2020-2021 CATALOG ADDENDUM

Central Alabama Community College (CACC) reserves the right to make changes in the offerings and regulations announced in publications as circumstances may require. Every reasonable effort has been made to present information, at the time of publication, that accurately describes the curriculum and the regulations and requirements of the College; however, no responsibility is assumed for editorial or publication errors. Statements in the catalog do not establish contractual relationships and the College reserves the right to make changes as required in course offerings, curricula, academic policies, and other rules and regulations affecting students, to be effective whenever determined by the College. These changes will govern currently and formerly enrolled students. The current and latest edition of the catalog along with any addendums may be found on the College website, www.cacc.edu. Enrollment of all students is subject to these conditions.

This Addendum is an addition to the Catalog and is to be used alongside the Catalog, not in isolation. Changes listed in the Catalog Addendum supersede the published Catalog.

Catalog changes included in this Addendum are listed below:

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EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

Catalog Page Reference: Page 2
Effective Date: Fall 2020 (8/28/2020)
Summary of Changes: *New Complaint Process for Online Students was added.*

Complaint Process for Online Students

All complaints must follow the institution's standard procedure for resolution as outlined in the CACC Student Handbook. If, after following the institution's standard procedure for resolution, an online student residing outside the State of Alabama does not feel this process provided a satisfactory resolution, the student may visit the NC-SARA Student Complaint Process at https://www.nc-sara.org/student-complaints. Grade appeals and conduct complaints are expressly excluded by NC-SARA.

Academic Calendar

Catalog Page Reference: Pages 5 - 7

Effective Date: Fall 2020 (7/13/2020 & 10/26/2020 & 1/5/2021)

Summary of Changes: *Central Alabama Community College no longer charges a late registration fee. Revisions were made to remove references to late fees. Fall Fest/Trunk or Treat and the December graduation ceremony were cancelled for the 2020 Fall Term due to the coronavirus.*

The Drop/Add dates for 2021 Spring Full Term and 2021 Spring First-Mini were extended.

Changes were made to the 2021 Summer Term calendar to allow for an earlier start date for the full Summer term, 1st mini Summer term, and the 2nd mini Summer term.

2020-2021 ACADEMIC CALENDAR

2020 FALL SEMESTER

August 13 ..... First Faculty Work Day

August 14 ..... Last Day to Register

August 17 ..... Fall 2020 Classes Begin

September 7 ..... COLLEGE CLOSED – Labor Day Holiday

October 26 ..... Spring 2021 Registration Begins

November 11 ..... COLLEGE CLOSED – Veterans Day Holiday

November 23 – 24 ..... State Professional Development

November 26-27 ..... COLLEGE CLOSED – Thanksgiving Holiday

December 11 ..... Grades Due 11:30 A.M.

December 14 – 18 ..... Faculty Work Days

December 23-31 ..... COLLEGE CLOSED – Christmas Holidays

Full Session (August 17 – December 10)

Classes Begin	August 17
Drop/Add	August 17 – 18
Mid Term	October 7
Last Day to Withdraw (Partial or Total)	November 19
Final Exams	December 4 – 10
Grades Due	December 11

Mini Term I (August 17 – October 6)

Classes Begin	August 17
Drop/Add	August 17 – 18
Mid Term	September 11
Last Day to Withdraw (Partial or Total)	September 21
Final Exams	October 6
Grades Due	October 7

Mini Term II (October 8 – December 3)

Classes Begin	October 8
Drop/Add	October 8 – 9
Mid Term	November 2
Last Day to Withdraw (Partial or Total)	November 19
Final Exams	December 3
Grades Due	December 11

2021 SPRING SEMESTER

January 4	First Faculty Work Day
January 8	Last Day to Register
January 11	Spring 2021 Classes Begin
January 18	**COLLEGE CLOSED – MLK/REL Holiday**
March 15	**Summer/Fall 2021 Registration Begins**
March 22 - 26	**Spring Break**
April 14	Spring Fling / Jr. Day
May 7	Grades Due 11:30 A.M.
May 7 – 12	Faculty Work Days
May 12	Graduation/Nursing Pinning Ceremony
May 14	GED Graduation

Full Session (January 11 – May 6)

Classes Begin	January 11
Drop/Add	January 11 – 13
Mid Term	March 9
Last Day to Withdraw (Partial or Total)	April 19
Final Exams	May 3 – 6
Grades Due	May 7

Mini Term I (January 6 – February 25)

Classes Begin	January 11
Drop/Add	January 11 – 13
Mid Term	February 4
Last Day to Withdraw (Partial or Total)	February 12
Final Exams	March 4
Grades Due	March 5

Mini Term II (March 9 – April 27)

Classes Begin	March 9
Drop/Add	March 9 – 10
Mid Term	April 2
Last Day to Withdraw (Partial or Total)	April 19
Final Exams	April 27
Grades Due	May 7

2021 SUMMER SEMESTER

May 20	First Faculty Work Day
May 21	Last Day to Register
May 24	Summer 2021Classes Begin
May 31	**COLLEGE CLOSED – Memorial Day Holiday**
July 5	**COLLEGE CLOSED – Independence Day Holiday**
August 4	Grades Due 9:00 A.M.
August 11-13	Faculty Work Days

