CENTRAL ALABAMA COMMUNITY COLLEGE

2025-2026

COLLEGE CATALOG & STUDENT HANDBOOK

CENTRAL ALABAMA COMMUNITY COLLEGE

www.cacc.edu

Alexander City Campus	Childersburg Campus	Prattville Campus	Talladega Center
1675 Cherokee Road	34091 US Highway 280	1320 Old Ridge Road	1009 South Street, E.
Alexander City, AL 35010	Childersburg, AL 35044	Prattville, AL 36066	Talladega, AL 35160
(256) 234-6346	(256) 378-5576	(334) 595-6646	(256) 480-2066

ACCREDITATION

Central Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Central Alabama Community College also may offer credentials such as certificates and diplomas at approved degree leaves. Questions about the accreditation of Central Alabama Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404-679-4500), or by using information available on SACSCOC's website (www.sacscoc.org).

PROGRAM ACCREDITATION

Registered Nursing Program

The Coosa Valley School of Nursing at Central Alabama Community College at the Alexander City Campus located in Alexander City, Alabama is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree in Nursing program is continuing accreditation.

View the public information disclosed by the ACEN regarding this program at
http://www.acenursing.us/accreditedprograms/programSearch.htm

Practical Nursing Program

The Coosa Valley School of Nursing at Central Alabama Community College at the Alexander City Campus located in Alexander City, Alabama is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Licensed Practical certificate in Nursing program is initial accreditation.

View the public information disclosed by the ACEN regarding this program at
http://www.acenursing.us/accreditedprograms/programSearch.htm

Official College Office Hours
7:30 a.m. - 5:00 p.m. Monday – Thursday
7:30 a.m. - 11:30 a.m. Friday

Campus Operating Hours
5:00 a.m. – 10:00 p.m. Monday – Friday

CHANGES IN PROGRAMS AND COLLEGE CATALOG & STUDENT HANDBOOK

Central Alabama Community College reserves the right to make changes in the offerings and regulations announced in this publication as circumstances may require. Every reasonable effort has been made to present information herein, 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 College Catalog & Student Handbook 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 *College Catalog & Student Handbook* may be found on the College website, www.cacc.edu. Enrollment of all students is subject to these conditions.

Published by Central Alabama Community College
2025

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INTRODUCTION

Central Alabama Community College, one of 24 publicly supported institutions in the Alabama Community College System and is governed by the Alabama Community College System Board of Trustees. The College strives to provide access to high quality affordable programs to prepare students for the immediate workforce or successful transfer to university programs. The College can and will meet the general academic, career, technical, senior college transfer, adult education, skills training, and training for industry/business needs of its communities.

Central Alabama Community College is dedicated to developing the individual student as a productive member of society and to helping each student define and meet his or her educational goals. The Office of the Dean of Students is available to help students interpret information contained in the College Catalog & Student Handbook. If the Alabama Community College System adopts any policy or regulation which conflicts with or is inconsistent with any of the published procedures or policies, the relevant policies and regulations of the Alabama Community College System supersedes information contained in the College Catalog & Student Handbook. Central Alabama Community College reserves the right to revise any of the policies or procedures, with or without public notice. In the event of a revision, the College will make every reasonable effort to make the revised information available to students.

Any policy or procedure contained in the College Catalog & Student Handbook that is contrary to federal, state, or local law or court order or any applicable rule, regulation or policy of the Alabama Community College System is null and void.

The College Catalog & Student Handbook is not, and is not intended to be, a contract, warranty, or guarantee between Central Alabama Community College and any individual. It is compiled for the convenience of students and prospective students as an informational resource.

Failure to read the College Catalog & Student Handbook does not excuse students from the policies and procedures published in the College Catalog & Student Handbook. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures.

HISTORY OF THE COLLEGE

Central Alabama Community College was created by action of the Alabama State Board of Education on February 23, 1989. The board action consolidated Alexander City State Junior College (ACSJC) and Nunnelley State Technical College (NSTC).

Prior to consolidation, the State Legislature's approval of Act No. 93 on May 3, 1963, established Alexander City State Junior College. While many organizations and individuals were responsible for the College being located in Alexander City, Russell Mills, Inc. donated the property site valued

at $750,000. The first classes were held on September 30, 1965, in the old Russell Hospital with an opening enrollment of 442 freshmen.

In September of 1966, ACSJC was moved to its permanent location on Cherokee Road. On October 23, 1966, Governor George Corley Wallace delivered the address at the formal dedication of the College. Alexander City State Junior College was accredited by the Southern Association of Colleges and Schools in December of 1969. A library was completed in January of 1969 and a Health, Education, and Arts complex in January of 1971. Classes in the Betty Carol Graham Technology Center began fall semester of 2004. A new Learning Resource Center was completed and opened on the Alexander City campus in the Fall of 2013, which replaced the John D. Russell Library.

Nunnelley State Technical College in Childersburg was also a direct result of Act No. 93. Along with Congressman William F. (Bill) Nichols, many organizations, individuals, and governing bodies joined together to bring the College to the area. The City of Childersburg contributed $24,000 for the purchase of twenty-five acres on Highway 280. The acreage was donated to the State for the College site.

Construction of the technical college was completed in February of 1966. The College officially opened on March 7, 1966, with an opening enrollment of 35 full-time students.

On September 25, 1966, Governor George Corley Wallace delivered the dedicatory address to more than 1,500 attendees. On December 12, 1973, Nunnelley earned Southern Association of Colleges and Schools accreditation.

Sizeable federal grants in 1973, 1977, 1979, and 1985 allowed Nunnelley to expand plant facilities, program offerings, and student services. The present physical plant has more than doubled in size since first opening its doors.

Coosa Valley School of Nursing (CVSN) began as the Sylacauga School of Nursing in 1921 as a hospital diploma program. The school was reorganized in 1951 and continued to operate as a hospital diploma program until 1994, when CVSN introduced an associate degree nursing program. Coosa Valley School of Nursing relocated from Sylacauga to the Jim Preuitt Nursing and Allied Health Building on the Childersburg campus in January 2001.

A center in Talladega began classes the spring semester of 2006 with an opening enrollment of 130 students. The 28,500 square foot facility is a result of donated land from the city of Talladega. The Center is a combined partnership with a number of state agencies including The Career Link, Employment Services, Vocational Rehabilitation Services, Adult Education, and Veteran Affairs.

Central Alabama Community College (CACC) began offering instructional courses in January 2015 at the Stanhope Elmore site. In August 2018, the Stanhope Elmore site was relocated 4.1 miles away to Pratt's Mill Center, a 10,000 square foot renovated facility to serve the Elmore and

Autauga County Regions. In January 2022, the Pratt's Mill Center was relocated approximately 1.5 miles away to its permanent location and renamed as the Prattville Campus. The new facility consists of approximately 50,000 square feet and sits on 124 acres. This relocation will allow for additional course offerings and an expansion in program offerings.

Today, the Alexander City, Childersburg and Prattville campuses, as well as the Talladega Center, offer resources and expertise that address the education and training needs of Central Alabama.

At the inception of the two-year college system in Alabama, the Alabama State Board of Education functioned as the Governing Board for the system colleges. In the spring of 2015, the Alabama Legislature established the Alabama Community College System Board of Trustees to govern the system. On May 27, 2015, Governor Robert Bentley swore in the appointed members of the Board before their first official meeting. In addition, the Alabama Commission on Higher Education serves as the Coordinating Board for all postsecondary education institutions.

MISSION STATEMENT

Central Alabama Community College promotes student success through affordable, comprehensive, and a wide range of academic and career programs. The College strives to improve the quality of life for its community by supporting economic growth, community development, and workforce advancement.

VISION STATEMENT

Central Alabama Community College will be the higher education choice of our communities for lifelong learning, cultural enrichment, and community and economic development opportunities.

CORE VALUES

Core values set forth a standard of conduct that forms the foundation of the college. Central Alabama Community College is guided by the following core values:

- Commitment to Excellence
- Integrity
- Student-Centeredness
- Accountability
- Life-Long Learning
- Economic Leadership
- Community Engagement

- Transparency
- Continuous Quality Improvement

BUILDINGS AND FACILITIES

Alexander City Campus

The Alexander City Campus is located at the intersection of highways 280 and 63. The campus is 78 miles southeast of Birmingham, 55 miles northeast of Montgomery, 123 miles southwest of Atlanta, and 70 miles northwest of Columbus, Georgia. Campus classrooms overlook a three-acre lake situated on the 90-acre campus.

The George C. Wallace Administration Building houses the offices of Student Services, Financial Aid, Enrollment Services, the College Testing Center, ADA, Student Support Services STEM, and classrooms.

The Business and Science Building houses programs in business, science, and mathematics. Laboratories for biology, chemistry, physics, and mathematics are provided along with classrooms. A nursing simulation laboratory was added in 2018.

The Learning Resources Center houses the Alabama Collection, which includes a collection of works and artifacts from Alabama. The Learning Resource Center houses four private study rooms and a meeting room that will accommodate ten students for small group sessions. It has twenty-four computer terminals available for student usage and one large meeting room.

The W. Byron Causey Health, Education, and Arts Complex is a multipurpose health education and fine arts building containing the bookstore, staff offices, an indoor athletic training and practice facility to support the men's baseball and women's softball teams, and a performing arts auditorium. The complex has 44,000 square feet of space.

The Betty Carol Graham Technology Center is dedicated to increasing the competitiveness of companies, improving the effectiveness of the workforce throughout the State, and enhancing Alabama's economic development efforts through a flexible and responsive combination of education, technical assistance, and technology transfer. Rockwell International has made the Center a training site for Allen Bradley controls, the worldwide standard control in the robotics industry. The Center contains a multipurpose auditorium with the capability of seating 750 people for student and community engagement. Additionally, it contains an industrial maintenance lab, multimedia classrooms, a language lab, computer labs, administrative and faculty offices, the College Business Office, the Office of Workforce and Economic Development and the President's Office. The Betty Carol Graham Technology Center is home to a branch office of the Alabama Technology Network and the Lake Martin Economic Development Alliance.

The Athletic Department outdoor facilities include the Cal Alison Tennis Complex, which has nine lighted courts and a tennis pavilion. A lighted walking track surrounds a multipurpose athletic

field. The softball field, located on the north side of the campus, is designed for intercollegiate competition. The intercollegiate baseball field is located on the front side of the campus adjacent to Highway 63. The golf indoor training facility is located on the north side of campus, and the women's softball locker room is located adjacent to the golf indoor training facility.

The Maintenance Building houses maintenance equipment and supplies. This building contains a two-bay garage, carpentry shop, and a storage area for supplies and equipment.

The Alexander City Campus offers Career Technical Education classes in Welding, Industrial Electronics, Machining, Registered Nursing, Automotive Manufacturing Technology, Robotics, Computer Science, and Office Administration.

Childersburg Campus

The Childersburg Campus is located on Highway 280 in Childersburg, Alabama. The campus is 35 miles southeast of Birmingham, 76 miles north of Montgomery, and 42 miles southwest of Anniston. It sits on forty-five acres of land. The campus was originally built in 1966, and there have been four major additions.

The Administration Building (Building A) houses the Learning Resource Center, the Student Success Center, Student Services, Financial Aid, Human Resources, and classrooms and computer labs. The Cosmetology program is offered in the Administration Building.

Building B houses the Industrial Electronics program and provides classrooms, laboratories, and faculty offices for the program.

Building D houses the Welding program and provides classrooms, welding workstations and equipment, and faculty offices for the program.

Building E is home to mathematics and the biology department. Classrooms, faculty offices, a mathematics computer lab, and a biology lab are located in the facility.

Building F houses the Machine Shop program and provides classrooms, faculty offices, computer stations, a machining lab that includes lathes, milling machines, grinders, Computer Numerical Control (CNC) machines, and HAAS equipment.

The Margie Sanford Center (Building G) contains a conference room along with a kitchen and an auditorium with seating capacity of 350 which accommodates student and community engagements.

Building H houses classrooms, a computer lab, and faculty offices.

The Bill Nichols Building (Building I) houses Adult Learning, and the federal Trio Programs -- Educational Talent Search, Student Support Services STEM, and Upward Bound.

The Jim Preuitt Nursing and Allied Health Building (Building J) houses the health science programs. The building provides classrooms, a lecture hall, a conference room, a distance learning classroom, a computer lab, a skills laboratory, and faculty and administrative offices.

Building K houses the Maintenance Department. A walking trail surrounds the back of the Childersburg campus and is open for public use.

Prattville Campus

The Prattville Campus, a 50,000 square foot facility, is located in Prattville. The Campus offers classrooms, labs, faculty and staff offices, and ample meeting spaces for student and community engagements.

Talladega Center

The Talladega Center has approximately 28,500 square feet of modern office and classroom space and includes a large conference room as well as staff kitchen space. The center offers computer labs, a chemistry/biology lab, an Industrial Electronics/Automotive Technology lab, instructional classrooms, and faculty and administrative offices. The Center also houses a comprehensive Adult Learning program operated by the College.

ACT® Test Center

The Alexander City campus is an approved test center for the ACT®. To register to take the test or check testing dates, etc., please visit the website: www.actstudent.org. Tests are administered in September, October, December, February, April, June, and July. Students must register with ACT® prior to the test date registration deadline.

GED® Test Center

Central Alabama Community College has been designated by the Alabama State Department of Education as a test center for the GED®. The purpose of the GED® is to provide an opportunity for persons who have not graduated from high school to earn a High School Equivalency Certificate issued by the Alabama State Department of Education. This credential is recognized as a key to employment opportunities, advancement possibilities, financial rewards, furthering education, and higher self-esteem. Most colleges, employers, training agencies, and state and federal civil services accept the certificate in lieu of a high school diploma.

ADMINISTRATION AND CONTROL

Central Alabama Community College is a member of the Alabama Community College System under the control of the Alabama Community College System Board of Trustees through the Chancellor, and is operated in accordance with approved standards.

Governor Kay Ivey
Mr. Jimmy Baker – Chancellor

Trustees	Town	Congressional District
J.E.B. Shell, Vice-Chair	Mobile	1
John Mitchell	Enterprise	2
Valerie Gray, Chair	Lanett	3
Britton Lightsey	Hamilton	4
Goodrich "Dus" Rogers	Rainsville	5
Ron Houston	Birmingham	6
Llevelyn Rhone	Greensboro	7
Tim McCartney	Decatur	Member-At-Large
Dr. Yvette Richardson	Montgomery	Ex Officio

2025-2026 ACADEMIC CALENDAR

2025 FALL SEMESTER

August 18 ..... Fall 2025 Classes Begin

September 1 ..... COLLEGE CLOSED – Labor Day Holiday

October 28..... Spring 2026 Registration Opens – Students with 45+ Hours

October 29..... Spring 2026 Registration Opens – Students with 30+ Hours

October 30..... Spring 2026 Registration Opens – All Students

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

November 24-26 ..... State Professional Development/No Classes

November 27-28 ..... COLLEGE CLOSED – Thanksgiving Holiday

December 23-January 1..... COLLEGE CLOSED – Christmas/New Year Holidays

Full Session (August 18 – December 12)

Late Registration .....August 4-13
Classes Begin .....August 18
Schedule Change Period .....August 18-19
Mid Term .....October 8
Last Day to Withdraw (Partial or Total) .....November 18
Final Exams.....December 8-12

Mini Term I (August 18 – October 8)

Late Registration .....August 4-13
Classes Begin .....August 18
Schedule Change Period .....August 18-19
Mid Term .....September 12
Last Day to Withdraw (Partial or Total) .....September 25
Final Exams.....October 8

Mini Term II (October 14 – December 13)

Late Registration .....October 6-8
Classes Begin .....October 13
Schedule Change Period .....October 13-14
Mid Term .....November 4
Last Day to Withdraw (Partial or Total) .....November 18
Final Exams.....December 8-12

2026 SPRING SEMESTER

January 12 ..... Spring 2026 Classes Begin

January 19 ..... COLLEGE CLOSED – Martin Luther King/Robert E. Lee Holiday

March 17 ..... Summer2026/Fall 2026 Registration Opens – Students with 45+ Hours

March 18 ..... Summer2026/Fall 2026 Registration Opens – Students with 30+ Hours

March 19 ..... Summer2026/Fall 2026 Registration Opens – All Students

March 23-27 ..... Spring Break

May 13 ..... Commencement Exercises

Full Session (January 12 – May 7)

Late Registration .....December 15-January 7
Classes Begin .....January 12
Schedule Change Period .....January 12-13
Mid Term .....March 5
Last Day to Withdraw (Partial or Total) .....April 13
Final Exams.....May 4-7

Mini Term I (January 12 – March 5)

Late Registration .....December 15-January 7
Classes Begin .....January 12
Schedule Change Period .....January 12-13
Mid Term .....February 9
Last Day to Withdraw (Partial or Total) .....February 20
Final Exams.....March 5

Mini Term II (March 9 – May 7)

Late Registration .....March 2-4
Classes Begin .....March 9
Schedule Change Period .....March 9-10
Mid Term .....April 7
Last Day to Withdraw (Partial or Total) .....April 13
Final Exams.....May 4-7

2026 SUMMER SEMESTER

May 25 ..... **COLLEGE CLOSED – Memorial Day Holiday**

May 26 ..... Summer 2026 Classes Begin

June 19 ..... **COLLEGE CLOSED – Juneteenth Holiday**

July 4 ..... **COLLEGE CLOSED – Independence Day Holiday**

Full Session (May 26 – August 5)

Late Registration	May 4-13
Classes Begin	May 26
Schedule Change Period	May 26-27
Mid Term	June 25
Last Day to Withdraw (Partial or Total)	July 22
Final Exams	August 4-5

Mini Term I (May 26 – June 25)

Late Registration	May 4-13
Classes Begin	May 26
Schedule Change Period	May 26-27
Mid Term	June 10
Last Day to Withdraw (Partial or Total)	June 17
Final Exams	June 25

Mini Term II (June 29 – August 5)

Late Registration	June 22-24
Classes Begin	June 29
Schedule Change Period	June 29-30
Mid Term	July 15
Last Day to Withdraw (Partial or Total)	July 22
Final Exams	August 4-5

INSTRUCTIONAL PROGRAMS

Programs of Study	Campus/ Site Offered	Classes Only	A.A.	A.S.	A.A.S.	A.O.T.	Certificate	Short-Term Certificate
Associate in Arts Degree	AC, CB, PC, TC ONLINE		60 - 64 hours					
Associate in Science Degree	AC, CB, PC, TC ONLINE			60 - 64 hours				
Automotive Manufacturing Technology	AC				67 hours			
Child Development	ONLINE							12 hours
Computer Information Systems	AC, CB, PC, TC, ONLINE				60-61 hours			
Cosmetology	CB, TC					66-67 hours		
General Business	AC, CB, PC, TC, ONLINE				60-62 hours			
Industrial Electronics Technology	AC, CB, PC, TC				66-66 hours			
LPN to RN Mobility	AC, CB				41-51 hours			
Machine Shop	AC, CB					75 hours		
Marine Technology	AC				67-68 hours			
Medical Assisting Technology	AC, CB, PC, TC				65 hours			
Nursing Program	AC, CB				66 hours			
Practical Nursing	AC, CB, PC, TC						45 hours	
Office Administration	AC, CB, PC, TC, ONLINE				60-62 hours			
Welding—Drafting Option	AC, CB, PC	TC				70-71 hours		
Welding—Machining Option	AC, CB, PC	TC				71-72 hours		

AC Alexander City Campus **CB** Childersburg Campus **PC** Prattville Campus **TC** Talladega Center

ONLINE All courses required for completion of this program can be completed online.

Central Alabama Community College reserves the right to make changes in the policies and programs outlined in the College Catalog & Student Handbook as necessary. Students should confer with their assigned advisors in planning a class schedule.

ADMISSION REQUIREMENTS AND PROCEDURES

Central Alabama Community College (CACC) encourages applicants to submit their applications as far in advance of the priority deadline dates as possible. Students who have not previously attended any **duly** accredited postsecondary institution will be designated "first-time" college students. An applicant who has previously attended another **duly** accredited postsecondary institution will be considered a "transfer student." Students planning to attend Central Alabama Community College to take a course or courses for transfer to a home college, are considered "transient students" and must apply to the College on a term-by-term basis. Students who previously attended Central Alabama Community College, will reapply as "readmit students".

Central Alabama Community College may establish higher or additional admission requirements for a specific program or service when 1) student enrollment must be limited, or 2) to meet state certification requirements.

Applications for programs in the Health Science Division are separate and distinct from applications for admission to Central Alabama Community College; therefore, applicants must meet deadlines set forth by the Health Science Division. For more information on health science programs, please refer to the Health Science Division section of the College Catalog & Student Handbook.

All applicants must meet the requirements set forth by the Alabama Community College System (ACCS), and these requirements are subject to change at the discretion of the Alabama Community College System. Central Alabama Community College will abide by the most current ACCS policy, which can be found at www.accs.edu and may alter or change policies as appropriate at any given time.

Once the admission application is received, the Office of Enrollment Services will e-mail the student a letter informing him or her of any outstanding admission documents, followed by additional e-mails containing information about "CACC Connect," mandatory pre-college orientation for first-time freshmen. Students may also receive notification through the MyCACC portal that provides updates on admission and acceptance status. The notifications remind students of important dates, including but not limited to pre-college orientation, registration, drop/add dates, and tuition deadlines. The Accuplacer schedule is provided along with the requirements needed to exempt the student from placement testing. Instructions for signing up and receiving credit for CACC Connect are disseminated to all first-time freshmen.

Students must include all requested information on the Application for Admission, including schools previously attended.

To be accepted into a degree granting program of study, a student must be considered a high school graduate or GED recipient. The following chart details admission requirements for degree seeking and non-degree seeking applicants.

<table>
<tr><th>Non-High School Graduate/ Non-GED</th><th>High School Graduate / GED</th><th>Associates/Baccalaureate Degrees</th></tr>
<tr><td>Admission application
Official transcript - high school (if attended)
Official transcripts – all colleges attended
Required Assessment Score
Written consent from the appropriate secondary administrator if the student is under age 17</td><td>Admission application
Official transcript - high school or GED®
Official transcripts – all colleges attended</td><td>Admission application
Official High school or GED® transcripts not required
Official transcripts – all colleges attended *High School or GED® transcripts may be required for other departments, i.e., Financial Aid, Nursing Department, etc. </td></tr>
<tr><td>Students may be admitted to non-degree and career pathways programs as defined under the Workforce Innovation and Opportunity Act (WIOA) and by the federal Pell Grant Ability-to-Benefit criteria.</td><td colspan="2">Students may be admitted to any program at the ACCS institution.</td></tr>
<tr><td colspan="3">Unofficial transcripts may be submitted in accordance with local institutional policy.

Certain limited programs of study (e.g., Nursing, etc.) may have special admission policies and procedures separate from those of the general admission for the College.</td></tr>
</table>

Non-Degree Seeking Applicants

Applicants who do not meet the criteria for Degree Seeking admissions are considered non-high school graduates or non-GED recipients and are not admitted into degree granting programs. Applicants are accepted to CACC as non-degree seeking students when all admission requirements are met.

An applicant who does not meet the requirements to be degree eligible may be admitted on an "ability-to-benefit" status and take courses that do not result in credits toward an associate degree. Non-degree seeking applicants may also enroll in programs comprised exclusively of courses not creditable to an associate degree, provided the applicant is 1) 17 years of age or older and has not been enrolled in secondary education for a least one calendar year, or 2) 17 years of age or older and has written consent from the appropriate secondary school administrator. Applicants admitted under this status will not be considered degree-seeking students, and coursework completed while under this status may not be applied toward a degree from Central Alabama Community College

unless the student obtains the credentials to become a degree-seeking student. This change must be completed prior to the term in which the student plans to graduate.

Non-high school graduates or non-GED recipients seeking admission may enroll in degree creditable courses or programs if the degree creditable courses or programs are attached to an eligible career pathway, as defined under the Workforce Innovation and Opportunity Act (WIOA) and by the Federal Pell Grant Ability to Benefit criteria which includes Adult Education and Family Literacy Act, Title II of the Workforce Innovation and Opportunity Act (Public Law 113-128), and the Title IV eligible postsecondary program component of an eligible career pathway program, and are dually enrolled in Adult Education.

There are two types of admission status: conditional and unconditional.

1. Conditional status:

    - Students who have applied but not submitted required documentation shall be admitted as conditional status (excluding transient and international students). Failure to provide all required documentation b the end of the first semester, as determined by local institutional calendars, will prevent a student from future registration and official transcript release.

2. Unconditional status:

    - Students who have applied and submitted all required documentation shall be admitted unconditionally.

Conditional or unconditional acceptance status does not guarantee that a student will qualify for or be offered financial aid.

Admission Classifications

- **Accelerated**: A secondary education student who is earning college credit while still in high school. Students must submit an admission application, high school transcript, and written approval from school administrator. ***Accelerated credit may not substitute for high school requirements***.
- **Dual Enrollment / Dual Credit**: A secondary education student who is earning college credit while still in high school. Students must submit an admission application, high school transcript, and written approval from school administrator. ***Dual enrollment credit may be applied toward high school AND college.***
- **First Time**: A student who has no prior postsecondary experience after graduation high school or completing a GED. Students must submit an admissions application, official final high school transcript with proof of graduation or GED®. Students with an associate degree

or bachelor's degree are not required to submit a high school transcript. However, students must submit official transcripts from all colleges previously attended.

- **International**: A student who is a citizen of another country.
- **Re-Admit / Returning:** A student who has not enrolled in courses at the institution within the last academic year as determined by local institutional calendars. Students must submit an admission application, official high school transcript with proof of graduation or GED®. Students with an associate degree or bachelor's degree are not required to submit a high school transcript. However, students must submit official transcripts from all colleges previously attended.
- **Special / Non-Degree Seeking:** A student who wishes to enroll but does not wish to purse a degree or certificate. Students must submit an admissions application, official final high school transcript with proof of graduation or GED®. Students with an associate degree or bachelor's degree are not required to submit a high school transcript. However, students must submit official transcripts from all colleges previously attended.
- **Transfer**: A student who previously attended another college or university. Students must submit an admissions application, official final high school transcript with proof of graduation or GED®. Students with an associate degree or bachelor's degree are not required to submit a high school transcript. However, students must submit official transcripts from all colleges previously attended. ***Acceptance of transfer credits is based upon local institutional policy.***
- **Transient**: A student enrolled at another college or university who is taking classes at an ACCS institution for the express purpose of transferring credit to the home college or university. ***The student must apply for admission and provide appropriate transient documentation from home institution.***

Central Alabama Community College admission policy is applicable to students attending or who graduated from public high schools as well as private, church, parochial, and religious schools offering educational instructions in grades K-12, home schooled students and those receiving instruction through private tutors. Admission to the institution does not ensure admission to any individual program or course.

Admission Decision Appeals

Certain limited programs of study (e.g., Nursing, etc.) may have special admission policies and procedures separate from those of the general admission for the College. Therefore, the College has established an appeal procedure to be used if a student has a valid reason to believe that a program admission decision is inaccurate or unfair. A student must make the initial inquiry within ten (10) business days after the student receives notice of the admission decision. If a student does not meet the deadline for appealing the decision, the right to appeal will be waived.

The student will begin by stating in writing to the appropriate dean that the admission decision in question is either inaccurate, unfair or both and include the justification for appeal. Appeal information must contain the following:

- Name of program of study to which the student was seeking admission;
- Name and address of the student filing the appeal;
- A concise description of the student's complaint and narrative explanation of why he/she thinks that the admission decision was unfair, inaccurate or both.

In addition to the above information, the student should include photocopies of documents that he/she believes would assist the dean in reviewing the admission decision. The dean will review the appeal, schedule a meeting with the student and appropriate divisional personnel, and deliver a written report within fifteen (15) business days after the dean's receipt of all of the appeal information. The dean has the authority to consult with instructors, the Division Chairperson or other people who have expertise in the subject area. When the dean has completed the review of the appeal, a written report describing his/her findings and conclusions will be provided to the student and the Division Chairperson. If the dean determines that a change in the student's admission status is in order, the student's official status will be changed under his/her authority to render rulings on Admission standards.

Accelerated High School Program

A student is eligible for admission as an accelerated student if he/she meets all of the following criteria:

I. The student has completed the 10th grade;
II. The student provides a letter from the local principal or his or her designee certifying that the student has a minimum cumulative 3.0 average and recommends the student be admitted under this policy;
III. The student has completed the high school prerequisites for the courses in which he/she wants to enroll.

Students must satisfy admission requirements outlined in the College Catalog & Student Handbook with the exception of proof of high school graduation or GED completion.

Students may enroll in academic, career and technical, or health profession courses/programs in accordance with additional written guidance issued by the Chancellor.

Students must pay tuition and fees as required by the institution.

Exceptions may be granted by the Chancellor for a student documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9-12. Exceptions may only be applied to the 10^{th} grade completion requirement and the high school prerequisite requirement.

This admission status 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 offering educational instructions in grades K-12, home schooled students, and those receiving instruction through private tutors.

Admission of International Students

For admission to Central Alabama Community College, an international student must provide:

International First-Time Students	International Transfer Students
• Admission application • A certified original translated and evaluated copy of the student's high school transcript if graduated outside of the United States • A current and valid passport or other official documentation to verify lawful presence • A current photo (passport-size, preferred) • A minimum score of 5.5 on the International English Language Testing System (IELTS), a total score of 61 on the Internet-based Test of English as a Foreign Language (TOEFL), a 2A on the Step EIKEN Test in Practical English Proficiency, or a total score of 500 on the paper-based TOEFL. Institutions may admit students to an established ESL program in preparation for the English Language Exam. However, students may not enroll in regular college courses until the English Language requirement is met. • A signed notarized statement verifying adequate financial support • Receipt of payment of I-901 Student and Exchange Visitor Information System (SEVIS) Fee. • A medical health history with proof of vaccination. • Documentation demonstrating adequate accident, sickness and life insurance that includes evacuation repatriation. Students must maintain insurance coverage throughout the duration of their I-20. The institution may provide an insurance plan or a list of available insurance providers upon arrival.	• Admission application • A certified original translated and evaluated copy of the student's high school transcript verifying completion status and a translated and evaluated transcript from each college attended if graduated outside of the United States. Students who have achieved a minimum of a Baccalaureate degree are only required to submit a translated and evaluated transcript from the degree granting institution. • Original transcripts from all US institutions attended • A signed notarized statement verifying financial support • Copy of the student's current Form I-20 • Receipt of payment of I-901 Student and Exchange Visitor Information System (SEVIS) Fee. • Copy of student's Visa and Passport • A medical health history with proof of vaccination. (Form is attached) • Documentation demonstrating adequate accident, sickness and life insurance that includes evacuation repatriation. Students must maintain insurance coverage throughout the duration of their I-20. The institution may provide an insurance plan or a list of available insurance providers upon arrival.

Other non-immigrant students must meet all admission requirements as well as provide documentation of immigration status as prescribed by the institution.
An international student who fails to provide the required documentation will not be admitted.

Central Alabama Community College will review the documentation to ensure the student has adequate health and life insurance which is inclusive of a repatriation benefit. CACC may provide a list of available insurance providers for international students seeking coverage.

The English as a Second Language exam may be waived for students from all English speaking countries including but not limited to: Anguilla, Antigua and Barbuda, Australia (Australian English), the Bahamas, Barbados, Bermuda, Belize (Belizean Kriol), the British Indian Ocean Territory, the British Virgin Islands, Canada (Canadian English), the Cayman Islands, Dominica, the Falkland Islands, Gibraltar, Grenada, Guam, Guernsey (Channel Island English), Guyana, Ireland (Hiberno-English), Isle of Man (Manx English), Jamaica (Jamaican English), Jersey, Montserrat, Nauru, New Zealand (New Zealand English), Nigeria, Pitcairn Islands, Saint Helena, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Tanzania, Singapore, South Georgia and the South Sandwich Islands, Trinidad and Tobago, the Turks and Caicos Islands, The Gambia, the United Kingdom, the U.S. Virgin Islands, and the United States.

Other waivers, with substantial documentation, must be submitted to the Chancellor for approval.

Admission to Central Alabama Community College does not ensure admission to any individual program or course. Central Alabama Community College is expected to comply with all applicable accreditation requirements and standards regarding program admission.

International students will be responsible for scheduling pickup and paying the costs of sending the Form I-20 via USPS, FedEx, or other parcel delivery company. A hold will be placed on the student in order for the international student to show proof of insurance, upon arrival, and registration in the Office of Enrollment Services.

Admission of Transfer Students

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. They are subject to the same Academic Standards of Progress as a native student.

II. A transfer student whose cumulative grade point average at the transfer institution(s) is less than a 2.0 on a 4.0 scale will be admitted only on academic probation. The transcript will read "Admitted on Academic Probation." The student will retain this status until the student has attempted at least 12 credit hours at the College. If, at the conclusion of the term in which the student has attempted a total of 12 or more credit hours at the College, the cumulative GPA is below 1.5, the student is suspended for one semester. If, at the conclusion of the semester in which the transfer student was

admitted on Academic Probation has attempted a total of 12 or more credit hours at the College, the cumulative GPA is 1.5 or above, the student's status is Clear.

Grades accrued at **duly** accredited postsecondary institutions including other Alabama Community Colleges are not included in GPA calculation. Nursing students should refer to the Nursing Transfer Policy.

III. An applicant who has been placed on academic suspension from another ***duly*** accredited postsecondary institution may be admitted as a transfer student only after making a successful appeal to the College Admissions and Academic Appeals Committee. The decision of the committee is final. If the transfer student is admitted upon appeal, the student will enter Central Alabama Community College on academic probation and the transcript will read "Admitted Upon Appeal-Academic Probation."

CACC Connect – Pre-College Orientation

All students seeking long term certificates or degree credentials are expected to participate in and complete a pre-college orientation seminar, CACC Connect, prior to the beginning of the first semester of enrollment. During the seminar, students must provide state approved placement assessment scores or acceptable ACT or SAT scores for appropriate placement in English and mathematics. The Alabama Community College System has adopted state approved placement assessment as a prerequisite for initial enrollment in all college-level courses. Standardized tests such as ACT or SAT are not required for admission. Any student who applies for admission to and enrolls in Central Alabama within three years of high school graduation/enrollment may use their ACT or SAT scores. Placement assessment scores are valid for three years from the date of the original or retest assessment.

The following categories of students are not required to complete the state approved placement assessment (Accuplacer):

I. Those enrolling for four hours or less each semester in a non-degree program for recreational or health reasons in such courses as art, music, foreign language, wellness, etc.

II. Those who are sponsored by or enroll at the request of a governmental agency or private institution for a specific short-term course or program such as Adult Skills Training Program, etc.

III. Transient students whose courses are approved by the parent/home institution.

IV. Those who have completed a college degree or college course work beyond entry-level college English and mathematics.

V. Students with acceptable high school GPA of 2.75 or higher and coursework with a grade of C or higher in English and math courses, or have acceptable ACT/SAT scores within three years of high school graduation/enrollment can be exempt in English and math.

VI. Students registering for career and technical education courses, with the exception of math and English, in the 10^{th} or 11^{th} grade are not required to take the state-approved

placement test. Students must take the Accuplacer before the start of their 12th year of high school, or submit ACT scores which exempt them from the exam (18 or higher on ACT English and 18 or higher in Mathematics).

The Accuplacer is administered each semester. The schedule is available on the CACC website at www.cacc.edu.

Dual Enrollment for Dual Credit

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. Dual Enrollment for Dual Credit allows 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. The College may establish dual enrollment for dual credit agreements with public, private, parochial, or church/religious schools as well as home school/private tutors.

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

I. The student has submitted a college application for general admission.

II. The student has met the entrance requirements established by Central Alabama Community College, apart from proof of high school graduation or GED completion.

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

IV. The student is in the 10th, 11th, or 12th grade. An exception may be granted by the Chancellor of the Alabama Community College System for students documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9.12.

V. The student has a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale for academic courses or a 2.0 on a 4.0 scale for career technical courses.

VI. The student provides written approval from the appropriate high school official. Students enrolled in private, home school/private tutor, parochial or church/religious secondary educational entities must provide written approval from the appropriate school official.

VII. Dually enrolled students must take the ACT or 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.

VIII. All dually enrolled students must provide a completed *Statement of Eligibility and Registration for Dual Enrollment for Dual Credit* form from the high school and a registration form for each semester enrolled.

Dual Enrollment Continuous Eligibility

Students who meet the criteria for initial admission for a Dual Enrollment for Dual Credit program as specified above will maintain continuous eligibility so long as they earn a grade of C or better in all attempted college courses.

Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum grade point average requirements as identified in item V.

Dual Enrollment Course Offerings

Dual Enrollment for Dual Credit courses offered by Central Alabama Community College shall be of postsecondary/college level. The material will be taught at the collegiate level and in compliance with the syllabus of the college course. Students may be exposed to and be involved in discussions of mature subject-matter, and 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.

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 & 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.

Dual Enrollment Scholarships

Career and Technical Education Dual Enrollment (CTEDE) Scholarship Funds

CTEDE scholarship funds are provided to give high school students an opportunity to obtain career-ready skills for high demanding careers while still in high school and are contingent upon allocations by the Alabama Legislature. Funding is provided through the Governor's Office of

Workforce Development and will vary from year to year. The scholarships will be awarded based on the allocation received for the Spring, Summer, and Fall semesters of the school year that funds are received.

Students awarded CTEDE scholarships are provided tuition, fees, textbooks, and materials/supplies as required in the syllabus of each course for up to two CTE courses per semester. These scholarship funds may also be used to cover costs of some academic course(s) in the eligible CTE program of study if the courses are taken concurrently with CTE course(s).

Enrollment planning and budgeting of these funds require that colleges provide annual course schedules for dual enrollment classes to the partner high schools by February 1 of each year, and that the partner high schools provide complete enrollment forms to the colleges by May 1 for enrollment in the Fall semester; November 1 for enrollment in the Spring semester; and, March 1 for enrollment in the Summer semester.

Science, Technology, Engineering, and Math (STEM) Scholarship Funds
STEM scholarship funds are provided to give high school students an opportunity to obtain college credits in the STEM field while still in high school and are contingent upon allocations by the Alabama Legislature. Funding is provided through the Governor's Office of Workforce Development and will vary from year to year. The scholarships will be awarded based on the allocation received for the Spring, Summer, and Fall semesters of the school year that funds are received.

Students awarded STEM scholarships are provided tuition, fees, textbooks, and materials/supplies as required in the syllabus of each course for up to one STEM course per semester.

Enrollment planning and budgeting of these funds require that colleges provide annual course schedules for dual enrollment classes to the partner high schools by February 1 of each year, and that the partner high schools provide complete enrollment forms to the colleges by May 1 for enrollment in the Fall semester; November 1 for enrollment in the Spring semester; and, March 1 for enrollment in the Summer semester.

Dual Enrollment Tuition and Fees

Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, and materials and supplies as required by the College, unless covered by alternative funding sources.

Students who fail to pay tuition and fees by the end of the drop/add period are not considered enrolled and may automatically be dropped from course rolls. The appropriate LEAs and/or other secondary educational entities will be notified.

Student enrollment in a combined number of high school and college courses per term will not exceed that which is educationally sound as determined by the college and the LEA and/or other secondary educational entity.

Readmission of Students

Former students who have not been in attendance during the previous semester (summer term excluded), and students applying for readmission after suspension must complete an application for readmission. A former student who has attended a duly accredited postsecondary institution since their last attendance at Central Alabama will re-enter as a readmit student.

Student Assessment

Central Alabama Community College is required to assess student readiness for college-level course work using the state approved placement test, Accuplacer. The Accuplacer is a computerized test for students who have not tested within the last three years. The test is untimed and assesses abilities in English, writing, and mathematics, and determines appropriate class placement for these courses. With this information, students and their advisors will be able to increase chances for success by selecting appropriate classes.

State approved placement testing may be exempt with acceptable high school GPA of 2.5 or higher and coursework with a grade of C or higher in English and math courses. If requirements are not met, then ACT or SAT scores as designated in the Placement Score Chart would follow. Students with an associate degree or higher, students who transfer degree-creditable, college-level English or mathematics courses with a grade of "C" or better from an accredited institution, students who have successfully completed required developmental coursework at another Alabama Community College System college or an accredited college within the last three years, students enrolling to audit a course, students who scores 165 or higher on the Mathematical Reasoning or Reasoning Through Language Arts subject tests of the 2014 series GED, transient students with documentation, and students enrolling for personal enrichment purposes only are exempt from taking the ACCUPLACER.

The following ACCUPLACER score ranges will be used for student placement in math and English.

Placement	**ACCUPLACER Writeplacer**
ENR 098	0-3
ENG 101 with ENG099, ENG 131	4
ENG 101	5-8
Placement	**ACCUPLACER Quantitative Reasoning, Algebra, and Statistics (QAS) Advanced Algebra and Functions (AAF)**
MTH 098, MTH 116	QAS 200-242

MTH 100 with MTH 099	QAS 243-252
MTH100	QAS 253-266 or AAF 200-235
MTH 110, MTH 112, MTH 231, MTH 232, MTH 265	QAS 266-300 or AAF 236-255
MTH 113 OR MTH 120	AAF 256-270
MTH 125	AAF 271-300

Act and SAT Exemptions

	ACT	SAT (prior to 2016)	New SAT (Section Score)	New SAT (Test Scores)
English/Writing	≥ 18 (English)	≥ 440 (Writing)	≥ 510 (Evidence based Reading and Writing)	≥ 25 (Writing and Language)
Reading	≥ 20	≥ 480	≥ 510 (Evidence Based Reading and Writing)	≥ 26
Math	≥ 20	≥ 480	≥ 510	≥ 25.5

Any student scoring at or above the established ACT or SAT scores for either English/Writing, Reading, or Math within three years of enrollment is exempt from the subject specific placement assessment.

A student who wishes to challenge placement results may retest once per calendar year provided there is evidence the student has completed test preparation activities. Additional preparation includes, but is not limited to, academic boot camps, online pre-tests, and placement test applications. There will be a $10 fee for retesting per session. Placement test scores will be valid for three years from the date of the original or retest assessment.

Students are encouraged to enroll in developmental courses within the first two semesters, preferably the first semester of enrollment, to ensure adequate preparation for college-level courses. Students will be provided an evaluation report of assessment test results and given appropriate advisement and a plan of study when developmental courses are required.

Non-high school graduates or non-GED recipients seeking admissions must be assessed using Level-D or higher of the Test of Adult Basic Education (TABE) and must attain the following minimum scores.

TABE	Minimum Score
Reading	567
Math	566
English	560

The placement assessment is administered at each of our four CACC locations. For a schedule of testing dates, times, and locations, please visit our website at: www.cacc.edu. Applicants MUST

bring a photo ID on the day of testing. All applicants should complete any required testing at least one week prior to CACC Connect. For questions about testing policies, please contact the Testing Coordinator.

Traditional Credit

The following general principles for transfer of credit will be applied in determining the award of transfer credit:

I. Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate course work relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of the students enrolled in Central Alabama Community College 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, and the American Association of Collegiate Registrars and Admissions Officers.

II. A course completed at duly accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements. A transfer grade of "D" will only be accepted when the transfer student's cumulative grade point average is 2.0 or higher 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 first-time students.

III. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.

IV. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

Non-Traditional Credit

Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course(s). Before receiving credit for a course, a student must meet enrollment requirements for the course. Students may not earn credit through non-traditional academic work for any course in which a grade has previously been received. Applicants must have official documents sent directly to the Office of Enrollment Services from the appropriate agency.

No more than 25 percent of the total credit required for any program may be awarded through non-traditional means. Credit awarded through non-traditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at Central Alabama Community College for graduation requirements. Acceptance of non-traditional academic credit by CACC does not guarantee that other institutions will accept such work. Students are responsible for verifying acceptable course work by contacting the respective transfer institution. Credit may not be awarded twice for the same learning.

Advanced Placement Test (AP)
Central Alabama Community College awards credit for advanced placement courses taken in high school with scores of three (3) or higher earned on the national examinations of the College Board Advanced Placement Program. Upon receipt of official results, Central Alabama Community College will grant credit based on state guidelines; however, this credit may or may not transfer to another institution.

College Level Examination Program (CLEP – sponsored by the College Board)
Central Alabama Community College will award credit for satisfactory performance on CLEP tests. CLEP is a national program of credit by examination that offers the student the opportunity to obtain recognition for college level achievement. Upon receipt of official results from a CLEP testing center, Central Alabama Community College will grant credit based on state guidelines and the American Council on Education (ACE) recommendations. ACE recommendations may be found at ACE Credit Recommendations – CLEP College Board.

Credit for Experience in the Armed Services
Central Alabama Community College grants credit for appropriate educational experiences in the armed service in accordance with recommendations from the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services. Interested students may contact the Office of Enrollment Services.

Prior Learning Assessment (PLA)
Prior Learning Assessment (PLA) is a means for a student to receive college level credit for experiential learning that took place in a non-traditional learning environment, such as on-the-job training, military training, professional development seminars, volunteerism, and experience in-field. Awarding of credit through PLA relies heavily on aligning knowledge and skills gained through experience with learning outcomes found in traditional courses of higher education. Course credit earned from prior learning shall be noted on the student's transcript as having been awarded through PLA.

Any student interested in obtaining PLA credit should contact the appropriate college faculty member or the Registrar and Academic Services Specialist in order to obtain the appropriate paperwork and advisement of the PLA process. The student will be responsible for any costs associated with granting of PLA credits. PLA for nursing classes is not permitted per State Board of Nursing policies.

Subject Proficiency Examinations
The College may award credit for some courses in the specialized portion of an Associate in Applied Science or Associate of Occupational Technology Degrees to a student who successfully completes specific course examinations. (**The student must complete a prior learning assessment form prior to testing.)** Official documentation of test results, appropriate approved for credit form, and appropriate credit approval must be filed in the Office of Student Services.

Transcripts

A transcript is an exact copy of a student's permanent academic record at the time it is issued. Central Alabama Community College transcripts include the student's complete record at Central Alabama. In compliance with the Family Educational Rights and Privacy Act, the College does not release transcripts of a student's work except upon the student's online request unless an educational or governmental office has a lawful need for the information.

