comprehensive assessment exams during the fourth semester. If a
student fails all three attempts on the comprehensive assessment exams, the student will receive an "I" for the RPT 243 course.
During the next semester the student will be given the opportunity to complete remedial work and allowed one additional attempt
to pass the self-assessment exam(s). If the student fails a fourth time, they will receive a letter grade of "F" for the RPT 243
course. If this failure was the student's first failure in the program, they may apply for readmission to the program and retake the
failed course. If the student fails the RPT 243 course a second time, then they must apply for admission to the program as a new
student.

Students are responsible for the costs of the review course and examinations. Every effort is made to keep the costs to a
minimum, but the students should plan for approximately $255.00 for the comprehensive review seminar, $80.00 for the
comprehensive NBRC Therapist Multiple-Choice Examination and Clinical Simulation Examination (SAEs) $190.00 for the
NBRC Therapist Multiple-Choice Examination (CRT credential), and $200.00 for the NBRC Clinical Simulation Examination
(RRT credential).

Graduates will be able to sit for the NBRC Therapist Multiple-Choice Examination immediately after graduation. There will be
two established cut scores for the NBRC Therapist Multiple-Choice Examination. If a candidate achieves the lower cut score,
they will earn the CRT credential. If a candidate achieves the higher cut score, they will earn the CRT credential AND become
eligible for the NBRC Clinical Simulation Examination (provided that those eligibility requirements are met and the candidate is
eligible to earn the CRT credential). After successfully earning the NBRC CRT credential, the student will be eligible for the
NBRC CSE exam. Then the registration fees for the Clinical Simulation Examination (CSE) will be sent in order for the
graduate to obtain the RRT credential.

Note: The costs of the review course, on-line exam review account, comprehensive assessment exams, and the NBRC
examinations are subject to change. Students will be informed of any increase as soon as information becomes available.