Full Session (May 24 – August 3)

Classes begin	May 24
Drop/Add	May 24-25
Mid Term	June 24
Last Day to Withdraw (Partial or Total)	July 14
Final Exams	August 2-3
Grades Due	August 4

Mini Term I (May 24 – June 23)

Classes begin	May 24
Drop/Add	May 24-25
Mid Term	June 7
Last Day to Withdraw (Partial or Total)	June 14
Final Exams	June 23
Grades Due	June 24

Mini Term II (June 28 – August 3)

Classes begin	June 28
Drop/Add	June 28-29
Mid Term	July 12
Last Day to Withdraw (Partial or Total)	July 14
Final Exams	August 2-3
Grades Due	August 4

Dual Enrollment for Dual Credit

Catalog Page Reference: Pages 20 - 22

Effective Date: Fall 2020 (7/16/2020)

Summary of Changes: *Notice of consideration for alternative methods of placement testing due to extenuating circumstances has been added.*

Dual Enrollment for Dual Credit

Dual Enrollment for Dual Credit is an enrichment opportunity allowing eligible high school students to earn high school and college credits for courses taken through an Alabama Community College System (ACCS) institution while still enrolled in high school. Dual Enrollment for Dual Credit is available to students attending public, private, parochial or church/religious schools pursuant to §16-28-1 of the Code of Alabama 1975, or who are receiving instruction from a home school/private tutor pursuant to §16-28-5 of the Code of Alabama 1975.

Central Alabama Community College is authorized to establish Dual Enrollment for Dual Credit agreements with local educational agencies (LEAs) in the institution's service area. CACC may also establish agreements with private, home school/private tutor, parochial, or church/religious secondary entities. Establishment of Dual Enrollment for Dual Credit agreements with LEAs and other secondary educational entities outside of our service area must be through written, mutual consent of the respective ACCS institution president. All out-of-service-area agreements must be filed with the Academic and Student Affairs Division of the ACCS and the LEAs or other secondary educational entities.

To be eligible for admission, Dual Enrollment for Dual Credit Students must meet the following criteria:

I. Students must satisfy the admission requirements, with the exception of proof of high school graduation or GED completion.

II. In the absence of an Alabama driver's license or state-issued ID card, a student may provide a certified copy of their birth certificate to establish U.S. citizenship and a printout of the student information profile sheet from iNow signed and dated by their high school principal to establish current residency and identification. The profile sheet must show the student's home address and include the student's photo.

III. Students must be in grade 10, 11, or 12. An exception may be granted by the Chancellor for students documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9.12.

IV. Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale.

V. Students must have written approval of the appropriate principal or career and technical education program representative (if applicable) and counselor. Dual Enrollment for Dual Credit eligibility for students enrolled in private, home school/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.

Central Alabama Community College has the right to restrict a student's enrollment on the basis of academic readiness, social maturity, health and safety concerns, course availability, and/or local institutional policy.

All dually enrolled students must take the Accuplacer, a state-approved college placement test where minimum placement is required, specifically for college-level English or math courses. Note: The College, with approval from ACCS, may provide alternative methods of placement testing under exceptional circumstances, i.e. remote testing due to Covid-19 pandemic. Students in the 10th or 11th grade registering only for career and technical courses may take a state-approved placement test but are not required to do so. Colleges must ensure that all students take a state-approved college placement test prior to registering for dual enrollment courses for the 12th grade year.

Students must meet all applicable pre-requisites prior to enrolling in courses.

Developmental courses (those numbered below 100) are not offered through dual enrollment.

Students registering for career and technical courses must provide a four (4) year plan. All dually enrolled students must provide a completed *Statement of Eligibility* form from the high school and a registration form for each semester enrolled.

Dual Enrollment Course Offerings

Catalog Page Reference: Page 22

Effective Date: Fall 2020 (7/16/2020)

Summary of Changes: *Clarification has been added regarding the concurrent teaching of dually enrolled and non-dually enrolled high school students.*

Dual Enrollment Course Offerings

Dual Enrollment for Dual Credit courses offered by Central Alabama Community College shall be of postsecondary/college level. Students may be exposed to and be involved in discussions of mature subject-matter. Course curricula will not be modified. Courses may be offered at approved locations on or off campus(es). Courses may be cancelled at the discretion of the institution for reasons such as, but not limited to, low enrollment or lack of credentialed faculty.

Courses offered shall be drawn from the existing academic inventory of credit courses. Only courses required in the student's program of study will be eligible for Dual Enrollment for Dual Credit. Developmental courses (those numbered below 100) are not offered through dual enrollment.

Dually enrolled students may not audit courses.

Per ACCS, dually enrolled and non-dually enrolled high school students may be concurrently taught in the same course. However, CACC does not allow dually enrolled and non-dually enrolled high school students to be concurrently taught in the same class at this time. The instruction will be taught at the collegiate level and in compliance with the syllabus of the college course.