Transcripts received from other schools and colleges become the property of Central Alabama Community College and copies will not be released. Central Alabama Community College will accept emailed secondary transcripts provided they are official, signed, and sent from an authorized local educational agency official (principal, guidance counselor, etc.) Central Alabama Community College will accept FAX or unofficial e-mailed transcripts for advising purposes only.

Transcript Requests

Central Alabama Community College partners with Parchment Transcript Solutions, E-Scripts, and the National Student Clearinghouse to accept official transcripts orders to be sent to other colleges or agencies. Transcripts may be sent electronically (recommended) or mailed in hard copy.

Current and former students may order transcripts online as outlined below. After the initial complimentary copy, a $5 fee will be assessed for each additional transcript requested.

Transcript Requests - Current Students

1. Log in to your MyCACC Account with your current CACC e-mail and password
2. From the Student tab – Select Student Landing Page
3. Select Transcript – Order Official Request
4. Follow instructions on screen

Transcript Requests - Former Students

1. Go to CACC's website at www.cacc.edu
2. Select Students
3. Select Transcript Request
4. Follow instructions on screen

If unable to place an online order, please e-mail student-services@cacc.edu.

FINANCIAL INFORMATION

TUITION AND FEE RATE

In-State Rate **$184 per credit hour***

**In-State Rate includes tuition ($131/credit hour), Facility Fee ($15/credit hour), Technology Fee ($15/credit hour), Reserve Fee ($1/credit hour), Building Fee ($12/credit hour), and an ACCS Enhancement Fee ($10/credit hour).*

Out-of-State Rate **$315 per credit hour***

**Out-of-State Rate includes tuition ($262/credit hour), Facility Fee ($15/credit hour), Technology Fee ($15/credit hour), Reserve Fee ($1/credit hour), Building Fee ($12/credit hour), and an ACCS Enhancement Fee ($10/credit hour).*

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

OTHER CHARGES, FINES AND FEES

Access Fee (per semester)	$ 5.00
Audit Fee	Same as regular tuition and fees
Community and Continuing Education Courses	Varies by course
Library Fine (per day)	$ 0.25
Diploma Fee (nonrefundable) Diploma Fee for Previous Years (nonrefundable) *Note: Diplomas for previous years will be printed bearing current administration names only.*	$ 25.00 $ 25.00
Manufacturing Skills Standards Council (MSSC) **for courses WKO 131, WKO 132, WKO 133, WKO 134* One-Time Application Fee Testing Fee Per Course *Note: Testing fees are subject to change.*	 $ 65.00 $ 50.00
Associate Degree Nursing (ADN) Assessment Technologies Institution (ATI) Testing Fee/Resources Per Course *(NUR 112, NUR 113, NUR 114, NUR 211, NUR 221)* *Note: Testing fees are subject to change.*	$ 605.00
Associate Degree Nursing (ADN) Healthcare Program Fee Per Course *Note: Insurance premiums are subject to change.*	NUR 112 - $ 200.00 NUR 221 - $ 36.00

Associate Degree Nursing (ADN) Mercer Malpractice Insurance Per Course *(NUR 112)* *Note: Insurance premiums are subject to change.*	$ 30.00
LPN to RN Mobility Program Assessment Technologies Institution (ATI) Testing Fee/Resources Per Course *(NUR 209, NUR 211, NUR 221)* *Note: Testing fees are subject to change.*	$ 605.00
LPN to RN Mobility Program Healthcare Program Fee Per Course *Note: Insurance premiums are subject to change.*	NUR 209 - $ 200.00 NUR 221 - $ 36.00
LPN to RN Mobility Program Mercer Malpractice Insurance Per Course *(NUR 209)* *Note: Insurance premiums are subject to change.*	$ 15.00
Medical Assisting Technology (MAT) Fee Mercer Malpractice Insurance Per Course *(MAT 239)* *Note: Insurance premiums are subject to change.*	$ 15.00
Medical Assisting Technology (MAT) Fee National Healthcare Association (Certification Exam) Per Course *(MAT 239)* *Note: Exam fees are subject to change.*	$ 129.00
Official Transcript Fee *One free Alabama Community College System (ACCS) transcript*	$ 5.00
Occupational Safety and Health Administration (OSHA) Fee	$ 10.00
Practical Nursing Program (PN) Assessment Technologies Institution (ATI) Testing Fee/Resources Per Course *(NUR 112, NUR 113, NUR 114)* *Note: Testing fees are subject to change.*	$ 659.00 (NUR 112) $658.00 (NUR 113, NUR 114)
Practical Nursing Program (PN) Healthcare Program Fee Per Course *(NUR 112)* *Note: Insurance premiums are subject to change.*	$ 200.00
Practical Nursing Program (PN) Mercer Malpractice Insurance Per Course *(NUR 112)* *Note: Insurance premiums are subject to change.*	$ 15.00
Prior Learning Assessment (PLA) Course Fee *Note: Fee will be assessed for each PLA review.*	$ 25.00
Replacement Student ID Card	$ 30.00
Returned Check Fee	$ 30.00
Student Accident Insurance *Note: Charge is per course for courses with the prefix of AUT, CNC, ILT, MSP, and WDT.*	$ 3.30
Textbook Rental Fee (First Day Complete Program)	$ 24.50 *(per registered credit hour)*

The fee covers all required textbooks, lab manuals, access codes and digital textbook versions. Consumables that cannot be returned and reused are not included. Additional details are available on the Bookstore website (https://www.cacc.edu/books). *IMPORTANT NOTES REGARDING THE FIRST DAY COMPLETE TEXTBOOK RENTAL PROGRAM:* • *All students, except for those noted below, are automatically included in the First Day Complete program; however, students have the option to opt out of the Program by visiting https://www.cacc.edu/books and clicking the 'Want to Opt Out' option under LINKS on the right side of the page.* • *Athletes covered by an athletic scholarship and dual enrollment students covered by a dual enrollment scholarship are not eligible to participate in this program.* • *The following courses are exempt from the program (AUT, CNC, COS, ILT, MAT, MSP, MRT, NUR, WDT, and WKO); therefore, students registered for these courses will not be assessed the $24.50 per credit hour fee for these courses. If a book is required for these courses, students may purchase the book from the Bookstore.* • *Students must return all rented books back to the bookstore by the last day of finals each term.* • *The textbook rental fee will be due by the payment deadline. Students are at risk of being purged from classes if the fee is not paid by the advertised payment deadline.*	
Traffic and Parking Fines • No Decal • Parked in No Parking/Restricted Zone • Failure to Stop at Stop Sign • Exceeding Speed Limit • Handicap Parking Violation	 $10.00 $25.00 $25.00 $25.00 $25.00

Note: Additional examination/licensures fees may be required by third-party agencies.

Information about the cost of attendance, as defined by federal regulations under the Higher Education Act of 1965 (as amended), is available on the College website at https://www.cacc.edu/coa/. The cost of attendance reflects the total estimated cost for a student to attend the College for one academic year and includes both direct costs (tuition and fees) and indirect costs (books, supplies, and living expenses).

Guidelines for Determining Eligibility for Tuition Rates

Students or prospective students described in either I or II (Part A or Part B) below shall be eligible for in-state tuition rates. Non-resident students described in II (Part B) must submit documentation to the Office of Enrollment Services for determination of whether or not a student meets the criteria.

I. Resident Students

A resident student is a person who:

a. Is a citizen of the United States and has been a legal resident of the State of Alabama for at least 12 months immediately preceding admission, or whose non-estranged spouse has been a legal resident of the State of Alabama for such period, or (in the case of minors or dependent students) whose parent(s) or legal guardian has been a legal resident of the State of Alabama for such period; or,

b. Is a member of the Armed Forces of the United States and officially stationed in Alabama at the time of admission, or whose non-estranged spouse, or (in the case of dependent students) whose parent(s) or legal guardian is a member of the Armed Forces of the United States and officially stationed in Alabama at the time of registration.

II. Non-Resident Students Eligible for In-state Tuition Rates

A student may be eligible for in-state tuition who:

a. Is a dependent whose parent(s) or legal guardian has taken full-time permanent employment in Alabama and will commence said employment within 90 days of admission; or

b. Is not a dependent but who holds full-time permanent employment in Alabama or whose non-estranged spouse holds permanent full-time employment in Alabama and employment will commence within 90 days of admission; or resides in Harris, Heard, or Troup County, Georgia, and attends the Alexander City campus of Central Alabama Community College.

c. A Veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill® - Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill®), of Title 38, United States Code, who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty services of 90 days or more. NOTE: Beginning August 1, 2022, students receiving Chapter 35 benefits may be considered covered individuals under 38 U.S.C. §3679.

d. Anyone using transferred Post-9/11 G.I. Bill® benefits (38 U.S.C. §3319 who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of transferor's discharge or release from a period of active duty service of 90 days or more.

e. Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of Title 38, United States Code.
f. Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. §3311 (b)(9)) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence.)
g. Anyone using transferred Post-9/11 G.I. Bill benefits® (38 U.S.C §3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
h. Anyone using educational assistance under Chapter 31, Vocational Rehabilitation and Employment (VR&E.)
i. The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C 3679 as amended.

III. Out-of-State Students

Any student who does not fall into one of the categories described above for in-state tuition eligibility shall pay tuition and fees at the out-of-state rate.

An out-of-state student cannot attain resident status simply by attending school for twelve months in the State of Alabama. In determining resident student status for the purpose of charging tuition, the burden of proof lies with the student.

PAYMENT

All students who have not completed payment by, confirmed financial assistance and sponsorship awards* by final registration date, or enrolled in a payment plan option will be removed for nonpayment. If not enrolled in a payment plan option, 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 using 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.*

Delinquent Accounts

A student who has a delinquent account at the College for any fee or fine may not complete registration until his/her account has been satisfied. As required by the State of Alabama, the College may use any legal means to collect the amount due. Delinquent accounts will be referred to outside collection agencies and will be reported to national credit bureaus. The debtor is responsible for paying all attorney's fees, court costs, and collection agency charges if CACC retains an attorney or collection agency to secure payment of the amount due.

A student who leaves the College during or at the end of a semester/term without his/her financial obligations to the College fulfilled are considered "Not in Good Standing." The student may be denied future enrollment in the College and a hold will be placed on his/her records.

Central Alabama Community College believes that a college degree or certificate has true merit and meaning only if it is granted after a student has demonstrated a level of effort and responsibility indicative of a college graduate. Therefore, Central Alabama Community College policy is that a student earns entitlement to a degree, diploma, or certificate only by successfully completing a prescribed course of study; paying all tuition, fees, and other appropriate charges, and fully abiding by the rules, policies, and regulations of the college. If a student fails to meet any of these basic requirements for graduation, the College reserves the right to withhold official graduation and awarding of the degree, diploma, or certificate until the student corrects the deficiency and to include a notation on the student's official transcript that the student is ineligible for graduation.

A student who fails to make timely payment of any tuition, fees, or other appropriate charges will not receive official notice of grades for a current academic term and may not re-enroll at the College, except with special permission from the President, until full payment is made.

The Dean of Students has the authority to withhold official graduation, diplomas, and certificates, in a manner consistent with the intent of this policy. When the College intends to withhold official graduation from a student; withhold the awarding of a degree, diploma, or a certificate to a student; or declare a student ineligible for further enrollment, the Dean of Students will give written notice to the student. The notice will be delivered via official college e-mail and/or mailed to the student's last-known home address. The notice will state the type of action the College intends to take. A copy of the notice will be sent to the Office of Enrollment Services.

A student who receives notice that any of the above described actions has the right to meet with the Dean of Students or his/her designee and request that the action not be taken. If the student shows that the stated basis for the action is erroneous or if the student satisfies the Dean that the respective problem will be resolved within a time frame acceptable to the Dean, or if the Dean determines for any other appropriate reason that the intended action should be rescinded or modified, the Dean may withdraw or modify the action. The Dean or his/her designee will give written notice to the student and the Office of Enrollment Services of such a decision or modification. The Dean may also base such a decision or modification on conditions that the

student meet certain stated requirements and, in such cases, the Dean may re-impose the action if the student does not meet stated conditions.

Payment Plan Options
Central Alabama Community College has partnered with TouchNet to offer an interest-free, direct debit payment plan. A $40 non-refundable setup fee is required to enroll in the payment plan. All down payments and enrollment fees are processed immediately upon enrollment in the plan. Regular scheduled payments will be processed automatically each month on established plan dates. A non-sufficient fund fee of $35 will be assessed when a payment processes and the account does not have enough funds to cover the payment. Late fees in the amount of $30/month will be assessed if planned installments are not paid.

Plan amounts will re-calculate when classes are added or dropped. In the event of a withdrawal from one or more courses, students will remain financially responsible for the tuition and fees associated with the withdrawn courses in accordance with the withdrawals and refund section published in the College Catalog and Students Handbook. If a withdrawal takes place, payments will be drafted as scheduled unless action is taken to discontinue the plan enrollment. Withdrawal from course(s) does not release the student from obligation to continue making scheduled payments as outlined in the terms of the Payment Plan. Payments are due according to the established payment schedule, regardless of course enrollment status. Instructions for enrollment can be found at https://www.cacc.edu/need-help/make-a-payment, More information on dates and payment details can be found on the College website, by contacting the Business Office at (256) 215-4373, or by e-mailing businessoffice@cacc.edu.

Withdrawal Process and Payment Responsibility
The student acknowledges and agrees that, in the event of withdrawal from one or more courses while enrolled in the payment plan, the student will remain financially responsible for the tuition and fees associated with the withdrawn courses in accordance with the withdrawals and refund section published in the College Catalog & Student Handbook. Withdrawal from courses does not absolve the student of their obligation to continue making payments as outlined in this agreement. The student understands that payments are due in accordance with the established payment schedule, regardless of course enrollment status.

WITHDRAWALS AND REFUNDS

Students may withdraw from a class by logging into the MyCACC portal. Official withdrawal forms for complete withdrawals may be obtained on the website under the Student tab. Students needing assistance can contact the Office of Student Services by e-mailing student-services@cacc.edu. The refund of tuition and fees is computed according to the date on the withdrawal request. Student accident insurance and malpractice insurance are non-refundable after the first day of the semester.

Processing of refunds for eligible students begin three weeks after the first day of the semester. When an account is overpaid, refunds for credit card payments will be issued exclusively to the original card used for the transaction. Any amount exceeding the card payment will be refunded to the direct deposit account listed in the student's profile. If direct deposit has not been set up, a paper check will be mailed to the student's mailing address on file.

Students who are active military service members called to active duty by executive order of the President of the United States or a State Governor in the time of national crisis may receive a full refund of tuition and other appropriate institutional charges at the time of withdrawal. If a military service member is receiving Title IV funding, a re-calculation must be performed as required by Federal Title IV regulations, which could result in less than a 100% refund.

Partial Withdrawal

Students who do not completely withdraw from the College but drop a class during the drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped with the exception of student accident insurance or malpractice insurance. There is no refund due to a student who partially withdraws after the official drop/add period.

Complete Withdrawal

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

<table>
<tr><th colspan="4">Fall 2025 Full Term
(August 18, 2025 – December 12, 2025)</th></tr>
<tr><td colspan="2">Withdrawal (Before 8/18/2025)</td><td colspan="2">100% of tuition and fees refunded</td></tr>
<tr><td colspan="2">Withdrawal (8/18/2025 – 8/24/2025)</td><td colspan="2">*70% of tuition and fees refunded</td></tr>
<tr><td colspan="2">Withdrawal (8/25/2025 – 8/31/2025)</td><td colspan="2">*45% of tuition and fees refunded</td></tr>
<tr><td colspan="2">Withdrawal (9/1/2025 – 9/7/2025)</td><td colspan="2">*20% of tuition and fees refunded</td></tr>
<tr><td colspan="2">Withdrawal (After 9/7/2025)</td><td colspan="2">No refund</td></tr>
<tr><th colspan="2">Fall 2025 1st Mini Term
(August 18, 2025 – October 8, 2025)</th><th colspan="2">Fall 2025 2nd Mini Term
(October 13, 2025 – December 12, 2025)</th></tr>
<tr><td>Withdrawal
(Before 8//18/2025)</td><td>100% of tuition and fees refunded</td><td>Withdrawal
(Before 10/13/2025)</td><td>100% of tuition and fees refunded</td></tr>
<tr><td>Withdrawal
(8/18/2025 – 8/19/2025)</td><td>*70% of tuition and fees refunded</td><td>Withdrawal
(10/13/2025 – 10/14/2025)</td><td>*70% of tuition and fees refunded</td></tr>
</table>

Withdrawal *(8/20/2025 – 8/21/2025)*	*45% of tuition and fees refunded	Withdrawal *10/15/2025 – 10/16/2025)*	*45% of tuition and fees refunded
Withdrawal *(8/22/2025 – 8/23/2025)*	*20% of tuition and fees refunded	Withdrawal *(10/17/2025 – 10/18/2025)*	*20% of tuition and fees refunded *
Withdrawal *(After 8/23/2025)*	No refund	Withdrawal *(After 10/18/2025)*	No refund
Spring 2026 Full Term *(January 12, 2026 – May 7, 2026)*			
Withdrawal *(Before 1/12/2026)*		100% of tuition and fees refunded	
Withdrawal *(1/12/2026 – 1/18/2026)*		*70% of tuition and fees refunded	
Withdrawal *(1/19/2026 – 1/25/2026)*		*45% of tuition and fees refunded	
Withdrawal *(1/26/2026 – 2/1/2026)*		*20% of tuition and fees refunded	
Withdrawal *(After 2/1/2026)*		No refund	
Spring 2026 1st Mini Term *(January 12, 2026 – March 5, 2026)*		**Spring 2026 2nd Mini Term *(March 9, 2026 – May 7, 2026)***	
Withdrawal *(Before 1/12/2026)*	100% of tuition and fees refunded	Withdrawal *(Before 3/9/2026)*	100% of tuition and fees refunded
Withdrawal *(1/12/2026 – 1/13/2026)*	*70% of tuition and fees refunded	Withdrawal *(3/9/2026 – 3/10/2026)*	*70% of tuition and fees refunded
Withdrawal *(1/14/2026 – 1/15/2026)*	*45% of tuition and fees refunded	Withdrawal *(3/11/2026 – 3/12/2026)*	*45% of tuition and fees refunded
Withdrawal *(1/16/2026 – 1/17/2026)*	*20% of tuition and fees refunded	Withdrawal *(3/13/2026 – 3/14/2026)*	*20% of tuition and fees refunded
Withdrawal *(After 1/17/2026)*	No refund	Withdrawal *(After 3/14/2026)*	No refund
Summer 2026 Full Term *(May 26, 2026 – August 5, 2026)*			
Withdrawal *(Before 5/26/2026)*		100% of tuition and fees refunded	
Withdrawal *(5/26/2026 – 5/29/2026)*		*70% of tuition and fees refunded	
Withdrawal 5*/30/2026 – 6/2/2026)*		*45% of tuition and fees refunded	
Withdrawal *(6/3/2026 – 6/6/2026)*		*20% of tuition and fees refunded	
Withdrawal *(After 6/6/2026)*		No refund	
Summer 2026 1st Mini Term *(May 26, 2026 – June 25, 2026)*		**Summer 2026 2nd Mini Term *(June 29, 2026 – August 5, 2026)***	
Withdrawal *(Before 5/26/2026)*	100% of tuition and fees refunded	Withdrawal *(Before 6/29/2026)*	100% of tuition and fees refunded
Withdrawal *(5/26/2026 – 5/27/2026)*	*70% of tuition and fees refunded	Withdrawal *(6/29/2026 – 6/30/2026)*	*70% of tuition and fees refunded

Withdrawal *(5/28/2026 – 5/29/2026)*	*45% of tuition and fees refunded	Withdrawal *(7/1/2026 – 7/2/2026)*	*45% of tuition and fees refunded
Withdrawal *(5/30/2026 – 5/31/2026)*	*20% of tuition and fees refunded	Withdrawal *(7/3/2026 – 7/4/2026)*	*20% of tuition and fees refunded
Withdrawal *(After 5/31/2026)*	No refund	Withdrawal *(After 7/4/2026)*	No refund

**includes a 5% administrative withdrawal fee*

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 College Catalog & Student Handbook.***

Withdrawal from Community and Continuing Education Courses

Refunds for community and continuing education courses must be requested before the first class meeting. Refund request forms are available in the Office of Workforce Development and must be completed prior to the first day of class.

POLICY STATEMENTS

ACCS Student Complaint Process

In 2015, the Alabama Legislature vested oversight of the state's public two-year institutions of higher education (known as the Alabama Community College System (ACCS)) with the Alabama Community College System Board of Trustees. The Alabama Legislature further directed the Board of Trustees to delegate to the System's Chancellor the authority to act and make decisions concerning the management and operation of the community and technical colleges. The Chancellor is assisted in these duties by the staff of the System Office, formerly known as the Alabama Department of Post-secondary Education. Consumer and student complaints that are not resolved at the institutional level are thus arbitrated at the state level by the ACCS System Office.

The ACCS is committed to respecting and supporting the work of its member institutions and to providing quality educational experience for all students. The objective of the student complaint process is to ensure that the concerns and complaints of students are addressed fairly and are resolved promptly. The Alabama Community College System requires each institution to establish its own procedures to address student grievances and complaints. A student must exhaust his/her rights under the institution's official complaint/grievance policy before advancing any complaint to the System Office of Alabama Community College System. Students may file consumer/student complaints with the Alabama Community College System by following these procedures:

- If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form, which is available online at the ACCS website (www.accs.cc). Students may submit completed complaint forms by printing the form, signing it, and then either:
    - Scanning it and emailing it to complaints@accs.edu
    - Or mailing it to: Alabama Community College System, Attention: Division of Academic and Student Affairs, P.O. Box 302130, Montgomery, AL 36130-2130
- The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.
- The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
- The Division of Academic and Student Affairs will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
- If correction action is needed, the institution will have 30 days to comply or develop a plan to comply with the corrective action.
- The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

Academic Appeals

Central Alabama Community College emphasizes a grading system based on well-defined evaluative criteria and meaningful feedback. Faculty are responsible for providing substantive, timely feedback about student work based on clearly articulated standards. The grade appeals process exists for students who have evidence of a clerical grading error, arbitrary or capricious grading, or bias. In the absence of those reasons, appeals may not request a reevaluation of graded work. Grade appeals related to an individual test, paper, or other assignment within a course are not permitted. *(Students with complaints related to any other matter must follow the Complaint and Grievance Procedures outlined in the College Catalog & Student Handbook.)*

Students may not appeal grades through this process in the case of an academic misconduct violation.

Students are responsible for filing their own grade appeals by stated deadlines. If a student does not meet the deadline for appealing a grade, the right to appeal will be waived.

Appeals Deadlines

1. The student must make the initial appeal to the instructor within ten (10) business days of the beginning of the subsequent term.
2. Mini-term: the student must make the initial appeal within ten (10) business days of the subsequent mini-term.
3. Fall term: the student must make the initial appeal within ten (10) business days of the subsequent spring term.
4. Spring term: the student must make the initial appeal within ten (10) business days of the subsequent fall term.
5. Summer term: the student must make the initial appeal within ten (10) business days of the subsequent fall term.
6. The student shall have ten (10) business days to file an appeal at each subsequent stage if necessary.

Appeals Process

1. To begin an appeal, the student shall request a meeting with the instructor. Appeals may not be made by parents, guardians, or proxies. The student shall meet with the instructor in person or virtually to discuss the grading process. It is the student's responsibility to demonstrate the appeal's merit. The instructor shall produce any graded work that remains in the instructor's possession, explain how grades have been calculated, and if needed recalculate the grade to determine if there has been a clerical error.
2. If the student and instructor cannot successfully resolve the disputed grade, the student may further appeal by submitting to the instructor's supervisor (division chairperson or, in nursing appeals, the Health Science Program Administrator) the Grade Appeals form available from the Office of the Dean of Academic Programs. If the instructor issuing the grade is the chairperson of the respective division or program, the student may appeal directly to the appropriate instructional dean, either the Dean of Academic Programs or the

Dean of Workforce and Economic Development. If either dean is unavailable, the other dean may hear the appeal.

3. The instructor's supervisor shall meet with the student and review the student's appeal. The supervisor may interview the instructor, ask for the assistance of another Central Alabama Community College instructor, or seek the opinion of an expert in the subject area under review.
4. If the student's appeal is not successfully resolved at this level, the student may appeal to the appropriate instructional dean. If either dean is unavailable, the other dean may hear the appeal.
5. The instructor also has the right to appeal a decision of the supervisor to the dean.
6. The dean will review the appeal and separately schedule a meeting with both the student and the instructor.
7. The dean has the authority to consult with the instructor, the division chairperson, or other persons who have expertise in the subject area. When the dean has completed the review of the grade appeal, a written report describing his/her findings and conclusions will be provided to the student, instructor, and supervisor.
8. If the dean determines that a change in the student's grade is in order, the student's official grade will be changed under the authority of the appropriate instructional dean to render rulings on grade appeals.
9. The decision of the instructional dean is final.

*Academic Bankruptcy**

Academic bankruptcy is the removal of one to three semesters of grades from the calculation of a student's cumulative grade point average (GPA). The following apply to any request for academic bankruptcy:

I. Academic bankruptcy is initiated by submission of a Request for Academic Bankruptcy form from the student to the Office of Student Services.

II. Upon receipt of the student's request, the College will inform the student that an award of academic bankruptcy may impact his/her financial aid status.

III. Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.

IV. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA.

V. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.

VI. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.

VII. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the College since the most recent semester for which the academic bankruptcy is requested. A grade of "C," "S," or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.

VIII. When a student receives a declaration of academic bankruptcy, a permanent notation of "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester affected.

IX. Approval of the academic bankruptcy status at the College does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

**Courses removed due to Academic Bankruptcy will continue to be calculated for financial aid Satisfactory Academic Progress.*

Academic Honors

Superior academic achievement by graduating students receiving degrees is recognized by the following designations:

- Graduation with Honors (or Cum Laude) 3.5 to 3.69 GPA
- Graduation with High Honors (or Magna Cum Laude) 3.7 to 3.89 GPA
- Graduation with Highest Honors (or Summa Cum Laude) 3.9 to 4.0 GPA

Students receiving the formal award of a certificate with a 3.5 to 4.0 GPA will be honored by Graduation with Distinction.

Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree or certificate being earned (refer to Calculation of Grade Point Average). In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 25 semester credit hours at the College.

Academic Integrity

Central Alabama Community College is committed to the highest standards of academic honesty and integrity. Students should avoid cheating, plagiarizing, or committing other forms of academic dishonesty. This includes any use of Artificial Intelligence programs such as ChatGPT. Consequences for violations of academic integrity may include being required to retake an examination or resubmit an assignment, receiving an "F" on an exam or assignment, or receiving an "F" for the course.

Generative artificial intelligence (AI) should not be used to complete course assignments (e.g. by entering exam questions or assignment questions, writing prompts, etc.) unless an instructor authorizes their use. These tools should only be used with explicit and clear permission of each individual instructor, and then only in the ways allowed by the instructor. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification. The unauthorized use of AI tools to complete course assignments is a violation of academic integrity.

Alcohol and Drug Prevention Abuse Policy

Central Alabama Community College complies with initiatives described by the Drug-Free Schools and Campuses Regulations. The College is strongly committed to providing a drug-free learning and working environment. It is the policy of Central Alabama Community College that information related to compliance with the Drug-Free Schools and Campuses Regulations shall be distributed to each student at Central Alabama Community College.

Standards of Conduct, Enforcement and Sanctions

Central Alabama Community College is a public educational institution of the State of Alabama and, as such, shall not allow on its premises or at any activity it sponsors the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. If such prohibited possession, use, or distribution by a student or employee is confirmed, Central Alabama Community College shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but is not limited to, suspension, expulsion, and/or arrest or referral to the appropriate law enforcement agency. Any visitor engaging in any act prohibited by this policy shall be called on to immediately cease such behavior.

If any student or visitor shall engage in any behavior prohibited by this policy which is also a violation of federal, state, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution. Contact the Office of Student Services at all college locations for specific and detailed information concerning (1) legal sanctions regarding unlawful use, possession, or distribution of alcoholic beverages and illicit drugs; (2) health risks of drug and alcohol use and abuse; and (3) where to get assistance.

The College may notify the parents of students who are under the age of 21 after adjudication of any violations of college policies involving the use, possession, or distribution of alcohol or drugs.

Legal Sanctions: State Offenses

Activities which violate Alabama laws concerning illicit possession, use and distribution of alcoholic beverages or drugs include, but are not limited to, the following:

1. Public intoxication is punishable by up to 30 days in jail. (Code of Alabama [1975], Sec. 13A11-10).
2. Possession, consumption or transportation of an alcoholic beverage by a person of less than 21 years of age is punishable by fine of $25-$100 or a 30-day jail term. (Code, Sec. 28-1-5).
3. Possession or distribution of an alcoholic beverage in a dry county is punishable by a fine of $50-$500 and, at the discretion of a judge, a jail sentence of up to six months. (Code, sec. 28-4-20, et seq).
4. Possession of an alcoholic beverage illegally manufactured or illegally brought into the State of Alabama is punishable by a fine of $100-$1,000, plus, at the discretion of a judge, a jail sentence of up to six (6) months (Code, sec. 28-1-1).

5. Driving or being in actual physical control of a vehicle while under the influence of alcohol or other drugs is punishable, upon first conviction, by a fine of $250-$1,000 and/ or one year in jail plus suspension of drivers' license for 90 days. (Code, sec. 32-5A-191).
6. Possession of marijuana for personal use is punishable by a fine of up to $2,000 and/or a jail sentence of up to one year (Code, sec. 13A-12-214).
7. Possession of marijuana for other than personal use is punishable by a fine of up to $15,000, a mandatory six-month suspension of driver's license, and/or a prison sentence from 1 to 10 years in prison. (Code, sec. 13A-12-213).
8. The selling, furnishing, giving away, manufacturing, delivery or distribution of a controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to $10,000 and/or a prison term of not less than two years and not more than 20 years (Code, sec. 13A-12-211).
9. The selling, furnishing or giving by a person 18 years or older to a person under 18 years of age any controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to $20,000 and/or a prison term of not less than ten years and up to life (Code, sec. 13A-12-215).
10. Possession of a controlled substance enumerated in Schedule I through V is punishable by a fine of not more than $5,000 and/or prison term of not more than ten years (Code, sec. 13A12-212).
11. Conviction for an unlawful sale of a controlled substance within a three-mile radius of an educational institution brings with it an additional penalty of five years of imprisonment with no provision for parole. The use or possession with intent to use of drug paraphernalia is punishable by up to one year in jail and/or a fine of up to $2,000 (Code, sec. 13A-12-260).
12. The sale or delivery of or possession with the intent to sell or deliver, drug paraphernalia is punishable by not more than one year in prison and/or a fine of up to $1,000. If the delivery or sale is to a person under 18 years of age, it is punishable by up to 20 years in prison and/or a fine of up to $10,000 (Code, sec.13A-12-260). Penalties for subsequent violations of the above described provisions are progressively more severe than the initial convictions.

Legal Sanctions: Federal Offenses

Activities which violate Federal laws concerning illicit possession, use or distribution of alcoholic beverages and drugs include, but are not limited to, the following (21 U.S.C. 841) makes it a crime:

1. to manufacture, distribute, dispense or possess with intent to manufacture, distribute or dispense a controlled substance or
2. to create, distribute or dispense or possess with intent to distribute or dispense or counterfeit a controlled substance. (The U.S. Code establishes, and authorizes the U.S. Attorney General to revise as needed classifications of controlled substances. The drugs are each classified in one or more of five "schedules," Schedule I being comprised essentially of "street drugs" and Schedule V being comprised of drugs with a "low potential for abuse" as compared with drugs in Schedules I-IV). Examples of Schedule I drugs are

heroin and marijuana. PCP, for example, is a Class I drug. Amphetamine is a Schedule II drug, while Barbital is a Schedule IV drug. An example of a Schedule V drug would be a prescription medication with not more than 200 mg. of codeine per 100 grams. Penalties for a first offense conviction of violating the laws described in items (1) or (2) above are:

a. in the case of a Schedule I or II drug which is a narcotic drug, not more than fifteen years in prison, a fine of not more than $25,000 or both.
b. in the case of a Schedule I or II drug which is not a narcotic drug or in the case of a Schedule III drug, not more than five years in prison, a fine of not more than$15,000 or both.
c. in the case of a Schedule IV drug, not more than three years in prison, a fine of not more than $10,000 or both.
d. in the case of a Schedule V drug, not more than one year in prison, a fine of not more than $5,000 or both.
e. notwithstanding sub-paragraphs (1) through (4) above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one year and/or a fine of not more than $5,000.
f. notwithstanding subparagraph (1) through (4) above, the manufacture, possession, distribution or intent to manufacture, possess or distribute phenecylidine (PCP, "angel dust") is punishable by up to ten years in prison and/ or a fine of not more than $25,000. Penalties for subsequent violations of these provisions are progressively more severe than for initial convictions.

Local Ordinances

The State of Alabama Code has been adopted locally. Any other provisions as are applicable to the cities and counties in which Central Alabama Community College campuses are located have also been adopted.

Health Risks of Drug and Alcohol Use and Abuse

The following is a list of some of the health risks and symptoms associated with the following categories or substances. This list is not intended to be the final word on such health risks since the scientific and medical communities will continue their research into and discoveries concerning the abusive use of drugs and alcohol.

- Cannabis: includes marijuana, hashish, hashish oil, and tetrahydrocannabinol (THC).
    - Regularly observed physical effects of cannabis are a substantial increase in heart rate, bloodshot eyes, a dry mouth and throat and increased appetite. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination such as driving a car. Research also shows that students do not retain knowledge when they are "high."
    - Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their

lungs as long as possible, marijuana damages the lungs and pulmonary system. Marijuana smoke contains more cancer- causing agents than tobacco. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect.

- Cocaine: includes cocaine in powder form and "crack" in crystalline or pellet forms.
    - Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause a stuffy or runny nose while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment may transmit AIDS, hepatitis and other diseases. Preparation of free base, which involves the use of volatile solvents, can result in death or injury from fire or explosion.
    - Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by disrupting the brain's control of the heart and respiration.
- Other Stimulants: include amphetamines and methamphetamines ("speed"); phenmetrazine (Preludin); methylphenidate (Ritalin) and "anorectic" (appetite suppressant) drugs such as Didrex, Pre-Sate, Fastin, Profast, etc. o Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination and physical collapse.
    - An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure. In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amount of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia. These symptoms usually disappear when drug use ceases.
- Depressants: include such drugs as barbiturates; methaqualone (Quaaludes) and tranquilizers such as Valium, Librium, Equanil, Meprobamate, Xanax, etc.
    - The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles but somewhat larger doses can cause slurred speech, staggering gait and altered perception. Very large doses can cause respiratory depression, coma and death.
    - The combination of depressants and alcohol can multiply the effects of the drugs thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence.

- Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia and anxiety to convulsions and death.
- Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

- Narcotics: include such substances as heroin, morphine, opium and codeine as well as methadone, meperidine (Demerol), hydromorphine (Dilaudin) and such drugs as Percocet, Percodan, Darvon, Talwin, Lortab, Lorcet, Anexia, etc.
  - Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. Users also may experience constricted pupils, watery eyes and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possibly death.
  - Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in disease such as AIDS, endocarditis and hepatitis.
  - Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.
- Hallucinogens: Include phencyclidine ("PCP"), lysergic acid diethylamide ("LSD"), mescaline peyote and psilocybin (mushrooms).
  - Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.
  - The effects of PCP vary but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders such as depression and anxiety and violent behavior also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions, coma, heart, lung, and brain damage.
  - Lysergic acid (LSD) mescaline and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline or psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

- Inhalants: include such substances as nitrous oxide ("laughing gas"), amyl nitrate, butyl nitrate (found in asthma inhalants), chlorohydrocarbons (used in aerosol sprays) and hydrocarbons (found in gasoline, glue and paint thinner).
    - Immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays decrease heart and respiratory rates and impair judgment. Amyl and butyl nitrite (asthma inhalant) cause rapid pulse and feces. Long-term use may result in hepatitis or brain hemorrhage.
    - Deeply inhaling the vapors or using large amounts over a short period of time may result in disorientation, violent behavior, unconsciousness or death. High concentration of inhalants can cause suffocation by displacing oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.
- Designer Drugs: include analogs of fentanyl and analogs of meperidine (synthetic heroin), analogs of amphetamines and methamphetamines (such as "Ecstasy") and analogs of phencyclidine. Illegal drugs are defined in terms of their chemical formulas. Underground chemists modify the molecular structure of certain designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate.
    - The narcotic analogs can cause symptoms such as those seen in Parkinson's disease— uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness.
    - Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations and impaired perceptions.
- Alcohol: ethyl alcohol, a natural substance formed by the fermentation that occurs when sugar reacts with yeast, is the major active ingredient in wine, beer and distilled spirits.
    - Ethyl alcohol can produce feelings of well-being, sedation and intoxication and can cause unconsciousness or death depending on how much is consumed and how fast it is consumed.
    - Alcohol is a "psychoactive," or mind-altering drug, as are narcotics and tranquilizers. It can alter moods, cause changes in the body and become habit forming. Alcohol depresses the central nervous system and too much can cause slowed reactions, slurred speech and unconsciousness.
    - Chronic use of alcohol has been associated with such diseases as alcoholism and cancers of the liver, stomach, colon, larynx, esophagus and breast. Alcohol abuse can also lead to damage to the brain, pancreas and kidneys; high blood pressure, heart attacks and strokes; hepatitis and cirrhosis of the liver; stomach and duodenal ulcers; colitis; impotence and infertility and premature aging.

- Abuse of alcohol has also been linked to birth defects and Fetal Alcohol Syndrome.

Where to Get Assistance

Help is available for persons who need counseling or other treatment for substance abuse. Listed below are agencies and organizations that can assist persons in need of such services.

NATIONAL TOLL-FREE HOTLINES & WEBSITES	
Treatment Facility Locator 1-800-662-HELP http://findtreatment.gov	**Drug Help** http://www.drughelp.org
Cocaine Anonymous http://www.ca.org	**Marijuana Anonymous** http://www.marijuana-anonymous.org
Narcotics Anonymous http://www.na.org	**Alcoholics Anonymous** http://www.aa.org

Local Treatment Facilities

The treatment facilities listed below provide either alcohol, drug or alcohol, and drug treatment on an outpatient, residential or inpatient basis. Outpatient care generally consists of counseling and other therapy on a periodic basis, such as twice a week. Inpatient services include such treatment as detoxification and short-term hospital care. Residential services include residing (generally from one to six months) at a treatment facility and participating in such therapeutic activities as lectures, group counseling, individual counseling and self-analysis. Some of the listed facilities are private and some are public. In most instances, the care offered at a public facility is less expensive than similar services offered at private facilities. However, many health and hospitalization insurance policies include coverage for substance abuse treatment. There are also situations in which private facilities are provided public funding to offer services to eligible clients who would not otherwise be able to afford such services.

Local Treatment Facilities

Lighthouse of Tallapoosa County 36 Franklin Street Alexander City, AL 35010 (256) 234-4894	**East Alabama Mental Health Center** **Opelika Addictions Center** 2300 Center Hills Drive, Building I Opelika, AL 36801 (334) 742-2130
AltaPointe 10 Bemiston Avenue Talladega, AL 35160 (256) 362-8600	**AltaPointe** 1661 Old Birmingham Highway Sylacauga, AL 35150 (256) 245-2201

Carastar Crisis Center - **Autauga County Clinic** 461 East Main Street Prattville, AL 36067 (334) 279-7830	

Class Attendance

Students are expected to attend each class session, to arrive on time, and to remain for the entire class session. Faculty will record attendance from the first day of the semester for attendance verification purposes. Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course. In such cases, the student should withdraw from the class before the last date to drop with a grade of **"W".** Withdrawal from class may affect eligibility for federal financial aid. Students should contact the Financial Aid Office for information.

When a student is absent from class, the student is responsible for all material covered in class and for any assignments made in class. The instructor is not required to review with the student any material missed as a result of being absent, nor is the instructor required to notify a student if the student is in danger of a lowered grade due to any graded work missed. The instructor is not required to provide an opportunity for makeup. The instructor's policies regarding makeup work shall be clearly defined in the syllabus to be distributed on the first day of class.

Students will be deleted from course rosters for the following reasons:

1. The student has not attended the traditional/hybrid class or completed required assignments.
2. The student has not logged into the assigned Canvas account and completed the mandatory online orientation assignment for internet classes.

Classification 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.

Students who are registered for 12 semester hours or more are classified as full-time students by the College. However, other organizations not connected with the College, such as the Veterans Administration, may use other classifications. In order to graduate within two years, at a minimum, students must pass 15 credit hours per semester.

Clean Air Policy

In an effort to promote a healthier educational environment, Central Alabama Community College has adopted a Clean Air Policy. Smoking poses a significant health risk to both smokers and nonsmokers. In addition, smoking can damage sensitive technical equipment and can be a safety hazard. Secondhand smoke can be annoying and is hazardous to non-smokers.

Definitions

- To "smoke" and "smoking" is defined as creating smoke, vapor, or any other type of emission by lighting a cigarette, cigar, pipe, or other smoking product including but not limited to electronic cigarettes or vapor cigarettes.
- To “smoke” and “smoking” is defined as puffing on, carrying or holding a lighted cigarette, cigar, pipe or other tobacco and /or smoking product including but not limited to electronic cigarettes or vapor cigarettes.
- “Secondhand smoke” is defined as smoke, vapor, or any other type of emission emitted from lighted, smoldering or burning tobacco and/or smoking product from a person smoking cigarettes, cigars, pipes, or other tobacco and/or smoking product including but not limited to electronic cigarettes or vapor cigarettes.

All locations of Central Alabama Community College are smoke-free and tobacco-free. This includes all indoor and outdoor facilities and properties belonging to Central Alabama Community College. Smoking and use of tobacco products is prohibited inside all vehicles that are owned, leased, or rented by the College. Metered-dose inhalers and nebulizers prescribed by a state licensed medical physician are allowed.

This policy shall be enforced according to the rules established in Central Alabama Community College Catalog & Student Handbook. Off-campus organizations, alumni, guests, and visitors using the College facilities must abide by the provisions of this policy. Failure to comply with this policy will constitute a violation of official college policy and may result in disciplinary action up to, and including, expulsion or termination. It may also constitute a violation of State law and subject violators to associated civil penalties.

Complaint and Grievance Procedures

Central Alabama Community College promotes the open exchange of ideas among all members of the College community, students, faculty, staff and administration. An environment conducive to the open exchange of ideas is essential for intellectual growth and positive change. Central Alabama Community College recognizes that in order to efficiently and effectively carry out its mission, employees and students must feel confident that any valid complaint or grievance an employee or student may make concerning the College will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by the College.

Student Complaint Procedures

For purposes of this policy, a complaint will mean a specific event, activity or occurrence within the scope of the authority of the College administration or faculty about which an individual has a specific concern.

1. **Complaints Related to Academic Matters**: Complaints involving academic disputes must follow the Academic Appeals process located in the College Catalog & Student Handbook under Academic Policies.

2. **Student Complaints Related to Disability**: Students with complaints related to a disability are encouraged to report incidents in writing within ten (10) working days of the occurrence of the event prompting the complaint. Complaints related to a disability should be reported to the ADA Coordinator.

3. **Student or Employee Complaints Related to Sexual Harassment**: Any student or employee of the College or applicant for employment or admission who has a complaint against a student or a member of the College faculty, staff, or administration concerning sexual harassment (Title IX of the Educational Amendments of 1972) or has knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned by the College or controlled by the College should report the complaint to the Title IX Coordinator. An educational program or activity of the College includes, but is not limited to locations, events or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.

   Any individual may report a sexual harassment incident to the Title IX Coordinator in person, by e-mail, by telephone, or in writing. The report must include the names of the Complainant(s) and Respondent(s), approximate date of incident, facts of the incident, and contact information for the person submitting the complaint. The Title IX Coordinator will respond in writing to the person submitting the complaint as soon as practicable, but not exceeding five (5) business days. If the person submitting the complaint is not the Complainant, the Title IX Coordinator will also contact the Complainant within five (5) business days. If after a discussion with the Complainant, the Title IX Coordinator determines that the complaint does not qualify as a Title IX Complaint, the Title IX Coordinator will notify the Complainant in writing and may redirect the Complaint to the appropriate committee. If after a discussion between the Complainant and the Title IX Coordinator, the Title IX Coordinator determines that the complaint meets the criteria of a Title IX Complaint and the Complainant requests to file a formal complaint, the Title IX Coordinator will initiate the formal complaint process.

4. **Other Types of Student Complaints**: Students with complaints related to any other matter are encouraged to report concerns in writing within ten (10) working days of the occurrence of the event prompting the complaint.

If a student complaint can be resolved immediately and informally after discussion between the student and the respective college official, the College official will take action to resolve the complaint. The college official who received the complaint will record and keep a written report of the complaint and the resolution of the complaint. The College official will provide a copy of the written report to the official's supervising administrator and to the Dean of Students.

If the student's complaint cannot be resolved immediately and informally, the appropriate College official who received the complaint will submit a written report, a "Plan of Resolution," to the Dean of Students. The report will be submitted within ten (10) business days of the receipt of the complaint and will detail the complaint and the plan to resolve the complaint. If the Plan of Resolution does not result in a satisfactory resolution to the complaint, the complainant may choose to pursue a grievance within fifteen (15) business days with the Dean of Students.

General Grievance Procedures
A student who submits a written complaint to the appropriate college official and who is not informed of a satisfactory resolution or Plan of Resolution of the complaint within ten (10) business days of the complaint then has the right to file a grievance with the Dean of Students within fifteen (15) business days. Grievance Procedure Forms are available online at www.cacc.edu and in the Office of Dean of Students.

The written grievance statement will include at least the following information:

1. Date the original complaint was reported,
2. Name of person to whom the original complaint was reported,
3. Facts of the complaint, and
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement may also contain other information relevant to the grievance that the Grievant wants considered by the Dean of Students.

Investigation Hearing and Findings
The College will have thirty (30) calendar days from the date of the receipt of the grievance by the Dean of Students to conduct an investigation of the allegation(s), hold a hearing on the grievance (if requested) and submit a written report to the Grievant and Respondent of the findings arising from the hearing. The Grievance Form will be used to report both the grievance and the hearing findings. The Dean of Students will report the grievance findings to the Grievant and Respondent by either personal service or certified mail sent to the Grievant's and Respondent's respective home address.

Investigation Procedures
The Dean of Students will conduct a factual investigation of the grievance allegations, either personally or with the assistance of any person(s) designated by the President, and will research any applicable statutes, regulations and/or policies, if any. After completion of the investigation,

the Dean of Students will determine whether there is substantial support of the grievance. The factual findings of the investigation and the conclusions of the Dean of Students will be stated in a written report which will be submitted to the Grievant and to the party or parties against whom the grievance was made (the "Respondent"). The report will be made a part of the hearing record, if a hearing is requested by the Grievant. Each of the parties will have the opportunity to file written objections to any of the factual findings and to make their objections part of the hearing record if there is a hearing. Publications or verified photocopies containing relevant statutes, regulations and policies will also be prepared by the Dean of Students for the hearing record. If the Dean of Students finds that the grievance is substantially supported, he or she will also make a recommendation in the report as to how the grievance should be resolved. Upon the receipt by the Grievant and Respondent of the Dean of Students report, the Grievant and Respondent will have five (5) business days to notify the Dean of Students whether or not the Grievant or Respondent demands a hearing on the grievance. The failure by the Grievant or Respondent to request a hearing by the end of the fifth business day will constitute a waiver of the opportunity for a hearing by the party failing to request a hearing. However, the Dean of Students may, nevertheless, at his or her discretion schedule a hearing on the grievance if doing so would appear to be in the best interest of the College. In the event that no hearing is to be conducted, the Dean of Students report will be filed with the President, and a copy provided to the Grievant and each Respondent.

Hearing Procedures

In the event that either party requests a hearing within the time frame designated by the Dean of Students, the President will designate a qualified, unbiased person or committee to conduct the grievance hearing. The hearing officer and/or committee members will generally be employees of Central Alabama Community College. However, the President will have the discretion to select individuals that are not Central Alabama Community College employees to serve as a hearing officer or as a committee member.

The hearing officer and/or committee will notify the Grievant and each Respondent of the time, place, and subject matter of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing will be conducted in a fair and impartial manner and will not be open to the public unless both parties agree in writing for the hearing to be public.

At the hearing, the Grievant and the Respondent will be read the grievance statement. After the grievance is read into the record, the Grievant will have the opportunity to present oral information and offer other supporting information as he/she will deem appropriate to his/her claim. Each Respondent will then be given the opportunity to present oral information and offer other supporting information as he/she deems appropriate to the Respondent's defense against the charges.

If the College, or the administration of the College at large, is the party against whom the grievance is filed, the President will designate a representative to appear at the hearing on behalf of the College. Any party to a grievance hearing will have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective

attorney or personal representative, if any, will act in an advisory role only and will not be allowed to address the hearing body or question any witnesses. The College must be given a minimum of 48 hours' notice if the Grievant is being assisted by an attorney or personal representative. The names of the personal representative or attorney must be submitted 48 hours prior to the hearing to the Dean of Students. In the event that the College is the Respondent, the College representative will not be an attorney or use an attorney unless the Grievant is also assisted by an attorney or other personal representative. The hearing will be recorded by an electronic recording medium. In addition, all supporting documents or information offered by the parties, whether admitted or not, will be marked and preserved as part of the hearing record.

The hearing officer or committee will make the participants aware that the rules relating to the admissibility of statements and information during the hearing will be less stringent than those which apply to civil trials. Generally speaking, irrelevant, immaterial and privileged information (such as personal medical information or attorney-client communications) will be excludable. However, hearsay conversations and unauthenticated documentary information may be allowed if the hearing officer or chairperson determines that the information offered is of the type and nature commonly relied upon or taken into consideration by a reasonably prudent person in conducting his affairs.

In the event of an objection by any party to any statement, information or documentation offered at the hearing, the hearing officer or committee chairperson will have authority to make a final ruling on the objection.

Standards of Evidence
The evidentiary standard to be used by the Dean of Students, Student Conduct Committee, or the President is based strictly on the evidence presented whether it was more likely than not that the allegation(s) made against the accused student was (were) true based upon a reasonable belief of the Dean of Students, Student Disciplinary Committee, or the President.

Report of Findings
Within five (5) working days following the hearing, there will be a written report given to the Dean of Students (with a copy to the President, the Grievant and each Respondent) of the findings of the hearing officer or the chairperson of the hearing committee, whichever is applicable, and the report will contain at least the following: 1. Date and place of the hearing; 2. The name of the hearing officer or each member of the hearing committee, as applicable; 3. A list of all witnesses for all parties to the grievance; 4. Findings of fact relevant to the grievance; 5. Regulations or policies relevant to the grievance, and 6. Recommendation(s) arising from the grievance and the hearing.

Resolution of Grievance
In the event of a finding by the hearing officer/committee that the grievance was unfounded or was not supported by the evidence presented, the Dean of Students will notify the Grievant of any appeal that may be available to the Grievant. In the event of a finding that the grievance was supported, in whole or in part, by the information presented, the Dean of Students will advise the

Respondent of any available appeal or if the College is the Respondent, the Dean of Students will meet with the Grievant and the appropriate college representative(s) and attempt to bring about resolution of the grievance. If no such resolution is reached the Grievant may appeal to the President.

Presidential Appeals
The Grievant or Respondent will have the right to appeal the decision of the hearing officer or committee to the President of Central Alabama Community College, provided that:

- A notice of appeal is filed with the Dean of Students and the President within fifteen (15) calendar days following the receipt of the committee report and
- The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s) and/or recommendation(s) of the hearing officer or committee. If the appeal is not filed by the close of business on the fifteenth (15th) day following the receipt of the committee report, the right to appeal to the President will have been waived. If the appeal does not contain clear and specific objections to the hearing report, it will be denied by the President.

President's Review
If an appeal is accepted by the President, the President will have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, to hold a hearing (if deemed appropriate by the President) and to produce a report of the President's findings. The President will have the authority to (1) affirm, (2) reverse or (3) affirm in part and reverse in part and/or modify the findings, conclusions and recommendations arising from the college grievance hearing. The President's report will be served to the Grievant and Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form. Please refer to the ACCS Student Complaint Process found on the ACCS website. (https://www.accs.edu/student-complaints/)

Complaint Process for Online Students
All complaints must follow the institution's standard procedure for resolution as outlined in the Complaint and Grievance Procedures section of the College Catalog & 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/sara-student-complaints-0. Grade appeals and conduct complaints are expressly excluded by NC-SARA.

Complaint Process for VA Students
Any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link: http://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will then

follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

NOTE: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government website at https://www.benefitis.va.gov/gibill.

Copyright/File Sharing

The purpose of the College copyright information is to provide educational information that communicates the Copyright Act to students and employees of Central Alabama Community College. Although every effort has been made to provide accurate information, this information is not intended to provide legal advice about copyright.

According to the U.S. Copyright Office, copyright "is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of 'original works of authorship,' including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works." For more details, see the website of the U.S. Copyright Office at www.copyright.gov.

In general, Section 106 of the Copyright Act of 1976 gives the copyright owner exclusive rights to the following, allowing him or her to authorize others likewise: to reproduce the works in copies or photo records, to prepare derivative works based upon the work, to distribute copies or photo records of the work to the public by sale or transfer of ownership, or by rental, lease, or lending, to perform the work publicly, in the case of literary, musical dramatic, and choreographic works, pantomimes, and motion pictures, and other audiovisuals, and in the case of sound recordings, to perform the work publicly by means of a digital audio transmission.

Authors of visual art also have the rights of attribution and integrity, as described in Section 106A of the Copyright Act of 1976. Additional information regarding the registration of works of visual arts can be found in Circular 40, "Copyright Regulation for Works of the Visual Arts," prepared by the U.S. Copyright Office.

While *it is illegal for anyone to violate any of the rights established for copyright owners*, there are limitations or exceptions to these rights. Of particular interest to educators and students are four exceptions under certain conditions: works in the public domain, "Fair Use," the Digital Millennium Copyright Act (DMCA), and the "TEACH Act."

Public Domain

Copyrighted works may eventually fall into the public domain and, at that point, may be freely used without permission. In general, such works include those for which the copyright has expired or has been lost, works produced by the federal government, and works that lack sufficient originality to qualify for copyright protection (e.g., standard calendars, charts, rulers, etc.).

Fair Use

The "Fair Use" doctrine allows educators and students to use copyrighted materials without seeking prior approval to certain types of resources under certain conditions. The fact alone that the intended use is educational does not remove restrictions; the "four fair use factors" must be considered in total:

- The purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- The effect of the use upon the potential market for or value of the copyrighted work.

"Fair Use" analysis is based on reasonable efforts by reasonable individuals and, as a result, is sometimes subjective. Educators enjoy some protection from infringement lawsuits because of Section 504(c) (2) of the Copyright Act. This protection is called "the good faith fair use defense" and is based on "a reasonable, good faith determination" by educational employees that their use of copyrighted materials falls under the exceptions for "fair use": i.e., employees, acting within the scope of their employment, who make a reasonable, good faith decisions that their use of copyrighted materials falls under the "Fair Use" doctrine, are protected from statutory damages in court cases that find copyright infringements have occurred if they believe and have reasonable grounds for believing that their use was fair.

Central Alabama Community College students are expected to act responsibly and legally by applying "Fair Use" principles to the completion of their activities and projects. The College does not assume legal responsibility for violations of applicable copyright law. Student employees are subject to all college policies relating to faculty and staff.

Digital Millennium Copyright Act (DMCA)
In 1998, Congress revised copyright provisions to meet the demands of the digital age and to offer certain protections to educational entities that offer online resources, thus qualifying as Online Service Providers (OSPs). More specifically, the DMCA:

1. Prohibits the "circumvention" of "technological protection measures" (e.g., password or form of encryption) used by a copyright holder to restrict access to its material;

2. Prohibits the manufacture or offering of any device or service designed to defeat such protective measures;

3. Makes no change to the "Fair Use" doctrine and expressly states that valuable activities based on the "Fair Use" doctrine (e.g., reverse engineering, security testing, privacy protection, and encryption research) do not constitute illegal "anti-circumvention";

4. Exempts any OSP or carrier of digital information (including libraries) from copyright liability because of the content of a transmission made by a user of the provider's or carrier's system (e.g., the user of a library system or College network);

5. Establishes a mechanism for a provider to avoid copyright infringement liability due to the storage of infringing information on an OSP's own computer system, or the use of "information location tools" and hyperlinks, if the provider acts "expeditiously to remove or disable access to" infringing material identified in a formal notice by the copyright holder.

Title 17 of the U.S. Code and more recently the Digital Millennium Copyright Act, 105 PL 304 also outline that it is illegal to distribute copyrighted music in any form, including digital mp3 files, without a license to do so from the copyright holder. It is a violation of college policies to use the campus network for illegal activities or in a manner that consumes capacity and services needed for instruction, research, and other core purposes. The individual using electronic resources (e.g., computers, campus network, Internet access, etc.) is responsible for adhering to all college policies and guidelines as well as all copyright and legal restrictions.

Central Alabama Community College has appointed the College Librarian as the College Copyright Agent to receive notification of claimed infringement from a copyright owner as required by the Digital Millennium Copyright Act.

The 2002 Teach Act

The 2002 Technology, Education and Copyright Harmonization (TEACH) Act updates U.S. Copyright law to extend privileges for legally using copyrighted materials with distance education technology and clarifies terms and conditions under which educational institutions can use copyrighted materials in an online educational format without permission from the copyright owner.

TEACH allows instructors and students at an accredited, nonprofit educational institution to transmit performances and displays of copyrighted works as part of a course if certain conditions are met. If these conditions are not or cannot be met, use of the material must qualify as fair use or permission from the copyright holder(s) must be obtained. The provisions of the TEACH Act require certain administrative and technological restrictions on the distribution of copyrighted materials as well as education of instructors and students in copyright requirements.

Some of the key elements of the TEACH Act include:

- Limit access to copyrighted works to only those students currently enrolled in the class;
- Limit access for the time needed to complete the class session or course;
- Inform instructors, students, and staff of copyright laws and policies;
- Prevent further copying or redistribution of copyrighted works;
- Do not interfere with copy protection mechanisms;

- Apply "Fair Use" doctrine to print and digital environments;
- Apply "Fair Use" doctrine even when there are no established guidelines for particular uses of copyrighted materials.

Summary of Penalties for Copyright Violation
Students and employees should be aware that unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject them to civil and criminal liabilities.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the U.S. Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

In addition, students found to be in violation of copyright laws will be disciplined in accordance with the College Student Code of Conduct found in the College Catalog & Student Handbook. Employees found to be in violation of copyright laws will be disciplined in accordance with the College Employee Handbook.

Legal Alternatives to Illegal Downloading
The College recommends students and employees utilize the information provided by *Educause* at their Legal Source of Online Content site at www.educause.edu/legalcontent to determine legal alternatives to illegal downloading or otherwise acquiring copyrighted material. The site is a regularly maintained and updated list of legal content sources for use by students and employees. Any questions about this information should be directed to the College Copyright Agent.

Copyright and College Web Pages
Web pages hosted by Central Alabama Community College are subject to all copyright policies. Any individual who wishes to post copyrighted materials on his/her web page or a college webpage is advised to secure, in advance, in writing, permission of the copyright holder and provide a copy of that documentation to the College Copyright Agent. Anyone who posts copyrighted materials on his/her web page or a college web page without first securing and providing proof of permission from the copyright holder is individually liable for copyright infractions.

Copyright
Faculty and staff are encouraged to secure copyright permission, a license, or a legal basis for use of someone else's intellectual property without permission before using the material. Instructors involved in distance education may use copyrighted materials that meet the following as prescribed by the TEACH Act:

- Avoid use of commercial works that are sold or licensed for purposes of digital distance education;
- Avoid use of pirated works or works where it is otherwise known that the copy was not lawfully made;
- Limit use of works to an amount and duration comparable to what would be displayed or performed in a live physical classroom setting; ***For example, TEACH does not authorize the digital transmission of textbooks or course packs to students.***
- Supervise the digital performance or display, make it an integral part of a class session, and make it part of a systematic mediated instructional activity. ***For example, instructors should interactively use the copyrighted work as part of a class assignment in the distance education course. The copyrighted work should not be an entertainment add-on or passive background/optional reading. Enrolled students may post to distance education class pages as long as there is actual supervision by the instructor. Actual supervision does not require prior approval for posting nor does it require real-time or constant presence of the instructor.***
- Access to software tools provided by the College limits use to the students enrolled in the course, prevents downstream copying by those students, and prevents these students from retaining the works for longer than a "class session."
- Notify students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder through the posting of the message below on all distance education class sites:

The materials on the course website are only for the use of students enrolled in this course for the purposes associated with this course and may not be retained or further disseminated.

Student Works and Copyright
Faculty members should be aware that students own the copyright to their work, including papers and assignments they have completed; therefore, student works are protected by copyright regulations. Faculty should have written permission from the student copyright holder to use his/her works. Any student work that is to be placed on reserve must be accompanied by the written and signed permission of the student to do so (specifying name, contact information, title of item[s], statement giving permission, and dates included). However, materials used on any of the College course web sites or notes obtained from an instructor are only for the use of students enrolled in Central Alabama Community College for the purposes associated with the course and may not be retained, disseminated, or sold without permission of the appropriate instructional dean/designee.

Plans to Effectively Combat Copyright Violations
Central Alabama Community College utilizes the following strategies to effectively combat copyright violations:

Uses the services of the Alabama Supercomputer Authority to deter peer to peer copyright infringement. The Supercomputer Authority provides content filtering services to prevent peer to peer connections as well as proxy connections to bypass such filters.
Informs students and employees through annual notifications as well as information and resources on the College website, College Catalog & Student Handbook, and College Employee Handbook.

Reviews on a periodic basis of the College policies and practices by the College Copyright Agent who monitors and examines any violations in order to improve college policies or practices.

Course Auditing
Students may apply to audit one or more courses without credit. Nursing courses are not open to audit. The same registration procedure is followed as for courses carrying credit and the same fee is charged as courses bearing credit. Credit hours will not be averaged into the grade point average. A grade of "AU" will be reflected on the transcript.

The desire to audit a course must be declared at the time of registration and may not be changed after the first official day of class has started for the semester/term. It is the responsibility of the student to notify the instructor that the student is auditing the class and not receiving credit.

Course Forgiveness and Repetition of Courses
Course forgiveness is implemented when a student repeats a course and the higher/highest grade awarded (excluding the grades of W and WP) replaces all previous grades for that course in the computation of the cumulative grade point average. The official transcript will list the course and grade each time it is attempted.

When a student completes a course more than once, the highest grade will be counted in the GPA and all other grades excluded from the GPA. Official transcripts will list each course in which a student was enrolled.

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

Note: Students should check financial aid regulations regarding repetition of courses.

Course Load Requirements

The typical load for a full-time student is 16 to 19 credit hours, which will result in normal progress toward graduation within two years. The minimum course load required to be classified as a regular full-time student is 12 semester hours.

A student will be permitted to take more than 19 semester hours only with the permission of the appropriate dean. Prior approval should be obtained by completing a *Request for Overload Approval* form available from the Office of Academic Programs or Office of Workforce and Economic Development. A student may take no more than 24 semester hours in any one term.

A student on academic probation is restricted to 13 semester hours. Students desiring to take more than 13 hours can submit a written request for an appeal to the Admissions and Academic Appeals Committee.

Credit Hour Definition

One semester credit hour is awarded for a minimum of 750 minutes of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the formalized instruction (1,500 minutes). Formalized instruction may take place in a variety of modes, and online and hybrid courses will honor the same definition of a credit hour.

While awarding semester credit hours typically occurs for instruction delivered in accordance with the institution standard semester calendar, it may also occur for instruction that may not follow the typical pattern of the institution standard semester calendar as long as the criteria for awarding such credit is met.

Distance and Correspondence Education Policy

The Distance Education program at Central Alabama Community College offers students the opportunity to choose quality, affordable courses that conveniently fit their lifestyle. Courses offered by distance education are the same quality as those taught traditionally in a classroom setting. Tuition and fees are equivalent to traditional courses. Students may enroll in distance education courses in the same manner they enroll in other classes. Distance education classes follow the same semester timelines as other courses.

Three primary forms of distance education courses are available at Central Alabama Community College: hybrid, online (asynchronous), and virtual (synchronous):

- **Hybrid**: Courses will be delivered both in-person and online through the College's learning management system (LMS). For example, one week the class may meet in person; the next week, it may have online-only activities. Students should expect to meet in-person or online at the published times provided by the instructor in the course syllabus. A hybrid course must include a minimum of 30% face-to-face instruction and a minimum of 30% online instruction (either asynchronous or synchronous).

- **Online (asynchronous)**: Courses will be delivered electronically through the College's learning management system (LMS). There are no required on-campus meetings. Students complete work (watch recorded lectures, exams, essays, discussion posts, video submissions, etc.) according to information provided by the instructor in the course syllabus.
- **Virtual (synchronous)**: Courses will be delivered electronically through the College's learning management system (LMS) with live instruction at scheduled class times exclusively through video conference meetings at the published times provided by the instructor in the course syllabus. Students complete work according to information provided by the instructor in the course syllabus.

Students enrolled in distance education courses should have access to a reliable off-campus computer running an updated operating system and capable of downloading software applications necessary for completing their course. Computers must be equipped with a working webcam and microphone and connected with high-speed internet service. The use of mobile devices for completing course requirements is not recommended. Completing courses by distance education requires computer literacy and reading comprehension.

Canvas Learning Management System and Other Course Technologies
The Canvas Learning Management System is utilized for all Central Alabama Community College courses. Canvas is used entirely in the delivery of many distance education courses. In a traditional classroom, Canvas does not replace regularly scheduled class meetings; instead, it is used as a supplement to the class. Students in any Central Alabama Community College course may be required to use Canvas and other forms of technology to complete course requirements.

Every Central Alabama Community College campus/center has an open computer lab with Internet access for student use during operating hours. The College provides high-speed Wi-Fi service on each campus for students to connect their personal computers while completing coursework. Laptops are available for loan on an individual basis. If interested in a laptop loan, contact the Learning Resource Centers on the Alexander City Campus and Childersburg Campus, and the front office at the Talladega Center and Prattville Campus.

Students may access the Canvas LMS through a link at www.cacc.edu and use their student e-mail address (i.e., a00000000@alabama.edu) and password to log in to Canvas. After registration, each course which the student is registered for will appear in Canvas by the published first day of class for the semester. Students are responsible for accessing Canvas courses on the published first day of class.

Faculty Virtual Office Hours
Faculty (full-time) who teach online courses (asynchronous or synchronous) may take a portion of their required thirty-five on-campus office hours as virtual hours in order to be available for online students during the time periods in which these students are working in coursework and need assistance. Faculty must indicate the virtual office hours on the faculty member's schedule card

and in the learning management system (LMS). Faculty may take up to two (2) hours of virtual office time per week per three or four-credit hour course, not to exceed six (6) hours in any given term. Summer is no exception.

Faculty (full-time and part-time) who teach online courses (asynchronous or synchronous) are required to hold one (1) virtual office hour per week after 5 pm CT, Monday-Friday, or any time Saturday or Sunday. This meeting is to be held at the same time each week unless there are unforeseen circumstances where the instructor adjusts the virtual office hour and students are notified of the change. The meetings will be held exclusively through video conference software at the published times provided by the instructor in the course syllabus and in the learning management system (LMS). During the virtual office hour, faculty are expected to have an open meeting through video conferencing software for one hour. Faculty are not expected to plan a lesson/activity or take attendance during the virtual office hour. It is designed for online students to have a designated time where they can meet with the instructor live, if needed. Faculty are not required to hold multiple virtual office hours. For example, if an instructor teaches two online courses, the instructor will hold one virtual office hour each week where both classes are invited to attend.

If students indicate to division chairs, directors, and/or instructional deans that their instructor is not responsive to their queries, and the instruction dean determines the faculty member is not responding in a timely manner, the faculty member's virtual hours may be revoked.

Faculty (full-time) who teach hybrid courses may take a portion of their required thirty-five on-campus office hours as virtual hours in order to be available for online students during the time periods in which these students are working in coursework and need assistance. Faculty must indicate the virtual office hours on the faculty's schedule card and in the learning management system (LMS). Faculty may take up to one (1) hour of virtual office time per week per three or four-credit hour course, not to exceed six (6) hours in any given term. Summer is no exception.

Faculty (full-time and part-time) who teach online or hybrid courses will respond to student inquiries within twenty-four hours. More flexible response times (forty-eight hours) are extended for inquiries received on longer holidays such as Thanksgiving and Spring Break. Any time instructors anticipate their response time to a student to exceed forty-eight (48) hours, an announcement will be posted in the learning management system.

Security and Procedures for Student Privacy Protection in Distance Education Courses

Upon enrollment in any college course at Central Alabama Community College, a user account is created in the Canvas LMS for students to use to complete course requirements. Each student is issued a unique student number and e-mail address to use in accessing student accounts. It is the student's responsibility to keep this information secure and avoid sharing login information with anyone. Students are advised to change the default password for additional security.

CACC is fully compliant with the Family Educational Right and Privacy Act (FERPA) and the College provides every employee of CACC with a written procedure to protect the privacy of students. In addition to FERPA, the privacy of students enrolled in distance education courses is protected using the following practices:

- Faculty will not publicly post any grades or personal information for any student.
- All grades must be posted securely, visible only by each individual student, in his/her password-protected student grade book located in the College's learning management system.
- All faculty must contact students using either the College e-mail account or secure Canvas messaging.

Testing Policies and Procedures

CACC requires every distance education course to have at least one assessment supervised by a proctor: either the instructor/an approved proctor or proctoring software. Students unable to download the software on their computers are given an opportunity to schedule onsite proctoring sessions. A proctor from the College can be provided, and computers, with the proctoring software downloaded, can be loaned to students. To schedule an onsite proctoring session, students are provided with contact information for all locations' libraries and/or testing labs through CACC's learning management system. These sessions are scheduled as needed, per student request. Dual enrollment students will follow the same process as other student. In situations where traditional proctoring is not feasible for the dual enrollment student, the high school counselor should contact their Dual Enrollment Specialist. Students are required to show proof of identification before starting their required assessment(s).

Students Residing Outside of Alabama

Many states have regulations that require Central Alabama Community College to seek authorization to offer distance education courses to students who reside in those states. To assure that Central Alabama Community College meets these regulations, the College is a member of NC-SARA (www.nc-sara.org). At this time, all of United States, except California and some territories, have entered into a reciprocity agreement through NC-SARA. Students residing in a location that is not an NC-SARA member should contact the Distance Education department before enrolling in online classes.

Professional Licensure Notice

Students who reside outside of Alabama and are seeking professional licensure (i.e., nursing, cosmetology, etc.) in a different state should be aware that Central Alabama Community College cannot confirm whether a course or program of study meets requirements for professional licensure in that state. Therefore, the student should contact the appropriate state licensing board to determine if Central Alabama Community College's course and/or program meets requirements for licensure in that state.

Educational Records

Central Alabama Community College complies with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA) which provides that all students and former students of Central Alabama Community College have the right to inspect and review their educational records (includes records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution.) Responsibility for protection of the privacy of student educational records rests primarily with the Registrar and Academic Services Specialist.

Under the law, at the postsecondary level, parents have no inherent rights to inspect a student's educational records. The right to inspect is limited solely to the student. Records may be released to parents only if one of the following conditions has been met: (1) through the written consent of the students, (2) in compliance with a subpoena, or (3) by submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form. Outlined below are four limitations which exist on students' rights to inspect and review their 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 2000, a publication of the American Association of Collegiate Registrars and Admissions Officers.

Definition of Educational Record

Students educational records are defined as those records, files, documents, and other materials, which contain information directly related to a student and are maintained by the College or by a person acting for the College. Specifically excluded from the definition of "educational records" and not open to inspection by students are the following materials:

1. Records of instructional, supervisory, and administrative personnel, which are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker;

2. Records of the CACC Police Department, except in those instances where they have been transmitted within the College for administrative purposes;

3. Records, which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in a professional or para-professional capacity or assisting in that capacity, that are created, maintained, or used only in connection with the provision of diagnosis or treatment to the student and are not available to anyone other than persons providing such treatment or who could not be involved officially within the College. However, such records are available to a physician or appropriate professional of the student's choice, if requested.

The law further outlines the following exception of items not open to inspection by students:

1. Financial information submitted by parents;

2. Confidential letters and statement of recommendations, placed in the records 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;

3. Confidential letters and statements of recommendation, placed in the records after January 1, 1975, to which a student has waived his/her rights to inspect and review and that are related to the admission of the student, application for employment or job placement, or receipt of honors;

4. Education records containing information about more than one student; however, in such cases the College must permit access to that part of the record which pertains only to the inquiring student.

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

Location/Identification of Individuals Responsible for Student Records
The College has designated the following officials as being responsible for student records within their respective areas:

1. Dean of Students: The Dean of Students has the overall responsibility of assuring Central Alabama Community College has an adequate record system that is maintained, kept up-to-date, and controlled by all provisions as set forth in this policy and governed by Public Law 93-380. The Dean of Students will be assisted in this responsibility by the following individuals.

2. Director of Enrollment Services: The Director of Enrollment Services will ensure that all students, upon acceptance to the institution, have an individual student record file containing all admission criteria.

3. Registrar and Academic Services Specialist: The Registrar and Academic Services Specialist is charged with the responsibility of continuously maintaining all student files in a safe and orderly manner, updating all records needed on the individual student, and updating and maintaining an adequate backup system for all student records. The Registrar and Academic Services Specialist will ensure that all provisions of this policy are met concerning the release of public information, as well as the release of information to students, institutional instructors, counselors, advisors, administrators, and local, state, and national organizations and agencies.

4. Current student files are maintained in the Information System currently known as Banner. Files of students that are not currently enrolled or being processed for enrollment are

maintained at secure locations in the Records Storage Departments. The Registrar and Academic Services Specialist is the ultimate custodian of student records.

5. Director of Financial Aid: The Director of Financial Aid has the responsibility of maintaining an adequate and up-to-date student record file on all students receiving any institutional, local, state, or federal financial assistance. The Director of Financial Aid will see that all provisions of federal, state, and local policies concerning individual student financial aid records are adhered to as stated in the policies.

6. Dean of Financial Services: The Dean of Financial Services will have the responsibility of assuring that all FERPA provisions as set forth in this policy are applied to the release of financial information concerning individual students.

To review records, students and former students may go to the respective office of record and present a valid photo ID and ask to review the record. Student must complete a Request to Review Education Records Form. Based on the circumstances at the time, the College may delay up to 45 calendar days the release of records for review. The College is not required to provide access to record of applicants for admission who are denied acceptance or, if accepted, do not attend.

Challenge of the Contents of Educational Record

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. The deadline for challenging an educational record will be three calendar years from the term in question. This challenge must be in writing and must be submitted to the Dean of Students. The Dean will decide within a reasonable period of time whether corrective action will be taken, and the Dean will provide written notification to the student and the Office of Student Services 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 Students who will inform them of their rights to a formal hearing. The final decision of Central Alabama Community College shall be in writing, shall be based solely on the evidence presented at the hearing(s), and shall include a summary of the evidence and the reasons for the decision. The decision shall be delivered in writing via office e-mail address and/or certified U.S. mail to all parties concerned who have a legitimate educational interest.

1. The Dean of Students or his/her designee 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 of the amendment in writing.

2. If Central Alabama Community College decides not to amend the record in accordance with the student's request, the Dean of Students will inform the student of the following:

    a. 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.

b. 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 Central Alabama Community College.

c. This record, when disclosed to an authorized party, must include the statement filed by the student. The College reserves the right to amend the educational record if an error was made by the College. Any exceptions must be approved by the President.

Disclosure of Educational Record Information

Central Alabama Community College shall obtain written consent from students before disclosing any personally identifiable information from their education records other than "Directory Information." Such written consent must: (a) specify the records to be released, (b) state the purpose of the disclosure, (c) identify the party or class of parties to whom disclosure may be made, and (d) be signed and dated by the student.

FERPA states that certain information from student records may be classified as "directory information." The following information has been declared by Central Alabama Community College as directory information: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, honors, photographs made at college events on or off campus, weight and height of athletic team members, dates of attendance, degrees and awards received, and the most recent school attended by the student. The information will be released to inquiring individuals or agencies unless students sign a Do Not Release Directory Information form by accessing the Student Disclosure – FERPA Authorization & Directory Information Form online under the Student tab on the College website. This same form is used to allow the release of information to a third party as designated by the student. This order will remain in effect until the student completes another form or delivers a written revocation to the Office of Enrollment Services at the College. Photos may be used for publicity and recruitment purposes. Directory information may be denied when it is deemed by the Dean of Students or Registrar and Academic Services Specialist that it is not in the best interest of the student or the College.

According to FERPA guidelines, Central Alabama Community College may release students' educational records to the following without prior written consent from the student:

I. School officials within the College who have been determined by the College to have a legitimate educational interest in the records. School officials include counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional staff and clerical staff who directly relate to the administrative task of the College, and college attorneys. A school official has a legitimate educational interest if the official is performing a task that is specified in his/her job description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. When doubt is raised by the Dean of Students or Registrar and Academic Services Specialist about an individual's "need to know" or legitimate educational

interest in having access to specific information, the issue shall be decided by the President of Central Alabama Community College.

II. 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. 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. Organizations conducting certain studies for or on behalf of Central Alabama Community College.

VI. Accrediting organizations to carry out their accrediting functions.

VII. Parents of eligible students who claim the students as dependent for income tax purposes. Determining the dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent federal income tax form.

VIII. Appropriate parties in a health or safety emergency, subject to a determination by the President or deans.

IX. Personnel complying with a judicial order or lawfully issued subpoena, provided that the Office of Student Services makes a reasonable attempt to notify students in advance of compliance.

NOTE: Central Alabama Community College is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, orders the College not to disclose the existence or contents of the subpoena.

X. An alleged victim of any crime of 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 with respect to that crime.

A complete view of FERPA guidelines is available online at https://studentprivacy.ed.gov/ferpa.

Annual Notification of FERPA Rights

Central Alabama Community College will give annual notice to current students of their rights under the Act by publishing information in the College Catalog & Student Handbook.

Students' Rights After Ceasing Attendance or After Graduation

Students who have ceased attendance or have graduated from Central Alabama Community College have basically the same FERPA rights as students currently attending, including the right to (1) inspect their educational records, (2) request to amend an educational record, and (3) have their educational record privacy protected by Central Alabama Community College. Former students do not have the right to request of Central Alabama Community College non-disclosure unless they asked, at their last opportunity as students, that no directory information be disclosed.

Privacy Rights of Deceased Students
For twenty-five 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.

Violations of FERPA
A complete copy of the Family Education Rights and Privacy Act of 1974, 20 U.S.C. 1232 g., is available upon request for review in the Office of Student Services on the Alexander City campus, Childersburg campus, the Prattville Campus, and the Talladega Center. Any complaints or violations of FERPA may be reported to The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920. The online complaint form is available at http://familypolicy.ed.gov/complaint-form.

To review and obtain a paper copy of the Family Education Rights and Privacy Act (FERPA), FERPA, please contact the Registrar's Office at (256) 480-2090.

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

In addition, Central Alabama Community College will inform parties to whom personally identifiable information is released in any manner that they are not permitted to disclose the information to others without the written consent of the students.

Central Alabama 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 disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

TYPES, LOCATIONS, CUSTODIANS OF EDUCATIONAL RECORDS

TYPE	LOCATION	CUSTODIAN
Admissions Records	Office of Enrollment Services, Administration Building, Alexander City	Director of Enrollment Services
Cumulative Academic Records	Registrar and Academic Services Specialist Office, Talladega	Registrar and Academic Services Specialist

Alexander City State Junior College records before 1975 are located at Alexander City; Nunnelley State Technical College records before 1989 are located at Childersburg; Coosa Valley School of Nursing records after 2022 are located at Childersburg; all other records are accessible on the Alexander City campus.		
Financial Aid Records	Financial Aid Office, Administration Building, Alexander City	Director of Financial Aid
Student Account Records	Business Office, Betty Carol Graham Technology Center, Alexander City	Dean of Financial Services
Athletic Eligibility	The W. Byron Causey Health, Education, and Arts Complex, Alexander City	Athletic Director
Disciplinary	Office of the Dean of Students, Administration Building, Alexander City	Dean of Students
Legacy Nursing Records	Office of Student Services Vault, Administration Building, Alexander City	Registrar and Academic Services Specialist
Nursing Admission	Health Science Department, Jim Preuitt Nursing and Allied Health Building (Building J), Childersburg	Director of Health Programs
ADA Records	Office of ADA Coordinator or Points of Contact, Administration Buildings	Alexander City Campus, Childersburg Campus, Prattville Campus, and Talladega Center

Emergency Notification System

If there is a need to close the campus for any reason or to report other campus emergencies, the Emergency Notification System (School Cast) will be activated to alert all parties at the same time. Students must ensure their e-mail and phone numbers are up to date. Students may contact the CACC Helpdesk for assistance.

Equal Opportunity in Education and Employment

It is the official policy of the Alabama Community College System and Central Alabama Community College that no person on the basis of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by law be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, activity, or employment. Furthermore, no qualified individual with a disability shall, on the basis of disability, be subject to discrimination in employment or in connection with any service, program, or activity conducted by the College.

The College prohibits retaliation against any person because they have engaged in a protected activity opposing the College or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing alleging discrimination on the basis of any protected classification specified above or retaliation.

Central Alabama Community College complies with the non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act, Title IX Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 (as amended), the Vietnam Era Veterans Readjustment Assistance Act, the Americans with Disabilities Act of 1990 (as amended), the Equal Pay Act, and the Pregnancy Discrimination Act.

Student inquiries concerning reasonable accommodations may be directed to the ADA Coordinator. Complaint and grievance procedure forms are available in the Office of Student Services. Students who wish to make a complaint regarding discriminatory conduct or retaliation should contact the Title IX Coordinator for student issues.

Employee inquiries concerning reasonable accommodations may be directed to the Executive Human Resources Director in the Office of Human Resources. Complaint and grievance procedure forms are available in the Office of Human Resources and in iConnect, the college employee portal. Employees who wish to make a complaint regarding discriminatory conduct or retaliation should contact the Title IX Coordinator for employee issues.

Central Alabama Community College is an equal employment/equal educational opportunity institution.

Inquiries concerning the application of Title IX laws and their implementing regulations may be referred to the Title IX Coordinator listed below or to the Office for Civil Rights.

The Title IX Coordinator for Central Alabama Community College is:

Leslie Mitchell
Central Alabama Community College
1009 South Street, E.
Talladega, AL 35160
256-378-2003 PHONE
lmitchell@cacc.edu

Region Four Office of Civil Rights
U.S. Department of Education
61 Forsyth St. S. W., Suite 19T10
Atlanta, Georgia 30303-8927
404-974-9406 PHONE
404-974-9471 FAX

800-877-8339 TTY
OCR.Atlanta@ed.gov

Prevention and Education
CACC is committed to preserving the safety and security of the College environment and will implement activities designed to prevent incidents of sexual misconduct, inform members of prohibited conduct; identify prevention measures, and provide information regarding reporting protocols. The College prevention and education program will include but will not be limited to the following:

- Annual training and awareness programs for current employees and students;
- Orientation for new employees and students that will educate them about college policy and prevention measures that may be utilized;
- Information regarding the Sexual Harassment Policies and Procedures on the College website.

Records
The Title IX Coordinator will retain records of all reports and complaints, regardless of the nature of the resolution. Complaints resolved during the informal complaint process may become part of an offending or respondent student's conduct file, depending on the nature of the offense but will not be included as a part of the academic record or of an employee's personnel file.

Affirmative findings of responsibility in matters resolved through the grievance or formal resolution process will become part of an offending or respondent student's conduct record and an employee's personnel record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student's conduct record or an employee's personnel file. Additionally, the College will comply with all requirements under the Jeanne Clery Act as amended and will report crimes associated with the College as required.

Training
Central Alabama Community College will ensure that all college employees, including those officials involved in redressing incidents of sexual misconduct are trained on an annual basis through the College Professional Development process and through external resources when appropriate.

Helpful Information
Bystander Intervention Tips

- Remember intervention doesn't have to be confrontational; say something or do something to call attention to the situation.
- Remain calm, speak up and challenge inappropriate behavior.
- Tell someone if you believe he/she is acting inappropriately. Challenge inappropriate jokes or conversations.
- Attempt to calmly reason with the perpetrator to distract him or her.
- Ask others in the area for assistance with group intervention.

- Assist the victim by walking him/her to his/her car or to a safe area until assistance arrives.
- Call 911 then the CACC Police Department.

Prevention Tips

- Date people you know and trust.
- Be cautious when meeting people through social media.
- Tell someone when you are going out on a date.
- Set limits and boundaries.
- Avoid drugs and alcohol.

Warning Signs of Dating/Relationship Violence

- You feel isolated from friends and family.
- Your significant other has angry outbursts.
- Your significant other threatens to harm you or is very jealous of you.
- Your significant other is cruel to animals or children.
- Your significant other belittles you, makes fun of you, or tries to control you.

Examinations and Grading

Students will be expected to take their final examinations at the regularly scheduled times. No exceptions will be made without the permission of the instructor of the course and the appropriate dean. The request for an early exam must be made three weeks in advance of the final examination period. Makeup examinations or early examinations are not permitted unless the student satisfies the faculty member and the dean that the absence involves an official college trip, a return or responsibility to another educational institution, or an emergency such as illness (doctor's statement), death in the family, or court appearance. A final examination schedule is issued each semester by the Dean of Academic Programs and is posted on the College website each semester.

Expressive Activities by the Campus Community

In accordance with Act 2019-396 of the Alabama Legislature and the Alabama Community College System (ACCS) Board of Trustees' Policy 224.01: Expressive Activities by the Campus Community, effective December 9, 2020, Central Alabama Community College's policy on Expressive Activities by the Campus Community is as follows:

I. Findings

Central Alabama Community College finds the following:

A. A primary function of Central Alabama Community College is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate, and that to fulfill that function, the Colleges will strive to ensure the fullest degree possible of intellectual freedom and free expression.

B. It is not the proper role of Central Alabama Community College to shield individuals from speech protected by the First Amendment to the United States Constitution and Article I,

Section 4 of the Constitution of Alabama of 1901, including without limitation, ideas and opinions they find unwelcome, disagreeable, or offensive.

C. Students, administrators, faculty, and staff are free to take positions on public controversies and to engage in protected expressive activity in outdoor areas of the campus, and to spontaneously and contemporaneously assemble, speak, and distribute literature.

D. Central Alabama Community College supports free association and shall not deny a student organization any benefit or privilege available to any other organization based on the expression of the organization, including any requirement of the organization that the leaders or members of the organization affirm and adhere to an organization's sincerely held beliefs or statement of principles, comply with the organization's standard of conduct, or further the organization's mission or purpose, as defined by the student organization.

E. Central Alabama Community College will strive to remain neutral, as an institution, on the public policy controversies of the day, except for administrative decisions that are essential to the day-to-day functioning of the institution, and Central Alabama Community College will not require students, faculty, or staff to publicly express a given view of a public controversy.

F. Central Alabama Community College prohibits all forms of harassment as defined in Act 2019-396, which includes expression so severe, pervasive, and objectively offensive that it effectively denies access to an educational opportunity or benefit provided by the College.

II. Speech and Expression in Outdoor Areas, Invited Speakers, and Security

A. For purposes of this policy, the "Campus Community" includes Central Alabama Community College's students, administrators, faculty, and staff, as well as the invited guests of the College and the College's recognized student organizations (including organizations seeking recognition), administrators, faculty and staff.

B. Members of the Campus Community shall be permitted to engage in expressive activities in outdoor areas of Central Alabama Community College's campus which enjoy general access during regular hours of college operation, subject to the limitations described below. Expressive activities are defined as those activities protected under the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, including any lawful verbal, written or electronic communication ideas; lawful forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; and circulating petitions.

C. Outdoor areas where expressive activities are not allowed include:

1. Areas within 50 feet of classrooms;
2. Athletic facilities;
3. Outdoor classrooms;
4. Areas where access is restricted due to operational or safety protocols, such as energy or maintenance control areas.

D. Except for Section II.H. below, this policy does not apply to expressive activities that take place in indoor areas of Central Alabama Community College property including, but not limited to, classrooms or classroom buildings; interior hallways and breezeways; administrative buildings or offices; auditoriums; performing arts venues; events centers; and recreational facilities. Expressive activities in these areas are governed by Central Alabama Community College policies related to academic freedom, facilities use, and other applicable policies and protocols, subject to the requirement that Central Alabama Community College must be open to any speaker whom the institution's student organizations or faculty have invited. These areas may be used for official events sponsored by the College or for non-college use under ACCS Board of Trustees Policies 500.01 and 507.01.

E. Members of the Campus Community who engage in expressive activities in permitted outdoor areas may do so freely, spontaneously, and contemporaneously as long as the conduct is lawful, in accordance with laws applicable to conduct and activities on Central Alabama Community College property, and does not materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities. Open-Air Forums have been established at each of the College locations and are limited to times and dates the College is officially open. For information on reserving an Open-Air Forum space, individuals should contact the Office of the Dean of Students, located on the Alexander City campus.

F. Conduct that may materially and substantially disrupt the functioning of Central Alabama Community College or infringe upon the rights of others to engage in expressive activities may include:

1. Obstruction of vehicular, bicycle, pedestrian, or other traffic;
2. Obstruction of entrances or exits to buildings or driveways or impeding entry or exit from any building or parking lot or vehicular path;
3. Violations of a state, federal or local law, regulation, or ordinance;
4. Threats to passerby or the use of fighting words, which are words that by their mere utterance inflict violence or would tend to incite a reasonable person to violence or other breach of the peace;
5. Following, badgering, or forcibly detaining individuals;
6. Interference with scheduled College classes, ceremonies or events, including memorials, dedications or classroom activities, whether indoors or outdoors;
7. Damage to property, including buildings, benches, sidewalks, fixtures, grass, shrubs, trees, flowers, or other landscaping;

8. Use of sound amplification, including bullhorns, except within reasonable limits that will not disrupt normal College operations;
9. Use of placards, banners, or signs that are dangerous or cause obstruction as described in subsections 1 and 2 above;
10. Engaging in expressive activities in prohibited or restricted areas as defined in Sections II.B. and II.C. above;
11. Any other interference with normal College operations beyond a minor, brief, or fleeting nonviolent disruption that is isolated or brief in duration; or
12. Any other conduct or activity not protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, or other state law.

G. Nothing herein shall be construed to limit the application of laws related to disruptions, disturbances, or interference with the College and the functions of educational institutions.

H. Central Alabama Community College will provide police officers and use other security measures to ensure the safety of all participants, the Campus Community, and the public. Nothing in the policy shall prohibit the College from charging a fee for security for events, provided that such fees may not be calculated or otherwise based on the content of the protected expressive or the anticipated reaction to the protected expressive activity.

   If the organizer of the event or the College determines that security is needed for an event, beyond what security is typically provided by the College during regular hours of operation, the organizers of the event may be charged a fee based on the number of expected attendees. Information about fees can be obtained from the Office of the President.

   The President may waive this security fee, but may not base the decision on the basis of the content of the expressive activity or the anticipated reaction to the protected expressive activity, except in emergency situations in which there is a clear and present danger to the Campus Community or to the public.

   Central Alabama Community College may also charge a fee for the use of campus facilities, such as for the use of IT resources or cleanup costs. These fees will not be based on the content of expressive activity.

I. To promote a safe and effective event, individuals or groups from the Campus Community planning to engage in expressive activity that they anticipate will require the assistance of security are expected to provide sufficient notice to the Dean of Students and to the Chief of Police at least one week, but no less than 48 hours in advance of the event. Such arrangements enable Central Alabama Community College to ensure the event takes place in a safe and constructive manner.