Dual Enrollment for Dual Credit programs must operate on the college schedule, which may vary greatly from the high school schedule. Students must follow the CACC schedule for Dual Enrollment for Dual Credit courses. CACC is not responsible for the supervision of Dual Enrollment for Dual Credit students during non-class times or periods of absence. Students must adhere to all institutional policies and requirements including, but not limited to, those outlined in course syllabi, the academic calendar, the college catalog, the *Student Handbook*, and the Student Code of Conduct. Central Alabama Community College reserves the right to refuse re-admission to any student who violates institutional policies.

Transcripts

Catalog Page Reference: Page 29
Effective Date: 12/11/2020
Summary of Changes: *Link was updated for requesting official transcripts*

Release of Transcripts

Central Alabama transcripts will not be released until all financial obligations have been satisfied. Transcripts received from other schools and colleges become the property of Central Alabama Community College and copies will not be released.

Information on requesting official transcripts for sending to a third party is located on the College website at https://www.cacc.edu/transcripts/.

Tuition and Fee Rate

Catalog Page Reference: Page 48

Effective Date: Fall 2020

Summary of Changes: *Out-of-state tuition charge was updated to correctly reflect the tuition rate per credit hour. Out-of-state tuition is double the in-state tuition rate.*

TUITION AND FEE RATE

In-State Rate **$164 per credit hour***

**In-State Rate includes tuition ($133/credit hour), Facility Fee ($9/credit hour), Technology Fee ($9/credit hour), Bond Fee ($1/credit hour), and Building Fee ($12/credit hour).*

(Effective March 26, 2021, the term" Bond Fee" will be replaced with the term "Reserve Fee".)

Out-of-State Rate **$297 per credit hour***

**Out-of-State Rate includes tuition ($266/credit hour), Facility Fee ($9/credit hour), Technology Fee ($9/credit hour), Bond Fee ($1/credit hour), and Building Fee ($12/credit hour).*

(Effective March 26, 2021, the term "Bond Fee" will be replaced with the term "Reserve Fee.")

Note: *Tuition and fees are subject to change by approval of the Alabama Community College System Board of Trustees.*

Other Charges, Fines and Fees

Catalog Page Reference: Pages 48

Effective Date: Fall 2020 (7/13/2020), Spring 2021 (10/26/2020)

Summary of Changes: *Effective Fall 2020, Central Alabama Community College no longer charges a late registration fee. Revisions were made to remove references to late fees. Effective Spring 2021, the College will no longer charge students for parking. However, an Access Fee will be charged as noted by the asterisk in the table below.*

OTHER CHARGES, FINES AND FEES

Audit Fee	Same as regular tuition and fees
Community and Continuing Education Courses	Varies by course
Diploma Fee (nonrefundable)	$ 22.00
Previous Year Diploma (nonrefundable) *Printed diplomas are available for the previous academic year contingent upon availability of appropriate authorizing signatures for the diploma.*	$ 35.00
Returned Check Fee	$ 30.00
Library Fine (per day)	$ 0.25
Student Accident Insurance (per semester) *Program specific*	$ 3.30
Official Transcript Fee *One free Alabama Community College System (ACCS) transcript*	$ 5.00
Parking Fee (per semester) **NOTE: Effective Spring 2021, the College will no longer charge a fee for parking. However, an Access Fee will be charged.*	$ 5.00
Replacement Student ID Card	$ 30.00
Nursing Malpractice Insurance *Annual premium*	$ 15.00

Nursing Assessment Technologies Institution (ATI) Testing Fee/Resources *Insurance premiums and/or testing fees are subject to change.*	Varies by term
Traffic and Parking Fines	Varies by offense

Payment

Catalog Page Reference: Pages 48 – 49

Effective Date: Fall 2020 (7/13/2020)

Summary of Changes: *Central Alabama Community College no longer charges a late registration fee. Revisions were made to remove references to late fees.*

PAYMENT

All students who have not completed payment by or confirmed financial assistance and sponsorship awards* by final registration date will be removed for nonpayment. All outstanding balances must be paid prior to the first official class day of the term. Payment of tuition, fees, and other charges may be made by cash, personal check, cashier's check, traveler's check, money order, debit card, or credit card.

Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of the payment to be provided by the Department of Veteran Affairs.

**Common forms of financial assistance include Pell Grants, Stafford Loans, Supplemental Educational Opportunity Grants, institutional scholarships, third-party scholarships, Vocational Rehabilitation, WIOA, TAA, etc.*

Withdrawals and Refunds

Catalog Page Reference: Page 50

Effective Date: Fall 2020 (7/13/2020)

Summary of Changes: *Revisions have been made to the percent of tuition and fees eligible to be refunded.*

Complete Withdrawal

A student who officially withdraws from the College before completing the semester may claim a refund according to the following schedule:

Withdrawal before the first day of the term as published in the College Catalog and semester schedule	100% of tuition and fees refunded
Withdrawal during the first week of classes	70% of tuition and fees refunded
Withdrawal during the second week of classes	45% of tuition and fees refunded
Withdrawal during third week of classes	20% of tuition and fees refunded
Withdrawal after close of third week of classes	No refund

Any student involved in an incident such as, but not limited to, unsatisfactory clinical performance will receive the grade of "F" in the course, which will not be posted until the end of the semester to the student's transcript. The student will not be allowed to withdraw regardless of the College published withdrawal date. **This policy supersedes the College withdrawal policy.** ***A student assigned a failing grade by an instructor in the aforementioned circumstance may appeal the grade using the published grade appeal process outlined in the Student Handbook and College Catalog.***

Non-Credit Skills Training

Catalog Page Reference: Page 58

Effective Date: Summer 2021 (4/27/2021)

Summary of Changes: *Additional non-credit skills training option was added to Non-Credit Skills Training.*

The College provides short-term skills training non-credit options designed to prepare students for high-demand job opportunities. Students complete competency-based courses leading to short term credentials and licensure required by industry. The College currently offers Integrated Education & Training (Adult Education and Ready-to-Work) and non-credit skills training options in Phlebotomy, Truck Driver Training, and Welding.