J. Individuals and groups who engage in expressive activity in outdoor areas on Central Alabama Community College property are subject to Central Alabama Community College policies relating to the use and operation of campus facilities, including without limitation policies relating to firearms and weapons, alcohol, smoking, and trespass. Central Alabama Community College prohibits the possession or use of clubs, bats, weapons, open flames, or other dangerous materials on campus property during these events.

K. Central Alabama Community College shall not permit members of the Campus Community to engage in conduct that materially and substantially disrupts protected expressive activity or infringes on the right to engage in expressive activity. Any act of reprisal, interference, coercion, or restraint, by a student or employee, of protected expressive activity, violates this policy and will result in appropriate disciplinary action. Disciplinary sanctions for members of the Campus Community under the jurisdiction of Central Alabama Community College who violate this subsection shall be handled through existing processes provided for under law and through established disciplinary procedures for students and staff.

L. Nothing in this policy shall be construed to prevent Central Alabama Community College from regulating and restricting expressive activity that is not protected by the United States Constitution, the Constitution of Alabama of 1901, or state law, including, but not limited to, any of the following:

1. Violations of state or federal law, including, but not limited to, actions that damage institutional property.
2. Expressions that a court has deemed unprotected defamation.
3. Harassment.
4. True threats, which are defined as statements meant by the speaker to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals.
5. An unjustifiable invasion of privacy or confidentiality not involving a matter of public concern.
6. An action that unlawfully disrupts the function or security of the institution.
7. Any constitutional time, place, and manner restrictions for outdoor areas of campus when they are narrowly tailored to serve a significant institutional interest and when the restrictions employ clear, published, content-neutral, and viewpoint-neutral criteria, and provide for ample alternative means of expression.

M. Complaints or questions regarding the application of this policy should follow the complaint policies and procedures of the College.

III. Commercial Activity on Campus

Individuals, organizations and groups, both internal and external to Central Alabama Community College, may not conduct commercial transactions or engage in commercial speech on Central Alabama Community College property unless authorized pursuant to ACCS Board of Trustees Policy 515.01 and approved by the Dean of Students in advance. No on-campus individual or organization may distribute literature, advertise, solicit customers, recruit volunteers, employees or members, seek donations, or make sales on campus without sponsorship by a registered student organization and approval by the Dean of Students.

Commercial speech means speech in which the speaker is engaged in commerce, the intended audience is commercial or actual or potential consumers, and the content of the message is commercial. Fundraising, including political fundraising, is considered solicitation and is, therefore, deemed commercial speech under this policy.

IV. Policy Distribution

This policy will be included in new student, new faculty, and new staff orientation programs. Central Alabama Community College shall disseminate this policy to all members of the Campus Community and make this policy available in College handbooks and on the College website.

V. Relationship to Other Policies

This policy shall supersede and nullify any previous Central Alabama Community College policies that could regulate speech on Central Alabama Community College campus. However, this policy is not intended to supersede, nullify, or amend any Central Alabama Community College policy that regulates the reservations and use of interior spaces on campus, or that charge incidental fees for the use of such spaces.

VI. Annual Report

Central Alabama Community College will submit an annual report to the Chancellor and Board of Trustees by August 15 for the prior 12-month period ending July 31 that includes the following:

1. The date and description of each violation of the policy.
2. A description of the administrative handling and discipline relating to each violation.
3. A description of substantial difficulties, controversies, or successes in maintaining a posture of administrative and institutional neutrality.
4. Any additional assessments, criticism, commendations, or recommendations Central Alabama Community College sees fit to include.

Grading System

For all courses for which students have registered, letter grades are assigned as follows:

A	**Excellent (90-100)**
B	**Good (80-89)**
C	**Average (70-79)**
D	**Poor (60-69)**
F	**Failure (Below 60)**
W	**Withdrawal**
I	**Incomplete**
AU	**Audit**

Certain departments may have higher grade requirements. The grading scale for courses taught in the Division of Nursing and Allied Health differs from the scale above.

The assignment of a "W" is applied when a student officially withdraws from a course or from the institution within a time period designated by the institution. Credit hours will not be averaged into the grade point average.

The assignment of an "I" is applied when a student's work is incomplete due to circumstances beyond the student's control, but is otherwise of passing quality. The deficiency must be made up no later than the end of the following semester or the grade of "I" automatically becomes "F."

"AU" indicates an Audit of a course taken for no credit. Credit hours will not be averaged into the grade point average. An Audit must be declared by the end of the registration period and may not be changed thereafter.

The transfer of an awarded grade of "D" will be in accordance with the policy of the receiving institution.

Quality Points

To obtain a numerical measure of the quality of a student's work, quality points are assigned to grades as follows:

A 4 quality points per semester hour
B 3 quality points per semester hour
C 2 quality points per semester hour
D 1 quality point per semester hour
F 0 quality points per semester hour

Grade Point Average (GPA) Hours

GPA hours are defined as semester hours for any course completed excluding those with a grade of "AU" or "W."

Calculation of Grade Point Average

The quality point average of the student is determined by multiplying the number of quality points for each grade received by the number of semester hours for that course. The total number of quality points is divided by the total grade point average (GPA) hours, excluding courses with "W" grades. Even though a course may be counted only once toward fulfillment of credit for graduation, all courses completed are reflected in the cumulative GPA. The only exceptions are in the case (s) of academic bankruptcy or courses with "W" grades.

To qualify for graduation, a student must earn a 2.0 cumulative grade point average in all courses attempted at the College.

Academic Standards of Progress

In order to remain in "Good Standing," students must meet the required grade point average (GPA) levels for students according to the number of hours attempted at Central Alabama Community College.

I. Students who have attempted 12-21 semester credit hours at the College must maintain a 1.5 cumulative grade point average.

II. Students who have attempted 22-32 semester credit hours at the College must maintain a 1.75 cumulative grade point average.

III. Students who have attempted 33 or more semester credit hours at the College must maintain a 2.0 cumulative grade point average.

Application of Academic Standards of Progress

I. When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the College, the student's status is "Clear."

II. When a student's cumulative GPA is below the GPA required for the number of credit hours attempted at the College, the student is placed 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 College, but the semester GPA is 2.0 or above, the student remains on Academic Probation.

IV. When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the College, the student's status is "Clear."

V. 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.

VI. The student who is readmitted upon appeal re-enters the institution on Academic Probation.

VII. 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.

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

The permanent student record will reflect the student's status (except when the status is clear). When appropriate, the record will reflect **ACADEMIC PROBATION, ACADEMIC SUSPENSION-ONE TERM, ACADEMIC SUSPENSION-ONE YEAR, ACADEMIC PROBATION-ONE YEAR, ONE TERM SUSPENSION-READMITTED ON APPEAL, OR ONE YEAR SUSPENSION-READMITTED ON APPEAL.**

The following exceptions may apply:

- 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.
- Transfer students must adhere to the same Academic Standards of Progress standards as a native student. Note: A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 semester credit hours at the institution.
- Students eligible for federal financial aid must adhere to the federal financial aid minimum Satisfactory Academic Progress standards in order to receive aid.
- To be eligible for Veterans Administration benefits, students must meet the Academic Standards of Progress requirements applicable to all students at the college. Some benefits may also require students meet the financial aid Satisfactory Academic Progress standards.

Note: The College reserves the right to cancel the registration of any student who fails to meet the required academic standard upon posting of semester/term grades.

Grades of Incomplete

At the end of the semester/term, the instructor for a course may assign a grade of "I" when a student's work in a course is incomplete due to circumstances beyond the student's control, but is otherwise of passing quality. The deficiency must be made up no later than the end of the following semester or the grade of "I" automatically becomes "F." It is the student's responsibility to arrange with the instructor the satisfactory completion of the course requirements. If the course requirements are met, the instructor submits a grade change to the appropriate dean with the appropriate grade assigned.

Hazing Policy

Central Alabama Community College (CACC) is committed to providing an environment for students, employees, and campus visitors that is free from all forms of hazing. Hazing violates both CACC policy, federal and state law, and may lead to removal from school or termination of employment as well as personal liability – civil and criminal.

Policy

CACC is committed to maintaining a supportive, educational environment that seeks to enhance the well-being of all members of its community. This commitment reflects the institution's adherence to its mission, to its various policies supporting its mission, and to relevant state and federal laws. Consistent with that commitment, the College has implemented the following policy on hazing.

Prohibition on Hazing

Simply defined, hazing includes any act that threatens or inflicts physical, emotional, or psychological pressure or injury on an individual or that purposely demeans, degrades, or disgraces an individual. The College does not condone hazing, regardless of its form. Indeed, hazing is prohibited by the College's Student Code of Conduct and is considered a crime in the State of Alabama under Alabama Code §16-1-23. No individual shall directly engage in hazing or indirectly encourage, aid, or assist any other person in hazing. All students and other College representatives, including employees, should immediately report known or suspected hazing violations as directed therein.

An individual commits hazing by intentionally, knowingly, or recklessly causing, coercing, or forcing another individual to engage in or endure any of the following for the purpose of pre-initiation or pre-pledging activities, pledging, initiating, holding office, admitting or affiliating into or with an organization, or for the purpose of continuing, reinstating, or enhancing an individual's membership or status in an organization:

1. Conduct or conditions that violate College policy or local, state, or federal law.
2. Physical brutality or any other conduct or conditions that pose a substantial risk of physical injury or death, including, but not limited to, whipping, striking, punching, beating, paddling, electric shock, placing harmful substances on the body, excessive exercise or calisthenics, branding, or exposure to the elements.
3. The consumption of any food, alcohol, drug, non-alcoholic liquid, or other substance that could adversely affect the physical health or safety of the individual.
4. Sexual misconduct, harassment, assault, humiliation, or brutality, such as forced nudity or an act of sexual penetration, or both.
5. An unreasonable act of forced servitude, restraint, including confinement, or sleep deprivation.
6. Any activity that would subject the individual to extreme mental stress, such as forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the individual.

For the purposes of this Policy, "organization" means any formal or informal fraternity, sorority, association, corporation, order, society, corps, student organization (registered or not), cooperative, club, service group, social group, band, spirit group, athletic, welding, or machinist team, or similar group whose members are primarily students at, or former students of, the College.

This Policy does not apply to reasonable and customary athletic, law enforcement, or military training, testing, competitions, or events, or to other similar events sanctioned by the College.

Reporting Hazing

All members of the campus community have a duty to promptly report good faith concerns about potential hazing impacting another member of the campus community. Specifically, if any such individual holds firsthand knowledge about hazing, whether that hazing has already occurred or is set to occur in the future, they have a duty to make a reasonable effort to immediately report the hazing-related information as noted herein.

An individual with a duty to report a specific hazing incident or concern may be immune from College sanctions that might otherwise be imposed as a result of the reported hazing incident if the individual:

1. Immediately provides a full report of all known information upon learning that hazing will occur or has occurred;
2. Makes a reasonable effort to stop the hazing if it is planned or in progress, which, among other things, may include immediately reporting the situation;
3. Participates in good faith with:
    a. Any College or law enforcement agency investigation regarding the incident, and
    b. Any judicial proceeding resulting from a report of hazing.
4. If the reporting individual is present at the scene of the hazing and the individual who is a victim requires medical attention:
    a. The reporting individual immediately takes steps to get the victim assistance from appropriate medical personnel; and
    b. The reporting individual remained with and assisted in good faith the individual requiring assistance until such medical personnel arrived.

If the situation is an emergency and you or someone else needs immediate assistance, please contact 911 to provide location and nature of the emergency.

To report hazing that does not involve an emergency situation, please provide specific information about the hazing incident to any of the following:

- The Central Alabama Community College Police Department (CACC PD):
    - Chief of Police – (256) 215-4360 (office)

- Alexander City Campus – (256) 307-6849
- Childersburg Campus – (256) 307-8003
- Prattville Campus – (334) 312-0586
- Talladega Center – (256) 307-0432

- The Dean of Students by completing the online Student Conduct Hazing Reporting Form.

Investigation Procedures
All reports of hazing incidents will be investigated and adjudicated in accordance with the College's policies and procedures outlined in the Student Code of Code and/or Employee Handbook.

Disciplinary Action/Sanctions
If any person or persons is found to be responsible for hazing, disciplinary action shall be imposed. A list of possible disciplinary actions can be found in the College's Student Code of Conduct and/or Employee Handbook.

Independent Studies

Independent studies must be approved by the appropriate instructional dean on a limited basis for students who have extenuating circumstances that prevent them from enrolling in a regularly scheduled course offered by the College. The student must have sophomore standing and must be within one semester of graduation. An eligible student may enroll in only one independent study course during any given semester/term and may take no more than two courses in independent study work at the College. The appropriate instructional dean may review past performance in related courses at Central Alabama or other institutions to determine if a student will be approved to enroll in an independent study course. Courses that require laboratories or other courses that do not lend themselves to independent learning may not be approved for independent study. The ability of the College to offer a student the opportunity for an independent study is dependent on the ability of the College to find a qualified instructor. Exceptions to any of the above must be approved by the appropriate instructional dean.

Forms for independent studies are available from an advisor. A request must be initiated by the student in consultation with an advisor and instructor. Approval from the full-time instructor is required prior to approval by the Division Chair. Final approval must come from the appropriate instructional dean.

Open Records Requests Policy

Central Alabama Community College has no obligation under the law to respond to a public records request that is not made in accordance with these written procedures and instructions.

General Instructions: Any Alabama resident desiring to inspect or take a copy of a public record shall submit a public records request on the Open Records Request Form. Once complete, the Open Records Request Form must be submitted to the public officer, either by:

- Hand-delivery addressed to the public officer above at the address provided; or
- Mailing addressed to the public officer above at the address provided; or
- Emailing to the public officer at the address provided.

Receipt of a hand-delivered, mailed, or e-mailed public records request occurs when the request is actually received by the public officer. A read e-mail receipt, certified mail receipt, or similar signed postage receive shall be prima facie evidence of receipt by the public officer.

The public officer for Central Alabama Community College is:

Tina Shaw, Executive Director of Human Resources
34091 U.S. Hwy. 280
Childersburg, AL 35044
e-mail: tshaw5@cacc.edu

General Rule: Every Alabama resident has a right to inspect and take a copy of any public record of this state, unless exempted from disclosure under law or unless he/she fails to follow these procedures/instructions.

Exempt From Disclosure: Public records and document content that are exempt from disclosure under the law, include but are not limited to:

- Information received by a public officer or public official in confidence;
- Information which contains sensitive personnel records;
- Pending criminal investigations;
- Information received in anticipation of litigation or likely litigation;
- Records which, if released, would be detrimental to the best interests of the public;
- Other statutorily exempted records (FERPA is example);
- Records and information protected under the attorney-client privilege;
- Records subject to legal discovery methods provided under applicable rules of court procedure, from any party to a pending or threatened action, suit, or proceeding (see Alabama Code §36-12-46);
- Registration and circulation records from any ACCS college and information concerning the use of any ACCS college library. But, any parent of a minor child (student below the age of 19) shall have the right to inspect (but not take a copy) the registration and circulation records of any college or college library that pertain to his or her child;
- Records containing security plans, procedures, assessments, measures, or systems, and any other records relating to or having an impact upon the security or safety of persons, structures, facilities, or other infrastructures, including without limitation information concerning critical infrastructure defined at 42 U.S.C. § 5195c (e) and critical energy infrastructure information, defined at 18 C.F.R. § 3S9.113(c), the public disclosure of which could reasonably be expected to be detrimental to the public safety or welfare.

Definitions:

ALABAMA RESIDENT is defined as "an individual who is permanently domiciled in Alabama with an expectation to remain in Alabama as demonstrated by reasonable proof of residency such as but not limited to an Alabama drive license or voter registration."

STANDARD REQUEST is defined as "a public records request that seeks one or more specifically and discretely identified public records that the public officer determines would take less than eight hours of staff time to process considering the time needed to identify and retrieve any responsive records and to redact or take other measures to withhold legally protected information. A standard request should require no or minimal clarification by the requester.

SUBSTANTIVE RESPONSE is defined as "a response to a public records request that sets forth the public officer's ultimate position on the substance of the request. The term includes, but is not limited to, the following, in whole or in part:

a. A statement that the public records are provided as attached or enclosed.
b. A statement that access to the requested public records will be provided at a set time, place, and location during regular business hours or at a time, place, during regular business hours or at a time, place, and location mutually agreeable to the public officer and the requester.
c. A statement that the public officer is prepared to provide the requested public records to the requester upon payment of a reasonable, specified fee.
d. A statement that denies the request with reasons stated therefor.
e. A statement that denies the request on the grounds that the requested public record does not exist within the government agency.
f. A statement that denies the request for failure to substantially complete a standard request form.
g. A statement that denies the request for failure to substantially comply with the written procedures established by the public officer for such request.
h. A statement that denies the request because the records sought are not public or exempted or not subject to disclosure.

TIME-INTENSIVE REQUEST is defined as "a public records request that the public officer determines would take more than eight hours of staff time to process considering the time needed to identify and retrieve any responsive records and any time needed to redact or take other measures to withhold legally protected information.

Responding To Standard Request
For a standard request, the public officer, or his/her designee, shall:

(1) Acknowledge a proper request by e-mail or address to the requestor within 10 business days of receiving the request and may require the requester to pay a reasonable fee set by the public officer before the requester may receive any public records, if any. If the public

officer elects to charge a fee, the public officer shall notify the requester of the estimated fee and withhold any public records until receipt of payment; and then

(2) Provide a substantive response either fulfilling or denying a proper request within 15 business days of acknowledging receipt. The public officer may extend this period in 15-busines-day increments upon written notice to the requester, but the public officer should process a standard request as expeditiously as possible considering the requester's time constraints, the public officer's workload, and the nature of the request.

There shall be a rebuttable presumption that a proper standard request has been denied by the public officer if (a) a substantive response is not provided to the standard request within the earlier of 30 business days or 60 calendar days following acknowledgement of receipt by the public officer; or (b) the public records are not produced within the earlier of 30 business days or 60 calendar days following the payment of the estimated fees to the public officer.

There shall be no presumption that a proper standard request has been denied if (a) the public officer has responded in part; or (b) the public officer and requester have reached an agreement regarding the time or substance, or both, of the response; or (c) good faith negotiations are ongoing between the public officer and the requester; or (d) the public officer has reasonably communicated the status of the request to the requester.

Responding To Time-Intensive Request

For time-intensive requests:

(1) At or around the time of designating the request as time-intensive, the public officer shall make a record in a log maintained for keeping track of currently pending time-intensive requests. For each such currently pending request, the log shall identify the name of the requester, the general subject matter of the request, and the date of acknowledgement; the log shall be a confidential document that is not subject to disclosure except pursuant to proper discovery methods provided discoverable pursuant to proper discovery methods provided under applicable rules of procedure.

(2) The public officer may require the requester to pay a reasonable fee set by the public officer before providing a substantive response to the requester. The public officer shall notify the requester in advance of any likely fees and shall withhold any substantive response until receipt of payment.

(3) The public officer shall acknowledge the request within 10 business days of receiving the request.

(4) The public officer shall notify the requester within 15 business days after acknowledging receipt that the request qualifies as a time-intensive request. At that time, the public officer shall notify the requester of any likely fees and allow the requester to withdraw the time-intensive request and submit a new request that is not a time-intensive request. If the requester elects to proceed with a time-intensive request, the public officer shall provide a substantive response fulfilling or denying the request within 45 business days after the

requester elected to proceed with his or her time-intensive request. The public officer may extend this period in 45-business-day increments by notifying the requester in writing.

There shall be a rebuttable presumption that a proper time-intensive request has been denied by the public officer if: (a) A substantive response is not provided within the earlier of 180 business days or 270 calendar days following the requester's election to proceed with a time-intensive request; or (b) the records are not produced within the earlier of 180 business days or 270 calendar days following the payment of the estimated fees to the public officer.

There shall be no presumption that a proper time-intensive request has been denied if (1) the public officer has responded in part; or (b) the public officer and requester have reached an agreement regarding the time or substance, or both, of the response; or (c) good faith negotiations are ongoing between the public officer and the requester; or (d) the public officer has reasonably communicated the status of the request to the requester.

Reasonable Costs

The College may charge reasonable costs associated with the requests, such as:

- Copying fees ($0.50 for the first 100 and $0.25 after 100) and/or
- Actual digital storage costs (disc, drive, or other similar item) and/or
- Actual mailing costs if not picked up by requestor, and/or
- Research fees ($25 per single or individual record request), and/or
- Personnel cost. (When staff time and other resources would impose an undue burden on the institution's financial resources or available staff time, additional charges may be assessed when the search for requested documents and/or reproduction consumed more than two hours of employee's time.)

Any of these fees which are estimated must be paid in advance prior to the production of the records requested.

Additional Information

If a public officer responds to a request by seeking clarification or additional information to a standard request or time-intensive request, the timelines established in this section shall be tolled and shall restart once the public officer receives the requested clarification or additional information as if the requester has submitted a new request.

A public officer's decision to seek clarification or additional information with respect to any particular request shall not operate as a waiver of the public officer's right to seek clarification or additional information in response to other, future requests.

A request made pursuant to the Open Record Act must identify the requested public record with reasonable specificity. A public officer shall not be obligated to respond to a public records request that is vague, ambiguous, overly broad, or unreasonable in scope.

A public officer shall not be required to create a new public record if the requested record does not already exist. An ACCS entity is not required to create documents, compile data, or prepare reports that have not already been created, compiled, or prepared in the normal course of business.

A public officer shall not be required to respond to requests that seek information or other materials that are not public records. No ACCS entity is required to respond to oral or written questions under Alabama's Open Records laws. No ACCS entity is required to respond to requests for interviews under Alabama's Open Records laws.

No original records may be removed from the ACCS entity.

An ACCS entity is not required to reproduce information published or otherwise generally available to the public, such as on the institution's website or other state agency websites.

The public officer, of his/her designee, will make a reasonably diligent search for the records requested.

Posting Signs or Flyers Policy

The Dean of Students Office in collaboration with Campus Site Administrators serve as the approval authority for postings at all Central Alabama Community College locations. Students, student clubs and organizations, and off-campus individuals or groups must receive prior approval from the Dean of Students Office or his/her designee as to the time, place and manner for displaying or distributing signs, posters, and/or flyers on campus property.

Any material(s) displayed or distributed without approval from the Dean of Students Office or the campus administrator will be removed until approval is obtained.

Materials may not be posted on windows, doors, or walls without direction from the appropriate College administrator. The person(s) or organizations responsible for posting the signs will be held responsible for removal of the signs in a timely manner and for any damage that might occur to college property while posting or removing signs (i.e. holes in walls, removal of paint, discoloring surfaces, etc.).

Notices, signs, posters, flyers, and other printed material must:

1. Include the name of the sponsoring organization or individual;
2. Be posted at locations approved by the Dean of Students, his/her designee, or appropriate College administrator;
3. Be removed by the sponsoring organization within 24 hours following the scheduled event.

Employees must have the approval of their assigned administrator for postings prior to displaying them on campus, and the postings must be placed only at locations approved by the Dean of Students, his/her designee, or appropriate College administrator.

Prerequisites

A student who fails in the first course of a sequence cannot take the succeeding courses before repeating and passing the first course. Prerequisites for a course must be met before the course is taken, unless permission to omit the prerequisites is obtained from the appropriate dean. However, transfer institutions may not accept course work if prerequisites have not been met. If a student preregisters for a course while taking the prerequisite and does not pass the prerequisite, the student will be administratively deleted from the course before classes begin for that semester/term.

Privacy Notice

Central Alabama Community College (CACC) values your privacy and is committed to protecting your personal information. As a member institution of the Alabama Community College System (ACCS), the ACCS and CACC will only collect, use, and share personal information where there is an appropriate legal basis to do so. A complete copy of the Alabama Community College System Privacy Notice, which includes the types of information collected, how the information is used and shared, your legal rights, and contact information, is located on the College's website at https://www.cacc.edu/about/policies/.

Reporting Accidents, Injuries, and Safety Concerns

All accidents involving students must be reported to the Dean of Students within 48 hours of the incident. Any student involved in an on-campus accident should immediately report the incident to the CACC Police Department. The CACC Police Department will disseminate incident reports to the appropriate offices as needed. Incident reports may be obtained through the Office of Student Services or the website. It is imperative that any significant instances involving a criminal act, suspected criminal act, accident or injury on campus, and violation of college policy be immediately reported.

Student Code of Conduct

Philosophy

Student conduct emphasizes a developmental approach toward discipline that is educational and proactive and allows for maximum student growth. Central Alabama Community College embraces the concept of a student-centered college committed to developing and establishing programs designed to enhance lifelong learning opportunities, foster a climate of personal growth and development, set high expectations for personal integrity, and assist students in the development of an informed set of values, ethics and beliefs. A student-centered college embraces a campus climate in which civility and respect among members of the campus community are viewed as vital to the overall ethical development of its students.

Statement on Conduct
Central Alabama Community College students are expected to obey national, state, and local laws; to respect the rights of members of the campus community, and to accept responsibility for the consequences of their behavior. In the event students fail to demonstrate such behavior, Central Alabama Community College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. This action may include pursuing disciplinary sanctions for violations of college rules, regulations, and policies as well as violations of national, state, and local laws. The College may take action for violations that occur on-campus and off campus, if the actions impact the College community, or on the Internet when those actions adversely affect the educational interest of the College. Any member of the College community may file charges against any student for violation of the Student Code of Conduct.

The Central Alabama Community College student conduct system is not a court of law. The Student Code of Conduct is not written with the specificity of a criminal statute. In cases where civil or criminal proceedings also involve a violation of the Student Code of Conduct, the College reserves the right to take appropriate disciplinary action against the student. This action will be regarded as separate and distinct from proceedings in criminal or civil court and may be scheduled according to timelines that serve the interest of the College.

Conduct Authority
The Dean of Students shall develop policies for the administration of the student conduct program and the procedural rules for the conduct of hearings that are not inconsistent with the provisions of the Student Code of Conduct. The Dean of Students, in consultation with the members of the President's Cabinet, will determine the composition of the Student Conduct Committee.

The Dean of Students shall seek to ensure that the Student Conduct Committee is representative of the faculty and staff members who are willing and able to offer fair and thoughtful consideration of each case.

Central Alabama Community College (CACC) students are responsible for knowing the information, policies, and procedures outlined in the College Catalog & Student Handbook. CACC reserves the right to make changes to this code as deemed necessary, which become effective once those changes are posted online. Students are encouraged to check the college website for updated policies and procedures.

Definition of Terms

1. The term "College" means Central Alabama Community College.
2. The term "student" includes all persons taking courses at Central Alabama Community College either full-time or part-time. Persons who are not currently enrolled but who were previously enrolled would be considered to have a continuing relationship with the College so long as they are eligible to enroll. Individuals who are admitted but whose degree is not yet conferred are considered students.

3. The term "faculty member" means any person employed by Central Alabama Community College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of the faculty.
4. The term "college official" includes any person employed by Central Alabama Community College performing assigned administrative or professional responsibilities.
5. The term “college premises” includes any property that is owned, controlled, used or leased by Central Alabama Community College.
6. The term “college event” includes any activity conducted, sponsored, or authorized on behalf of Central Alabama Community College whether on or off college premises.
7. The term "organization" means a student organization who has complied with the formal requirements for recognition.
8. The term "Student Conduct Committee" refers to all persons designated by the Dean of Students to be responsible for the management of the student conduct program. The Committee members are authorized to investigate, adjudicate, or otherwise resolve any cases of alleged student misconduct.
9. The term "policy" is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, the College Catalog & Student Handbook, and all official publications of the College whether in print or published on the Internet.

Student/Student Organization Rights

A student or student organization of Central Alabama Community College charged with a violation of the Student Code of Conduct has the following rights:

- Receive a written statement of the charges via CACC official e-mail account or certified postal mail to the address on file within five working days after the violation was reported.
- Receive a fair and impartial hearing.
- Know the nature of the evidence against them.
- Present evidence and witnesses in their own behalf.
- Be accompanied at a hearing by an advisor.
- Be present at the hearing during the presentation of any evidence or material on which a recommendation will be made. If a student/student organization fails to attend the hearing, it will be held in their absence.
- Refuse to answer questions.
- Receive a decision based solely on the evidence presented.
- Have a record made of the hearing.
- Receive a written notice of the decision and an explanation of the decision and sanctions.
- Appeal decisions.

Students or organizations may waive these rights by agreeing to administrative adjudication. No student is required to agree to administrative adjudication.

Due Process
Students at Central Alabama Community College are provided a copy of the Student Code of Conduct annually in the form of a link on the College website. Hard copies are available upon request from the Office of Student Services. Students are responsible for reading and abiding by the provisions of the Student Code of Conduct.

Code of Conduct Violations
The following list of violations of the Student Code of Conduct is an example of behaviors that may result in disciplinary action by the College. It is not to be regarded as all-inclusive. In the event that there arises ambiguity, inconsistency, or a need for further clarification regarding what constitutes a violation of the Student Conduct Code, the Dean of Students shall make the final determination. Any student or student organization found to be responsible for misconduct is subject to college sanctions.

Code of Conduct violations have been divided into various levels of severity and possible sanctions assigned based on this classification.

Level I: Reprimand, Probation, Educational Sanctions, Community Service, Restitution, or Any Combination Thereof
Level I violations include but are not limited to the following:

1. **Tobacco**
   a. use of any tobacco product on college premises

2. **Gambling**
   a. engaging in any form of gambling that is in violation of the law

3. **Pets**
   a. possession of animals within campus buildings; service animals and medically approved emotional support animals are the only exception

4. **Solicitation and Sales**
   a. solicitation and sales of any kind on campus without prior permission from the Dean of Students

5. **Skateboards, Hover Boards, and Roller Blades**
   a. use of skate boards, hover boards, or roller blades on campus

Level II: Any Level I Sanction, Facilities Suspension, Suspension, or Any Combination Thereof
Level II violations include but are not limited to the following: **repeat offenses of any Level I violations**, and:

1. **Alcohol Possession and Use**
   a. manufacturing, distributing, dispensing, possessing, or using alcoholic beverages on college premises
   b. manufacturing, distributing, dispensing, possessing, or using alcoholic beverages during a college event
   c. being in a state of alcohol intoxication on college premises or at a college event

2. **Damage or Destruction of Property**
   a. any damage or destruction of college property or another person's property on campus or at any event with which the College is affiliated

3. **Deception**
   a. any misuse of college records, forms, or documents through forgery, unauthorized alteration, reproduction, or other means
   b. all forms of dishonesty including cheating and plagiarism
   c. any giving or receiving of false information to the College or to any college official, administrator, or administrative unit
   d. providing false information to law enforcement officials
   e. possession of any fake or altered or any other identification that belongs to another person
   f. any attempt to perpetrate a fraud against the College or a member of the College community

4. **Disorderly Conduct**
   a. all lewd, obscene or indecent behavior or expression, or other forms of disorderly conduct
   b. use of profane language or verbal abuse toward any college employee or student
   c. any abuse or unauthorized use of sound amplification equipment
   d. any conduct which materially interferes with the normal operation of the College or with the requirements of appropriate discipline
   e. excessive noise determined to be disturbing to other residents or college officials

5. **Failure to Comply**
   a. failing to respond to an official directive by properly identified college officials or law enforcement officials in the performance of their duties, including failure to display student ID
   b. failing to report for a conference, meeting, or appointment with any college official or faculty member
   c. failing to comply with any disciplinary condition imposed on a person by the Student Disciplinary Committee or any college official
   d. fleeing from law enforcement or college officials

6. **False Representation**
   a. any unauthorized claim to speak and/or act in the name of Central Alabama Community College or any organization, student, college officials, or faculty members

7. **Fire Safety**
   a. any failure to evacuate or immediately respond to a fire alarm
   b. participation in creating or causing a false fire alarm
   c. participation in tampering, disconnecting, or altering any fire alarm system, equipment, or component
   d. failure to follow the instructions of college official and emergency personnel during fire alarms
   e. the possession, use, manufacture, and/or sale of any incendiary device
   f. participation in setting or causing to be set any unauthorized fire
   g. the possession and/or use of any type of fireworks
   h. the possession or use of candles, incense, or other flame-emitting articles in the buildings

8. **Harassment**
   a. the striking, shoving, kicking, or otherwise touching or making physical contact in regard to another for the purpose of harassing, annoying, or alarming
   b. directing abusive or obscene language or making an obscene gesture toward someone for the purpose of harassing, annoying, or alarming (i.e. making or using persistent derogatory comments, epithets, or slurs that place a person in a hostile or fearful environment or where the person's safety is in jeopardy.)

9. **Unauthorized Use**
   a. unauthorized use or possession of college equipment or property
   b. unauthorized use or duplication of any keys

10. **Unauthorized Use of Computer Resources**
   a. use of a college owned computer when not currently enrolled in a class requiring the use of a college owned computer or without the written permission from the appropriate college official
   b. inspection and/or modification of data or programs that were not specifically assigned to, owned by, or created by the modifier
   c. use of another individual's account number without permission
   d. interference, electronically or otherwise, with other users of college computers
   e. unauthorized use of computer resources for personal gain
   f. use of another individual's programs or data without permission
   g. viewing, printing, or transmitting obscene, sexually suggestive, vulgar, or offensive messages on websites
   h. unnecessary use (waste) of computing supplies
   i. physical abuse of hardware

j. harassment of any kind
k. transmitting messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference
l. transmitting messages with abusive, profane, or offensive language
m. using computer resources for any purpose that is illegal, against college policy, or contrary to the best interest of the College
n. using computer resources to participate in Internet games, contests, or chat rooms or transmitting e-mail or other electronic communications that hides or misrepresents the identity of the sender
o. violation of copyright(s): Copyrighted materials may not be transmitted by individuals using the College e-mail/Internet system. Users may not copy, retrieve, modify or forward copyrighted or licensed materials except with the owner's permission or as a single copy for reference only

Level III: Any Level I or Level II Sanction, Expulsion, or Any Combination Thereof
Level III violations include but are not limited to the following: **repeat offenses of any Level I or Level II violations, and**,

1. **Assault***
   a. any intentional physical contact of an insulting or provoking nature
   b. any physical abuse, intentional injury, or physical harm of another person

2. **Disorderly/Improper Assembly**
   a. any assembly for the purpose of causing a riot, destruction of property, or disorderly diversion which interferes with the normal operation of the College
   b. any obstruction to the free movement of other persons about campus or the interference with the use of College facilities

3. **Drug Possession and Use**
   a. manufacturing, distributing, dispensing, possessing, or using controlled or illegal substances and/or drug paraphernalia on college premises
   b. manufacturing, distributing, dispensing, possessing, or using controlled or illegal substances and/or drug paraphernalia during a college event
   c. being in a state of drug intoxication on any college premises or at any college events

4. **Hazing**
   a. any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a students organization; and
   b. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the

physical preparation necessary for participation in an athletic team), of physical or psychological injury including –

aa. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
bb. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
cc. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
dd. causing, coercing, or otherwise inducing another person to perform sexual acts;
ee. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
ff. any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
gg. any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

5. **Sexual Assault***
   a. Having or attempting to have sexual intercourse with another individual by force or threat of force without effective consent; or where that individual is incapacitated or incapable of consenting

6. **Sexual Misconduct***
   a. Committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined in the Code of Conduct or under Alabama state law

7. **Sexual Harassment ***
   a. Conduct on the basis of sex that reflects one or more of the following:
   b. A school employee questioning education benefits on participating in unwelcome sexual conduct (i.e. quid pro quo);
   c. Unwelcomed conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
   d. Stalking, dating violence, or domestic violence

8. **Domestic or Intimate Partner Violence***
   a. any physical, sexual, or psychological harm against an individual by a current or former partner or spouse of a student
   b. willful intimidation, battery, or sexual assault committed by a family member, household member, domestic partner, or intimate partner

9. **Stalking***
    a. Stalking is a course of physical or verbal conduct directed at another individual that could cause a reasonable person to feel fear for her or his safety or the safety of others, or to suffer substantial emotional distress. Stalking may include, but is not limited to, pursuing or following a person in person or through electronic media (cyber-stalking); non-consensual (unwanted) communication by any means (i.e. letters, cards, photos, text messages, phone calls, e-mails, or other documentary or electronic communications); unwanted gifts; trespassing; and surveillance or other types of observation.
10. **Sexual abuse in the first degree***
    a. A person commits the crime of sexual abuse in the first degree if:
        1) He subjects another person to sexual contact by forcible compulsion; or
        2) He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.
    b. Sexual abuse in the first degree is a Class C felony (Alabama Code 13A-6-66).

11. **Sexual abuse in the second degree***
    a. A person commits the crime of sexual abuse in the second degree if:
        1) He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or
        2) He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.
    b. Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony (Alabama Code 13A-6-67).

12. **Rape in the first degree***
    a. A person commits the crime of rape in the first degree if:
        1) He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or
        2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
        3) He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.
    b. Rape in the first degree is a Class A felony (Alabama Code 13A-6-61).

13. **Rape in the second degree***
    a. A person commits the crime of rape in the second-degree if
        1) Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.

2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.

b. Rape in the second degree is a Class B felony (Alabama Code 13A-6-62).

14. Sodomy in the first degree*

a. A person commits the crime of sodomy in the first degree if:
   1) He engages in deviate sexual intercourse with another person by forcible compulsion; o
   2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
   3) He, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.

b. Sodomy in the first degree is a Class A felony (Alabama Code 13A-6-63).

15. Sodomy in the second degree*

a. A person commits the crime of sodomy in the second degree if:
   1) He, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old.
   2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.

b. Sodomy in the second degree is a Class B felony (Alabama Code 13A-6-64).

Note: A third party may also file a violation of the Code of Conduct under this policy if the sexual conduct of others in the education or work environment has the purpose or effect of substantially interfering with the third party's welfare or academic or work performance.

16. Theft

a. taking, possessing, or attempting to sell or distribute any property that is the property of another person, organization, or entity (including but not limited to the College) without the owner's permission

17. Unauthorized Entry

a. unauthorized entry into any college building, office, parking lot, motor vehicle, or other facilities
b. remaining in any college building after normal closing hours without proper authorization

18. Weapons and Firearms

a. keeping, using, possessing, displaying, or carrying any weapon, firearm, ammunition, fireworks, incendiary or any type of explosive device or material, or dangerous device capable of launching a projectile by air, gas, explosion, or mechanical means (including BB or pellet guns, air-soft guns, stun guns, and paintball guns) on the College premise

unless specifically authorized by the administration or as part of a college-sanctioned event

b. using, possessing, displaying, or carrying any toy weapon which resembles a real weapon, any swords, any illegal knives, any explosives (including fireworks and sparklers), any martial arts weapons, or any devices which are used to threaten the safety and well-being of a person on the college premise unless specifically authorized by the administration or as part of a college-sanctioned event
c. using, possessing, or displaying dartboard, darts, or any type of throwing knives

19. Violations of Law

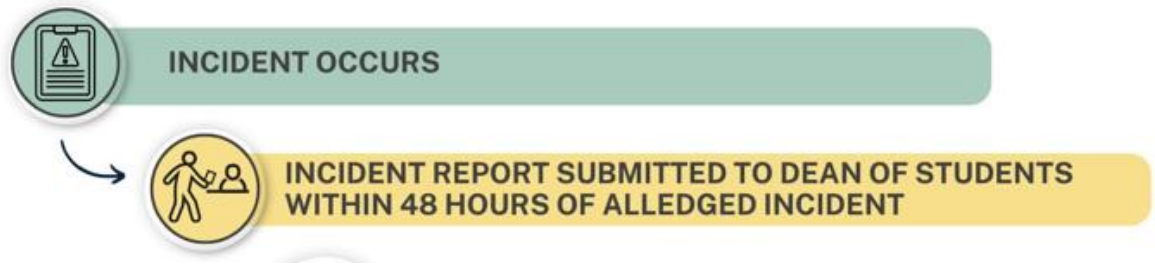
a. any act that violates a provision of the laws of the United States, the laws of any state in which such act occurs, the ordinances of any county, city, municipality, or other political subdivision, or the laws of another nation or political subdivision thereof in which such act occurs is deemed to be a violation of the Student Conduct Code when that act:
   - ccurs on any college premises
   - occurs in the context of any college event
   - occurs at any intercollegiate athletic event in which one of the College teams is participating, home or away
   - involves more than one member of the College community
   - otherwise adversely affects the College

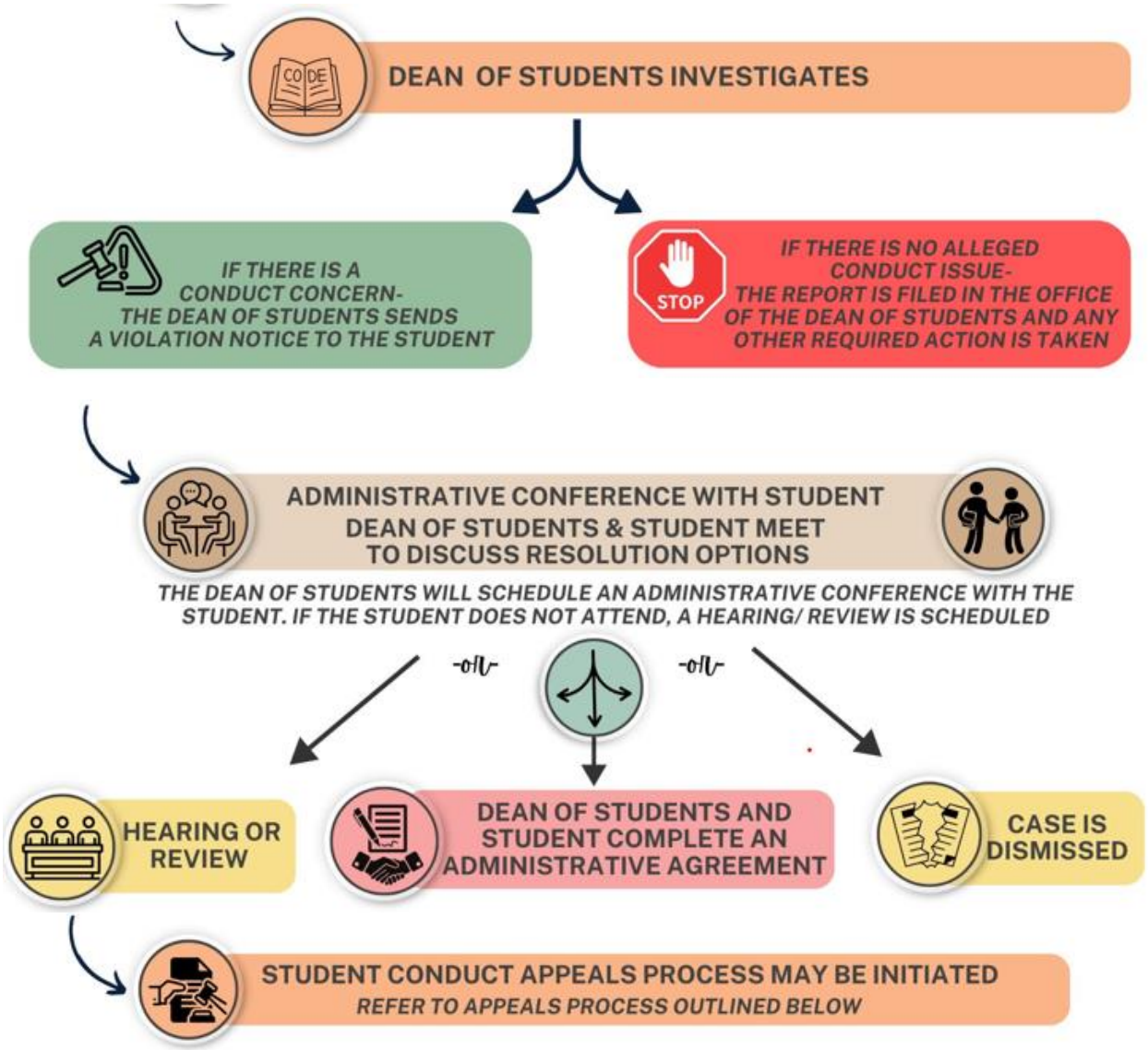
*Even in the absence of a Complaint under the Title IX Sexual Harassment Procedure the College reserves the right to pursue disciplinary sanctions for any act of sexual misconduct occurring on any of the College's campuses, at any event with which the College is affiliated, or which negatively effects the employment or educational environment of a member of the college community.

Notification Process for Code of Conduct Violations

When a student is charged with a violation of the Student Code of Conduct, the student will be notified to appear for a meeting with the Dean of Students to respond to the charges. The notification will be sent either via certified mail to the address on file with the Office of Enrollment Services or will be e-mailed to the student's official CACC e-mail.

Code of Conduct Process





Withdrawals during the Conduct Process

A student's withdrawal from the College does not absolve the student from student conduct responsibility. A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Dean of Students or Student Conduct Committee, in some circumstances, may specify a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the appropriate instructional dean and meet the academic standards for readmission. Students will not be eligible for any refund from the College. If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated college official at the time of reentry into the College.

Standards of Evidence
The evidentiary standard to be used by the Dean of Students, Student Conduct Committee, or the President is based strictly on the evidence presented whether it was more likely than not that the allegation(s) made against the accused student was (were) true based upon a reasonable belief of the Dean of Students, Student Conduct Committee, or the President.

The Committee Chairperson, will inform the parties that the rules relating to evidence will be similar to but less stringent than those which apply to civil trials in the courts of Alabama. Generally speaking, irrelevant, immaterial, and privileged information (such as personal medical information or attorney-client communications) shall be excluded. However, hearsay evidence and other types of evidence may be admitted if the Dean of Students or Committee Chairperson determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a responsible, prudent person in conducting his/her affairs.

In the event of an objection by any party to any testimony or other information offered at the hearing, the Dean of Students or Committee Chairperson will have the authority to determine the admissibility of the testimony or other information, and this decision shall be final and binding.

Sanctions
A student or student organization found responsible for violating the Student Code Conduct, with the exception of violations related to academic dishonesty, may receive one or more of the sanctions listed below, as determined after a review of the findings. Code of Conduct violations have been divided into various levels of severity and possible sanctions assigned based on this classification.