Non-Credit Marine Service Technician

This is a program that prepares individuals to apply technical knowledge and skills to repair outboard and inboard engines; test, maintain, and repair steering devices and electrical systems; repair metal, wood, and fiberglass hulls and vessel components; fabricate and maintain sails; and repair and balance propellers and drive shafts.

Semester One		**NON-CREDIT HOURS**
MRT 100	Marine Engines and Drives	3
ILT 160	DC Fundamentals	3
WKO 131	MCCS Safety and OSHA 10	3
MRT 262	Apprenticeship/Work Based Learning I	3

Semester Two		**NON-CREDIT HOURS**
MRT 200	Marine Engines and Outboard Drives	3
MRT 210	Marine Engines and Inboard Drives	3
MRT 220	Marine Engines & Stern Drives	3
MRT 230	Jet Drives	3
MRT 264	Apprenticeship/Work Based Learning II	3

Semester Three		**NON-CREDIT HOURS**
MRT 108	Marine Rigging and Trailers	3
MRT 114	Fuel and Lubrication Systems	3
MRT 124	Electrical Systems and Diagnostics	4
MRT 266	Apprenticeship/Work Based Learning III	3

Non-Credit Marine Technician Fundamentals Certificate Courses

Prepares an individual for an entry level generalist position as Service Technician in the marine industry.

		NON-CREDIT HOURS
MRT 100	Marine Engines and Drives	3
ILT 160	DC Fundamentals	3
WKO 131	MCCS Safety and OSHA 10	3

MRT 230	Jet Drives	3

Non-Credit Marine Systems Certificate Courses

Prepares an individual for an entry level position as Service Technician related to various marine drive systems - inboard, outboard, and jet propulsion engines – as well as diagnostics, maintenance, and repair.

		NON-CREDIT HOURS
MRT 100	Marine Engines and Drives	3
MRT 200	Marine Engines and Outboard Drives	3
MRT 210	Marine Engines and Inboard Drives	3
MRT 220	Marine Engines & Stern Drives	3
MRT 230	Jet Drives	3

Non-Credit Marine Electrical Systems Certificate Courses

Prepares an individual for an entry level position as Service Technician related to various marine electrical diagnostic systems for maintaining and repair of various boats, engines, and trailers.

		NON-CREDIT HOURS
ILT 160	DC Fundamentals	3
WKO 131	MCCS Safety OSHA 10	3
MRT 108	Marine Rigging and Trailers	3
MRT 114	Fuel and Lubrication Systems	3
MRT 124	Electrical Systems and Diagnostics	4

Phlebotomy

This program is a 10-week, non-credit certificate program. Phlebotomy technicians are critical team members in hospitals, diagnostic laboratories, and blood donor centers. While gaining skills essential to the role of a phlebotomy technician, the student will learn to be professional members of the healthcare team. Upon completion, the participants will be eligible to take the Phlebotomy Certification. The total cost for this non-credit certificate program is $1,700, which includes tuition, books, supplies and the certification exam.

		CLOCK HOURS
NMLT 9100	Phlebotomy	40

Additional Non-Credit Skills Training Options

Catalog Page Reference: Pages 59-60

Effective Date: Fall 2020 (8/3/2020)

Summary of Changes: *Effective Fall 2020, the Clinical Medical Assistant Program, Dental Assisting Program, Medical Billing and Coding Program, and the Pharmacy Technician Program options are no longer available at Central Alabama Community.*

Classifications of Students

Catalog Page Reference: Pages 70
Effective Date: Fall 2020 (7/16/2020)
Summary of Changes: *The number of hours used to determine freshman and sophomore levels have been updated.*

CLASSIFICATIONS OF STUDENTS

Students who have earned 29 semester hours or less are classified as freshmen. Those who have earned 30 hours or more are classified as sophomores.

Course Forgiveness

Catalog Page Reference: Page 71

Effective Date: Fall 2020 (7/16/2020)

Summary of Changes: *The Course Forgiveness section of the Catalog has been updated to reflect changes in the course forgiveness process including how course forgiveness will affect grade point averages and appear on transcripts.*

COURSE FORGIVENESS

Course forgiveness is implemented when a student repeats a course and the last grade awarded (excluding grades of W and WP) replaces the previous 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. The official transcript will list the course and grade each time it is attempted.

When a student completes a course more than once, all grades for the course (excluding the first grade) will be used in computing the cumulative grade point average. Official transcripts will list each course in which a student was enrolled.

A student may repeat a course more than once, but that course may be counted only once toward fulfillment of credit hours for graduation.

NOTE: STUDENTS SHOULD CHECK FINANCIAL AID REGULATIONS REGARDING REPETITION OF COURSES.

Applying for Financial Aid

Catalog Page Reference: Pages 80 – 81

Effective Date: Fall 2020 (7/13/2020)

Summary of Changes: *The portal used by students to check their financial aid status/account has been renamed from MyCACC to OneACCS. Revisions have been made to reflect this change.*

Applying for Financial Aid

Students applying for financial aid must complete the following steps:

I. Students must apply for admission to Central Alabama Community College and complete all enrollment requirements prior to receiving financial aid awards. This process includes submission of official high school transcripts, GED scores and certificates, and official transcripts from all previously attended colleges to the Office of Enrollment Services. **Transient students are not eligible to receive federal financial aid.**

II. Students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov and list the Central Alabama federal school code (001007) on their applications. Students are responsible for checking their OneACCS and CACC email accounts frequently to determine if any additional documentation is required to complete the processing of their financial aid awards.

III. Approximately one-third of all financial aid applications are selected by the U.S. Department of Education for a process called verification.

IV. Students are responsible for checking their CACC email accounts and their OneACCS accounts frequently.

V. Once all required paperwork has been received and verified, financial aid awards will be posted to the student's OneACCS account. Financial aid payment is prorated based on student enrollment status. To be considered for a Federal Direct Stafford Loan, the student must be enrolled for at least six semester hours.

IMPORTANT NOTICE: Students are expected to attend all classes for which they are registered. Students ARE NOT eligible to receive financial aid for classes never attended or for audit courses.

Satisfactory Academic Progress (SAP)

Catalog Page Reference: Pages 81 - 83

Effective Date: Fall 2020 (7/21/2020)

Summary of Changes: *The Satisfactory Academic Progress (SAP) policy has been revised to correct a typographical error under the Quantitative Standard – Maximum Timeframe section. Additional changes were also made regarding incomplete grades, rounding of completion rate/PACE calculations, how incomplete grades and grade changes are treated in the SAP process, and a financial aid appeals process was included.*

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is measured at the end of each semester of enrollment at Central Alabama Community College (CACC). Students are required under federal regulations to maintain certain standards of progress based on the number of hours attempted in college. It is the student's responsibility to read and become familiar with all policies associated with financial aid funding.

Qualitative Standard – Grade Point Average (GPA)

GPA requirements for degree-seeking students:

- After attempting 0-21 hours, students must maintain a 1.5 GPA.
- After attempting 22-32 hours, students must maintain a 1.75 GPA.
- After attempting 33 or more hours, students must maintain a 2.0 GPA.

Quantitative Standard – Completion Rate/Pace of Progression (PACE)

Completion Rate/Pace of Progression (PACE)* requirements for degree-seeking students:

- After attempting 0-21 hours, students must maintain a 58% completion rate.
- After attempting 22-32 hours, students must maintain a 62% completion rate.
- After attempting 33 or more hours, students must maintain a 67% completion rate.

**Standard rounding rules apply.*

Quantitative Standard – Maximum Timeframe

The maximum timeframe for the completion of an undergraduate degree program is defined as no more than 150% of the normal timeframe required to complete the degree program. For example, if the Associate in Science degree requires 64 credit hours to graduate, the maximum timeframe of completion for this degree would be 96 credit hours (64 x 150%). Students failing to complete their degree program within this timeframe will lose financial aid eligibility.

All courses attempted by the student are included in the maximum timeframe calculation including transfer hours accepted by the College. The maximum timeframe will not reset with a change of program. However, students may appeal if mitigating circumstances or circumstances beyond a student's control exist. Students should be aware that appeals may require supporting documentation. Students who have previously graduated with a degree (bachelors or associates) will be reviewed for maximum timeframe based on the hours attempted of the current program of study. Students who are over maximum timeframe and have earned three (3) or more degrees from CACC will lose financial aid eligibility and may appeal.

Warning Semester

If a student fails to meet the Qualitative Standard – Grade Point Average (GPA) and/or the Quantitative Standard – Completion Rate/Pace of Progression (PACE) for Satisfactory Academic Progress, the student will be placed on "warning" for one semester. During this warning semester, the student will receive financial aid; however, the student must be meeting both the Qualitative Standard – Grade Point Average (GPA) and the Quantitative Standard – Completion Rate/PACE requirements at the end of the warning semester to continue to receive financial aid. There is no warning semester for Maximum Timeframe.

Additional Information Regarding SAP Calculation

The following information explains how repeated courses, incompletes, withdrawals, academic bankruptcies, course forgiveness, developmental courses, transfer credits, and grade changes are treated in a student's SAP calculation.

- Repeated courses are factored into the GPA, Completion Rate/PACE and Maximum Timeframe calculations. The *first* repeat course will not be calculated into the GPA requirement. Students can only repeat a successfully passed course using federal aid one additional time. Repeats may affect a student's Completion Rate/PACE.

- Incomplete grades ("I") are factored into the completion rate/PACE and maximum timeframe requirements. When an "I" is updated to a final grade, the final grade received will be factored into the SAP calculation at the time of the next scheduled evaluation. SAP calculations for all other grade changes instituted for prior terms will be recalculated at the time of the grade change. For all other grade changes instituted for prior terms, SAP is recalculated at the time of the grade change.