Prior to issuing a sanction, it will be determined whether or not the accused student or student organization has any previous violations of the Student Code of Conduct. This may have an effect on the type and level of the sanction(s) to be imposed.

When a student organization engages in an act of misconduct, the College reserves the right to take action not only against the organization but also against the individual student members of the organization.

The following list of sanctions is intended to show the range of sanctions that may be imposed on a student or student organization, either individually or in combination. This list is not to be regarded as all-inclusive but rather as a sample of sanctions that may be imposed. Other College policies and regulations may impose specific penalties for specific violations and nothing in this section is intended to limit the imposition of those specific sanctions.

- **Disciplinary Reprimand**. This reprimand may be an oral or written warning. It notifies a student that any further violation of College regulations may subject the student to more severe disciplinary actions.

- **Disciplinary Probation**. This sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student is determined by any of the disciplinary procedures herein set out to be in subsequent violation of the Student Code of Conduct during the probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the Dean of Students or Disciplinary Committee.
- **No Contact Orders.** Written notice to cease all contact with an alleged victim of sexual misconduct is a no contact order.
- **Cease and Desist Orders.** Written notice to the alleged perpetrator to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the Sexual Misconduct Policy is a cease and desist order.
- **Educational Sanction**. An educational sanction may consist of the assignment of specific projects to be performed by a student or student organization, such as writing a research paper on a specific topic, performing community service hours, attending an educational program, and/or writing reaction papers on a specified topic.
- **Community Service**. Students may be assigned to complete a certain number of hours of community service work to improve their campus. Tasks will be assigned and completion of hours will be monitored be the Dean of Students or his/her designee.
- **Fines and Restitution**. Compensation for loss, damage, and injury may be imposed upon students for violations of the Student Code of Conduct or failure to complete community service. A hold on the student's account may occur if fines and/or restitution is not paid.
- **Loss of Privileges**. Denial of specific privileges for a designated period of time.
- **Payment of Damages**. Charges will be assessed against students for the amount necessary to repair damage caused by their misconduct.
- **Organizational Sanctions**. Loss of privileges, including College recognition, for a specific period of time or permanently. Loss of privileges may include, but is not limited to, a prohibition on social events or fund-raising projects. In addition, the completion of community service hours and special projects may be required.
- **Disciplinary Suspension**. This suspension excludes a student from the College for a designated period of time, usually not more than two terms. While on suspension, a student will not be allowed to take any courses at the College. At the end of the designated period of time, the student must make formal reapplication for admission and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for a refund from the College. If suspension is imposed when there are less than 30 days in the academic term, the suspension will carry over into the next semester of enrollment.
- **Voluntary Withdrawal.** A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Title IX Coordinator may specify a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the instructional dean and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary

procedures are carried out, the student will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College).

- **Facility Suspension**. A student may be suspended from using various campus facilities for misconduct in those facilities.
- **Disciplinary Expulsion**. This sanction is the strongest disciplinary action. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only to students who are responsible for chronic misbehavior or a major misconduct. The College reserves the right, but has no duty, to lift prohibition against reenrollment if the student submits a written application for readmission showing that he/she has demonstrated an ability and readiness to comply with all College rules and regulations. The College will not consider such a request until at least two years from the date of expulsion.
- **Counseling/Substance Abuse Counseling**. Central Alabama Community College (CACC) partners with UWill to provide mental health counseling. In addition, referrals may be made to off-campus professional services. CACC can also provide a list of off-campus counseling resources to faculty, staff, and students for counseling services as well as resources for substance abuse. CACC is not responsible for the cost of professional counseling for students. This information is provided only to assist students and is not intended as an endorsement of a particular resource.

Interim Suspension

In certain circumstances, the Dean of Students may impose a college suspension prior to a hearing. Interim suspension may be imposed only:

- to ensure the safety and well-being of members of the College community or preservation of College property;
- to ensure the student's own physical or emotional safety and well-being;
- if a student poses a threat to themselves or others;
- if a student poses a threat of disruption of or interference with the normal operations of the College.

During an interim suspension, students may be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible. The student will be responsible for working with faculty members to make-up any missed work (if possible). If an interim suspension is imposed, the hearing should follow within three (3) business days. The student must be notified in writing through official CACC e-mail, certified mail to the address on file, and/or personal service.

Confidentiality and Protection from Retaliation

Every effort possible shall be made to ensure confidentiality of information received as a part of an investigation. Complaints will be handled on a "need to know" basis with a view toward protecting the interest of all parties involved. The College will do everything consistent with

enforcement of this policy and with the law to protect the privacy of all parties involved and to ensure that all involved are treated fairly.

A student bringing a complaint or assisting in the investigation of a complaint will not be adversely affected as a result of being involved in said complaint. Any act of reprisal, including interference, coercion, or restraint by a student, employee, or anyone acting on behalf of the College violates this policy and will result in appropriate disciplinary action.

Filing a False Report
It is a violation of college policies for any student, faculty or staff member, or administrator to file a false report against another individual.

Student Conduct Hearing Procedures
The Student Conduct Committee will be composed of faculty members (one of whom serves as chairperson) and non-faculty members. The Chairperson of the Committee will be the administrative officer of the Committee. The Chairperson's duties include:

- coordinating the times and place for the hearings with the Office of the Dean of Students;
- informing committee members of the times and places of committee meetings and hearings;
- ensuring a quorum of committee members are present at the hearing;
- coordinating communication to the student and witnesses with Office of the Dean of Students;
- maintaining of committee and hearing records, which will be kept on file in the Office of the Dean of Students, and informing, in writing, the appropriate person(s) of the decision of the Committee.

The Student Conduct Committee Chairperson will notify the student of the time, place, and subject matter of the hearing at least seventy-two (72) business hours prior to the scheduled beginning of the hearing. The hearing will be conducted in a fair and impartial manner and disciplinary hearings will not be open to the public.

Members of the Committee may at any time disqualify themselves from consideration of any given case or cases because of personal bias or a conflict of interest.

Either party to the hearing may request of a chairperson that any member or members of the Committee be excluded from consideration of the case. Such a request must be for cause and brought to the Chairperson's attention as the first step in the hearing. In the event a member is disqualified by a majority vote of the Committee from consideration of the case, the President shall appoint a replacement. The replacement must meet the general requirement of regular committee members.

- Hearings will be held in a private, confidential area.

- Witnesses will be present only when providing information to the Committee.
- The Committee shall not have the power to require sworn testimony of witnesses. A witness may decline to make an oral or written statement. An accused student has the right to remain silent, and such silence shall not be used against him/her.
- All procedural questions are subject to the final decision of the Committee chairperson.
- In the event a Complainant or Respondent (accused student) fails to attend a formal hearing after notification of the designated date, hour, and location, he/she waives the right to appear before the Committee. The hearing will be held and the Committee's determination shall be based on the evidence and information presented. If the Complainant or the Respondent is unable to attend the hearing for good cause, he/she shall make a written request stating the reason for delay at least 48 business hours prior to the designated date. This request shall be directed to the Chairperson of the Committee. If approved by the Chairperson, a new date shall be established and appropriate notification will be provided to all parties involved. If the Chairperson does not approve the request, the student shall be notified of the Chairperson's decision to continue the hearing as scheduled. Only one extension shall be granted. If the Complainant or the accused student fails to appear, the student forfeits the right to present his/her case and the Committee may proceed with the hearing.

At the hearing, the Committee Chairperson will read the Student Code of Conduct Charges filed against the student and provide a copy of the Incident Report to the student and the Committee members. After the incident report and Code of Conduct charges are read into the record, the Complainant will have the opportunity to present oral information and offer other supporting information as he/she deems appropriate to his/her claim of the violation of the Code of Conduct. The Respondent (student against whom the violation of the Code of Conduct was filed) will then be given the opportunity to present oral information and offer other supporting information as he/she deems appropriate to the his/her defense against the charges.

Any party to a Student Disciplinary Hearing will have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, will act in an advisory role only and will not be allowed to address the hearing body or question any witnesses. The College must be given a minimum of 48 hours' notice if the Respondent is being assisted by an attorney or personal representative. The names of the personal representative or attorney must be submitted 48 hours prior to the hearing to the Dean of Students. The Dean of Students or Student Code of Conduct Committee members will not use an attorney unless the Respondent is also assisted by an attorney or other personal representative. The hearing will be recorded by an electronic recording medium. In addition, all supporting documents or information offered by the parties, whether admitted or not, will be marked and preserved as part of the hearing record.

The Committee Chairperson will make the participants aware that the rules relating to the admissibility of statements and information during the hearing will be less stringent than those which apply to civil trials. Generally speaking, irrelevant, immaterial and privileged information

(such as personal medical information or attorney-client communications) will be excludable. However, hearsay conversations and unauthenticated documentary information may be allowed if the Committee Chairperson determines that the information offered is of the type and nature commonly relied upon or taken into consideration by a reasonably prudent person in conducting his affairs.

In the event of an objection by any party to any statement, information or documentation offered at the hearing, the Committee Chairperson will have authority to make a final ruling on the objection.

Report of Findings
Within five (5) working days following the hearing, there will be a written report given to the Dean of Students (with a copy to the President, the Complainant and each Respondent) of the findings of the Chairperson of the hearing committee, and the report will contain at least the following:

1. Date and place of the hearing;

2. The name of the hearing officer or each member of the hearing committee, as applicable;

3. A list of all witnesses for all parties;

4. Findings of fact relevant to the violation of the Student Code of Conduct;

5. Regulations or policies relevant to the violation, and

6. Recommendation(s) arising from the violation of the Student Code of Conduct and the hearing.

In the event of a finding by the Student Conduct Committee that the violation of the Student Code of Conduct was unfounded or was not supported by the evidence presented, the Dean of Students will notify the Complainant of any appeal that may be available to the Complainant. In the event of a finding that the Violation of the Code of Conduct was supported, in whole or in part, by the information presented, the Dean of Students will advise the Respondent of any available appeal.

Presidential Appeals
The Complainant and Respondent will have the right to appeal the decision of the Student Conduct Committee to the President of Central Alabama Community College, provided that:

1. A notice of appeal is filed with the Dean of Students and the President within fifteen (15) calendar days following the receipt of the Committee report and

2. The notice of appeal contains clear and specific objection(s) to the finding(s), and conclusion(s) and/or recommendation(s) of the hearing officer or committee. If the appeal is not filed by the close of business on the fifteenth (15th) day following the receipt of the Committee report, the right to appeal to the President will have been waived. If the appeal does not contain clear and specific objections to the hearing report, it will be denied by the President.

3. President's Review: If an appeal is accepted by the President, the President will have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the incident report, to review the hearing record, to hold a hearing (if deemed appropriate by the President) and to produce a report of the President's findings. The President will have the authority to (1) affirm, (2) reverse or (3) affirm in part and reverse in part and/or modify the findings, conclusions and recommendations arising from the student disciplinary hearing. The President's report will be served to the Complainant and Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses on file.

If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form. Please refer to the ACCS Student Complaint Process found on the ACCS website. (https://www.accs.edu/student-complaints/)

Student Right-To-Know Act

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. Every institution that participates in any Title IV program and is attended by students receiving athletically-related student aid is required to disclose graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity, gender and by sport, and the average completion or graduation rate for the four most recent years, to parents, coaches, and potential student athletes.

Central Alabama Community College makes all Student Right-to-Know information available on the College's Consumer Information web page (https://www.cacc.edu/about/consumer-information/). Requests for printed copies or questions pertaining to the Student Right-to-Know information should be directed to the Dean of Students at (256) 215-4273.

Title IX Sexual Harassment Complaint Procedures

Introduction

Central Alabama Community College (CACC) is committed to providing a workplace and campus community free of sexual misconduct and harassment. As required by Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs and activities. This includes discrimination affecting employees of the college and

applicants for employment, students and applicants for admission, or members of the public. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others, whether on college premises or at any College owned off campus location and while participating in any educational program or activity of the College.

Sexual harassment, which includes sexual misconduct and sexual assault, is a form of sex discrimination which is prohibited under Title IX of the Education Amendments of 1972 and the Violence Against Women Act. This policy is intended to reaffirm the College's commitment to address sexual harassment and take steps to prevent its reoccurrence and preserve or restore equal access to the College's education programs and activities. Dating violence, domestic violence, and stalking may also be considered forms of sexual discrimination. Due to the seriousness of these offenses, the College has adopted specific policies and procedures, outlined in the College Catalog & Student Handbook, employment policies, and webpage, to address alleged instances of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, and stalking. The College believes that no person should bear the effects of sexual harassment alone. When such conduct occurs, the College's paramount concern is for the safety and well-being of those impacted. The College will support individuals by providing students and employees a range of community and local resources.

Under Title IX, individuals reporting allegations related to sexual harassment and/or sexual violence, have the right to a resolution of their complaint, to have the college conduct a prompt, thorough and impartial investigation, and to receive supportive measures to ensure the safety and wellbeing of the individuals involved and the college community.

When allegations of sexual harassment and/or sexual violence in any form are brought to the attention of the Title IX Coordinator, and if a responding party is found to have violated this policy, serious sanctions will be used to prevent its reoccurrence. Central Alabama Community College does not tolerate or condone retaliation. Individuals wishing to report sexual harassment and/or sexual violence and/or to make inquiries concerning the application of Title IX at the College may contact:

Leslie Mitchell
Talladega Center
1009 South Street, E.
Talladega, AL 35160
Phone: 256-378-2003
E-mail: lmitchell@cacc.edu

and/or

Assistant Secretary
U.S. Department of Education
Office for Civil Rights

Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
Fax: 202-453-6012; TDD: 800-877-8339
E-mail: OCR@ed.gov

Information regarding the Title IX Coordinator and their role will be provided to all faculty, staff, students, applicants for admissions, and applicants for employment. Also, this information is available on the College website at www.cacc.edu under the Title IX webpage.

POLICY

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

DEFINITIONS RELATING TO SEXUAL HARASSMENT

Many terms are used in the context of sexual harassment. The following will provide some common definitions and examples.

Actual knowledge: The notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the College who has authority to institute corrective measures of behalf of the College shall be deemed actual knowledge on the part of the College.

Complainant: Complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. For the purposes of this procedure, a Complainant may be an individual applying for admission or employment, an employee, a student or an individual otherwise participating in or attempting to participate in the College's education programs and activities.

Respondent: Respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal complaint: A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. Note: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an educational program or activity of the College at which the formal complaint is filed.

Consent: "Consent" must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

Incapacitation: An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntarily consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

Sexual Misconduct: Committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined below or under Alabama state law.

Harassment: The striking, shoving, kicking, or otherwise touching or making physical contact in regard to another for the purpose of harassing, annoying or alarming; and/or directing abusive or obscene language or making an obscene gesture toward someone for the purpose of harassing, annoying, or alarming. Example: Making or using persistent derogatory comments, epithets, or slurs that place a person in a hostile or fearful environment or where the person's safety is in jeopardy.

Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning education benefits on participating in unwelcome sexual conduct (i.e. quid pro quo);
- Unwelcomed conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Stalking, dating violence, or domestic violence.

DEFINITIONS OF SEXUALLY BASED OFFENSES

Domestic Violence: Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction (34 U.S.C.12291(a)(8).

In Alabama, domestic violence includes felony and misdemeanor crimes of violence committed by a current or former spouse, parent, child, any person with whom the defendant has a child in

common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant (Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees).

Dating Violence: Dating violence means violence committed by a person –

a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
b. Where the existence of such a relationship will be determined based on a consideration of the following factors:
    - The length of the relationship,
    - The type of relationship,
    - The frequency of interaction between the persons involved in the relationship (34 U.S.C. 12291(a)(10).

In Alabama, dating violence is covered under Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees.

Stalking: Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress (34 U.S.C.12291(a)(30)).

In Alabama, stalking is when a person intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm (13A-6-90 Stalking in the first degree) or a person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct (Section 13A-6-91 Stalking in the second degree).

Sexual assault: Sexual assault means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting systems of the Federal Bureau of Investigation (20 U.S.C.1092 (f)(6)(A)(v)).

VICTIMS OPTION TO REPORT

Students and employees who are victims of crime including rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking, are encouraged by the College to report but do have the option not to report the incident to campus law enforcement, or local law enforcement. In those cases, the victim may still seek assistance confidentially from Crisis Services of North Alabama or any other victim service agency of their choosing.

FORMAL COMPLAINT PROCESS

A. Initial Steps

Any student or employee of the College or applicant for employment or admission who has a complaint against a student or a member of the College faculty, staff, or administration concerning sexual harassment (Title IX of the Educational Amendments of 1972) or has knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned by the College or controlled by the College should report the complaint to the campus Title IX Coordinator. An educational program or activity of the College includes, but is not limited to locations, events or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.

B. Reporting a Complaint

Any individual may report sexual harassment incident to Title IX Coordinator in person, by e-mail, by telephone, or in writing. The report must include the names of the Complainant(s) and Respondent(s), approximate date of incident, facts of the incident, and contact information for the person submitting the complaint.

The Title IX Coordinator will respond in writing to the person submitting the complaint as soon as practicable, but not exceeding five (5) business days. If the person submitting the complaint is not the Complainant, the Title IX Coordinator will also contact the Complainant within five (5) business days.

If after a discussion with the Complainant, the Title IX Coordinator determines that the complaint does not qualify as a Title IX Complaint, the Title IX Coordinator will notify the Complainant in writing and may redirect the Complaint to the appropriate committee.

If after a discussion between the Complainant and the Title IX Coordinator, the Title IX Coordinator determines that the complaint meets the criteria of a Title IX Complaint and the Complainant requests to file a formal complaint, the Title IX Coordinator will initiate the formal complaint process.

C. Supportive Measures

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the education program or activity of the college without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's

educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus, and other similar measures. The College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Supportive measures will be offered to the Complainant within five (5) business days of receipt of the complaint.

Supportive measures will be offered to the Respondent simultaneously with the Notice of Allegations.

D. Standard of Evidence for Determining Responsibility

For the purposes of College Title IX procedures, the College will use a "preponderance of evidence" standard for determining responsibility. Preponderance of the Evidence means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is evidence which as a whole show that the fact sought to be proved is more probable than not.

E. Formal Complaint Process

A formal complaint must be submitted in electronic (e-mail) or written format to the Title IX Coordinator and must be signed by the Complainant. In the event that under the circumstances a formal complaint should be pursued notwithstanding a Complainant's desire not to file a formal complaint, the Title IX Coordinator may sign the complaint.

The complaint must include the following:

- the date of the original complaint,
- names of Complainant and Respondent,
- facts and description of the complaint, and
- the request to investigate complaint.

A Complainant must be participating in or attempting to participate in a college sponsored program or activity at the time the complaint is filed.

F. Dismissal of Formal Complaint

The College may dismiss a formal complaint or allegations therein if:

- the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the formal complaint or allegations therein,
- the Respondent is no longer enrolled or employed by the school, or
- specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

The College must dismiss a formal complaint or allegations therein if:

- the allegations do not meet the definitions of sexual harassment
- the alleged conduct did not occur within the United States, or
- the alleged conduct did not occur within a college sponsored program or activity.

If the College determines the formal complaint or allegations therein will be dismissed, the Title IX Coordinator will provide written notice to both parties of the dismissal of allegations, the reason for dismissal within five (5) business days of the decision to dismiss the complaint, and the Complainant's right to Appeal, if applicable.

G. Notice of Allegations

The Title IX Coordinator will provide simultaneous written notice of allegations, including sufficient details, and intent to investigate to the Complainant and Respondent no later than ten (10) calendar days after receipt of the formal complaint. The Title IX Coordinator will also provide both parties with the formal complaint, grievance and appeal process, possible sanctions and remedies, and availability of advisors. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct, that the parties and their advisors may review and inspect evidence and advise the parties of the provisions of the College Code of Conduct relating to making false statements or submitting false information during the grievance process.

The Title IX Coordinator will additionally notify the Title IX Investigator of the pending investigation and provide a copy of the formal complaint.

H. Advisors

In addition to providing the Complainant and Respondent with written notice of allegations and intent to investigate, the Title IX Coordinator will inform the parties of the availability of advisors. Both parties shall have the right to retain, at the respective party's own cost, the assistance of legal counsel or other personal representative advisor. In the alternative, either or both parties may also request an advisor provided by the College. Only an advisor may conduct cross-examination during the live hearing.

I. Investigative Procedure

The Title IX Investigator is responsible for conducting an investigation of the submitted formal complaint. The Title IX Investigator will have received Title IX Investigator training within the current academic year.

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the College and not on the parties.

The Title IX Investigator will notify the Complainant and Respondent in writing of the intent to investigate within five (5) business days of receipt of the formal complaint and will commence interviews within ten (10) business days or receipt of the formal complaint. The Title IX Investigator will notify the Complainant and Respondent and their respective advisors in writing of all individuals the investigator intends to interview.

Either party may identify other witnesses with relevant information for interview or other evidence for review by the investigator.

The Title IX Investigator will conduct a factual investigation of the formal complaint and shall research applicable statutes, regulations, and/or policies, if any. The Title IX Investigator will notify any interviewees in writing of the intent to interview. Interviewees will have at least five (5) business days' notice of an interview. Notice will include the participants, date, place, purpose, and time of the interview.

The College will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory (tending to establish fault or guilt) and exculpatory (clearing or tending to clear from alleged fault or guilt) evidence. Creditability determinations may not be based on a person's status as a complainant, respondent, or witness.

The College will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the College may establish restrictions regarding the extent to which the advisor may participate in proceedings, as long as the restrictions apply equally to both parties.

The College will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The College will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal access opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Prior to the completion of the investigative report, the Title IX Investigator will submit all reviewed evidence to the Title IX Coordinator.

The Title IX Coordinator will provide copies of all evidence reviewed during the investigation to the Complainant, Respondent, and their respective advisors. All parties will have ten (10) business days to review the evidence and respond in writing to the Title IX Coordinator.

Subsequent to the ten (10) business day review period, the Title IX Coordinator will direct any responses from the Complainant, Respondent, or their respective advisors to the Title IX Investigator for additional review. The Title IX Investigator will submit a final report and the reviewed evidence to the Title IX Coordinator. At least 10 days prior to the live hearing, the Title IX Coordinator will simultaneously provide the Complainant, Respondent, their respective advisors, with the final report and all reviewed evidence for their review and written response. The President will select a Hearing Officer to conduct the live hearing. The Hearing Officer shall be provided a copy of the investigative report and reviewed evidence.

J. Live Hearing Procedure

Upon completion of the final investigative report, the Hearing Decision Maker(s) will schedule a live hearing. The Hearing Decision Maker(s) will have completed Decision Maker training during the current academic year. If there are multiple Hearing Decision Makers, one shall be designated as the Primary Decision Maker. The Hearing Decision Maker(s) will notify the Complainant, Respondent, their respective advisors, Title IX Coordinator, Title IX Investigator, and witnesses named in the final report of the live hearing date. The live hearing date must provide the Complainant, Respondent, and their respective advisors with no less than ten (10) business days to review the final investigative report and all supporting evidence.

The hearing must be a live, recorded hearing with the opportunity for both advisors to conduct cross-examinations. The hearing shall be recorded by either a court reporter or on audio or video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

Upon request, the Complainant and Respondent may participate in the hearing via on-campus video conferencing provided that all parties, including the Decision Maker(s), are able to see and hear the party or witness answering questions in real-time.

The Hearing Decision Maker(s), Complainant, Respondent, and their respective advisors will attend the hearing. The Title IX investigator, Title IX Coordinator, and witnesses will be called to provide testimony if requested by the Hearing Decision Maker(s), parties or their respective advisors.

If a party does not have an advisor present at the live hearing, the College shall provide without fee or charge to that party, an advisor of the College's choice, who may be, but is not required to be an attorney. Neither party may dismiss a College appointed advisor.

The hearing process will consist of:

- Opening statement by Hearing Decision Maker (or Primary Decision Maker)
- Review of hearing procedures, formal complaint and notice of allegations by Hearing Decision Maker (or Primary Decision Maker)
- Review of potential hearing outcomes and sanctions by Hearing Decision Maker (or Primary Decision Maker)
- Complainant Testimony
- Cross-examination of Complainant by Respondent advisor
- Testimony of Witnesses of Complainant
- Cross-examination of Complainant Witnesses by Respondent advisor
- Respondent Testimony
- Cross-examination of Respondent by Complainant advisor
- Witnesses of Respondent Testimonies
- Cross-examination of Respondent Witnesses by Complainant advisor
- Decision Maker inquiries
- Review of appeal process by Hearing Decision Maker (or Primary Decision Maker)
- Closing statement by Hearing Decision Maker (or Primary Decision Maker)
- Dismissal of parties
- Decision Maker deliberations

At the hearing, the Hearing Decision Maker (or Primary Decision Maker) shall read the hearing procedures, notice of allegations, formal complaint, potential hearing outcomes, and potential sanctions. After the Hearing Decision Maker (or Primary Decision Maker) concludes opening statements, the Complainant shall have the opportunity to present such oral testimony and offer such other supporting evidence as deemed relevant to the formal complaint. Subsequent to Complainant testimony, the Respondent advisor may conduct cross-examination. The Decision Maker(s) may question the Complainant after the cross-examination.

The Complainant may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Respondent advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

The Respondent shall then be given the opportunity to present such testimony and offer such other evidence as deemed relevant to the Respondent's defense against the formal complaint. Subsequent to Respondent testimony, the Complainant advisor may conduct cross-examination. The Decision Maker(s) may question the Respondent after the cross-examination.

The Respondent may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Complainant advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

Only relevant cross-examination and other questions may be asked of a party or witness.

During cross-examination, the advisor will pose each question orally to the Hearing Decision Maker (or Primary Decision Maker). The Hearing Decision Maker (or Primary Decision Maker) will determine if the Complainant, Respondent, or witnesses may respond to the question. If the Hearing Decision Maker (or Primary Decision Maker) determines that the question is not relevant, the Hearing Decision Maker (or Primary Decision Maker) will explain the rationale for dismissing the question. Rape shield protection is provided for Complainants which deems irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged misconduct or if the questions and evidence concern specific incidents of Complainant's prior sexual behavior with respect to the Respondent and offered to prove consent.

If a witness or party is not available or declines cross-examination, the Hearing Decision Maker(s) must not rely on any statement of that witness in reaching a determination regarding responsibility; provided, however, that the Decision Maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Upon conclusion of the presentation of the evidence and cross-examinations, the Hearing Decision Maker (or Primary Decision Maker) shall read the appeal process and closing statements. The Complainant, Respondent, their respective advisors and all witnesses shall be dismissed.

The Hearing Decision Maker(s) will deliberate to determine if the Respondent is deemed responsible and submit a written hearing report which contains:

- identification of the allegations potentially constituting sexual harassment;
- a description of the procedural steps taken from the receipt of the formal complaint through determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- findings of facts supporting the determination;
- conclusions regarding the application of the College's code of conduct to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
- the College's procedures and permissible bases for the complainant and respondent to appeal.

The Hearing Decision Maker (or Primary Decision Maker) will submit the hearing report to the Title IX Coordinator within ten (10) business days of the live hearing.

The Title IX Coordinator will submit the hearing report simultaneously to the Complainant, Respondent, and their respective advisors within three (3) business days of receipt of the hearing report.

The College must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator will retain the recording of the hearing, the hearing report, the investigative report, and all evidence obtained during the investigation and all evidence offered at the hearing.

K. Appeal Procedure

Appeals of a determination regarding responsibility and from the College's dismissal of a formal complaint or any allegations therein are available to both parties on the following grounds: (1) procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available at the time the decision regarding responsibility or dismissal was made, that could affect the outcome; and/or (3) the Title IX Coordinator, Investigator, or a Decision Maker had a conflict of interest or bias that affected the outcome.

The President of Central Alabama Community College or his/her designee shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Hearing

Decision Maker(s). The President or his/her designee shall not be bound in any manner by the recommendation(s) of the Hearing Decision Maker(s) but shall take it (them) into consideration in rendering his/her decision.

Either party may file a written request with the President requesting that the President or his/her designee review the decision of the Hearing Decision Maker(s). The written request must be filed within ten (10) business days following the party's receipt of the hearing report. If the appeal is not filed by the close of business on the tenth (10^{th}) business day following the party's receipt of the report, the party's opportunity to appeal shall have been waived.

As to all appeals, the College will:

- notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.
- ensure the decision-maker(s) for the appeal complies with the standards set for in 34 C.F.R. §160.45(b)(iii);
- give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- issue a written decision describing the result of the appeal and the rationale for the result; and
- provide the written decision simultaneously to both parties.

A decision on a party's appeal shall be rendered within 30 calendar days of the initiation of the appeals process. The time for decision may be extended for exigent circumstance or as may be otherwise agreed by the parties.

If the Complainant is also an employee of the College, the individual may also file a claim with the Equal Employment Opportunity Commission within 180 days of the alleged discriminatory act.

Informal Resolution

The College may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the College may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility, the College may facilitate an informal

resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the College does the following:

(i) provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

(ii) obtains the parties' voluntary, written consent to the informal resolution process; and

(iii) does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

L. Retaliation Prohibited

Neither the College nor other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated in any manner an investigation, proceeding, or hearing conducted under this policy. Complaints alleging retaliation may be filed according to the grievance procedures included in the formal complaint process. The College shall keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness except as may be permitted by FERPA statute, 20 U.S.C. 1232g or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

M. Range of Possible Sanctions

On final determination of responsibility, the following sanctions may be imposed against a respondent:

For Students:

Reprimand. A reprimand is a written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.

- **Restitution.** Restitution is compensation for damages to property owned by the College, limited to actual cost of repair or replacement.

- **Probation.** This sanction is for a designated period of time, which may include exclusion form privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student is determined by any of the disciplinary procedures herein to be in subsequent violation of the Student Code of Conduct during the probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the Title IX Coordinator.
- **No Contact Orders.** Written notice to cease all contact with an alleged victim of sexual misconduct are no contact orders.
- **Cease and Desist Orders.** The alleged perpetrator will be directed by written notice to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the Sexual Misconduct Policy.
- **Voluntary Withdrawal.** A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Title IX Coordinator in some circumstances may specify a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the Dean of Academic Programs and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated college official at the time of reentry into the College).
- Other requests of the victim as deemed appropriate.

For Employees:

For violations of this policy by faculty or staff members, disciplinary penalties may include some of the sanctions listed above as appropriate, in addition to other penalties (in accordance with the employment laws, regulations, and policies governing the employee in question):

- Counseling or training;
- Written warning;
- Reprimand;

For Individuals Other Than Employees or Students:

- A no trespass order may be issued for individuals who have been accused of and/or found in violation of sexual harassment;
- A no contact order may be issued for individuals who have been accused of and/or found in violation of sexual harassment.

At any time in the grievance process the College may impose a temporary delay or limited extension of time frames for good cause with written notice to the complainant and the

respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

Neither the College assigned Investigator or Decision Maker(s) and any person who facilitates an informal resolution process shall require, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The College's Title IX Coordinator, Investigators, Decision Maker(s) shall all have received training for their respective roles prior to participating in a Title IX Complaint or grievance process. All materials used to train the Title IX Coordinator, Investigators, Decision Makers and any person who facilitates an informal resolution process may be found on the College's website at www.cacc.edu.

Withdrawal

A student may withdraw from a class by logging into the MyCACC portal. Official withdrawal forms for complete withdrawals may be obtained on the College website under the Student Tab. Students needing assistance can contact the Office of Student Services by e-mailing student-services@cacc.edu.

A student who stops attending a class or classes without formally completing an official withdrawal is considered absent and will receive the grade earned according to the requirements of the course syllabus for that class. These policies apply to part-time as well as full-time credit students.

A student may withdraw from a course(s) by the date published each semester/term for partial or total class withdrawal. The grade of "W" will appear on the permanent record, and the credit hours will not be averaged in the grade point average. Administrative withdrawal by instructors is not permitted.

GRADUATION AND ACADEMIC REQUIREMENTS

The Graduation and Academic Requirements section provides important information on academic partnerships, degree and certificate awards, specific degree and program requirements, and the steps necessary for graduation. In addition, it highlights the College's expectations for general education outcomes, which reflect the core knowledge and skills all graduates should demonstrate.

Academic Partnerships

CAPSTONE SCHOOL OF NURSING PARTNERSHIP

Central Alabama Community College has a partnership with Capstone College of Nursing at The University of Alabama for the purpose of providing registered nurses an avenue for continued quality education. Registered nurses are afforded opportunities to obtain a Bachelor of Science in Nursing (BSN) and/or Master of Science in Nursing (MSN) degree. All of the BSN and MSN courses are offered online and students are never required to come to The University of Alabama's campus. Distance learning is used to provide nursing courses through The University of Alabama College of Continuing Studies and the Capstone College of Nursing.

Faculty from the Nursing and Allied Health Division will assist the faculty at Capstone College of Nursing in facilitating the registered nurse's obtainment of clinical experiences while remaining within the College's geographical area. Some of the non-nursing academic courses that are required for the fulfillment of a BSN degree may be obtained at Central Alabama Community College.

HEALTH LINKAGE PROGRAM

The Health Linkage Program with Wallace State Community College in Hanceville enables students to complete their general education core courses at Central Alabama Community College before applying for entry into any of the health program options available at Wallace State Community College. Interested students should contact the nursing office at 256-378-2045 or the Director of the Health Linkage Program at Wallace State Community College at 256-352-8172.

HUNTINGDON COLLEGE EVENING STUDIES

Central Alabama Community College and Huntingdon College have formed a partnership to serve the academic needs of the adult community to facilitate a seamless transition for students to complete the Bachelor of Science degree program at Huntingdon College in its evening studies program with majors in Business Management, Business Management-Health Management Concentration, and Criminal Justice. Interested students should contact Central Alabama Community College Office of Student Services at 256-215-4275 or Huntingdon College Evening Studies Site Coordinator at 334-296-2651.

TROY UNIVERSITY REVERSE TRANSFER AGREEMENT

Central Alabama Community College and Troy University executed a Reverse Transfer Agreement in April 2016 permitting former CACC students who transfer to Troy University to transfer eligible credits back to CACC for the purposing of attaining an Associate Degree. Students qualified for reverse transfer will have earned at least 15 semester credit hours from CACC, will have earned at least three semester credit hours from Troy University, and will be in good standing at both institutions. Interested students should contact the Director of Student Services and Student Records at 256-378-2001 or Troy University at 1-800-414-5756.

Degree and Certificate Awards

Central Alabama Community College awards the Associate in Arts, Associate in Science, the Associate in Applied Science, the Associate in Occupational Technology, certificates, and short-term certificates.

I. The ***Associate in Arts (AA) Degree*** is an undergraduate award signifying successful completion of a prescribed course of study (60 to 64 semester credit hours) designed for students planning to transfer to a senior institution to pursue a baccalaureate degree in the liberal arts.

II. The ***Associate in Science (AS) Degree*** is an undergraduate award signifying successful completion of a prescribed course of study (60 to 64 semester credit hours) designed for students planning to transfer to a senior institution to pursue a baccalaureate degree in the sciences or a specialized professional field.

III. The ***Associate in Applied Science (AAS) Degree*** is an undergraduate award signifying successful completion of a prescribed course of study (60 to 76 semester credit hours) that offers specialization in a technical, business, or semi-professional field qualifying the student for employment upon graduation while providing the possibility for transfer of some credit to a senior institution.

IV. The ***Associate in Occupational Technology (AOT) Degree*** is an undergraduate award signifying successful completion of a prescribed course of study (60 to 76 semester credit hours) designed for students seeking to become multi-skilled technicians. Students must complete at least 28 semester hours in a primary technical specialty (the major) and at least 12 semester hours in a closely related secondary technical specialty (the minor). The AOT is not designed for transfer to a senior institution.

V. The ***Certificate (CER)*** is an undergraduate award (less than a degree) signifying the successful completion of a prescribed course of study (30 to 60 semester credit hours) that provides the student with a specialized set of skills for employment or professional advancement. Certificates are not designed for transfer to a senior institution.

VI. The ***Career Technical Education Short-term Certificate (CTE STC)*** is an undergraduate award signifying the successful completion of a prescribed course of study (9 to 29 semester credit hours) equipping the student with a focused set of skills for an entry-level

position in business and industry. CTE Short-term certificates are not designed for transfer to a senior institution.

VII. The ***General Education Short-term Certificate (GE STC)*** is an undergraduate award signifying completion of a prescribed course of study (22 to 29 semester credit hours) designed to assist students in developing an academic foundation to earn credit toward the Associate in Science degree.

Degree Requirements

As required by the Southern Association of Colleges and Schools Commission on Colleges, all Associate in Arts, Associate in Science, Associate in Applied Science, and an Associate in Occupational Technology degree programs require a minimum of 15 semester hours of college level general education courses. These courses include one course from the humanities/fine arts, social/behavioral sciences, and natural science/mathematics.

A student will be considered a graduate and awarded the Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in Occupational Technology degrees, or short-term certificate upon satisfactory completion of the requirements of the specific degree or short-term certificate program as specified by Central Alabama Community College and the Alabama Community College System. Students should complete an application for graduation for all degrees, certificates, and short-term certificates.

Important Notice: In accordance with current federal regulations, certain embedded or short-term certificates may not be eligible for awarding until the full degree program has been completed. This requirement is intended to encourage degree completion and to promote persistence while minimizing premature exit from educational pathways. Eligibility and awarding timelines are determined by federal policy and are subject to change based on updates to federal law or regulatory guidance. Students are strongly encouraged to consult with an academic advisor to stay informed of the most current requirements.

All students are required to take ORI 101 or ORI 105 except the following: 1) students enrolling only in a short-term certificate program, 2) transient students, and 3) students in a technical program requiring WKO 110. Any other exceptions must be approved by the appropriate instructional dean.

General Education Student Learning Outcomes

All graduates of Associate Degree and certificate programs will meet the following student learning outcomes:

- Students will demonstrate the ability to communicate orally. (Assessed in SPH106 or SPH 107)
- Students will demonstrate fundamental mathematical skills. (Assessed in MTH100 or MTH116)

- Students will demonstrate competency in writing skills. (Assessed in ENG101 or ENG131)
- Students will demonstrate skills in the basic use of computers. (Assessed in CIS146)

Graduation

The college awards the appropriate degree or certificate under the following conditions:

1. Completed an approved program of study, including prescribed general education courses. A course may be counted only once for purposes of meeting graduation requirements.
2. Attained a 2.0 cumulative grade point average over all coursework attempted at the College.
3. Complete at least 25 percent of the credit hours required for the degree or certificate at Central Alabama Community College.
4. Provide transcripts from all colleges previously attended. Transferred or accepted course work for credit toward an undergraduate degree must represent collegiate course work relevant to the award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in College programs. Guides utilized 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.
5. Complete an online application for graduation the semester prior to completion of requirements. The graduation ceremony is held once a year in May. A student may participate in the graduation ceremony if the student is within nine (9) hours of completing all requirements.
6. A student is not required to pay graduation fees or participate in commencement ceremonies in order to be designated as a graduate on the transcript.
7. Fulfill all financial obligations to the College.
8. The chief academic officer shall approve the formal award when the student meets all requirements for graduation.

Program Completion

Associate Degree programs can be completed in approximately two years if the student takes a minimum of 15 credit hours per semester. Certificate programs can be completed in three to four terms and a short-term certificate can be completed in approximately two terms. Program completion within the stated time frames will depend on the fulfillment of required developmental courses, student course load, ability to schedule required courses when offered, consecutive semester and term enrollment, and the successful completion of all courses in the program.

ACADEMIC/TRANSFER PROGRAMS

Associate in Arts (AA) and Associate in Science (AS)

The ***Associate in Arts*** and ***Associate in Science*** degrees are designed for students who plan to transfer to a senior institution in order to pursue a course of study in the liberal arts, sciences, or a specialized professional field. The following outline of General Education Core requirements should be completed after consultation with an advisor and with consideration of the academic requirements of the transfer-receiving institution. Departments and programs may suggest, require, or specify appropriate course work not only to complete these requirements but also to facilitate the transfer process.

Students should become familiar with the Alabama Transfers Program, formerly "STARS," Statewide Transfer and Articulation Reporting System, which provides very specific information about the requirements in each subject AREA for a given transfer institution. The Alabama Transfers website can be accessed at https://alabamatransfers.com. From Alabama Transfers, students can print a transfer guide for his/her major and enter into a binding contract with the transfer institution in his/her program of study. The contract is not binding on the student but is binding on the transfer institution so long as the student does not change majors and takes the courses listed on the transfer guide. Alabama Transfers is a computerized articulation-and-transfer-planning system designed to inform students about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state-funded four-year institution. Once a student chooses a major and a place of transfer, an individualized guide and agreement can be created. **Students are responsible for knowing the requirements of the institution to which they plan to transfer.** Faculty advisors and academic success coaches are available to help students develop a career path and a plan for graduation from Central Alabama Community College.

Act 94-202 of the Alabama Legislature created the Articulation and General Studies Committee (AGSC). This Committee evaluated course offerings at Alabama Community College and determined their transfer equivalency to other state colleges and universities. The AGSC divided the academic transfer courses taught at the community colleges into three separate groups according to transfer status. Courses that are common to all programs of study and to all institutions are designated as Common Core courses and further categorized as Code A courses. The Code A courses specify course requirements by number of semester hours and discipline (also known as AREA). The total number of semester hours of Common Core (Code A) courses required for all university parallel programs of study, except engineering, is 41 semester hours.

The remaining 19-23 hours (designated as Code B, AREA V) consist of courses in the individual student's major or minor fields of study or are necessary to meet pre-professional requirements as specified by the transfer institution. The remaining potentially transferable courses that do not fall into either Code A or Code B are potential AREA V transfer courses but are subject to the approval of the respective receiving institutions. These courses are designated as Code C.

Students who are pursuing 4-year degrees should follow the career path for their major. Career paths for most majors are found on the next few pages. The transfer institution's catalog and/or web site provides specific transfer requirements in AREA I through AREA V.

CREDITS

AREA I Written Communications 6

ENG 101 English Composition I 3
ENG 102 English Composition II.....3

AREA II Humanities & Fine Arts.....12

SPH 106 Fundamentals of Oral Communication.....3

Must complete 3-6 semester hours in Literature*.....3
ENG 251 American Literature I
ENG 252 American Literature II
ENG 261 English Literature I
ENG 262 English Literature II
ENG 271 World Literature I
ENG 272 World Literature II

Must complete 3 semester hours in the Arts.....3
ART 100 Art Appreciation
ART 203 Art History
MUS 101 Music Appreciation

Remaining semester hours to be selected from Humanities
and/or Fine Arts.....3
ART 100 Art Appreciation
ART 203 Art History
HUM 299 PTK Honors Course I, II, III
MUS 101 Music Appreciation
PHL 106 Introduction to Philosophy
PHL 206 Ethics and Society
REL 151 Survey of the Old Testament
REL 152 Survey of the New Testament
SPA 101 Introductory Spanish
SPA 102 Introductory Spanish II

Humanities and Arts disciplines include but are not limited to: *Area/Ethnic Studies*, Art and Art History, Foreign Languages, Music and *Music History*, Philosophy, Ethics, Religious Studies, Speech, Theater, and *Dance*.

* Must complete a 6-semester hour sequence either in Literature or in History. The sequence in Area II and IV in Literature and History should follow the sequence requirements according to the student's transfer plans.

AREA III Natural Science & Mathematics.....11

Must complete 8 semester hours in the Natural Sciences which must include Laboratory Experiences 8

- AST 220 Introduction to Astronomy
- BIO 101 Introduction to Biology I
- BIO 102 Introduction to Biology II
- BIO 103 Principles of Biology I
- BIO 104 Principles of Biology II
- CHM 104 Introduction to Inorganic Chemistry
- CHM 105 Introduction to Organic Chemistry
- CHM 111 College Chemistry I
- CHM 112 College Chemistry II
- PHS 111 Physical Science I
- PHS 112 Physical Science II
- PHY 201 General Physics I-Trig Based
- PHY 202 General Physics II-Trig Based
- PHY 213 General Physics with Cal I
- PHY 214 General Physics with Cal II

Must complete 3 semester hours in Mathematics at the Pre-calculus or Finite Math Level……..3

- MTH 110 Finite Mathematics
- MTH 112 Pre-calculus Algebra
- MTH 113 Pre-calculus Trigonometry
- MTH 125 Calculus I
- MTH 126 Calculus II
- MTH 227 Calculus III
- MTH 237 Linear Algebra

In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Science, Chemistry, *Geology*, Physical Geography, *Earth Science*, Physics, and Physical Science.

AREA IV History, Social, & Behavioral Sciences.....12

Must complete 3-6 semester hours in History*.....3

- HIS 101 Western Civilization I
- HIS 102 Western Civilization II
- HIS 121 World History I
- HIS 122 World History II
- HIS 201 U.S. History I
- HIS 202 U. S. History II

Must complete at least 6-9 semester hours from among other disciplines in the Social & Behavioral Sciences.....9

ANT 200 Introduction to Anthropology
ECO 231 Principles of Macroeconomics
ECO 232 Principles of Microeconomics
GEO 100 World Regional Geography
POL 200 Introduction to Political Science
POL 211 American National Government
PSY 200 General Psychology
PSY 210 Human Growth and Development
SOC 200 Introduction to Sociology

In addition to History, the Social & Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.

* Must complete a 6-semester hour sequence either in Literature or in History. The sequence in Area II and IV in Literature and History should follow the sequence requirements according to the student's transfer plans.

AREA V Elective Courses..... 19-23**

CIS 146 (Must complete 3 semester hours in Computer Science).....3
ORI 101 Orientation to College ***OR*** ORI 105 Orientation and Student Success.....1-3

Courses appropriate to degree requirements of the individual student and electives. ..... (13-17)

Students completing courses that have been approved for the General Studies Curriculum and are appropriate to their major/and or degree program may transfer these courses with credit applicable to their degree program among Alabama's two-year and four-year public colleges and universities.

Semester Credit Hour Range by Award 60-64**

** Respective programs of study for baccalaureate degrees at Alabama public universities range from 120 to 128 semester credit hours in length. Dependent upon the total hours allocated for the bachelor's degrees, institutions in The Alabama Community College System will only be authorized to provide 50 percent of the total (60-64 hours).

NOTE: Disciplines appearing in italics are not offered at Central Alabama Community College, but are eligible to fulfill AREA requirements if transferred from another institution.

Associate in Science General Education (GE) Embedded Short-Term Certificate (STC)

While pursuing the Associate in Science degree and upon successful completion of the courses identified below, the stackable General Education Short-Term Certificate (GE STC) may be awarded to students. This formal award is designed to assist students in developing an academic foundation to earn credit toward the Associate in Science (AS) degree. The GE STC program shall be comprised of at least 22 semester credit hours but no more than 29 semester credit hours.

CREDITS

AREA I Written Communications **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

AREA II Humanities & Fine Arts **3-9**
SPH 106 Fundamentals of Oral Communication 3
OR SPH 107 Fundamentals of Public Speaking 3
Humanities and Fine Arts Electives 3-6

Humanities and Fine Arts disciplines include but are not limited to: Area/Ethnic Studies, Art Appreciation and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Speech, Theater, and Dance.

AREA III Natural Science & Mathematics **6-8**
Mathematics Elective 3-4
Natural Science Elective w/Lab 4

Natural Sciences include Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.

AREA IV History, Social, & Behavioral Sciences **6-9**

The Social & Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, History, Political Science, Psychology, and Sociology.

AREA V Courses **1-3**
ORI 101 Orientation to College 1
OR ORI 105 Orientation and Student Success 3

Total Credit Hour Range – General Education Short-term Certificate **22-29**

CONCURRENT ACADEMIC PATHWAYS

Auburn University (AU) College of Nursing RN to BSN Program Pathway

The Central Alabama Community College partnership with Auburn University (AU) provides a collaborative and seamless concurrent enrollment in the RN to BSN program at AU for students who are currently enrolled in the associate's degree nursing (ADN) program at CACC and meet identified criteria for AU's RN to BSN program.

Collaborative Concurrent Enrollment

Prior to application to the concurrent program, the applicant shall apply and be admitted to the ADN program at CACC. After notification of acceptance to the ADN program, the student may apply for concurrent enrollment at AU.

- A student who successfully applies for and enrolls in the concurrent enrollment program must follow the curriculum model required for the student's cohort. Students will be concurrently enrolled in both CACC and AU. Classes at AU are to be taken concurrently with CACC courses as illustrated in the RN to BSN concurrent enrollment curriculum model. Students must progress according to the outlined curriculum model in the ADN program in order to progress in the AU concurrent enrollment program. If a student falls out of sequence in the RN to BSN program, the student will be placed in the next cohort.

- Students who choose the CACC/AU RN to BSN Pathway will have the benefit of collaborative advising between AU and CACC advisors during the student's attendance at CACC. Students will be assigned to an AU advisor from the College of Nursing.

- AU courses will be delivered online while students are completing their associate degree program. After earning their ADN degree at CACC, students will remain enrolled at AU and complete the final two online courses needed to earn their BSN degree.

- The AU catalog used to determine degree requirements ("catalog of concern") for a participating student will be the catalog I effect during the semester when the student began course work at CACC. However, if the CACC student spends at least one academic year not enrolled at either CACC or AU, then the student will fulfill the requirements of the AU catalog in force at the time of readmission to the program. Readmission processes and requirements will be in effect at each institution according to its own policies and procedures.

Eligibility for Continued Enrollment

Students must follow the curriculum of both the ADN and RN to BSN programs to remain enrolled in the program. The concurrent enrollment RN to BSN program has a curriculum model that specifies courses to be taken at CACC and courses to be taken at AU.

- During the two-year window allowed for concurrent enrollment at AU and CACC, only the AU courses specified in the curriculum models will be available for participating concurrently enrolled students.
- During the two-year window allowed for concurrent enrollment at AU and CACC, AU agrees to guarantee seats in the AU nursing courses specified in the prescribed curriculum model, provided that students meet agreed upon registration deadlines.
- Students must follow all institutional policies of both institutions while enrolled at both institutions; issues that arise related to specific courses are to be resolved following the policies of the institution offering the courses.

Financial Arrangements

During the concurrent enrollment period at AU and CACC, students enrolled in the concurrent enrollment program will be billed for tuition for their AU courses by AU at the AU tuition rate per credit hour and by CACC for their CACC courses at the CACC tuition rate per credit hour.

Student Services

While enrolled in the concurrent enrollment RN to BSN program, AU agrees to offer the academic and student services identified below in order to facilitate meaningful relationships with AU students, faculty, and staff.

Library Usage: Students will have privileges to all online resources at Auburn University libraries. If a student wishes to check out books from AU libraries, a Tiger Card will be required. A Tiger Card can be obtained for a cost of $25. Students must follow all AU library policies and requirements, including those relating to borrowing, fines, and use of library databases and facilities.

Career Services: Students will be allowed to use the AU Career Center for career counseling, resume writing, and interview coaching. Such students will also be able to utilize the career interest inventory software available at the AU Career Center.

Information Technology: The Office of Information Technology provides an IT Service Desk with help available by phone, chat, email, or walk-in.

Other Academic Services: Students will be allowed to use the Miller Writing Center and the services of the Office of Academic Support.

Ineligible Services: Students are not eligible for non-academic services and benefits, including but not limited to the Auburn University Recreation and Wellness Center, Student Health Services, student insurance, Tiger Transit, and athletic tickets.

RN to BSN Program
Concurrent Pathway with Auburn University

TERM 1		**CREDITS**
BIO 201	Human Anatomy & Physiology I / Lab	4
ENG 101	English Composition I	3
MTH 110	Finite Mathematics or Higher MTH	3
CORE	History I	3
CORE	Fine Arts	3
	Total Credit Hours – Term 1	**16**

TERM 2		**CREDITS**
BIO 202	Human Anatomy & Physiology II / Lab	4
ENG 102	English Comp II	3
BIO 103	Principles of Biology I / Lab	4
CORE	History II	3
	Total Credit Hours – Term 2	**14**

TERM 3		**CREDITS**
BIO 220	Microbiology / Lab	4
MTH 265	Elementary Statistics	
OR		
BUS 271	Business Statistics	3
ENG	Literature (Core Course)	3
SPH 106	Fundamentals of Oral Communication	
OR		
SPH 107	Fundamentals of Public Speaking	3
	Total Credit Hours – Term 3	**13**

*****STUDENTS APPLY TO ADN PROGRAM*****

TERM 4		**CREDITS**
CORE	Science	4
PSY 210	Human Growth & Development	3
PSY 200	General Psychology	3
CORE	Humanities	3
	Total Credit Hours – Term 4	**13**

*****STUDENTS ADMITTED TO CACC ADN PROGRAM & APPLY FOR AUBURN CONCURRENT RN-BSN PROGRAM*****

ADN 1		**CREDITS**
NUR 112	Fundamental Concepts of Nursing	7
NURS 3840	Foundations of Professional Nursing Practice (Online Course)	5
	Total Credit Hours – ADN 1	**12**

ADN 2		**CREDITS**
NUR 113	Nursing Concepts	8

NURS 3810	Holistic Nursing Pathophysiology and Health Assessment (Online Course)	5
	Total Credit Hours – ADN 2	**13**

ADN 3		**CREDITS**
NUR 114	Nursing Concepts II	8
NUR 115	Evidence-Based Clinical Reasoning	2
	Total Credit Hours – ADN 3	**10**

ADN 4		**CREDITS**
NUR 211	Advanced Nursing Concepts	7
NURS 3830	Evidence-Based Practice (Online Course)	5
	Total Credit Hours – ADN 4	**12**

ADN 5		**CREDITS**
NUR 221	Advanced Evidenced-Based Clinical Reasoning	7
NURS 4830	Leadership and Management in Professional Nursing (Online Course)	3
	Total Credit Hours – ADN 5	**10**

*****STUDENTS COMPLETE ASSOCIATE DEGREE NURSING (ADN) PROGRAM AT CACC*****

TERM 6 -- AUBURN		**CREDITS**
NURS 4840	Transition to Professional Nursing Practice (Online Course)	5
NURS 4850	Clinical Prevention and Population Health (Online Course)	4
	Total Credit Hours – TERM 6	**9**

*****STUDENTS COMPLETE BSN DEGREE AT AUBURN UNIVERSITY*****

(*Total hours to be taken at AU ..... 27)

Total Credit Hours for RN-BSN Pathway 122

Auburn University at Montgomery (AUM) Pathways

The Central Alabama Community College partnership with Auburn University at Montgomery (AUM) provides a collaborative transfer process and concurrent enrollment for CACC students who meet identified criteria into AUM for completion of their bachelor's degree.

A student who has earned an Associate in Arts or Associate in Science degree and possesses a minimum cumulative GPA of 2.0 from CACC may be eligible for admission to AUM with up to a maximum of 64 semester hours transferring. This collaboration begins with CACC enrollment and continues until students become alumni at both CACC and AUM.

AUM guarantees admission with up to 64 CACC credits transferring for students who meet the following criteria:

- Students must possess at least a "C" in both English Composition I and Composition II courses.
- Students must possess a minimum GPA of 2.0 in the core curriculum.
- Students must possess a minimum cumulative overall GPA of 2.0.
- Students must be in good standing.
- Students must complete the AUM application process.

Collaborative Advising

Students who choose a CACC/AUM Pathway will have the benefit of collaborative advising between AUM and CACC advisors during the student's attendance at CACC. AUM advisors will visit CACC on widely advertised dates and will invite CACC students and families to visit the AUM campus at any time for additional advising, information, and support. AUM and CACC advisors will establish dates for AUM advisors to meet with students prior to their transferring to AUM. During these advising sessions, students will learn about other academic support services including the Warhawk Academic Success Center (WASC), the Learning Center, and more. Furthermore, AUM advising will be major-specific, but it will not be "major binding." Students will have the option of changing majors and receiving advising for the new major.

All concurrent AUM courses will be taught on CACC's campus and/or AUM's campus, either live or via the web during the time when students are completing their associate degree program. Once the students have completed the associate degree they will continue as AUM students to complete their bachelor's degree.

CACC students who chose to be part of the concurrent enrollment program will be required to fulfill both the general AUM admission guidelines and the Program specific requirements.

Scholarships
An unlimited number of CACC Transfer Scholarships will be awarded each year to new AUM students who transfer from CACC upon completion of their Associate in Arts or Associate in Science degree. An additional scholarship will be awarded to students who:

- Have a cumulative GPA of 3.0-3.49, providing $1,000 per year.
- Have a minimum cumulative GPA of 3.5, providing $2,500 per year.
- Are admitted to AUM by August 1.

AUM Presidential Scholarship
One Presidential Scholarship which covers full tuition and fees shall be awarded each year to a student who transfers from CACC to AUM. This scholarship includes the requirement that the scholarship holder participates as a Transfer Ambassador in the AUM Admissions Office, becoming part of a team that conducts campus tours and recruits new transfer students to AUM. The student must meet the following criteria:

- Transfer from CACC upon completion of their Associate in Arts or Associate in Science degree.
- Have a minimum cumulative GPA of 3.5 on a 4.0 scale.
- Have a letter of recommendation from the CACC President designating their selection.
- Be admitted to AUM by August 1.

Each scholarship can be renewed for one additional year (or until the recipient graduates) provided the recipient meets, maintains, and agrees to the following conditions and stipulations:

- Maintains a 3.0 cumulative GPA or better per academic year excluding summer.
- Enrolls and maintains full-time status taking a minimum of 12 hours per semester, excluding summer.

Reverse Transfer
An associate degree is an important milestone in a student's education as well as a valuable credential on a resume. Reverse transfer is for students who transferred to AUM before earning their associate degree. There will be no time limit on students completing the associate degree through the Reverse Transfer process. Students will remain in the program as long as they are continuously enrolled at AUM.

This agreement is designed to allow these students to transfer credits earned at AUM to CACC and provide them the opportunity to complete their community college (Associate) degree.
Students will be eligible for reverse transfer when they have met the following criteria:

- Have transferred from CACC to AUM.
- Have earned at least 15 semester credit hours from CACC.

- Have earned at least 3 semester credit hours from AUM.
- Are in “good standing” at both CACC and AUM.

Student Services

CACC students in an AUM pathway are considered part of the AUM campus community prior to transferring. AUM will provide the following services to CACC students while they are enrolled at CACC and enrolled in AUM courses. The students will make the payment of an institutional activity fee of $170 on the orientation day.

This institutional activity fee includes the following services:

Wellness Center Usage: CACC students will have full access to the Wellness Center. Students will obtain a special Warhawk card with an emblem recognizing CACC and AUM partnership.

Athletic Events: AUM agrees to allow currently enrolled CACC students access to attend athletic events held on the AUM campus. Students must present a CACC issued student ID to be granted admission.

Library Usage: Reciprocal library privileges for students, faculty, and staff including borrowing of materials, reference services, and other library facilities (i.e. such as group or individual study rooms).

- Valid picture identification card from the borrower's institution must be presented when materials are checked out.
- Individual patrons are responsible for all materials borrowed from lending library. Loan periods and fines for all borrowers are all the same as the lending library. Library of the institution in which the borrower is enrolled will assist lending library to recover materials.
- The use of library-owned databases are restricted due to contract agreements between the library and the database vendors.
- Reference services will include use of library catalog, assistance with AVL, and other general reference services.
- Inter-library loan services will not be offered from either the lending or borrowing library.
- Lending library has the right to revoke library privileges to individuals who violate any rules and regulations.

Career Services: All students enrolled at CACC are allowed to use the AUM Career Development Center for career counseling, resume writing, and interview coaching. CACC students will also be able to use the career interest inventory software available in the AUM Career Center.

Pathway Advising
Students will be required to meet with their CACC academic advisor each term and their AUM advisor on AUM advising days to ensure satisfactory progress in made toward graduation. If students deviate from their pathway, they will be subject to completing the requirements of the interdisciplinary A.A. or A.S. degree.

Associate in Science – Secondary General Science Education (Biology) Concurrent Pathway with Auburn University in Montgomery

TERM 1		**CREDITS**
ORI 101	Orientation to College	1
ENG 101	English Composition I	3
MTH 125	Calculus I	4
ART 100	Art Appreciation	
OR		
MUS 101	Music Appreciation	
OR		
THR 120	Theater Appreciation	3
BIO 103	Principles of Biology I	4
SPH 106	Fundamentals of Oral Communication	3
	Total Credit Hours – Term 1	**18**

TERM 2		**CREDITS**
ENG 102	English Composition II	3
PHY 201	General Physics I – Trig Based with Lab	4
FNDS 2010*	Societal Foundations of Education	3
FNDS 2120*	Child and Adolescent Growth and Development	3
	Total Credit Hours – Term 2	**13**

TERM 3		**CREDITS**
ENG	Literature Sequence I	3
PHY 202	General Physics II – Trig Based with Lab	4
HIS 101	Western Civilization I	3
ELECTIVE	History, Social, or Behavioral Science Elective	3
FNDS 2140*	Educational Psychology	3
	Total Credit Hours – Term 3	**16**

TERM 4		**CREDITS**
ENG	Literature Sequence II	3
ELECTIVE	History, Social, or Behavioral Science Elective	3
ELECTIVE	History, Social, or Behavioral Science Elective	3
CHM 111	College Chemistry I with Lab	4
ESPE 3760*	Survey of Exceptionalities	3
	Total Credit Hours – Term 4	**16**

(*Total hours to be taken at AUM ..... 12)

Total Credit Hours for Pathway.....63

*** Students who complete the Associate in Science – Secondary General Science Education (Biology) Concurrent Pathway with Auburn University in Montgomery are exempt from CIS 146. Students must complete the entire pathway to receive the exemption.*

Associate in Science – Secondary General Science Education (Chemistry) Concurrent Pathway with Auburn University in Montgomery

TERM 1		**CREDITS**
ORI 101	Orientation to College	1
ENG 101	English Composition I	3
MTH 125	Calculus I	4
ART 100	Art Appreciation	
OR		
MUS 101	Music Appreciation	
OR		
THR 120	Theater Appreciation	3
BIO 103	Principles of Biology I	4
	Total Credit Hours – Term 1	**15**

TERM 2		**CREDITS**
ENG 102	English Composition II	3
PHY 201	General Physics I – Trig Based with Lab	4
ELECTIVE	History, Social, or Behavioral Science Elective	3
FNDS 2010*	Societal Foundations of Education	3
FNDS 2120*	Child and Adolescent Growth and Development	3
	Total Credit Hours – Term 2	**16**

TERM 3		**CREDITS**
ENG	Literature Sequence I	3
PHY 202	General Physics II – Trig Based with Lab	4
HIS 101	Western Civilization I	3
ELECTIVE	History, Social, or Behavioral Science Elective	3
FNDS 2140*	Educational Psychology	3
	Total Credit Hours – Term 3	**16**

TERM 4		**CREDITS**
ENG	Literature Sequence II	3
ELECTIVE	History, Social, or Behavioral Science Elective	3

SPH 106	Fundamentals of Oral Communication	3
CHM 111	College Chemistry I with Lab	4
ESPE 3760*	Survey of Exceptionalities	3
	Total Credit Hours – Term 4	**16**

(*Total hours to be taken at AUM ..... 12)

Total Credit Hours for Pathway.....63

*** Students who complete the Associate in Science – Secondary General Science Education (Chemistry) Concurrent Pathway with Auburn University in Montgomery are exempt from CIS 146. Students must complete the entire pathway to receive the exemption.*

Associate in Science – Secondary English Language Arts Education Concurrent Pathway with Auburn University in Montgomery

TERM 1		**CREDITS**
ORI 101	Orientation to College	1
ENG 101	English Composition I	3
MTH 110	Finite Mathematics	3
ART 100	Art Appreciation	
OR		
MUS 101	Music Appreciation	
OR		
THR 120	Theater Appreciation	3
PSY 200	General Psychology	3
SPH 106	Fundamentals of Oral Communication	3
	Total Credit Hours – Term 1	**16**

TERM 2		**CREDITS**
ENG 102	English Composition II	3
BIO 103	Principles of Biology I	4
FNDS 2010*	Societal Foundations of Education	3
FNDS 2120*	Child and Adolescent Growth and Development	3
	Total Credit Hours – Term 2	**13**

TERM 3		**CREDITS**
ENG 251	American Literature I	3
BIO 104	Principles of Biology II	4
HIS 201	United States History I	3
ENG	Literature Elective	3
FNDS 2140*	Educational Psychology	3
	Total Credit Hours – Term 3	**16**

TERM 4		CREDITS
ENG 252	American Literature II	3
ELECTIVE	History, Social, or Behavioral Science Elective	3
ELECTIVE	History, Social, or Behavioral Science Elective	3
ENG	Literature Elective	3
ESPE 3760*	Survey of Exceptionalities	3
	Total Credit Hours – Term 4	**15**

(*Total hours to be taken at AUM ..... 12)

Total Credit Hours for Pathway.....60

*** Students who complete the Associate in Science – Secondary English Language Arts Concurrent Pathway with Auburn University in Montgomery are exempt from CIS 146. Students must complete the entire pathway to receive the exemption.*

Associate in Science – Exercise Science (Health Professions Therapy) Concurrent Pathway with Auburn University in Montgomery

TERM 1		CREDITS
ORI 101	Orientation to College	1
ENG 101	English Composition I	3
MTH 113	Precalculus Algebra and Trigonometry	3
ART 100	Art Appreciation	
OR		
MUS 101	Music Appreciation	
OR		
THR 120	Theater Appreciation	3
SPH 106	Fundamentals of Oral Communication	3
	Total Credit Hours – Term 1	**13**

TERM 2		CREDITS
ENG 102	English Composition II	3
CHM 111	College Chemistry I	4
BIO 103	Principles of Biology I	4
PHED 2203*	Wellness	3
PHED 4360*	Sport Finance *(May count as an elective / this course is not a required course for EES-Non-PT majors)*	3
	Total Credit Hours – Term 2	**17**

TERM 3		CREDITS
ENG	Literature Sequence I	3
BIO 201	Human Anatomy & Physiology I	4
HIS	History Elective	3
PHED 2020*	Social Media & Technology in Sports *(May count as an elective/this course*	

	is not a required course for EES-Non-PT majors)	3
	Total Credit Hours – Term 3	**13**

TERM 4		**CREDITS**
ENG	Literature Sequence II	3
HIS	History Elective	3
GEO 100	World Regional Geography	3
PED	PED Elective *(PED 103, 104, 105, 107, 108, 109, 118 119, 121, 122, 123, 124)*	1
PSY 200	General Psychology	3
CHM 112	General Chemistry II *(CHEM II is only needed if planning on minoring in Sport Nutrition / not a required course for Non-PT majors)*	4
	Total Credit Hours – Term 4	**17**

(*Total hours to be taken at AUM ..... 9)

Total Credit Hours for Pathway.....60

*** Students who complete the Associate in Science – Exercise Science (Non-Physical Therapy) Concurrent Pathway with Auburn University in Montgomery are exempt from CIS 146. Students must complete the entire pathway to receive the exemption.*

Associate in Science – Exercise Science (Pre-Physical Therapy) Concurrent Pathway with Auburn University in Montgomery

TERM 1		**CREDITS**
ORI 101	Orientation to College	1
ENG 101	English Composition I	3
MTH 113	Precalculus Trigonometry	3
ART 100	Art Appreciation	
OR		
MUS 101	Music Appreciation	
OR		
THR 120	Theater Appreciation	3
BIO 103	Principles of Biology I	4
SPH 106	Fundamentals of Oral Communication	3
	Total Credit Hours – Term 1	**17**

TERM 2		**CREDITS**
ENG 102	English Composition II	3
CHM 111	College Chemistry I	4
PSY 200	General Psychology	3
PHED 2203*	Wellness	3
	Total Credit Hours – Term 2	**13**

TERM 3		CREDITS
ENG	Literature Sequence I	3
BIO 201	Human Anatomy & Physiology I with Lab	4
HIS 201	Western Civilization I	3
PED	PED Activity Course *(PED 103, 104, 105, 107, 108, 109, 118 119, 121, 122, 123, 124)*	1
PHED 2250*	Basic Sports Nutrition	3
	Total Credit Hours – Term 3	**14**

TERM 4		CREDITS
ENG	Literature Sequence II	3
ELECTIVE	History, Social, or Behavioral Science Elective	3
ELECTIVE	History, Social, or Behavioral Science Elective	3
BIO 202	Human Anatomy & Physiology II with Lab	4
OAD 211	Medical Terminology	3
	Total Credit Hours – Term 4	**16**

(*Total hours to be taken at AUM ..... 6)

Total Credit Hours for Pathway.....63

*** Students who complete the Associate in Science – Exercise Science (Pre-Physical Therapy) Concurrent Pathway with Auburn University in Montgomery are exempt from CIS 146. Students must complete the entire pathway to receive the exemption.*

Associate in Science – General Business
Concurrent Pathway with Auburn University in Montgomery

TERM 1		CREDITS
ORI 101	Orientation to College	1
ENG 101	English Composition I	3
MTH 112	Pre-calculus Algebra	3
HIS 201	United States History I	3
CIS 146	Computer Applications	3
ART 100	Art Appreciation	
OR		
MUS 101	Music Appreciation	
OR		
THR 120	Theater Appreciation	3
	Total Credit Hours – Term 1	**16**

TERM 2		CREDITS
ENG 102	English Composition II	3
BUS 241	Principles of Accounting I	3

ECO 231	Principles of Macroeconomics	3
SPH 106	Fundamentals of Oral Communication	3
BUS 263	Legal Environment of Business	3
	Total Credit Hours – Term 2	**15**

TERM 3		**CREDITS**
HIS 202	United States History II	3
BIO 103	Principles of Biology I	4
BUS 242	Principles of Accounting II	3
ECO 232	Principles of Microeconomics	3
BUS 271	Business Statistics I	3
	Total Credit Hours – Term 3	**16**

TERM 4		**CREDITS**
ENG 251	American Literature I	3
PHS 111	Physical Science I	4
BUS 272	Business Statistics II	3
BUSN 3060*	Business and Professional Writing	3
INFO 3070*	Management Systems, Data, Technology	3
	Total Credit Hours – Term 4	**16**

(*Total hours to be taken at AUM ..... 6)

Total Credit Hours for Pathway..... 63

Associate in Science – Information Systems
Concurrent Pathway with Auburn University in Montgomery

TERM 1		**CREDITS**
ORI 101	Orientation to College	1
ENG 101	English Composition I	3
MTH 112	Pre-calculus Algebra	3
HIS 201	United States History I	3
CIS 146	Computer Applications	3
ART 100	Art Appreciation	
OR		
MUS 101	Music Appreciation	
OR		
THR 120	Theater Appreciation	3
	Total Credit Hours – Term 1	**16**

TERM 2		**CREDITS**
ENG 102	English Composition II	3

BUS 241	Principles of Accounting I	3
ECO 231	Principles of Macroeconomics	3
SPH 106	Fundamentals of Oral Communication	3
BUS 263	Legal Environment of Business	3
	Total Credit Hours – Term 2	**15**

TERM 3		**CREDITS**
HIS 202	United States History II	3
BIO 103	Principles of Biology I	4
BUS 242	Principles of Accounting II	3
ECO 232	Principles of Microeconomics	3
BUS 271	Business Statistics I	3
	Total Credit Hours – Term 3	**16**

TERM 4		**CREDITS**
ENG 251	American Literature I	3
PHS 111	Physical Science I	4
BUS 272	Business Statistics II *(May take at CACC or BUSN 2750 at AUM)*	3
BUSN 3060*	Business and Professional Writing	3
INFO 3070*	Management Systems, Data, Technology	3
	Total Credit Hours – Term 4	**16**

(*Total hours to be taken at AUM ..... 6-9)

Total Credit Hours for Pathway 63

Associate in Science – Physical Education
Concurrent Pathway with Auburn University in Montgomery

TERM 1		**CREDITS**
ORI 101	Orientation to College	1
ENG 101	English Composition I	3
MTH 110	Finite Mathematics	3
SPH 106	Fundamentals of Oral Communication	3
PED	Physical Activity Course *(PED 103, 104, 105, 107, 108, 109, 118, 119, 121, 122, 123, 124)*	1-2
ART 100	Art Appreciation	
OR		
MUS 101	Music Appreciation	
OR		
THR 120	Theater Appreciation	3
	Total Credit Hours – Term 1	**14-15**

TERM 2		CREDITS
ENG 102	English Composition II	3
HED 230	Wellness	3
BIO 103	Principles of Biology I	4
FNDS 2010*	Societal Foundations of Education	3
FNDS 2120*	Child and Adolescent and Growth and Development	3
	Total Credit Hours – Term 2	**16**

TERM 3		CREDITS
ENG	Literature Sequence I	3
SOC 200	Introduction to Sociology	3
HIS	History Course	3
BIO 104	Principles of Biology II	4
FNDS 2140*	Educational Psychology	3
	Total Credit Hours – Term 3	**16**

TERM 4		CREDITS
ENG	Literature Sequence II	3
ELECTIVE	History, Social, or Behavioral Science Elective	3
GEO 100	World Regional Geography	3
BIO 201	Human Anatomy and Physiology I	4
ESPE 3760*	Survey of Exceptionalities	3
	Total Credit Hours – Term 4	**16**

(*Total hours to be taken at AUM ..... 12)

Total Credit Hours for Pathway..... 62-63

*** Students who complete the Associate in Science – Physical Education Concurrent Pathway with Auburn University in Montgomery are exempt from CIS 146. Students must complete the entire pathway to receive the exemption.*

Associate in Science – Psychology
Concurrent Pathway with Auburn University in Montgomery

TERM 1		CREDITS
ORI 101	Orientation to College	1
ENG 101	English Composition I	3
MTH 110	Finite Mathematics	3
HIS	History Sequence I	3
PSY 200	General Psychology	3
MUS 101	Music Appreciation	3
	Total Credit Hours – Term 1	**16**

TERM 2		CREDITS
ENG 102	English Composition II	3

HIS	History Sequence II	3
BIO 103	Principles of Biology I	4
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3
	Total Credit Hours – Term 2	**16**

TERM 3		**CREDITS**
SPH 106	Fundamentals of Oral Communication	3
CIS 146	Computer Applications	3
ENG 261	English Literature I	3
BIO 104	Principles of Biology II	4
PSYC 2190*	Research Design	3
	Total Credit Hours – Term 3	**16**

TERM 4		**CREDITS**
PHL 206	Ethics and Society	3
ECO 232	Principles of Microeconomics	3
PSY 230	Abnormal Psychology	3
PSYC 1150*	Introduction to Psychological Careers	3
PSYC 200 - level*	Choose 1 course from the AUM PSYC course list	3
	Total Credit Hours – Term 4	**15**

(*Total hours to be taken at AUM ..... 9)

Total Credit Hours for Pathway.....63

AUM Psychology Electives:

PSYC 2120: Personal & Social Adjustment (offered online summer semester)
PSYC 2780: Human Growth & Development (offered online every semester)
PSYC 3280: Learning (offered online every semester)
PSYC 3450: Social Psychology (offered online every semester)
PSYC 3510: Personality (offered online summer and fall)
PSYC 3460: Psychology and Gender (offered online summer semester)
PSYC 3660: Cognitive Psychology (offered online summer semester)
PSYC 3760: Industrial Psychology (offered online fall and spring)

Associate in Science – Secondary Math Education
Concurrent Pathway with Auburn University in Montgomery

TERM 1		**CREDITS**
ORI 101	Orientation to College	1
ENG 101	English Composition I	3
MTH 113	Pre-Calculus Trigonometry	3
ART 100	Art Appreciation	

OR

MUS 101	Music Appreciation	
OR		
THR 120	Theater Appreciation	3
BIO 103	Principles of Biology	4
	Total Credit Hours – Term 1	**14**

TERM 2		**CREDITS**
ENG 102	English Composition II	3
BIO 104	Principles of Biology II	4
MTH 125	Calculus I	4
FNDS 2010*	Societal Foundations of Education	3
FNDS 2120*	Child and Adolescent Growth and Development	3
	Total Credit Hours – Term 2	**17**

TERM 3		**CREDITS**
ENG	Literature Sequence I	3
MTH 126	Calculus II	4
ELECTIVE	History, Social, or Behavioral Science Elective	3
HIS 101	Western Civilization I	3
FNDS 2140*	Educational Psychology	3
	Total Credit Hours – Term 3	**16**

TERM 4		**CREDITS**
ENG	Literature Sequence II	3
ELECTIVE	History, Social, or Behavioral Science Elective	3
ELECTIVE	History, Social, or Behavioral Science Elective	3
SPH 106	Fundamentals of Oral Communication	3
ESPE 3760*	Survey of Exceptionalities	3
	Total Credit Hours – Term 4	**15**

(*Total hours to be taken at AUM ..... 12)

Total Credit Hours for Pathway.....62

*** Students who complete the Associate in Science – Secondary Math Education Concurrent Pathway with Auburn University in Montgomery are exempt from CIS 146. Students must complete the entire pathway to receive the exemption.*

Associate in Science – Secondary Social Science/History Education Concurrent Pathway with Auburn University in Montgomery

TERM 1		**CREDITS**
ORI 101	Orientation to College	1
ENG 101	English Composition I	3

MTH 110	Finite Mathematics	3
ART 100	Art Appreciation	
OR		
MUS 101	Music Appreciation	
OR		
THR 120	Theater Appreciation	3
GEO 100	World Regional Geography	3
SPH 106	Fundamentals of Oral Communication	3
	Total Credit Hours – Term 1	**16**

TERM 2		**CREDITS**
ENG 102	English Composition II	3
BIO 103	Principles of Biology I	4
ECO 231	Principles of Macroeconomics	3
FNDS 2010*	Societal Foundations of Education	3
FNDS 2120*	Child and Adolescent Growth and Development	3
	Total Credit Hours – Term 2	**16**

TERM 3		**CREDITS**
ENG	Literature Sequence I	3
BIO 104	Principles of Biology II	4
HIS 101	Western Civilization I	3
ECO 232	Principles of Microeconomics	3
FNDS 2140*	Educational Psychology	3
	Total Credit Hours – Term 3	**16**

TERM 4		**CREDITS**
ENG	Literature Sequence II	3
HIS 102	Western Civilization II	3
HIS 201	United States History I	3
SOC 200	Introduction to Sociology	3
ESPE 3760*	Survey of Exceptionalities	3
	Total Credit Hours – Term 4	**15**

(*Total hours to be taken at AUM ..... 12)

Total Credit Hours for Pathway.....63

*** Students who complete the Associate in Science – Secondary Social Science/History Education Concurrent Pathway with Auburn University in Montgomery are exempt from CIS 146. Students must complete the entire pathway to receive the exemption.*

Associate in Science – Social Work
Concurrent Pathway with Auburn University in Montgomery

TERM 1		**CREDITS**
ORI 101	Orientation to College	1
ENG 101	English Composition I	3
MTH 110	Finite Mathematics	3
SOC 200	Introduction to Sociology	3
ART 100	Art Appreciation	
OR		
MUS 101	Music Appreciation	
OR		
THR 120	Theater Appreciation	3
SOWK 1000*	Introduction to Social Work	3
	Total Credit Hours – Term 1	**16**

TERM 2		**CREDITS**
ENG 102	English Composition II	3
BIO 101	Introduction to Biology	
OR		
BIO 103	Principles of Biology I	4
SPH 106	Fundamentals of Oral Communication	
OR		
SPH 107	Fundamentals of Public Speaking	3
SOWK 2000*	Professional Development for Social Works *(Minimum grade of "C" required; Pre-requisite: SOWK 1000*)*	3
	Total Credit Hours – Term 2	**13**

TERM 3		**CREDITS**
ENG	Literature Sequence I	3
PHS 111	Physical Science I	
OR		
CHM 104	Introduction to Chemistry I	4
HIS	History Course	3
PSY 200	General Psychology	3
ANTH 2110*	Cultural Anthropology	3
	Total Credit Hours – Term 3	**16**

TERM 4		**CREDITS**
ENG	Literature Sequence II	3
POL 211	American National Government	3
MTH 265	Elementary Statistics	3
ANT 200	Introduction to Anthropology	3
SOWK 2200*	History of Social Welfare *(Minimum grade of "C" required; Pre-requisite: SOWK 1000*)*	3
	Total Credit Hours – Term 4	**15**

(*Total hours to be taken at AUM .....12)

Total Credit Hours for Pathway..... 60

*** Students who complete the Associate in Science – Secondary Social Science/History Education Concurrent Pathway with Auburn University in Montgomery are exempt from CIS 146. Students must complete the entire pathway to receive the exemption.*

HEALTH SCIENCES PROGRAMS

The Health Science Division offers a variety of programs to prepare health professionals. Programs leading to the Associate in Applied Science (AAS) degree with stackable certificates are available. The Health Science programs are designed to provide the highest quality education to students in order to meet the community's need for quality health professionals.

Associate in Applied Science (AAS)

The ***Associate in Applied Science*** (AAS) degree program is designed for students who plan to seek employment based upon the competencies and skills attained through a specific program of study. While not designed to meet the needs of students who transfer to senior institutions, portions of these programs may transfer. In order for a student to graduate with an AAS degree, he/she must follow a prescribed program of study or career path. The AAS degree shall be comprised of at least 60 semester credit hours but no more than 76 semester credit hours. While each prescribed program of study/career path varies, the following standards are required as minimum degree requirements from the General Studies Curriculum in the Alabama College System.

	CREDITS
AREA I Written Communications	**3-6**
AREA II Humanities & Fine Arts	**3-6**
AREA III Natural Science & Mathematics	**6-11**
AREA IV History, Social, & Behavioral Sciences	**3-6**
AREA V Maximum Technical Core, Technical Concentration, and Electives	**31-61**
Semester Credit Hour Range by Award	**60-76**

Medical Assisting Technology

Associate in Applied Science Degree (AAS)

At a Glance

The Medical Assisting Technology program prepares individuals, under the supervision of physicians, to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. This program includes instruction in basic anatomy and physiology, medical terminology, medical law and ethics, patient psychology and communications, medical office procedures, and clinical diagnostic, examination, testing, and treatment procedures.

Requirements for Application to the Medical Assisting Technology Program

Applicants to the Medical Assisting Technology program must be admitted to Central Alabama Community College and must submit the "Application to MAT Program" by the required date as noted below. Admission to the College does not imply admission to the MAT program. A complete admission file must include:

I. Application for admission to Central Alabama Community College
II. Appropriate Application for admission to the MAT program
III. Official high school transcript or GED certificate if required by Central Alabama Community College for unconditional admission
IV. Official transcripts from all colleges attended
V. Additional documents as needed to meet the minimal requirements below.

Minimum admission requirements for the MAT program include:

I. Unconditional admission to the College
II. A minimum of 2.0 cumulative GPA at current institution. Only grades accrued at regionally accredited postsecondary institutions will be considered in the GPA calculated for consideration of admission to the MAT program.
III. A minimum of 2.0 (without rounding) high school GPA on a 4-point scale for students without prior college work (GED will be used if applicable).
IV. Eligible for ENG 101 and MTH 100

NOTE: Admission to the MAT Program is competitive. Meeting minimal requirements does not guarantee acceptance.

Selection and Notification

I. The selection policies provide for equal consideration of all applicants and for protection against discrimination as to age, sex, race, color, creed, religion, marital status, national origin, veteran's status, or disability unrelated to the nursing program essential functions.
II. Applicants who have met all admission requirements and completed the admission procedure by the deadlines are eligible to be considered for admission. Documents received after the deadline will not be accepted.
III. Due to limited enrollment, all applicants who meet the minimal admission criteria may not be admitted.
IV. Applicants with incomplete files will be notified regarding the deficiencies prior to the application deadline, if the application is received early enough to provide such notification. **It is the applicant's responsibility to ensure his/her file is complete.**
V. Applicants who have been notified of their selection for admission must acknowledge intent to enter the program by the specified date.
VI. Applicants who do not respond as prescribed above will forfeit their place in the class and will have to request admission for the next class if they desire to be admitted. All vacancies in a new class will be filled by qualified applicants who have met the

admission requirements. Individuals admitted/reinstated that do not attend the semester for which they are admitted/reinstated will have to reapply for admission/reinstatement in order to be considered for the next admission/reinstatement semester. Applicants are responsible for insuring that all transcripts are current and up-to-date. Official transcripts that are not current and up-to-date will render the applicant's file incomplete. Admission/reinstatement to one semester does not guarantee admission/reinstatement into future semesters.

VII. Upon admission and by the dates specified by the Division of Health Services, students must:

1. Submit a change of major to the Office of Student Services
    - **a.** Submit annual medical examination forms, which evidence a satisfactory level of health, including freedom from chemical dependency. Agreements with affiliated clinical agencies require that students be free of communicable diseases and be able to provide nursing care for clients.
    - **b.** **Students will be required to undergo drug and alcohol testing prior to clinicals and for "cause." Students will be responsible for the cost of such testing. Students will be required to undergo a criminal background check prior to clinicals. As with the drug and alcohol testing, the student will be responsible for the cost of the criminal background check. Any student denied clinical access by a clinical affiliate will be subject to dismissal from the program.**
    - **c.** Submit evidence of health insurance. Neither the College nor affiliated clinical agencies provide health care for students. Certain affiliated clinical agencies require students to have health insurance before participating in clinical learning experiences at the agency.
    - **d.** Pay required fees for standardized assessment/achievement resources.
    - **e.** Submit evidence of American Heart Association Basic Life Support Provider CPR certification. Online CPR certification is not accepted.

Progression Policy

In order to progress in the MAT program, the student must:

- Be acceptable by clinical agencies for clinical experiences.
- Maintain the ability to meet essential functions for healthcare providers with or without reasonable accommodations.
- Maintain a C or higher in all academic and MAT courses.
- Maintain program health requirements including health insurance
- Maintain American Heart Association Basic Life Support Provider CPR certification. Online CPR certification is not accepted.

Clinical Facilities

In addition to campus laboratory and simulation facilities, various agencies are utilized to provide MAT students with opportunities to acquire the knowledge and skills necessary to function as medical assistants. Currently, the Division of Health Sciences maintains clinical agreements with area healthcare facilities that provide clinical learning opportunities.

Transportation and parking fees to clinical facilities are the responsibility of the student. Students are subject to assignment and rotation through any or all of the clinical facilities. Request for placement at specific clinical agencies are not accepted. Clinical agencies may be added or deleted as deemed necessary.

TERM 1		**CREDITS**
BIO 103	Principles of Biology I	4
CIS 146	Computer Applications	3
MAT 111	Clinical Procedures I for the Medical Assistant	3
MAT 125	Laboratory Procedures I for the Medical Assistant	3
OAD 211	Medical Terminology ***OR*** MAT 101 ***OR*** HPS 105	3
	Total Credit Hours – Term 1	**16**

TERM 2		**CREDITS**
BIO 201	Human Anatomy and Physiology I	4
MAT 200	Management of Office Emergencies	2
MAT 211	Clinical Procedures II for the Medical Assistant	3
MAT 215	Laboratory Procedures II for the Medical Assistant	3
PSY 200	General Psychology	3
	Total Credit Hours – Term 2	**15**

TERM 3		**CREDITS**
BIO 202	Human Anatomy and Physiology II	4
MAT 218	EKG Technician	3
MAT 239	Phlebotomy Preceptorship	3
MTH 100	Intermediate College Algebra OR Higher Level	3
MAT 120	Medical Administrative Procedures I ***OR*** Medical Office Procedures (OAD 214)	3
	Total Credit Hours – Term 3	**16**

TERM 4		**CREDITS**
ENG 101	English Composition I	3
MAT 216	Pharmacology for the Medical Office	4
MAT 121	Medical Administrative Procedures II ***OR*** Health Information Management (OAD 215)	3
MAT 128	Medical Law and Ethics for the Medical Assistant ***OR*** Advanced Health Information Management (OAD 216)	3

PHL 206	Ethics and Society	3
SPH 106	Fundamentals of Oral Communication **OR** Fundamentals of Public Speaking (SPH 107)	3
	Total Credit Hours – Term 4	**19**

Total Credit Hours **66**

Medical Assisting Technology Embedded Certificate (CER)

While pursuing the Medical Assisting Technology AAS degree and upon successful completion of the courses identified below, the stackable Medical Assisting Technology Certificate may be awarded to students.

TERM 1		**CREDITS**
BIO 103	Principles of Biology I	4
CIS 146	Computer Applications	3
MAT 111	Clinical Procedures I for the Medical Assistant	3
MAT 125	Laboratory Procedures I for the Medical Assistant	3
OAD 211	Medical Terminology	3
	Total Credit Hours – Term 1	**16**

TERM 2		**CREDITS**
BIO 201	Human Anatomy and Physiology I	4
MAT 200	Management of Office Emergencies	2
MAT 211	Clinical Procedures II for the Medical Assistant	3
MAT 215	Laboratory Procedures II for the Medical Assistant	3
	Total Credit Hours – Term 2	**12**

TERM 3		**CREDITS**
BIO 202	Human Anatomy and Physiology II	4
MAT 218	EKG Technician	3
MAT 239	Phlebotomy Preceptorship	3
MTH 100	Intermediate College Algebra **OR** Higher Level	3
MAT 120	Medical Administrative Procedures I ***OR*** Medical Office Procedures (OAD 214)	3
	Total Credit Hours – Term 3	**16**

TERM 4		**CREDITS**
ENG 101	English Composition I	3
MAT 216	Pharmacology for the Medical Office	4
MAT 121	Medical Administrative Procedures II ***OR*** Health Information Management (OAD 215)	3

MAT 128	Medical Law and Ethics for the Medical Assistant ***OR*** Advanced Health Information Management (OAD 216)	3
SPH 106	Fundamentals of Oral Communication **OR** Fundamentals of Public Speaking (SPH 107)	3
	Total Credit Hours – Term 4	**16**

Total Credit Hours **60**

Administrative Medical Assistant
Embedded Short-Term Certificate (STC)

While pursuing the Medical Assisting Technology AAS degree and upon successful completion of the courses identified below, the stackable Administrative Medical Assistant Short-Term Certificate may be awarded to students.

TERM 1		**CREDITS**
MAT 111	Clinical Procedures I for the Medical Assistant	3
MAT 200	Management of Office Emergencies	2
MAT 216	Pharmacology for the Medical Office	4
OAD 211	Medical Terminology	3
MAT 120	Medical Administrative Procedures I ***OR*** Medical Office Procedures (OAD 214)	3
	Total Credit Hours – Term 1	**15**

TERM 2		**CREDITS**
MAT 121	Medical Administrative Procedures II ***OR*** Health Information Management (OAD 215)	3
MAT 128	Medical Law and Ethics for the Medical Assistant ***OR*** Advanced Health Information Management (OAD 216)	3
SPH 106	Fundamentals of Oral Communication **OR** Fundamentals of Public Speaking (SPH 107)	3
	Total Credit Hours – Term 2	**9**

Total Credit Hours **24**

Multi-Skilled Patient Care Technician
Embedded Short-Term Certificate (STC)

While pursuing the Medical Assisting Technology AAS degree and upon successful completion of the courses identified below, the stackable Multi-Skilled Patient Care Technician Short-Term Certificate may be awarded to students.

TERM 1		CREDITS
MAT 111	Clinical Procedures I for the Medical Assistant	3
MAT 125	Laboratory Procedures I for the Medical Assistant	3
MAT 218	EKG Technician	3
OAD 211	Medical Terminology	3
	Total Credit Hours – Term 1	**12**

TERM 2		CREDITS
MAT 215	Laboratory Procedures II for the Medical Assistant	3
MAT 239	Phlebotomy Preceptorship	3
	Total Credit Hours – Term 2	**6**

TERM 3		CREDITS
MAT 211	Clinical Procedures II for the Medical Assistant	3
	Total Credit Hours – Term 3	**3**

Total Credit Hours **21**

Phlebotomy Technician
Embedded Short-Term Certificate (STC)

While pursuing the Medical Assisting Technology AAS degree and upon successful completion of the courses identified below, the stackable Phlebotomy Technician Short-Term Certificate may be awarded to students.