- Withdrawals are not factored into the GPA calculation; however, withdrawals are included in the Completion Rate/PACE and maximum timeframe calculations.

- Transfer credits accepted by the College will not be factored into the GPA calculation but all accepted credits are included in completion rate/PACE and maximum timeframe calculations. Following acceptance of transfer credits, an official review of these transfer credits will be completed at the end of the next semester of enrollment at CACC.

- Course Forgiveness and Academic Bankruptcy are factored into the GPA, completion rate/PACE, and maximum timeframe calculations.

- Developmental courses are factored into the GPA, completion rate/PACE, and maximum timeframe calculations. A student may receive federal aid for up to 30 developmental hours.

- Courses dropped during the add/drop period are not factored into GPA, completion rate/PACE or maximum timeframe calculations.

- Audit courses are not considered credits attempted or earned; therefore, students cannot receive federal aid for audited courses. Audited courses are not considered in the SAP calculation.

- Completion rate/PACE calculations are rounded based on traditional rounding rules (e.g. 66.5% = 67%).

Financial Aid Appeal

In some cases, a student's failure to be in compliance with one or more areas of SAP may be due to a mitigating circumstance. A mitigating circumstance is defined as a situation beyond the student's control, an undue hardship as a result of special circumstances, or other circumstances. Some examples of mitigating circumstances may include: serious illness or injury to student that required extended recovery time; death or serious illness of an immediate family member; significant trauma in student's life that impaired the student's emotional and/or physical health; or other documented circumstances.

A student who experiences a mitigating circumstance may submit a financial aid appeal. If a student files an appeal due to the maximum timeframe, he/she must be meeting the other two components (GPA and Completion rate/PACE). An appeal cannot be approved for a prior term.

Financial aid appeals should be received in the Financial Aid Office by close of business two days prior to the first day of classes. Submitting a financial aid appeal is NOT an automatic approval.

The decision of the Admission, Academic, and Financial Aid Appeals Committee will be electronically delivered via CACC email to the student from financial_aid@cacc.edu. The decision of the Admission, Academic, and Financial Aid Appeals Committee is final. You may also view your Satisfactory Academic Progress (SAP) status in your OneACCS Self-Service Banner (SSB) account.

Official and Unofficial Withdrawals

Catalog Page Reference: Page 83
Effective Date: Summer 2021
Summary of Changes: *Updates were made in accordance with federal regulatory changes*

Official and Unofficial Withdrawals

Students who receive Title IV Federal financial aid (Pell Grant, FSEOG, IASG, and Federal Student/Parent Loans) may have their financial aid adjusted if they have a complete withdrawal or fail to earn a passing grade during the semester. In addition, students who have a complete withdrawal status prior to the disbursement of aid for the semester may also result in an adjustment. This adjustment would be made based on assistance earned up to the point of withdrawal.

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

A student is considered to have unofficially withdrawn for financial aid purposes when (1) the student does not complete the official withdrawal process, AND (2) the student fails to earn passing grades in courses for which he/she is registered for at the end of that semester/term. The student's unofficial withdrawal date will be defined as the student's last date of academic related activity/engagement or mid-point of the semester as to best benefit the student as reported by the instructors.

Students receiving Title IV federal financial aid who are considered to be officially OR unofficially withdrawn may owe some or all of their federal aid back to the institution and/or the U.S. Department of Education based on the Return of Title IV Calculation.

Return of Title IV Refunds and Calculations (R2T4)

Catalog Page Reference: Pages 83 - 84

Effective Date: Summer 2021

Summary of Changes: *Updates were made in accordance with federal regulatory changes*

Return of Title IV Refunds and Calculations (R2T4)

Title IV aid is earned based on the period of time a student remains enrolled. Unearned Title IV aid must be returned to the College and/or to the U.S. Department of Education. Unearned aid is defined as the amount of Title IV aid disbursed that exceeds the amount of Title IV aid earned.

If a student receiving federal financial aid completely withdraws or stops attending school, the College must perform a Return of Title IV calculation to determine if any Title IV funds must be returned. These monies may be charged back to the student's account and the student will be responsible for the repayment of these funds. For Title IV purposes, the student's unofficial withdrawal date will be defined as the student's last date of academic related activity/engagement as reported by the instructor or the mid-point of the semester/term to best benefit the student.

Students enrolled only in full-term coursework who do not complete at least 60% of the term will owe financial aid monies back based on the Return of Title IV calculation. Beginning Summer 2021, exceptions apply to students enrolled in mini-term/module coursework. Students should contact the Financial Aid Office for a full explanation of the Return of Title IV calculation process.

College Financing Plan

Catalog Page Reference: Page 91

Effective Date: Fall 2020 (7/13/2020)

Summary of Changes: *The portal used by students has been renamed from MyCACC to OneACCS. Revisions have been made to reflect this change.*

College Financing Plan

Central Alabama Community College has agreed to comply with the principles of Executive Order 13607, Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members (E.O. 13607), of their commitment to use the Financial Aid Shopping Sheet (Shopping Sheet) to provide each of their prospective veteran and service member students with a personalized form that contains standardized information describing the cost of the educational program and the amount of that cost that may be covered by available Federal educational benefits and financial aid. Please log into your OneACCS to view a personalized Shopping Sheet.