		CREDITS
MAT 125	Laboratory Procedures I for the Medical Assistant	3
MAT 215	Laboratory Procedures II for the Medical Assistant	3
MAT 239	Phlebotomy Preceptorship	3
OAD 211	Medical Terminology	3
Total Credit Hours		**12**

Associate Degree Nursing and Practical Nursing

Approval/Accreditation

The Associate Degree Nursing program and the Practical Nursing option are approved by the Alabama Board of Nursing. All agencies used as clinical sites are approved/accredited by an appropriate organization.

Degree and Licensure

The Division of Nursing offers two points of exit within the nursing program. After successful completion of the third semester of the nursing curriculum, the student is awarded a certificate in practical nursing and may be eligible to apply for licensure as a practical nurse. After successful completion of the five-semester nursing curriculum, the graduate is awarded an Associate in Applied Science-Associate Degree Nursing and may be eligible to apply for licensure as a registered nurse. Fees for the examination and the license are set by the testing and licensing authorities and are the responsibility of the student.

Students are referred to the Alabama Board of Nursing Administrative Code at the Alabama Board of Nursing website www.abn.state.al.us for "Grounds for Denial of a License." Legal background questions are incorporated on the Alabama Board of Nursing application for a license. Applicants to whom these regulations may apply may contact the Board of Nursing for additional information.

Upon successful completion of the NCLEX-PN or NCLEX-RN, the graduate will be able to practice as a beginning practitioner in his/her respective field of study.

Nursing Program Requirements

Students who are enrolled in the nursing program have increased responsibilities due to their direct contact with clients in health care settings. Certain additional standards for admission and progression through the programs of study, as well as, regular College admission and progression standards are required. For a complete discussion of criteria for admission and progression in the nursing program, contact the Nursing Department at nursing@cacc.edu or refer to the College website.

Campus Facilities

The nursing program on the Childersburg campus is housed in the Jim Preuitt Nursing and Allied Health Building. Instructional facilities include a large lecture hall, a conference room, one classroom, a nursing skills laboratory, a nursing simulation lab, and a computer lab. A classroom, a computer classroom/skills lab, and a simulation lab comprise the nursing instructional facilities located in the Business and Science Building on the Alexander City campus. Three classrooms, a skills lab, and a simulation lab are housed at the Prattville Campus. The Talladega Center consists of one large skills lab and one classroom. General education courses are offered on the Alexander City, Childersburg, and Prattville campuses, as well as, at the Talladega Center and online.

Clinical Facilities

In addition to campus laboratory and simulation facilities, various agencies are utilized to provide nursing students with opportunities to acquire the knowledge and skills necessary to function as nurses. Currently, the Division of Health Sciences maintains clinical agreements with area healthcare facilities that provide clinical learning opportunities.

Transportation and parking fees to clinical facilities are the responsibility of the student. Students are subject to assignment and rotation through any or all of the clinical facilities. Request for placement at specific clinical agencies are not accepted. Clinical agencies may be added or deleted as deemed necessary.

Admission Procedures and Criteria

Applicants who wish to pursue a nursing career, should first complete the application and admission procedures required by the College, and then contact an academic advisor to develop a plan to meet the admission requirements for the nursing program. An ACT composite score of 18 or a TEAS composite score of 58 is required for admission to the nursing program. Information regarding registering for the ACT is located under Enrollment on the toolbar on the College's website (www.cacc.edu).

Prior to applying for admission to the nursing program, the student may enroll in the general education courses required within the nursing curriculum. If the student has numerous family or work commitments, has been away from the academic setting for an extended period of time, or has a weak academic background, the student is encouraged to enroll in general education courses before attempting to enter the nursing program. General education courses cannot be postponed later than the term specified in the outlined curriculum. The nursing program is planned as a combined sequence of nursing and general education courses and students may take all the required general education courses once admitted to the nursing program. Prior credit for general education courses does not shorten the length of the nursing curriculum due to the required sequencing of the nursing courses.

Applicants who have been treated for chemical dependency or mental disorders or who have been convicted of a criminal offense, including driving under the influence of drugs or alcohol, may contact the Board of Nursing (www.abn.state.al.us) for additional information. According to legal statues and regulations of the Alabama Board of Nursing, individuals that violate the Administrative Code of the Alabama Board of Nursing may be denied a license.

Applicants are admitted to the nursing program each fall and spring on the Alexander City, Childersburg, and Prattville campuses. Students are admitted to the nursing program at the Talladega Center each summer. LPN to RN Mobility students are admitted each fall to begin NUR 209. Applicants should consult an academic advisor well ahead of the date they plan to apply for admission to the nursing program to allow time to meet the admission requirements.

The admission procedures and criteria are subject to revisions at the state level. Any revised admission procedures and criteria will be available on the College website (www.cacc.edu). All applicants are advised to regularly check the College website for any updates to the admission procedures and criteria.

Requirements for Application to the Nursing Program

Applicants to the nursing program must be admitted to Central Alabama Community College and must submit the "Application to Nursing Program" by the required date as delineated below. Admission to the College does not imply admission to the nursing program. A complete admission file must include:

- **I.** Application for admission to Central Alabama Community College
- **II.** Appropriate Application for admission to the nursing program
- **III.** Official high school transcript or GED certificate if required by Central Alabama Community College for unconditional admission
- **IV.** Official transcripts from all colleges attended
- **V.** Official ACT or TEAS composite score
- **VI.** Letter of good standing if applicant has previously been enrolled in a nursing program at another institution
- **VII.** Additional documents as needed to meet the minimal requirements below.

Minimum admission requirements for the Nursing program include:

- **I.** Unconditional admission to the College
- **II.** Receipt of completed application for the nursing program before the published deadline of February 1st for summer and fall admission and September 15th for spring admission, or first official College week day thereafter for deadlines falling on weekend or College recognized holiday
- **III.** A minimum of 18 ACT composite score National or Residual (ACT) or a TEAS score greater than 58%. This score cannot be more than three (3) years old.
- **IV.** A minimum of 2.5 GPA on a 4-point scale for the nursing required academic core courses and a minimum 2.0 cumulative GPA at current institution. Only grades accrued at duly accredited postsecondary institutions will be considered in the GPA calculated for consideration of admission to the nursing program.
- **V.** A minimum of 2.5 (without rounding) high school GPA on a 4-point scale for students without prior college work (GED will be used if applicable).
- **VI.** Meet the essential functions for nursing
- **VII.** Eligible for ENG 101, BIO 201, and MTH 100
- **VIII.** Complete the ATI Launch: Nursing Academic Readiness program prior to the start of NUR 112 or NUR 209 (information provided after admission to the program)

NOTE: Admission to the Nursing Program is competitive, and the number of students accepted is limited. Meeting minimal requirements does not guarantee acceptance.

Calculation of Points for Applicants Meeting Minimum Admission Standards

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

1. ACT score. Possible of 36 points with no time limit on when the test was taken. TEAS scores are calculated to provide an equivalent ACT score.
2. Points for grades in ENG 101, MTH 100 or higher, BIO 201, and BIO 202. Twelve points possible. Points for grades are delineated below:
    - A=3 points
    - B=2 points
    - C=1 point

    If a student is awarded CLEP credit for the courses indicated above, the student will receive points as delineated below:
    - AP Examination score of 3=1 point
    - AP Examination score of 4=2 points
    - AP Examination score of 5=3 points

3. Possible ten additional points awarded as delineated below:
    - Up to four points awarded for the applicant's GPA on the nursing required general education courses
    - Three points awarded if the applicant has never been enrolled in a nursing program.
    - Three points awarded if all general education courses have been completed

A total of 58 points are possible with these selection criteria. If a tie in the number of points occurs for a slot in the nursing program, the GPA for nursing required general education courses will be utilized as the tie breaker.

Selection and Notification

I. The selection and notification policies reflect the philosophy of the nursing program. The selection policies provide for equal consideration of all applicants and for protection against discrimination as to age, sex, race, color, creed, religion, marital status, national origin, veteran's status, or disability unrelated to the nursing program essential functions.

II. Applicants who have met all admission requirements and completed the admission procedure by the deadlines are eligible to be considered for admission. Documents received after the deadline will not be accepted.

III. Due to limited enrollment, all applicants who meet the minimal admission criteria may not be admitted.

IV. Applicants with incomplete files will be notified regarding the deficiencies prior to the application deadline, if the application is received early enough to provide such notification. **It is the applicant's responsibility to ensure his/her file is complete.**

V. Applicants who have been notified of their selection for admission must acknowledge intent to enter the program by the specified date.

VI. Applicants who do not respond as prescribed above will forfeit their place in the class and will have to request admission for the next class if they desire to be admitted. All vacancies in a new class will be filled by qualified applicants who have met the

admission requirements. Individuals admitted/reinstated that do not attend the semester for which they are admitted/reinstated will have to reapply for admission/reinstatement in order to be considered for the next admission/reinstatement semester. Applicants are responsible for insuring that all transcripts are current and up-to-date. Official transcripts that are not current and up-to-date will render the applicant's file incomplete. Admission/reinstatement to one semester does not guarantee admission/reinstatement into future semesters.

VII. Upon admission and by the dates specified by the Division of Nursing, students must:

VIII. Submit a change of major to the Office of Student Services

a. Pay required annual premiums for nursing student liability insurance.

b. Submit annual medical examination forms, which evidence a satisfactory level of health, including freedom from chemical dependency. Agreements with affiliated clinical agencies require that students be free of communicable diseases and be able to provide nursing care for clients.

c. **Students will be required to undergo drug and alcohol testing prior to clinicals and for "cause." Students will be responsible for the cost of such testing. Students will be required to undergo a criminal background check prior to clinicals. As with the drug and alcohol testing, the student will be responsible for the cost of the criminal background check. Any student denied clinical access by a clinical affiliate will be subject to dismissal from the program.**

d. Submit evidence of health insurance. Neither the College nor affiliated clinical agencies provide health care for students. Certain affiliated clinical agencies require students to have health insurance before participating in clinical learning experiences at the agency.

e. Pay required fees for standardized assessment/achievement resources.

f. Submit evidence of American Heart Association Basic Life Support Provider CPR certification. Online CPR certification is not accepted.

IX. Applicants admitted to the nursing program and students reinstated that are not in continuous progression will be required to attend nursing orientation. Failure to attend all of the orientation will subject the student to withdrawal from the program.

Progression Policy

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

- Achieve a grade of "C" or better in all required general education and nursing courses. A student that has an unsuccessful attempt in a nursing course ("W," "D," or "F") cannot progress until the course is completed successfully. Unless previously completed, students must complete all required general education courses according to the Alabama Community College System Nursing Education curriculum. Exceptions must be approved by the Health Science Program Administrator.
- Be acceptable by clinical agencies for clinical experiences.

- Maintain the ability to meet essential functions for nursing with or without reasonable accommodations.
- Maintain program health requirements including health insurance
- Maintain American Heart Association Basic Life Support Provider CPR certification. Online CPR certification is not accepted.

Prior to a student taking NUR 211, a total of **two** unsuccessful attempts in **two** separate semesters ("D," "F," or "W") in the nursing program will result in dismissal from the program. If a student fails NUR 211, regardless of previous performance in nursing courses, the student is not eligible for reinstatement. The student may apply to the LPN to RN Mobility track for the next admission cycle.

Reinstatement Policy

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.

Reinstatement to the nursing program is not guaranteed. Selection for reinstatement is based on the Criteria for Reinstatement delineated below. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of reinstatement. Reinstatement can be denied due to, but not limited to, any of the following circumstances:

I. Unavailability of faculty and clinical sites;
II. Failure to meet the Criteria for Reinstatement.

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

Criteria for Reinstatement:

I. Students who experience non-progression through the nursing program and who desire reinstatement in the program must apply for reinstatement to the program. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed reinstatement to the nursing program.

II. A student may be **reinstated** to the nursing program only one time. The **reinstatement** is not guaranteed. All nursing program admission standards must be met.

III. If a student has a documented extenuating/mitigating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the nursing faculty committee or other appropriate College committee for a decision on repeating a course or readmission to the program.

IV. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.

V. Student has had no more than one non-progression since program admission.

Reinstatement to the program will only be allowed one time.

VI. Demonstrate satisfactory nursing skills.

VII. Meet acceptability criteria for placement at clinical agencies for clinical experiences.

VIII. Demonstrate ability to meet essential functions for nursing with or without reasonable accommodations.

IX. Demonstrate current American Heart Association Basic Life Support Provider CPR certification. Online CPR certification is not acceptable.

X. Maintain program health requirements including health insurance.

XI. Orientation is required for students seeking reinstatement who are not in continuous progression prior to registration for nursing courses.

XII. Students whose unsuccessful attempt occurs in NUR 211 or 221 may apply for the LPN to RN Mobility option. These students must meet all the admission requirements for the LPN to RN Mobility option including a 2.5 GPA on the general education courses inherent to the nursing curriculum; 2.0 cumulative GPA at current, native institution; and a valid Alabama Practical Nursing License.

Process for Reinstatement

I. Students should contact the Division of Nursing to discuss eligibility for reinstatement.

II. Students must apply for reinstatement to the nursing program within one year from the term of non-progression by submitting the Nursing Program Reinstatement Application and updated admission criteria if applicable. The deadline for submitting the Nursing Program Reinstatement Application for the fall and summer semesters is February 1st, spring semester is September 15th.

III. Students must apply for **readmission** to the College, if not currently enrolled, and provide updated transcripts, if applicable.

IV. Update applicable Nursing Program Requirements including health requirements, immunizations, CPR, and drug and background screening.

Transfer Policy

Transfer students are considered for admission into the nursing program on an individual basis by the Division of Nursing within one year from the last term of nursing course(s). If the student desires to transfer between Alabama Community College System institutions, the Alabama Community College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus. Nursing courses from any other institution will be reviewed for transferability by the Health Science Program Administrator.

Individuals wishing to transfer must:

I. Possess a grade of "C" or better in all nursing program required courses taken at another institution and possess a minimum of 2.0 cumulative GPA at time of transfer.

II. Be a student in good standing and eligible to return to the previous nursing program. The dean/director of the previous nursing program must provide a letter of eligibility for progression in the previous nursing program.

III. Comply with all program policy requirements at accepting institution.
IV. Complete at least 25% of the nursing program required courses for the degree/certificate at Central Alabama Community College.
V. Meet acceptability criteria for placement at clinical agencies for clinical experience.
VI. The last nursing courses in which the student was enrolled cannot be more than twelve (12) months old.

Acceptance of transfer students into the nursing program is limited by the number of faculty and clinical facilities available. **Meeting minimal requirements does not guarantee acceptance**.

No new class or clinical sections will ordinarily be opened for transfer students. First priority for available places goes to students in regular progression in the College's nursing program.

Students completing NUR 112, 113, 114, and 115 at an institution that only offers the PN program who wish to transfer to another institution to complete the Associate in Applied Science Degree must meet the requirement for 25% course completion at the college awarding the degree. Students who cannot meet the 25% course requirement must apply to the LPN to RN Mobility option and take the transition course to meet the 25% course requirement.

Graduates of Central Alabama earn credits, which are transferrable to four-year colleges and universities. The nursing program provides a foundation for further study in nursing. Four-year colleges and universities determine which credits will be transferred from two-year programs. Academic Advisors are available to assist students who plan to continue their education after graduation. Students should also consult their chosen four-year college or university about specific four-year degree requirements and transfer of credits.

Transient Student Policy

The transient policy applies only to nursing students within the ACCS institutions. It does not apply to students wishing to transfer from other institutions. In addition to any applicable College policies regarding transient students, a nursing student desiring to be transient student must:

1. Meet minimum admission standards for the nursing program.
2. Possess a grade of "C" or better in all nursing program required courses taken at another institution and possess a minimum of 2.0 cumulative GPA.
3. Provide a letter of eligibility from the dean/director of the previous nursing program for progression in the previous nursing program.
4. Secure permission from the primary institution by submitting a Transient Student Form completed by an official of the primary institution.
5. Complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Comply with all nursing program policy requirements at the accepting institution.
7. Meet acceptability criteria for placement at clinical agencies for clinical experience.

Acceptance of transient students into the nursing program is limited by the number of faculty and clinical sites available. Meeting minimal standards does not guarantee acceptance.

Program Completion

Students completing NUR 112, 113, 114, and 115 and the required academic courses for the first three semesters will be awarded the Practical Nursing certificate. Students who have completed all the required academic courses and continue in the program through completion of NUR 211 and NUR 221 will be awarded an Associate Degree in Applied Science. Students are responsible for meeting all the progression and graduation requirements.

Graduate Competencies:

Practical Nursing End-of-Program Student Learning Outcomes/Graduate Competencies	**Associate Degree Nursing End-of-Program Student Learning Outcomes/Graduate Competencies**
Human Flourishing Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team (NLN, 2010).	**Human Flourishing** Advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings (NLN, 2010).
Patient-Centered Care Advocate for the patient and family in the provision of compassionate and coordinated care to support the health, safety, and well-being of patients and families (QSEN, 2012).	**Patient-Centered Care** Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs (QSEN, 2012).
Nursing Judgement Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context (NLN, 2010).	**Nursing Judgement** Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context (NLN, 2010).
Informatics Incorporate information and technology within own scope of practice to support safe processes of care (QSEN, 2012).	**Informatics** Use information and technology to communicate, manage knowledge, mitigate error, and support decision making (QSEN, 2012).

Safety Demonstrate the effective use of strategies to reduce risk of harm to self or others (QSEN, 2012).	**Safety** Minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2012).
Professional identity Demonstrate awareness of good practice, boundaries of practice, and professional identity formation including knowledge and attitudes derived from self-understanding and empathy, ethical questions and choices that are gleaned from a situation, awareness of patient needs, and other contextual knowing (NLN, 2014).	**Professional Identity** Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context (NLN, 2010).
Teamwork and Collaboration Function competently within own scope of practice as a member of the health care team (QSEN, 2012).	**Teamwork and Collaboration** Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care (QSEN, 2012).
Spirit of Inquiry By collaborating with health care team members, utilize evidence, tradition, and patient preferences in predictable patient care situations to promote optimal health status (NLN, 2014).	**Spirit of Inquiry** Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities (NLN, 2010).
Quality Improvement Utilize various sources of information to review outcomes of care identifying potential areas for improvement of the quality and safety of care (QSEN, 2012).	**Quality Improvement** Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems (QSEN, 2012).
Evidence-Based Practice Implement evidence-based practice in the provision of individualized health care (QSEN, 2012).	**Evidence-Based Practice** Integrate best evidence-based practice with clinical expertise, patient/family preferences, and values for delivery of optimal health care (QSEN, 2012).

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 College Catalog & 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.

Clinical Requirements

Students must abide by the policies and procedures of the agencies that Central Alabama Community College is affiliated with for the provision of clinical experiences in order to meet the student learning outcomes. **Students will be required to undergo drug and alcohol testing prior**

to clinical and for "cause." Students will be responsible for the cost of such testing. Students will be required to undergo a criminal background check prior to clinicals. As with the drug and alcohol testing, the student will be responsible for the cost of the criminal background check. Any student denied clinical access by a clinical affiliate will be subject to dismissal from the program. Failure to meet course outcomes results in a grade of "F" for the course.

Students provide their own transportation to the assigned clinical agencies. A student who rides with another to the assigned clinical agencies is to provide his/her own liability insurance.

Clinicals may be held during the day, evening, night and/or weekend.

Prior to participation in clinical learning experiences within the affiliated agencies, the student must present verification of satisfactory mental and physical health, liability and health insurance, and-American Heart Association Basic Life Support Provider CPR certification at the health care provider level in addition to the aforementioned requirements. No student will be allowed to participate in clinical learning experiences until the requirements have been fulfilled.

All laboratory activities are considered clinical experiences. Students will abide by all requirements as stated above and outlined in the Nursing Student Handbook regardless of healthcare setting, skills laboratory, or simulation experience.

Students have a responsibility to provide care to all the patients assigned to them, including AIDS patients. Refusal to care for any patient will subject the student to dismissal from the program. However, neither Central Alabama Community College nor any member of the Division of Nursing is responsible for any infectious disease or teratogenic effects that a student may contract.

Auditing of Courses

Nursing courses are not open for students to audit.

Nursing Program Options

The Nursing Program supports the mission of the College. The Division of Nursing offers two points of exit within the nursing program.

After successful completion of the third semester of the nursing curriculum, the student is awarded a certificate in practical nursing. Graduates of the practical nursing option may be eligible to take the National Council Licensure Examination for Practical Nurses. After successful completion of the practical nursing option and the licensure examination, the graduate is prepared for entry-level employment. The PN option is approved by the Alabama Board of Nursing.

Licensed practical nurses provide basic nursing care. Licensed practical nurses work in a variety of health care settings including, but not limited to, long-term care facilities, physician's offices, correctional facilities, and schools. The median annual wage for licensed practical nurses was $44,090 in May 2016 as reported by the U.S. Bureau of Labor Statistics. The employment of

licensed practical nurses is projected to grow 12% from 2016-2026 according to the U.S. Bureau of Labor Statistics.

After successful completion of five semesters of the nursing curriculum, the graduate is awarded an Associate in Applied Science-Associate Degree Nursing. Graduates of the associate degree program may be eligible to take the National Council Licensure Examination for Registered Nurses. After successful completion of the associate degree nursing program and the licensure examination, the graduate is prepared for entry-level employment.

Registered Nursing

Associate in Applied Science Degree (AAS)

At a Glance

Registered nurses provide and manage care for patients and their families. Registered nurses work in a variety of health care settings including but not limited to medical centers, physician's offices, home health care agencies, long-term care facilities, correctional facilities, industries, and schools. The median annual wage for registered nurses was $68,450 in May 2016 as reported by the U.S. Bureau of Labor Statistics. The employment of registered nurses is projected to grow 16% from 2014-2024 according to the U.S. Bureau of Labor Statistics.

The Health Science Program Administrator and the nursing faculty have the responsibility for administering and evaluating the Nursing Program according to policies and guidelines established by the Division of Nursing, Central Alabama Community College, the Alabama Community College System, Southern Association of Colleges and Schools Commission on Colleges, the Alabama Board of Nursing, and the Accreditation Commission for Education in Nursing.

ACCS One Plus One Curriculum	**CREDITS**
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	**CREDITS**
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

Associate in Applied Science Degree (AAS)

At a Glance

The LPN to RN Mobility option provides opportunities for Licensed Practical Nurses to obtain an Associate in Applied Science Degree. Upon completion of the LPN to RN Mobility Program, the graduate may be eligible to take the National Council Licensure Examination for Registered Nurses.

Once applicants are admitted into NUR 211, the program may be completed in two semesters. Prior credit for all the general education courses does not shorten the length of the curriculum due to the required sequencing of nursing courses.

Based upon faculty and clinical site availability, Licensed Practical Nurses may be admitted to the LPN to RN Mobility option if all requirements for admission have been met. Students accepted into the mobility option will enter the existing cohort and have class with the traditional nursing students. The same policies and procedures will be effective for all nursing students. (Refer to previous information contained with the Nursing Program section of the College Catalog & Student Handbook.)

NUR 209 is a prerequisite to the program unless the applicant graduated from the Alabama Community College System One Plus One Curriculum within one (1) year of the current nursing application deadline. All Mobility students will begin in the fall term.

Admission Requirements

Requirements for admission into the LPN to RN Mobility option are as follows:

I. Completion of all the admission requirements by February 1.
II. Submission of verification of an unencumbered Alabama LPN license (licensure by waiver not accepted)
III. Official transcript documenting graduation from an approved practical nursing program.
IV. Completion of the prerequisite courses (BIO 201, BIO 202, ENG 101, MTH110, PSY 210, SPH 106 or 107) with grades of "C" or better.
V. Complete the ATI Launch: Nursing Academic Readiness program prior to the start of NUR 112 or NUR 209 (information provided after admission to the program).

Licensed Practical Nurses who meet the criteria for admission can enter the Associate Degree Nursing Program at Central Alabama Community College as a part of the traditional program or as part of the LPN to RN Mobility Option. If a LPN enters the traditional program and then decides to apply for the LPN to RN Mobility option, the student must successfully complete the nursing course(s) enrolled in or withdraw passing from the nursing course(s) in order to be eligible to enter the LPN to RN Mobility option. A LPN who is unsuccessful in a traditional nursing course(s) will not be eligible to enter the LPN to RN Mobility option until successful completion of the nursing course(s) occurs.

LPN to RN Mobility students are subject to the same progression requirements as students enrolled in the traditional option. Refer to the previous section on Progression Policy.

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 one (1) year of the current nursing application deadline.

******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.

Practical Nursing Program

Certificate (CER)

At a Glance

The Practical Nursing program prepares individuals to assist in providing general nursing care under the direction of a registered nurse or physician. Licensed Practical Nurses (LPNs) provide bedside patient care, perform basic duties such as assessment of patient health problems and needs, implementation of nursing care plans, medication administration, and documentation of medical records. Licensed Practical Nurses (LPNs) also administer nursing care to ill, injured, convalescent, or disabled patients, as well as promoting health maintenance and disease prevention.

Requirements for Application

Applicants to the Practical Nursing program must be admitted to Central Alabama Community College and must submit the "Application to Nursing Program" by the required date as delineated below. Admission to the College does not imply admission to the Practical Nursing program. A complete admission file must include:

I. Application for Admission to Central Alabama Community College
II. Application for admission to the Practical Nursing program

III. Official high school transcript or GED certificate if required by Central Alabama Community College for unconditional admission
IV. Official transcripts from all colleges attended
V. Official ACT composite or TEAS score, less than three (3) years old
VI. Letter of good standing if applicant has previously been enrolled in a nursing program at another institution
VII. Additional documents as needed to meet the minimal requirements below.

Admission Requirements

Requirements for admission into the Practical Nursing program are as follows:

I. Unconditional admission to the College
II. Receipt of completed application for the Practical Nursing program before the published deadline of February 1st for summer and fall admission and September 15th for spring admission

III. A minimum of 18 ACT composite score National or Residual or a minimum of 58% on the TEAS test

IV. A minimum of 2.5 GPA on a 4-point scale for the nursing required academic core courses and a minimum 2.0 cumulative GPA at current institution. Only grades accrued at duly accredited postsecondary institutions will be considered in the GPA calculated for consideration of admission to the nursing program

V. A minimum of 2.5 (without rounding) high school GPA on a 4-point scale for students without prior college work (GED will be used if applicable)

VI. Meet the essential functions for nursing

VII. Eligible for ENG 101, BIO 201 and MTH 100

VIII. Complete the ATI Launch: Nursing Academic Readiness program prior to the start of NUR 112 or NUR 209 (information provided after admission to the program)

NOTE: Admission to the Practical Nursing Program is competitive, and the number of students accepted is limited. <u>Meeting minimal requirements does not guarantee acceptance.</u>

Calculation of Points for Applicants Meeting Minimum Admission Standards

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

1. ACT score. Possible of 36 points. TEAS scores are calculated to provide an equivalent ACT score.
2. Points for grades in ENG 101, MTH 100 or higher, BIO 201, and BIO 202. Twelve points possible. Points for grades are delineated below:
    - A=3 points
    - B=2 points
    - C=1 point

    If a student is awarded CLEP credit for the courses indicated above, the student will receive points as delineated below:
    - AP Examination score of 3=1 point
    - AP Examination score of 4=2 points
    - AP Examination score of 5=3 points
3. Possible ten additional points awarded as delineated below:
    - Up to four points awarded for the applicant's GPA on the nursing required general education courses
    - Three points awarded if the applicant has never been enrolled in a nursing program.
    - Two points for having all academics completed prior to admission
    - Up to three points each awarded for required BIO course (BIO 201 and BIO 202) completed with a "C" or higher on the first attempt
    - Three points each awarded for a CAN certificate or a Medication Aide certificate

A total of 58 points are possible with these selection criteria. If a tie in the number of points occurs for a slot in the Practical Nursing program, the GPA for nursing required general education courses will be utilized as the tie breaker.

Progression Policy

In order to progress in the Practical nursing program, the student must:

- Achieve a grade of "C" or better in all required general education and nursing courses. A student that has an unsuccessful attempt in a nursing course ("W," "D," or "F") cannot progress until the course is completed successfully. Unless previously completed, students must complete all required general education courses according to the Alabama Community College System Nursing Education curriculum. Exceptions must be approved by the Health Science Program Administrator.
- Be acceptable by clinical agencies for clinical experiences.
- Maintain the ability to meet essential functions for nursing with or without reasonable accommodations.
- Maintain program health requirements including health insurance
- Maintain American Heart Association Basic Life Support Provider CPR certification. Online CPR certification is not accepted.

A total of **two** unsuccessful attempts in **two** separate semesters ("D," "F," or "W") in the Practical Nursing program will result in dismissal from the program.

Reinstatement Policy

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.

Reinstatement to the Practical Nursing program is not guaranteed. Selection for reinstatement is based on the Criteria for Reinstatement delineated below. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of reinstatement. Reinstatement can be denied due to, but not limited to, any of the following circumstances:

I. Unavailability of faculty and clinical sites;
II. Failure to meet the Criteria for Reinstatement.

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

Criteria for Reinstatement:

I. Students who experience non-progression through the Practical Nursing program and who desire reinstatement in the program must apply for reinstatement to the program. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement. Students dismissed from the

program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed reinstatement to the Practical Nursing program.

II. A student may be **reinstated** to the Practical Nursing program only one time. The **reinstatement** is not guaranteed. All Practical Nursing program admission standards must be met.

III. If a student has a documented extenuating/mitigating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the nursing faculty committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

IV. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.

V. Student has had no more than one non-progression since program admission. Reinstatement to the program will only be allowed one time.

VI. Demonstrate satisfactory nursing skills.

VII. Meet acceptability criteria for placement at clinical agencies for clinical experiences.

VIII. Demonstrate ability to meet essential functions for nursing with or without reasonable accommodations.

IX. Demonstrate current American Heart Association Basic Life Support Provider CPR certification. Online CPR certification is not acceptable.

X. Maintain program health requirements including health insurance.

XI. Orientation is required for students seeking reinstatement who are not in continuous progression prior to registration for nursing courses.

Process for Reinstatement

I. Students should contact the Division of Nursing to discuss eligibility for reinstatement.

II. Students must apply for reinstatement to the Practical Nursing program within one year from the term of non-progression by submitting the Practical Nursing Program Reinstatement Application and updated admission criteria if applicable. The deadline for submitting the Practical Nursing Program Reinstatement Application for the fall and summer semesters is February 1st, spring semester is September 15th.

III. Students must apply for **readmission** to the College, if not currently enrolled, and provide updated transcripts, if applicable.

IV. Update applicable Practical Nursing Program Requirements including health requirements, immunizations, CPR, and drug and background screening.

Transfer Policy

Transfer students are considered for admission into the Practical Nursing program on an individual basis by the Division of Nursing within one year from the last term of nursing course(s). If the student desires to transfer between Alabama Community College System institutions, the Alabama Community College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus. Nursing courses from any other institution will be reviewed for transferability by the Health Science Program Administrator.

Individuals wishing to transfer must:

I. Possess a grade of "C" or better in all nursing program required courses taken at another institution and possess a minimum of 2.0 cumulative GPA at time of transfer.
II. Be a student in good standing and eligible to return to the previous nursing program. The dean/director of the previous nursing program must provide a letter of eligibility for progression in the previous nursing program.
III. Comply with all program policy requirements at accepting institution.
IV. Complete the ATI Launch: Nursing Academic Readiness program prior to the start of NUR 112 or NUR 209 (information provided after admission to the program).
V. Complete at least 25% of the nursing program required courses for the degree/certificate at Central Alabama Community College.
VI. Meet acceptability criteria for placement at clinical agencies for clinical experience.
VII. The last nursing courses in which the student was enrolled cannot be more than twelve (12) months old.

Acceptance of transfer students into the Practical Nursing program is limited by the number of faculty and clinical facilities available. **Meeting minimal requirements does not guarantee acceptance**.

No new class or clinical sections will ordinarily be opened for transfer students. First priority for available places goes to students in regular progression in the College's nursing program.

Students completing NUR 112, 113, 114, and 115 at an institution that only offers the PN program who wish to transfer to another institution to complete the Associate in Applied Science Degree must meet the requirement for 25% course completion at the college awarding the degree. Students who cannot meet the 25% course requirement must apply to the LPN to RN Mobility option and take the transition course to meet the 25% course requirement.

Practical Nursing (PN) students completing NUR 112, 113, 114, and 115 in the stand-alone PN program must apply to the LPN to RN Mobility program at the Childersburg or Alexander City locations if they desire to pursue the Associate Degree Nursing program. Associate Degree Nursing admission and progression policies will apply.

Program Completion

Students completing NUR 112, 113, 114, and 115 and the required academic courses will be awarded the Practical Nursing certificate. Students are responsible for meeting all the progression and graduation requirements.

TERM 1		**CREDITS**
NUR 112	Fundamental Concepts of Nursing	7
BIO 201	Human Anatomy and Physiology I	4
MTH 100	Intermediate College Algebra ***OR*** a higher MTH	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**

Required Nursing Credits	**25**
Required General Education Credits	**20**
Total Credit Hours	**45**

CAREER TECHNICAL PROGRAMS

Associate in Applied Science (AAS)

The ***Associate in Applied Science*** (AAS) degree program is designed for students who plan to seek employment based upon the competencies and skills attained through a specific program of study. While not designed to meet the needs of students who transfer to senior institutions, portions of these programs may transfer. In order for a student to graduate with an AAS degree, he/she must follow a prescribed program of study or career path. The AAS degree shall be comprised of at least 60 semester credit hours but no more than 76 semester credit hours. While each prescribed program of study/career path varies, the following standards are required as minimum degree requirements from the General Studies Curriculum in the Alabama College System.

	CREDITS
AREA I Written Communications	**3-6**
AREA II Humanities & Fine Arts	**3-6**
AREA III Natural Science & Mathematics	**6-11**
AREA IV History, Social, & Behavioral Sciences	**3-6**
AREA V Maximum Technical Core, Technical Concentration, and Electives	**31-61**
Semester Credit Hour Range by Award	**60-76**

Associate in Occupational Technology (AOT)

The ***Associate in Occupational Technology*** (AOT) degree program is designed for students seeking a combination of technically oriented courses to meet specific career objectives and the opportunity to become multi-skilled technicians. In addition to completing the general education requirements, students will also complete course work in primary and secondary technical specialties. The AOT degree shall be comprised of at least 60 semester credit hours but no more than 76 semester credit hours. While each prescribed program of study/career path varies, the following standards are required as minimum degree requirements from the General Studies Curriculum in the Alabama College System.

	CREDITS
AREA I Written Communications	**3-6**
AREA II Humanities & Fine Arts	**3-6**
AREA III Natural Science & Mathematics	**6-7**
AREA IV History, Social, & Behavioral Sciences	**3**

AREA V Primary* and Secondary Technical Specialties..... 40-61**

Semester Credit Hour Range by Award 60-76

Primary Technical Specialty (Major): A minimum of 28 credit hours in a single content area.

Secondary Technical Specialty (Minor): A minimum of 12 credit hours in another related technical area.

Certificate (CER)

Certificate (CER) programs are designed as stackable credentials within degree programs for students to gain a specialized set of skills for employment or professional advancement while pursuing the AAS or AOT degree. The CER program shall be comprised of at least 30 semester credit hours but no more than 60 semester credit hours. While each prescribed program of study/career path varies, the following standards are required as minimum requirements from the General Studies Curriculum in the Alabama College System.

CREDITS

AREA I Written Communications 3-6

AREA II Humanities & Fine Arts.....0-6

AREA III Natural Science & Mathematics.....3-7

AREA IV History, Social, & Behavioral Sciences.....0

AREA V Technical Core, Technical Concentration, and Electives..... 11-54

Semester Credit Hour Range by Award 30-60

Career Technical Education Short-Term Certificate (CTE STC)

Career Technical Education Short-Term Certificate (STC) programs are designed as stackable credentials within degree programs to equip students with a focused set of skills for an entry-level position in business and industry. Career Technical Education Short-Term Certificates are not designed for transfer to a senior institution. The CTE STC program shall be comprised of at least 9 semester credit hours but no more than 29 semester credit hours. While each prescribed program of study/career path varies, the following standards are required as minimum requirements from the General Studies Curriculum in the Alabama College System.

CREDITS

AREA I Written Communications 0-3

AREA II Humanities & Fine Arts.....0

AREA III Natural Science & Mathematics.....0-3

AREA IV History, Social, & Behavioral Sciences.....0

AREA V Technical Core, Technical Concentration, and Electives.....9-29

Semester Credit Hour Range by Award 9-29

Career Technical Paths

Technical career paths have been designed within the Associate in Applied Science (AAS) degree programs and the Associate in Occupational Technology (AOT) degree programs to focus on promising approaches to basic skills instruction and occupational training. The paths are clearly defined and build upon one another to lead to successively higher credentials and employment opportunities in growing occupations. The technical career paths emphasize assessment, academic and non-academic support, and strong connections to the labor market and employer needs. Faculty advisors will be able to assist students in selecting a technical career path and offer guidance to ensure students stay on track for completion.

Automotive Manufacturing Technology

Associate in Applied Science Degree (AAS)

At a Glance

In the Automotive Manufacturing Technology program, students are trained to be qualified for jobs as multi-craft technicians, to meet the needs of area industry in industrial automation and troubleshooting, including hydraulics and pneumatics, programmable logic controllers, robotics, and sensor technology, which help keep Alabama's industry competitive in the world market and provide students with highly paid and dependable jobs.

Students should consult with an advisor or the faculty teaching in their discipline regarding the suggested sequence for scheduling of courses.

General Education & Elective Courses		**CREDITS**
CIS 146	Computer Applications	3
ENG 101	English Composition I	3
Humanities and Fine Arts Elective*		3
MTH 100	Intermediate College Algebra ***OR*** MTH 112	3
Natural Science/Mathematics Elective*		3
History, Social, and Behavioral Elective*		3
SPH 106	Fundamentals of Oral Communication ***OR*** Fund. Of Public Speaking (SPH 107)	3

Refer to the Academic Division section of the College Catalog & Student Handbook for general education electives.* ***NOTE: Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective.*

Total General Education & Elective Credit Hours 21

Automotive Manufacturing Technology Major Courses **CREDITS**

AUT 114	Introduction to Programmable Logic Controllers (ILT 194, INT 184)	3
AUT 116	Introduction to Robotics	3
AUT 130	Industrial Hydraulics and Pneumatics (ILT 169)	3
AUT 212	Robot Operation and Programming	3
AUT 219	PLC Applications	3
AUT 232	Sensors Technology and Applications (ILT 165)	3
AUT 251	Introduction to VFD and Servo Control	3
ILT 117	Principles of Construction Wiring	3
ILT 160	Direct Current Fundamentals	3
ILT 161	Alternating Current Fundamentals	3
ILT 209	Motor Controls I	3
WKO 101	Workplace Skills Development I	1
WKO 131	CPT 1 MSSC Safety Course	3
WKO 132	CPT 2 MSSC Quality Practices	3
WKO 133	CPT 3 MSSC Manufacturing Process and Production	3
WKO 134	CPT 4 MSSC Maintenance Awareness	3
	Total Major Courses Credit Hours	**46**

Total Credit Hours **67**

Automation Technology Certification
Embedded Short-Term Certificate (STC)

The stackable Automation Technology Certification may be awarded to students at the completion of the Associate in Applied Science (AAS) degree in Automotive Manufacturing Technology.

		CREDITS
AUT 114	Intro to Programmable Logic Controllers (ILT 194, INT 184)	3
AUT 116	Introduction to Robotics	3
AUT 212	Robot Operation and Programming	3
AUT 219	PLC Applications	3
AUT 232	Sensors Technology and Applications (ILT 165)	3
Total Credit Hours		**15**

MSSC Certified Production Technician Certification
Embedded Short-Term Certificate (STC)

The stackable MSSC Certified Production Technician Certification may be awarded to students at the completion of the Associate in Applied Science (AAS) degree in Automotive Manufacturing Technology.

Note: After successfully passing a proctored exam at the conclusion of each course, students will receive a certification for each course from the Manufacturing Skills Standards Council. After successfully completing all four courses and passing each of the proctored exams, students will receive credentials as a Certified Production Technician from the Manufacturing Skills Standards Council.

		CREDITS
WKO 131	CPT 1 MSSC Safety Course	3
WKO 132	CPT 2 MSSC Quality Practices	3
WKO 133	CPT 3 MSSSC Manufacturing Process and Production	3
WKO 134	CPT 4 MSSC Maintenance Awareness	3
Total Credit Hours		**12**

Child Development

Short-Term Certificate (STC)

At a Glance

The Child Development Short-Term Certificate program offers background knowledge of all stages of child growth and development; training and practical experience in conducting all types of learning activities with children, knowledge and application of techniques in positive guidance and discipline, health, safety, and first aid practices, and a basic knowledge of the state minimum standards for day care centers and homes.

		CREDITS
CHD 100	Introduction to Early Care and Education of Children	3
CHD 204	Methods and Materials for Teaching Children	3
CHD 206	Children's Health and Safety	3
CHD 209	Infant and Toddler Education Programs	3
Total Credit Hours		**12**

Note: Financial Aid options are limited for the Short-Term Certificate in Child Development. Students should contact the Financial Aid Office for available funding options.

Computer Information Systems

Associate in Applied Science Degree (AAS)

At a Glance

The Computer Information Systems program is designed to prepare students to be successful or enhance their careers in select, high-demand, information technology fields. Special emphasis is placed on the knowledge and skills needed in the small business computer environment. In addition, this program provides a solid foundation for those considering transferring to a senior institution.

Students pursuing the Associate in Applied Science degree in Computer Information Systems have the opportunity to choose three specialized pathways. Each selected path leads to a stackable short-term certificate, allowing students to earn industry-recognized credentials while progressing toward their degree.

Students should consult with an advisor or the faculty teaching in their discipline regarding the suggested sequence for scheduling of courses.

General Education & Elective Courses		**CREDITS**
CIS 146	Computer Applications	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra ***OR*** MTH 112	3
ORI 105	Orientation & Student Success	3
SPH 106	Fundamentals of Oral Communication ***OR*** Fund. Of Public Speaking (SPH 107)	3
History, Social and Behavioral Science Elective*		3
Humanities and Fine Arts Elective*		3
Natural Science Elective*		3-4
	Total General Education & Elective Credit Hours	**24-25**

Refer to the Academic Division section of the College Catalog & Student Handbook for general education electives.* ***NOTE: Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective.*

Technical Major Courses		**CREDITS**
CIS 199	Network Communications	3
CIS 244	Introduction to Cybersecurity	3
CIS 263	Computer Maintenance	3
CIS Electives	(**Choose 9 elective courses from the following list of courses: *CIS 120, 121, 122, 123, 124, 171, 202, 207, 214, 225, 238, 245, 276, or 282*)	27
	Total Technical Major Credit Hours	**36**

TOTAL CREDIT HOURS 60-61

When choosing CIS elective courses, students should refer to the short-term certificate options listed below to select **three pathways to earn industry-recognized credentials while progressing toward the AAS degree in Computer Information Systems.

Cyber Security
Embedded Short-Term Certificate (STC)

While pursuing the Computer Information Systems AAS degree and upon successful completion of the courses identified below, the stackable Cyber Security Short-Term Certificate may be awarded to students.

		CREDITS
CIS 214	Security Analysis (Pen Testing) ***OR*** CIS 282 Computer Forensics	3
CIS 244	Introduction to Cybersecurity	3
CIS 245	Cyber Defense	3
CIS 263	Computer Maintenance	3
Total Credit Hours		**12**

Google IT Support Professional
Embedded Short-Term Certificate (STC)

While pursuing the Computer Information Systems AAS degree and upon successful completion of the courses identified below, the stackable Google IT Support Professional Short-Term Certificate may be awarded to students.

		CREDITS
CIS 120	Google IT Professional Support I: Technical Support Fundamentals	3
CIS 121	Google IT Professional Support II: Computer Networking	3
CIS 122	Google IT Professional Support III: Operating Systems	3
CIS 123	Google IT Professional Support IV: System Administration and IT Infrastructure Services	3
CIS 124	Google IT Professional Support V: Security	3
Total Credit Hours		**15**

Network and Server Administration
Embedded Short-Term Certificate (STC)

While pursuing the Computer Information Systems AAS degree and upon successful completion of the courses identified below, the stackable Network and Server Administration Short-Term Certificate may be awarded to students.

		CREDITS
CIS 199	Network Communications	3
CIS 238	Cloud Computing: Infrastructure and Services	3
CIS 263	Computer Maintenance	3
CIS 276	Server Administration	3
Total Credit Hours		**12**

Programming and Web Development
Embedded Short-Term Certificate (STC)

While pursuing the Computer Information Systems AAS degree and upon successful completion of the courses identified below, the stackable Programming and Web Development Short-Term Certificate may be awarded to students.

		CREDITS
CIS 171	Linux I	3
CIS 202	Python Programming	3
CIS 207	Web Development	3
CIS 263	Computer Maintenance	3
Total Credit Hours		**12**

Cosmetology
Associate in Occupational Technology Degree (AOT)

At a Glance
The Cosmetology program provides students with the knowledge needed to obtain an Alabama State Board of Cosmetology and Barbering/National Interstate Council of State Boards of Cosmetology (NIC) license, as well as the skills for immediate employment once licensed.

Students are trained in hair cutting, shampooing and styling, chemical texture services, hair color, manicuring and pedicuring, and facial waxing, massage, and treatments. Along with Cosmetology salon practices, students are taught Business of Cosmetology and Employability Skills, which are essential for Cosmetologists to own or manage a business. This program prepares graduates for employment in various occupations including hairstylist, barber, nail technician, makeup artist, esthetics, hair colorist, chemical services technician, salon managers, and business owners.

Students should consult with an advisor or the faculty teaching in their discipline regarding the suggested sequence for scheduling of courses.

General Education & Elective Courses		**CREDITS**
CIS 146	Computer Applications	3
ENG 131	Applied Writing I ***OR*** English Composition I (ENG 101)	3
MTH 108	Quantitative Reasoning ***OR*** Mathematical Applications (MTH 116) ***OR*** Higher Level (MTH 100 ***OR*** MTH 112)	3
ORI 105	Orientation & Student Success	3
SPH 106	Fundamentals of Oral Communication **OR** Fund. Of Public Speaking (SPH 107)	3
Natural Science & Math Elective		3-4
History, Social and Behavioral Science Elective*		3
	Total General Education & Elective Credit Hours	**21-22**

Refer to the Academic Division section of the College Catalog & Student Handbook for general education electives. **NOTE: Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective.