Welding – Associate in Occupational Technology Degree (AOT)

Catalog Page Reference: Page 167

Effective Date: Fall 2020

Summary of Changes: *Math or Natural Science Elective was erroneously omitted from the degree's General Education & Electives.*

Welding

Associate in Occupational Technology Degree (AOT)

At a Glance

The Welding program at Central Alabama Community College provides students with the knowledge and skills in the heating and melting of metals. Students experience rigorous hands on training with cutting, forming, and the permanent jointing of metal products used in construction of bridges, buildings, and ships some of which are done in conjunction with computers and robots. Students often work on assembly lines, steel mills, railroad shops and highway departments.

General Education & Electives		**CREDITS**
CIS 146	Microcomputer Applications	3
ENG 131	Applied Writing **OR** English Composition I (ENG 101)	3
MTH 116	Mathematical Applications OR Higher Level	3
SPH 106	Fundamentals of Oral Communication	3
Humanities and Fine Arts Elective*		3
Social and Behavioral Science Elective*		3
Math or Natural Science Elective*		3-4
	Total General Education Credit Hours	**21-22**

***Refer to general education section of catalog for electives. NOTE*: Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective.**

Welding Technology Major		**CREDITS**
WDT 108	SMAW Fillet/OFC	3
WDT 109	SMAW Fillet/PAC/CAC	3
WDT 110	Industrial Blueprint Reading	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT 120	Shielded Metal Arc Welding Groove	3
WDT 122	SMAW Fillet/OFC Lab	3
WDT 123	SMAW Fillet/PAC/CAC Lab	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 125	Shielded Metal Arc Welding Groove Lab	3
WKO 110	Orientation/NCCER Core	3
WDT Electives (Choose ONE combination from below)		6

WDT 115/155	GTAW Carbon Pipe/Lab **OR**	
WDT 217/257	SMAW Carbon Pipe/Lab **OR**	
WDT 228/268	GAS Tungsten Arc Welding/Lab	
	Total Welding Major Credit Hours	**36**

Welding Technology Minor ***(Choose ONE option below)***

Minor Option #1: Drafting		**CREDITS**
DDT 104	Basic Computer Aided Drafting and Design	3
DDT 111	Fundamentals of Drafting and Design Technology	3
DDT 144	Basic 3-D Modeling	3
DDT 127	Intermediate Computer Aided Drafting and Design	3
	Total Drafting Minor Option Credit Hours	**12**

Total Credit Hours – AOT Welding – Drafting Option .. ……..….69-70

Minor Option #2: Machining		**CREDITS**
MSP 104	Basic Machining Calculations	2
MSP 105	Lathes	3
MSP 107	Milling Machines	3
MSP 121	Basic Blueprint Reading for Machinists	2
MSP 125	Introduction to Machining Technology	3
	Total Machining Minor Option Credit Hours	**13**

Total Credit Hours – AOT Welding – Machining Option 70-71

Registered Nursing – Evaluation

Catalog Page Reference: Page 190-191

Effective Date: Fall 2020

Summary of Changes: *Revisions were made to correct a typographical error on the grade scale used for the theory portion of nursing classes (59 and below).*

Evaluation

Within any given course, the grading policy shall be determined by the instructor(s). The grading policy shall be presented at the beginning of the term and will govern the evaluation process.

A student's progress through the nursing curriculum is evaluated utilizing a variety of methods of evaluation including, but not limited to, examinations, clinical performance evaluations, assignments, and standardized assessments/achievement examinations.

Clinical evaluations will be determined on a satisfactory/unsatisfactory performance rating scale. Clinical evaluations are based upon the student's performance of nursing care and correlated nursing written assignments. An unsatisfactory clinical evaluation will result in a grade of "F" for the nursing course regardless of the theory grade for the course.

Any student involved in an incident such as, but not limited to, unsatisfactory clinical performance will receive the grade of "F" in the course where the incident occurred. The "F" will be assigned in the instructor's grade book on the day the incident occurred, but will not be posted until the end of the semester to the student's transcript. The student will not be allowed to withdraw any time after the incident even if the incident occurs prior to the College's published withdrawal date. This policy supersedes the College's withdrawal policy if such an incident occurs. A student assigned a failing grade by an instructor in the aforementioned circumstances may appeal the instructor's decision by following the Complaint and Grievance Procedures outlined in the CACC Student Handbook.

The following grading scale is used for the theory portion of nursing courses taught at Central Alabama Community College:

A	90- 100
B	80 - 89
C	75 - 79
D	60 - 74
F	59 and below
I	Incomplete
W	Withdrawal

A grade of “C” is required in every course within the nursing curriculum in order to progress through the nursing program. In order to pass a nursing course, the student must achieve a grade of “C” or better in theory and must have a satisfactory clinical evaluation. There will be no rounding of test scores or final course grades in the nursing program.

Registered Nursing – ACCS One Plus One Curriculum

Catalog Page Reference: Page 193-194

Effective Date: Fall 2020

Summary of Changes: *Revisions were made to correct MTH requirement and typos under Term 4 (NUR 211 – 8 credits) and Term 5 (NUR 211 should have been NUR 221).*

ACCS One Plus One Curriculum	**CREDIT HOURS**
Required Nursing Courses for the Practical Nursing Certificate	25
Required General Education Courses for the Practical Nursing Certificate	20
Total Credit Hours Required for the Practical Nursing Certificate	45

NOTE: The Practical Nursing certificate is awarded after successful completion of the third term of the nursing curriculum.

Required Nursing Courses for the Associate in Applied Science Degree	39
Required General Education Courses for the Associate in Applied Science Degree	27
Total Credit Hours Required for the Associate in Applied Science Degree	66

NOTE: The Associate in Applied Science Degree is awarded after successful completion of the fifth term of the nursing curriculum.

ACCS One Plus One Curriculum

TERM 1		**CREDITS**
NUR 112	Fundamental Concepts of Nursing	7
BIO 201	Human Anatomy and Physiology I	4
MTH 100	Intermediate College Algebra	3
	Total Credit Hours – Term 1	**14**

TERM 2		**CREDITS**
NUR 113	Nursing Concepts I	8
PSY 210	Human Growth and Development	3
BIO 202	Human Anatomy and Physiology II	4
ENG 101	English Composition I	3
	Total Credit Hours – Term 2	**18**

TERM 3		**CREDITS**
NUR 114	Nursing Concepts II	8
NUR 115	Evidenced Based Clinical Reasoning	2
SPH 106	Fund. of Oral Communication **OR** Fund. of Public Speaking (SPH 107)	3
	Total Credit Hours – Term 3	**13**

TERM 4		**CREDITS**
NUR 211	Advanced Nursing Concepts	7
BIO 220	General Microbiology	4
	Total Credit Hours – Term 4	**11**

TERM 5		**CREDITS**
NUR 221	Advanced Evidence Based Clinical Reasoning	7
Humanities & Fine Arts Elective* (**Preferred - PHL 206 Ethics & Society**)		3
	Total Credit Hours – Term 5	**10**

Total Credit Hours **66**

**** Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective.***

The Nursing program requirements and curriculum are subject to modification to meet the requirements of the College, state, or national approval/accrediting agencies.

LPN to RN Mobility Option

Catalog Page Reference: Page 195

Effective Date: Fall 2020

Summary of Changes: ***Revisions were made to correct MTH requirement under Prerequisite Courses.***

LPN to RN Mobility Option

Associate in Applied Science Degree (AAS)

Prerequisite Courses		**CREDITS**
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
PSY 210	Human Growth and Development	3
SPH 106	Fund. of Oral Communication **OR** Fund. of Public Speaking (SPH 107)	3
	Total Credit Hours – LPN to RN Mobility Prerequisites	**20**

TERM 1		**CREDITS**
NUR 209*	Concepts for Healthcare Transition Students	10
	Total Credit Hours – Term 1	**10**

TERM 2		**CREDITS**
BIO 220	General Microbiology	4
NUR 211	Advanced Nursing Concepts	7
	Total Credit Hours – Term 2	**11**

TERM 3		**CREDITS**
NUR 221	Advanced Evidence Based Clinical Reasoning	7
Humanities & Fine Arts Elective**	(**Preferred - PHL 206 Ethics & Society**)	3
	Total Credit Hours – Term 3	**10**

Required Nursing Courses 14-24

Required General Education Courses 27

Total Credit Hours – LPN to RN Mobility Associate in Applied Science 41-51

NUR 209 is a prerequisite to the program unless the applicant graduated from the Alabama College System one plus one curriculum within the last two years.

****Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective***

The LPN to RN Mobility option requirements and curriculum are subject to modifications to meet the requirements of the College, state, or national approval/accrediting agencies.

Course Descriptions

Catalog Page Reference: Page 197

Effective Date: Fall 2020 (7/13/2020 and 5/5/2021)

Summary of Changes: *CHM 250, Directed Studies in Chemistry, and ORI 107, Orientation and Student Success, have been added to the Course Directory.*

CHM 250 Directed Studies in Chemistry
Prerequisite: As required by program
This course is designed for independent study in specific areas of chemistry chosen in consultation with a faculty member and carried out under faculty supervision. This course may be repeated three (3) times for credit.
Code C Lecture: 1-3 hours Lab: 0 hours Credit Hours: 1-3

ORI 107 Student Survival Skills
Prerequisite: None
This course is designed to provide students with information to improve their success as students in a college environment. Specific topics include stress management, time management, goal setting, improving listening and note taking skills, identification of optimum learning styles, reading skills, study skills, problem solving and decision making, test taking strategies, and financial management.
Code C Lecture: 1 hour Lab: 0 hours Credit Hours: 1

Personnel Directory

Catalog Page Reference: Pages 266

Summary of Changes: *Corrected Short-Term Certificate credential for Michael White, Electronics Instructor*

White, Michael
A.A.S., Central Alabama Community College
(Industrial Electronics - Implementation)
A.A.S., Central Alabama Community College
(Auto Manufacturing Technology)
Short-Term Certificate, Central Alabama Community College (Automotive Manufacturing Technology)

Electronics Technology Instructor