Technical Major Courses		**CREDITS**
COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
COS 113	Theory of Chemical Services	3
COS 114	Chemical Services Lab	3
COS 115	Hair Coloring Theory	3
COS 116	Hair Coloring Lab	3
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
COS 119	Business of Cosmetology	3
COS 123	Cosmetology Salon Practices ***OR*** CO-OP (COS 191)	3
COS 167	State Board Review	3
	Total Technical Major Credit Hours	**33**

Technical Minor Courses		**CREDITS**
BUS 100	Introduction to Business	3
OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	3
OAD 243	Spreadsheet Applications	3
	Total Technical Minor Credit Hours	**12**

Total Credit Hours 66-67

Cosmetology
Embedded Certificate (CER)

The stackable Cosmetology Certificate may be awarded to students at the completion of the Associate in Occupational Technology (AOT) degree in Cosmetology.

		CREDITS
CIS 146	Computer Applications	3
ENG 131	Applied Writing I **OR** English Composition I (ENG 101)	3
MTH 108	Quantitative Reasoning ***OR*** Mathematical Applications (MTH 116) ***OR*** Higher Level (MTH 100 ***OR*** MTH 112)	3
ORI 105	Orientation and Student Success	3
SPH 106	Fundamentals of Oral Communication **OR** Fund. Of Public Speaking (SPH 107)	3
COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
COS 113	Theory of Chemical Services	3

COS 114	Chemical Services Lab	3
COS 115	Hair Coloring Theory	3
COS 116	Hair Coloring Lab	3
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
COS 119	Business of Cosmetology	3
COS 123	Cosmetology Salon Practices ***OR*** CO-OP (COS 191)	3
COS 167	State Board Review	3
Total Credit Hours		**48**

Chemical Services
Embedded Short-Term Certificate (STC)

The stackable Chemical Services Short-Term Certificate may be awarded to students at the completion of the Associate in Occupational Technology (AOT) degree in Cosmetology.

		CREDITS
COS 113	Theory of Chemical Services	3
COS 114	Chemical Services Lab	3
COS 115	Hair Coloring Theory	3
COS 116	Hair Coloring Lab	3
Total Credit Hours		**12**

Introduction to Cosmetology
Embedded Short-Term Certificate (STC)

The stackable Introduction to Cosmetology Short-Term Certificate may be awarded to students at the completion of the Associate in Occupational Technology (AOT) degree in Cosmetology.

		CREDITS
COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
Total Credit Hours		**12**

Salon Practices
Embedded Short-Term Certificate (STC)

The stackable Salon Practices Short-Term Certificate may be awarded to students at the completion of the Associate in Occupational Technology (AOT) degree in Cosmetology.

CREDITS

COS 119	Business of Cosmetology	3
COS 123	Cosmetology Salon Practices Lab ***OR*** CO-OP (COS 191)	3
COS 167	State Board Review	3
Total Credit Hours		**9**

General Business

Associate in Applied Science Degree (AAS)

At a Glance

The General Business program is designed to prepare students to plan, organize, direct, and control the functions and processes of a firm or organization. This program includes instruction in management theory, human resources management and behaviors, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing, and business decision-making.

Students should consult with an advisor or the faculty teaching in their discipline regarding the suggested sequence for scheduling of courses.

General Education & Elective Courses		**CREDITS**
CIS 146	Computer Applications	3
ECO 231	Principles of Macroeconomics	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra ***OR*** MTH 112	3
ORI 105	Orientation & Student Success	3
SPH 106	Fundamentals of Oral Communication ***OR*** Fund. Of Public Speaking (SPH 107)	3
Humanities and Fine Arts Elective		3
Math or Natural Science Elective*		3-4
	Total General Education & Elective Credit Hours	**24-25**

Refer to the Academic Division section of the College Catalog & Student Handbook for general education electives.* ***NOTE: Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective.*

Technical Major Courses		**CREDITS**
BUS 100	Introduction to Business	3
BUS 146	Personal Finance ***OR*** Business Math (BUS 150)	3
BUS 215	Business Communications	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 275	Principles of Management	3
ECO 232	Principles of Microeconomics	3
OAD 101	Beginning Keyboarding	3

Business Electives (From BUS, CIS or OAD)	12-13
Total Technical Major Credit Hours	**36-37**
Total Credit Hours	**60-62**

General Business Embedded Certificate (CER)

While pursuing the General Business AAS degree and upon successful completion of the courses identified below, the stackable General Business Certificate may be awarded to students.

		CREDITS
CIS 146	Computer Applications	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra ***OR*** MTH 112	3
ORI 105	Orientation & Student Success	3
SPH 106	Fundamentals of Oral Communication ***OR*** Fund. Of Public Speaking (SPH 107)	3
BUS 100	Introduction to Business	3
BUS 146	Personal Finance ***OR*** Business Math (BUS 150)	3
BUS 215	Business Communications	3
BUS 241	Principles of Accounting I	3
BUS 275	Principles of Management	3
ECO 232	Principles of Microeconomics	3
OAD 101	Beginning Keyboarding	3
Total Credit Hours		**36**

General Business Embedded Certificate (STC)

While pursuing the General Business AAS degree and upon successful completion of the courses identified below, the stackable General Business Short-Term Certificate may be awarded to students.

		CREDITS
BUS 100	Introduction to Business	3
BUS 146	Personal Finance ***OR*** Business Math (BUS 150)	3
BUS 215	Business Communications	3
BUS 275	Principles of Management	3
Total Credit Hours		**12**

Industrial Electronics Technology

Associate in Applied Science Degree (AAS)

At a Glance

Industrial Electronics Technicians are needed in every industry that uses electrical components machinery, from automotive assembly plants, computer manufacturers, and hospitals. This program prepares students to apply technical knowledge and skills to install, replace, repair, recalibrate, and maintain electrical instrumentation and equipment.

General Education & Elective		**CREDITS**
CIS 146	Computer Applications	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra ***OR*** MTH 112	3
Natural Science/Math Elective*		3-4
Humanities and Fine Arts Elective*		3
History, Social and Behavioral Sciences Elective*		3
SPH 106	Fundamentals of Oral Communication ***OR*** Fund. Of Public Speaking (SPH 107)	3

Refer to the Academic Division section of the College Catalog & Student Handbook for general education electives.* ***NOTE: Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective.*

Total General Education & Elective Credit Hours 21-22

Industrial Electronics Core Courses		**CREDITS**
ILT 117	Principles of Construction Wiring	3
ILT 118	National Electric Code	3
ILT 160	Direct Current Fundamentals	3
ILT 161	Alternating Current Fundamentals	3
ILT 166	Motors and Transformers I	3
ILT 209	Motor Controls I	3
	Total Industrial Electronics Technology Core Credit Hours	**18**

Electronics Technician		**CREDITS**
WKO 101	Workplace Skills Development I	1
WKO 131	CPT 1 MSSC Safety Course	3
WKO 132	CPT 2 MSSC Quality Practices	3
WKO 133	CPT 3 MSSSC Manufacturing Process and Production	3
WKO 134	CPT 4 MSSC Maintenance Awareness	3
ILT 108	Introduction to Instruments and Process Control	3

ILT 162	Solid State Fundamentals	3
ILT 163	Digital Fundamentals	3
ILT 164	Circuit Fabrication I	1
ILT 194	Introduction to Programmable Logic Controllers (AUT 114 OR AUT 219)	3
	Total Electronics Technician Credit Hours	**26**

Total Credit Hours – AAS Industrial Electronics Technology …..…….65 - 66

MSSC Certified Production Technician
Embedded Short-Term Certificate (STC)

While pursuing the Industrial Electronics Technology degree and upon successful completion of the courses identified below and all proctored exams, the stackable MSSC Certified Production Technician Short-Term Certificate may be awarded to students.

Note: After successfully passing a proctored exam at the conclusion of each course, students will receive a certification for each course from the Manufacturing Skills Standards Council. After successfully completing all four courses and passing each of the proctored exams, students will receive credentials as a Certified Production Technician from the Manufacturing Skills Standards Council.

		CREDITS
WKO 131	CPT 1 MSSC Safety Course	3
WKO 132	CPT 2 MSSC Quality Practices	3
WKO 133	CPT 3 MSSSC Manufacturing Process and Production	3
WKO 134	CPT 4 MSSC Maintenance Awareness	3
Total Credit Hours		**12**

Introduction to Electrical Theory
Embedded Short-Term Certificate (STC)

While pursuing the Industrial Electronics Technology AAS degree and upon successful completion of the courses identified below, the stackable Introduction to Electrical Theory Short-Term Certificate may be awarded to students.

		CREDITS
ILT 160	Direct Current Fundamentals	3
ILT 161	Alternating Current Fundamentals	3
ILT 162	Solid State Fundamentals	3
ILT 163	Digital Fundamentals	3
ILT 164	Circuit Fabrication I	1
Total Credit Hours		**13**

Industrial & Residential Wiring and Process Controls
Embedded Short-Term Certificate (STC)

While pursuing the Industrial Electronics Technology AAS degree and upon successful completion of the courses identified below, the stackable Industrial & Residential Wiring and Process Controls Short-Term Certificate may be awarded to students.

		CREDITS
ILT 108	Introduction to Instruments and Process Control	3
ILT 117	Principles of Construction Wiring	3
ILT 118	National Electric Code	3
Total Credit Hours		**9**

Motor Controls, Motors and Transformers, and Programmable Logic Controllers
Embedded Short-Term Certificate (STC)

While pursuing the Industrial Electronics Technology AAS degree and upon successful completion of the courses identified below, the stackable Motors, Transformers Programmable Logic Controllers Short-Term Certificate may be awarded to students.

		CREDITS
ILT 166	Motors and Transformers I	3
ILT 194	Introduction to Programmable Logic Controllers (AUT 114 OR AUT 219)	3
ILT 209	Motor Controls I	3
Total Credit Hours		**9**

Machine Shop
Associate in Occupational Technology Degree (AOT)

At a Glance
The Machine Shop program provides students with opportunities to explore and learn a highly skilled and valuable trade. Acquiring the knowledge and skills for precision machining opens a wealth of opportunities throughout the world in such areas as production machinists, tool and die makers, computer numeric control (CNC) operators and programmers, as well as quality inspectors.

General Education & Elective Courses		**CREDITS**
CIS 146	Computer Applications	3
ENG 131	Applied Writing I ***OR*** English Composition I (ENG 101)	3

MTH 108	Quantitative Reasoning ***OR*** Mathematical Applications (MTH 116) ***OR*** Higher Level (MTH 100 ***OR*** MTH 112)	3
SPH 106	Fundamentals of Oral Communication ***OR*** Fund. Of Public Speaking (SPH 107)	3
History, Social and Behavioral Science Elective*		3
Humanities and Fine Arts Elective*		3
Natural Science or Mathematics Elective*		3
WKO 101	Workplace Skills Development I	1
WKO 110	NCCER Workplace Skills	3
	Total General Education & Elective Credit Hours	**25**

Refer to the Academic Division section of the College Catalog & Student Handbook for general education electives.* ***NOTE: Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective.*

Machine Shop Technology Major		**CREDITS**
MSP 102	Intermediate Machining Technology	5
MSP 103	Advanced Machining Technology	5
MSP 104	Basic Machining Calculations	2
MSP 105	Lathes	3
MSP 107	Milling Machines	3
MSP 111	Introduction to Computer Numerical Control (CNC 111)	2
MSP 112	Basic Computer Numerical Control Turning (CNC 112)	3
MSP 121	Basic Blueprint Reading for Machinists	2
MSP 125	Introduction to Machining Technology	3
MSP 132	Grinding Machines	3
MSP 142	Advanced Machining Calculations	2
MSP 171	Intermediate Blueprint Reading	2
	Total Machine Shop Technology Major Credit Hours	**35**

Consult with instructor for approval of CNC courses. (15 credit hours of CNC courses are required from the list below.)

Machine Shop Technology Minor		**CREDITS**
CNC 113	Computer Numeric Control Milling	3
CNC 143	Applied Trigonometry for CNC Machining	3
CNC 181	Special Topics in Computerized Numerical Control (Form Grinding)	3
CNC 213	Advanced Computer Numerical Control Milling	3
CNC 215	Quality Control and Assurance	3
CNC 218	Programming and Set-up for Electrical Discharge Machining	6
CNC 221	Advanced Blueprint Reading for Machinists	3
CNC 223	Computer Numerical Control Graphics Programming: Milling	3
CNC 230	Computer Numerical Control Special Projects	3
CNC 232	Basic Tool and Die	4
CNC 235	Basic Die Construction	5

CNC 281	Special Topics in Computerized Numerical Control (Heat Treatment)	3
	Total Computer Numerical Control (CNC) Credit Hours	**15**
Total Credit Hours		**75**

Machine Shop
Embedded Certificate (CER)

While pursuing the Machine Shop AOT degree and upon successful completion of the courses identified below, the stackable Machine Shop Certificate may be awarded to students.

		CREDITS
CIS 146	Computer Applications	3
ENG 131	Applied Writing I **OR** English Composition I (ENG 101)	3
MTH 108	Quantitative Reasoning ***OR*** Mathematical Applications (MTH 116) ***OR*** Higher Level (MTH 100 ***OR*** MTH 112)	3
SPH 106	Fundamentals of Oral Communication **OR** Fund. Of Public Speaking (SPH 107)	3
WKO 110	NCCER Workplace Skills	3
MSP 102	Intermediate Machining Technology	5
MSP 103	Advanced Machining Technology	5
MSP 104	Basic Machining Calculations	2
MSP 105	Lathes	3
MSP 107	Milling Machines	3
MSP 111	Introduction to Computer Numerical Control (CNC 111)	2
MSP 112	Basic Computer Numerical Control Turning (CNC 112)	3
MSP 121	Basic Blueprint Reading for Machinists (CNC 121)	2
MSP 125	Introduction to Machining Technology	3
MSP 132	Grinding Machines	3
MSP 142	Advanced Machining Calculation	2
MSP 171	Intermediate Blueprint Reading	2
Minor Elective Courses (see list on previous page)		2
Total Credit Hours		**52**

Basic Machine Operation
Embedded Short-Term Certificate (STC)

While pursuing the Machine Shop AOT degree and upon successful completion of the courses identified below, the stackable Basic Machine Operation Short-Term Certificate may be awarded to students.

		CREDITS
MSP 102	Intermediate Machining Technology	5
MSP 104	Basic Machining Calculations	2
MSP 111	Introduction to Computer Numerical Control (CNC 111)	2
MSP 121	Basic Blueprint Reading for Machinists	2

MSP 125	Introduction to Machining Technology	3
Total Credit Hours		**14**

Basic Machinist
Embedded Short-Term Certificate (STC)

While pursuing the Machine Shop AOT degree and upon successful completion of the courses identified below, the stackable Basic Machinist Short-Term Certificate may be awarded to students.

		CREDITS
MSP 102	Intermediate Machining Technology	5
MSP 104	Basic Machining Calculations	2
MSP 111	Introduction to Computer Numerical Control (CNC 111)	2
MSP 121	Basic Blueprint Reading for Machinists	2
MSP 125	Introduction to Machining Technology	3
MSP 132	Grinding Machines	3
MSP 142	Advanced Machining Calculations	2
MSP 171	Intermediate Blueprint Reading	2
Total Credit Hours		**21**

CNC Operator
Embedded Short-Term Certificate (STC)

While pursuing the Machine Shop AOT degree and upon successful completion of the courses identified below, the stackable CNC Operator Short-Term Certificate may be awarded to students.

		CREDITS
CNC 111	Introduction to Computer Numerical Control (MSP 111)	2
CNC 112	Computer Numeric Control Turning (MSP 112)	3
CNC 113	Computer Numeric Control Milling	3
MSP 121	Basic Blueprint Reading for Machinists	2
CNC 142	Applied Geometry for CNC Machine (MSP 142)	3
CNC 223	Computer Numerical Control Graphics Programming: Milling	3
Total Credit Hours		**16**

CNC Specialist
Embedded Short-Term Certificate (STC)

While pursuing the Machine Shop AOT degree and upon successful completion of the courses identified below, the stackable CNC Specialist Short-Term Certificate may be awarded to students.

		CREDITS
CNC 111	Introduction to Computer Numerical Control (MSP 111)	2
CNC 112	Computer Numeric Control Turning (MSP 112)	3
CNC 113	Computer Numeric Control Milling	3
MSP 121	Basic Blueprint Reading for Machinists	2
CNC 142	Applied Geometry for CNC Machine (MSP 142)	3
CNC 213	Advanced Computer Numerical Control Milling	3
CNC 215	Quality Control and Assurance	3
CNC 223	Computer Numerical Control Graphics Programming: Milling	3
CNC 230	Computer Numerical Control Special Projects	3
Total Credit Hours		**24**

Manual Lathe Operator
Embedded Short-Term Certificate (STC)

While pursuing the Machine Shop AOT degree and upon successful completion of the courses identified below, the stackable Manual Lathe Operator Short-Term Certificate may be awarded to students.

		CREDITS
MSP 104	Basic Machining Calculations	2
MSP 105	Lathes	3
MSP 121	Basic Blueprint Reading for Machinists	2
MSP 125	Introduction to Machining Technology	3
Total Credit Hours		**10**

Manual Milling Machine Operator
Embedded Short-Term Certificate (STC)

While pursuing the Machine Shop AOT degree and upon successful completion of the courses identified below, the stackable Manual Milling Machine Short-Term Certificate may be awarded to students.

		CREDITS
MSP 104	Basic Machining Calculations	2
MSP 107	Milling Machines	3
MSP 121	Basic Blueprint Reading for Machinists	2
MSP 125	Introduction to Machining Technology	3
Total Credit Hours		**10**

Marine Technology

Associate in Applied Science Degree (AAS)

At a Glance

The Marine Technology program at Central Alabama Community College prepares students to apply technical knowledge and skills to repair inboard and outboard engines; test, maintain, and repair steering devices in electrical systems; repair metal, wood, and fiberglass hulls and vessel components. This program is designed to prepare students for employment opportunities in marine/engine maintenance and repair.

General Education & Electives		**CREDITS**
CIS 146	Computer Applications	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra ***OR*** MTH 112	3
SPH 106	Fundamentals of Oral Communication ***OR*** Fund. Of Public Speaking (SPH 107)	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 the Academic Division section of the College Catalog & Student Handbook for general education electives.* ***NOTE: Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective.*

Technical Major Courses		**CREDITS**
ILT 160	DC Fundamentals	3
MRT 101	Marine Engines and Drives	3
MRT 108	Marine Rigging and Trailers	3
MRT 200	Marine Engines and Outboard Drives	3
MRT 219	Hydraulics	3
MRT 220	Marine Engines and Stern Drives	3
MRT 222	Heavy Equipment Safety	3
MRT 262	Apprenticeship/Work Based Learning I	3
MRT 264	Apprenticeship/Work Based Learning II	3
MRT 266	Apprenticeship/Work Based Learning III	3
WKO 101	Workplace Skills Development I	1
WKO 110	Orientation/NCCER Core	3
WKO 131	MSSC Safety Course	3
WKO 132	MSSC Quality Practices & Measurements	3
WKO 133	MSSC Manufacturing Processes & Production	3

WKO 134	MSSC Maintenance Awareness	3
	Total Technical Major Credit Hours	**46**

Total Credit Hours **67-68**

Marine Technician Fundamentals
Embedded Short-Term Certificate (STC)

While pursuing the Marine Technology AAS degree and upon successful completion of the courses identified below, the stackable Marine Technician Fundamentals Short-Term Certificate may be awarded to students.

		CREDITS
ILT 160	DC Fundamentals	3
MRT 101	Marine Engines and Drives	3
MRT 108	Marine Riggins and Trailers	3
WKO 110	NCCER Core	3
Total Credit Hours		**12**

Marine Technician Service
Embedded Short-Term Certificate (STC)

While pursuing the Marine Technology AAS degree and upon successful completion of the courses identified below, the stackable Marine Technician Service Short-Term Certificate may be awarded to students.

		CREDITS
MRT 200	Marine Engines and Outboard Drives	3
MRT 220	Marine Engines and Stern Drives	3
MRT 222	Heavy Equipment Safety	3
WKO 131	MSSC Safety Course	3
Total Credit Hours		**12**

MSSC Certified Production Technician
Embedded Short-Term Certificate (STC)

While pursuing the Marine Technology AAS degree and upon successful completion of the courses identified below, the stackable MSSC Certified Production Technician Short-Term Certificate may be awarded to students.

CREDITS

WKO 131	MSSC Safety Course	3
WKO 132	MSSC Quality Practices and Measurements	3
WKO 133	MSSC Manufacturing Processes and Production Course	3
WKO 134	MSSC Maintenance Awareness Course	3

Total Credit Hours.....12

Office Administration

Associate in Applied Science Degree (AAS)

At a Glance

The Office Administration program prepares students to perform the duties of administrative assistants and/or secretaries and stenographers. Program instruction includes business communications, principles of business law, word processing and data entry, office machines operations and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

General Education and Electives		**CREDITS**
CIS 146	Computer Applications	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra ***OR*** MTH 112	3
ORI 105	Orientation and Student Success	3
SPH 106	Fundamentals of Oral Communication ***OR*** Fund. Of Public Speaking (SPH 107)	3
History, Social and Behavioral Sciences Elective*		3
Humanities and Fine Arts Elective*		3
Math or Natural Science Elective*		3-4
	Total General Education Credit Hours...……24-25	

Refer to the Academic Division section of the College Catalog & Student Handbook for general education electives.* ***NOTE: Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective.*

Office Administration Major		**CREDITS**
BUS 100	Introduction to Business	3
BUS 146	Personal Finance ***OR*** Business Math (BUS 150)	3
BUS 215	Business Communications	3
BUS 241	Principles of Accounting I ***OR*** Financial Record Keeping (OAD 135)	3
OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	3
OAD 125	Word Processing	3
OAD 131	Business English	3

OAD 138	Records/Information Management	3
OAD 243	Spreadsheet Applications	3
Business Electives (From BUS, ECO, or OAD)		6-7
	Total Office Administration Major Credit Hours	**36-37**

Total Credit Hours **60-62**

Office Administration
Embedded Certificate (CER)

While pursuing the Office Administration AAS degree and upon successful completion of the courses identified below, the stackable Office Administration Certificate may be awarded to students.

		CREDITS
CIS 146	Computer Applications	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra ***OR*** MTH 112	3
SPH 106	Fundamentals of Oral Communication ***OR*** Fund. Of Public Speaking (SPH 107)	3
ORI 105	Orientation and Student Success	3
BUS 100	Introduction to Business	3
BUS 146	Personal Finance ***OR*** Business Math (BUS 150)	3
OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	3
OAD 125	Word Processing	3
OAD 131	Business English	3
OAD 138	Records/Information Management	3
OAD 243	Spreadsheet Applications	3
Total Credit Hours		**39**

Business Communications
Embedded Short-Term Certificate (STC)

While pursuing the Office Administration AAS degree and upon successful completion of the courses identified below, the stackable Business Communications Short-Term Certificate may be awarded to students.

		CREDITS
BUS 215	Business Communications	3
OAD 101	Beginning Keyboarding	3
OAD 125	Word Processing	3
OAD 131	Business English	3
OAD 246	Office Graphics and Presentation	3
Total Credit Hours		**15**

Office Applications Specialist
Embedded Short-Term Certificate (STC)

While pursuing the Office Administration AAS degree and upon successful completion of the courses identified below, the stackable Office Applications Specialist Short-Term Certificate may be awarded to students.

		CREDITS
OAD 101	Beginning Keyboarding	3
OAD 125	Word Processing	3
OAD 243	Spreadsheet Applications	3
OAD 246	Office Graphics and Presentation	3
Total Credit Hours		**12**

Microsoft Office
Embedded Short-Term Certificate (STC)

While pursuing the Office Administration AAS degree and upon successful completion of the courses identified below, the stackable Microsoft Office Short-Term Certificate may be awarded to students.

		CREDITS
OAD 101	Beginning Keyboarding	3
OAD 125	Word Processing	3
OAD 243	Spreadsheet Applications	3
OAD 244	Database Applications	3
OAD 246	Office Graphics and Presentation	3
Total Credit Hours		**15**

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	Computer Applications	3
ENG 131	Applied Writing ***OR*** English Composition I (ENG 101)	3

MTH 108 Quantitative Reasoning ***OR*** Mathematical Applications (MTH 116) ***OR*** Higher Level (MTH 100 ***OR*** MTH 112) 3
SPH 106 Fundamentals of Oral Communication ***OR*** Fund. Of Public Speaking (SPH 107) 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 the Academic Division section of the College Catalog & Student Handbook for general education 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 101	Workplace Skills Development I	1
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	**37**

Welding Technology Minor *(Choose <u>ONE</u> 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 .. ……..….70-71

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 71-72

Welding
Embedded Certificate (CER)

While pursuing the Welding AOT degree and upon successful completion of the courses identified below, the stackable Welding Certificate may be awarded to students.

		CREDITS
CIS 146	Computer Applications	3
ENG 131	Applied Writing ***OR*** English Composition I (ENG 101)	3
MTH 108	Quantitative Reasoning ***OR*** Mathematical Applications (MTH 116) ***OR*** Higher Level (MTH 100 ***OR*** MTH 112)	3
SPH 106	Fundamentals of Oral Communication ***OR*** Fund. Of Public Speaking (SPH 107)	3
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 Theory	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 Credit Hours 48

Basic Welding
Embedded Short-Term Certificate (STC)

While pursuing the Welding AOT degree and upon successful completion of the courses identified below, the stackable Basic Welding Short-Term Certificate may be awarded to students.

		CREDITS
WDT 108	SMAW Fillet/OFC	3
WDT 109	SMAW Fillet/PAC/CAC	3
WDT 122	SMAW Fillet/OFC Lab	3
WDT 123	SMAW Fillet/PAC/CAC Lab	3
Total Credit Hours		**12**

Advanced Welding
Embedded Short-Term Certificate (STC)

While pursuing the Welding AOT degree and upon successful completion of the courses identified below, the stackable Basic Welding Short-Term Certificate may be awarded to students.

		CREDITS
WDT 110	Industrial Blueprint Reading	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding Theory	3
WDT 120	Shielded Metal Arc Welding Groove	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 125	Shielded Metal Arc Welding Groove Lab	3
Total Credit Hours		**15**

Groove Arc Welding
Embedded Short-Term Certificate (STC)

While pursuing the Welding AOT degree and upon successful completion of the courses identified below, the stackable Basic Welding Short-Term Certificate may be awarded to students.

		CREDITS
WDT 120	Shielded Metal Arc Welding Groove	3
WDT 125	Shielded Metal Arc Welding Groove Lab	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 Credit Hours		**12**

WORKFORCE AND ECONOMIC DEVELOPMENT PROGRAMS

Adult Education

Central Alabama Community College Adult Education provides community-based classes offering instruction in GED® Test Preparation, High School Diploma Options, Remediation in Basic Academic Skills, Beginning Literacy, Family Literacy, Essential/Life Skills, Employability Skills, Digital Literacy Skills, Financial Literacy Skills, and Integrated English Language and Civics Education (IEL/CE) instruction. These free classes are available in a variety of morning, afternoon, evening and distance learning formats designed to accommodate the schedules of adult learners (ages 16 and older) who live in the College service area.

Adult Education Career Pathways

The Adult Education Department offers students seeking an alternate high school diploma or high school equivalency GED® the opportunity to be co-enrolled with credit bearing career technical programs that lead to credential attainment required by high-growth, high-demand jobs. The Adult Education Department provides supportive services for youth and adults to improve their academic skill level. This integrated learning method is designed to enhance student success. Contact the Adult Education Department for additional information.

Non-Credit Skills Training

The College provides short-term non-credit skills training 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 non-credit skills training options in Marine services, Medication Administration, Phlebotomy, Truck Driver Training, and Welding.

Marine Service Technician

This non-credit program 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

MRT 100	Marine Engines and Drives
ILT 160	DC Fundamentals
WKO 131	MCCS Safety and OSHA 10
MRT 108	Marine Rigging and Trailers

Semester Two

MRT 200	Marine Engines and Outboard Drives
MRT 220	Marine Engines & Stern Drives
MRT 262	Apprenticeship/Work Based Learning I

Semester Three

MRT 219	Hydraulics
MRT 222	Heavy Equipment Safety
MRT 264	Apprenticeship/Work Based Learning II

****Total Program Clock Hours: 800 clock hours**

Medication Administration Certification

This non-credit program prepares students to administer routine medications to patients in nursing facilities, assisted living environments, correctional institutions and more. The career path is similar to that of the Certified Nursing Assistance (CAN) program, giving students the opportunity to work under licensed nurses who can train you to move up even further in your career goals. Following the successful completion of training, candidates for certification apply to the Alabama Board of Nursing to be certified through the National Council of State Boards of Nursing. A criminal/consumer background check and drug screen will be required. Students must be at least 17 years of age by the program's completion. The total cost of this program will be $1,000, which includes drug and background screen, books, lab fee, and instruction.

		CLOCK HOURS
NNAS 9102	Medication Assistant	*100
	*(*Consists of 60 hours of classroom training and 40 hours of clinical training)*	

Manufacturing Skills Standards Council (MSSC) Certified Production Technician (CPT)

The Manufacturing Skills Standards Council (MSSC) is an industry-led, training assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers. The nationwide MSSC System, based upon industry defined and federally-endorsed standards, offers both entry-level and incumbent workers the opportunity to demonstrate that they have acquired the skills increasingly needed in the technology-intensive jobs of the 21st century.

The Certified Production Technician (CPT) Certification addresses the core technical competencies of higher skilled production workers in all sectors of manufacturing. MSSC awards certificates to individuals who pass any of its Production Modules: Safety, Maintenance Awareness, Manufacturing Processes & Production, and Quality Practices & Measurement; and a full Certified Production Technician (CPT) Certificate to those who pass all four original modules.

		CLOCK HOURS
WKO 131	Safety	30
WKO 132	Quality	34
WKO 133	Production	32
WKO 134	Maintenance Awareness	34

Phlebotomy (10 weeks)

This non-credit 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. Participants must be at least 18 years of age with either a GED® or high school diploma. 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

Truck Driver Training

The non-credit Truck Driver Training course prepares students to pass the Commercial Driver License (CDL) test. Both Class A and Class B licensure options are available. Students must meet eligibility requirements set by the College in compliance with the Alabama Law Enforcement Agency (ALEA).

Heavy and tractor-trailer drivers transport goods from one location to another. Most tractor-trailer drivers are long-haul drivers and operate trucks with a total weight exceeding 26,000 pounds for the vehicle, passengers, and cargo. These drivers deliver goods over intercity routes that sometimes span several states. Class A and Class B instruction is provided in this program.

		CLOCK HOURS
TRK 101	Six Weeks Training	240

Welding Training (20 weeks)

These non-credit welding courses provide students the skills and credentials needed for entry-level employment.

		NON-CREDIT
WDT 108	SMAW Fillet/OFC	3
WDT 109	SMAW Fillet/PAC/CAC	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	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

Ready-to-Work

Central Alabama Community College offers Ready-to-work (RTW) classes through the Division of Adult Education. The Ready-to-Work Program provides free employability skills training to adults with limited education and/or work experience. The training curriculum is set to standards cited by business and industry employers throughout the United States. Successful RTW program

completers will earn an Alabama Certified Worker (ACW) Certificate and a National Career Readiness Credential (NCRC). Ready-to-Work classes are offered on the Alexander City Campus, Childersburg Campus, Prattville Campus, and the Talladega Career Center. Classes can be designed to fit the needs of local business and industry and may be offered on site through the Central Alabama Community College Department of Workforce and Economic Development.

WorkKeys®

In an effort to meet the needs of business and industry in the College's service area, Central Alabama Community College has been designated as an ACT WorkKeys® Service Center. WorkKeys® assesses an individual's skills through a work-related problem-solving process. Profilers have been trained to assist in identifying skill levels required for particular positions within a business or industry. The Service Center is available to assess candidates for hiring, for promotion, or to identify gaps in training. Appropriate training can be provided at the Service Center located on the Childersburg or Alexander City campus. For more information, please contact the Adult Education Data and Accountability Manager at 256-378-2023.

Workforce Partnerships

THE ALABAMA TECHNOLOGY NETWORK CENTER

The Alabama Technology Network (ATN) of the Alabama Community College System links two-year colleges, the University of Alabama System, Auburn University, and the Economic Development Partnership of Alabama together to solve the needs of the state's existing manufacturing industry. This link allows Alabama manufacturers to "make things better in their business." As Alabama's Affiliate of the National Institute of Standards and Technology's Manufacturing Extension Partnership, ATN employees are able to provide services through a variety of training options and methods. Whether it is through Lean manufacturing training, quality services training, continual improvement methods, environmental health and safety training, industrial maintenance training, or one of the many other services offered to Alabama manufacturers, the ATN team of experts can meet local needs and provide innovative and cost-effective solutions. ATN's sites are strategically located throughout the state to provide local points of contact in order to train Alabama manufacturers in need of assistance. For further information, call (256) 215-4306.

COURSE DESCRIPTIONS

COURSE ABBREVIATIONS

The following are the official course abbreviations used by Central Alabama Community College.

ANT - Anthropology	*ILT - Industrial Electronics Technology*
ART - Art	*INT - Industrial Maintenance Technology*
ASL - American Sign Language	*LDR – Organizational Leadership*
AST - Astronomy	*MAT - Medical Assisting Technology*
AUT - Automotive Manufacturing Technology	*MRT – Marine Technology*
BIO - Biology	*MSP - Machine Shop Technology*
BUS - Business	*MTH - Mathematics*
CHD - Child Development	*MUL - Music Ensemble*
CHM - Chemistry	*MUS - Music*
CIS - Computer Science	*NUR - Nursing*
CNC - Computerized Numerical Control	*OAD - Office Administration*
COS - Cosmetology	*ORI - Orientation*
CRJ - Criminal Justice	*PED - Physical Education*
DDT - Drafting and Design Technology	*PHL - Philosophy*
ECO - Economics	*PHS - Physical Science*
EMS - Emergency Medical Technology	*PHY - Physics*
ENG - English	*POL - Political Science*
ENR - English and Reading	*PSY - Psychology*
GEO - Geography	*REL - Religion*
HEC – Home Economics	*SOC - Sociology*
HED - Health Education	*SPA - Spanish*
HIS - History	*SPH - Speech*
HPS – Health Sciences	*THR - Theater Arts*
HUM - Humanities	*WDT - Welding*
IDS - Interdisciplinary Studies/Honors	*WKO - Workplace Skills Enhancement*

DESCRIPTIONS

Course numbered 001-099 are institutional credit courses. These courses are not designed to transfer and do not count toward graduation. Courses numbered 100 through 199 are primarily for freshmen; courses numbered 200 through 299 are primarily for sophomores. Courses requiring no prerequisites are open to all students regardless of the catalog number.

The Alabama College System Course Directory lists common course names, numbers, and descriptions used by all of the Alabama's two-year colleges. Courses, which satisfy Areas I-IV of the general studies curriculum at all public Alabama colleges and universities as part of the Alabama General Studies Curriculum (AGSC), are indicated with the appropriate Area notation. Other courses, which may transfer and may meet requirements for articulated programs, have the following codes:

- ***Code A*** – AGSC-approved transfer courses in Areas I-IV that are common to all institutions.
- ***Code B*** – Area V transfer courses that are deemed appropriate to the degree and pre-major requirements of individual students.
- ***Code C*** – Potential Area V transfer courses that are subject to approval by respective receiving institutions.

The College reserves the right to withdraw any course for which the demand is insufficient. The term "credit" indicates the number of semester hours credit granted upon the successful completion of a course.

Prerequisites or co-requisite requirements of courses are listed with the course description in the College Catalog & Student Handbook. It is the responsibility of the student to know these requirements and follow them when registering. The Dean of Academic Programs must approve any waiver of these requirements.

A complete list of the courses being offered is published each semester/term.

ANT - ANTHROPOLOGY

ANT 200 Introduction to Anthropology
Prerequisite: None
This course is a survey of physical, social, and cultural development and behavior of human beings.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ART - ART

ART 100 Art Appreciation
Prerequisite: As required by program

This course is an introduction to the appreciation of art through an examination of the themes and purposes of art, the exploration of visual arts media and methods, and culturally significant works of art from the past and present. The course informs students about the language of art and its relevance in everyday life.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ART 113 Drawing I
Prerequisite: As required by program
This course provides the opportunity to develop perceptional and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter, and technique.
Code B Lecture: 0 hours Lab: 3 hours Credit Hours: 3

ART 114 Drawing II
Prerequisite: ART 113
This course advances the students drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique and personal expression.
Code B Lecture: 0 hours Lab: 3 hours Credit Hours: 3

ART 203 Art History I
Prerequisite: As required by program
This course covers the chronological and global development of different forms of visual art, such as sculpture, painting, and architecture. Emphasis is placed on art history from the ancient period through the Middle Ages.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ART 204 Art History II
Prerequisite: As required by program
This course covers the chronological and global development of different forms of visual art, such as sculpture, painting, and architecture. Emphasis is placed on art history from the Renaissance to the present.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ASL – AMERICAN SIGN LANGUAGE

ASL 101 American Sign Language I
Prerequisite: As required by program.
This course is an introduction to American Sign Language. Students will learn the basis of nonverbal communication skills as a foundation for learning American Sign Language. Upon course completion, students should be able to introduce themselves, exchange personal information, talk about one's family activities, give directions, and describe others utilizing sign language.
Code C Lecture: 2 hours Lab: 1 hour Credit Hours: 3

ASL 102 American Sign Language II
Prerequisite: ASL 101 and/or as required by program.
This course is part two of a five-part sequence and allows students the opportunity to practice sign language skills. In addition, the course provides students with instruction on how to make requests, talk about family, occupation, and daily routines in sign language. Upon course completion, students should be able to conduct a basic conversation utilizing sign language.
Code C Lecture: 2 hours Lab: 1 hour Credit Hours: 3

ASL 103 American Sign Language III
Prerequisite: ASL 102 and/or as required by program.
This course is part three of a five-part sequence and allows students to continue improving their sign language skills. This course provides students with instruction on locating items in the household, making suggestions and requests. Upon completion, students should be able to conduct an intermediate conversation utilizing sign language.
Code C Lecture: 2 hours Lab: 1 hour Credit Hours: 3

ASL 104 American Sign Language IV
Prerequisite: ASL 103 and/or as required by program.
This course is part four of a five-part sequence and allows students the opportunity to practice their sign language skills. This course provides students with instruction on how to exchange personal information in ASL. Upon completion, students should be able to describe and identify items, use non-manual markers, and topic-comment structure.
Code C Lecture: 2 hours Lab: 1 hour Credit Hours: 3

AST – ASTRONOMY

AST 220 Introduction to Astronomy
Prerequisite: None
This course covers the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent developments. Emphasis is placed on measuring techniques and the structure and evolution of the universe. Lab is required.
Code A Lecture: 3 hours Lab: 1 hour Credit Hours: 4

AUT – AUTOMOTIVE MANUFACTURING TECHNOLOGY

AUT 102 Lean Manufacturing and Industrial Safety
Prerequisite: None
This course will introduce students to manufacturing fundamentals. It introduces various tools and techniques typically used in Lean manufacturing. It also will provide Occupational Safety and Health Administration (OSHA) certification instruction. OSHA standards will include electrical, Lock Out/Tag Out, hazardous communications, personal protective equipment, machine guarding, and walking and working surfaces. This is a **CORE** course.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

AUT 104 Blueprint Reading for Manufacturing
Prerequisite: None
This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the manufacturing and industrial trade areas. Topics include multi-view projection, pictorial drawings, dimensions and notes, lines and symbols, tolerances, industrial applications, scales and quality requirements. Upon completion, students should be able to interpret blueprint drawings used in the manufacturing and industrial trades. This course may be tailored to meet specific local industry needs. This is a **CORE** course.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

AUT 110 DC Fundamentals
Prerequisite: None
This course is designed to provide students with a working knowledge of basic direct current (DC) electrical principles. Topics include safety, basic atomic structure and theory, magnetism, conductors, insulators, use of Ohm's law to solve for voltage, current, and resistance, electrical sources, power, inductors, and capacitors. Students will perform lockout/tagout procedures, troubleshoot circuits and analyze series, parallel, and combination DC circuits using the electrical laws and basic testing equipment to determine unknown electrical quantities. This is a **CORE** course and is also taught as **ILT 160**.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

AUT 111 AC Fundamentals
Prerequisite: None
This course is designed to provide students with a working knowledge of basic alternating current (AC) electrical principles. Topics include basic concepts of electricity, electrical components, basic circuits, measurement instruments, the laws of alternating current, and electrical safety with lockout procedures. Hands on laboratory exercises are provided to analyze various series, parallel, and combination alternating current circuit configurations containing resistors, inductors, and capacitors. Upon course completion, students will be able to describe and explain alternating current circuit fundamentals such as RLC circuits, impedance, phase relationships, and power factors. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems. This course is also taught as **ILT 161**.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

AUT 114 Introduction to Programmable Logic Controllers
Prerequisite: None
This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs. This is a **CORE** course and is also taught as **ILT 194**.
Lecture: 2 hours Lab: 1 hour Contact Hours: 5 Credit Hours: 3

AUT 116 Introduction to Robotics
Prerequisite: None
This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance. This is a **CORE** course and is also taught as **ILT 218**.
Lecture: 2 hours Lab: 1 hour Contact Hours: 5 Credit Hours: 3

AUT 118 Introduction to Engineering Technology
Prerequisite: None
This course is designed to introduce the student to the basic concepts, terminology, procedures associated with applied analytical skills needed to succeed in higher level courses. To include: engineering notation, use of scientific calculator, basic algebra, triangulation methods, basic geometry, and basic laws of electricity.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

AUT 130 Fundamentals of Industrial Hydraulics and Pneumatics
Prerequisite: None
This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot and repair hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulic/pneumatics. This course is also taught as **ILT 169**.
Lecture: 2 hours Lab: 1 hour Contact Hours: 5 Credit Hours: 3

AUT 138 Principles of Industrial Mechanics
Prerequisite: None
This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

AUT 193 Special Topics (Electrical/Electronic)
Prerequisite: None
This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon

completion, students should be able to solve job related problems using technical skills and knowledge.
Lecture: 0 hours Lab: 1 hour Contact Hours: 2 Credit Hours: 1

AUT 210 Industrial Robotics
Prerequisite: None
This course covers principles of electro-mechanical devices. Topics include the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, students should be able to apply the principles of electro-mechanical devices. This course is also taught as **ILT 216**.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

AUT 211 Industrial Robotics Lab
Prerequisite: None
This lab covers the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion students should be able to apply the principles of electro-mechanical devices. This course is also taught as **ILT 217**.
Lecture: 0 hours Lab: 2 hours Contact Hours: 4 Credit Hours: 2

AUT 212 Robot Operation and Programming
Prerequisite: None
This training course is designed to provide the basic skills needed to operate and program the robot cell. The course provides both classroom and performance-based hands on training in the use of controls, operations, and part programming.
Lecture: 2 hours Lab: 1 hours Contact Hours: 5 Credit Hours: 3

AUT 219 PLC Applications
Prerequisite: None
This course introduces advanced PLC programming techniques. Topics include tags, parallel processing, program optimization, and advanced math instructions. Emphasis is placed on optimizing PLC functions. Upon completion students will be able utilize advanced instructions to control PLC functions.
Lecture: 2 hours Lab: 1 hours Contact Hours: 5 Credit Hours: 3

AUT 221 Advanced Programmable Logic Controllers
Prerequisite: None
This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system. This course is also taught as **ILT 196**.
Lecture: 2 hours Lab: 1 hours Contact Hours: 4 Credit Hours: 3

AUT 230 Preventive and Predictive Maintenance
Prerequisite: None
This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

AUT 232 Sensors Technology and Applications
Prerequisite: None
This course provides a study of industrial electronic sensors. Topics include, but are not limited to, photo-electric, temperature, gas and humidity, pressure and strain sensors. The lab enables students to test, and troubleshoot electronic sensors and sensor circuits. Upon completion, students should be able to select, install, test, and troubleshoot industrial electronic sensors. This course is also taught as **ILT 240**.
Lecture: 2 hours Lab: 1 hours Contact Hours: 5 Credit Hours: 3

AUT 234 Industrial Motor Controls I
Prerequisite: None
This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams. This course is also taught as **ILT 209**.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

AUT 251 Introduction to Variable Frequency Drives (VFD) and Servo Control
Prerequisite: None
This course provides an introduction to variable frequency drives (VFD) and servo drive technology. Topics include the purpose of VFDs, general operating principles, analog and digital servo drives, and characteristics of practical servo systems. The Lab enables students to program, test, and run drives and motors. The removal and replacement of servo drives will also be discussed. Upon completion, students will be able to apply principles of VFD and servo drives.
Lecture: 2 hours Lab: 1 hours Contact Hours: 5 Credit Hours: 3

AUT 278 Robotic Programming and Welding
Prerequisite: None

This program introduces students to the safety and programming associated with robotic welding technology. Topics include robotic weld station familiarity, safety, robotic motions, programming, and welding inspection. Upon completion, the student should be able to setup and program a robot to weld parts in an efficient and safe manner. This course is also taught as **WDT 160**.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

BIO - BIOLOGY

BIO 103 Principles of Biology I
Prerequisite: None
This is an introductory course for both science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through the study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life. A 120-minute laboratory per week is required.
Code A Lecture: 3 hours Lab: 1 hour Credit Hours: 4

BIO 104 Principles of Biology II
Prerequisite: BIO 103
This introductory course synthesizes basic ecological and evolutionary relationships while surveying plant, fungi, and animal diversity, comparing classification, morphology, physiology, and reproduction. A 180-minute laboratory per week is required.
Code A Lecture: 3 hours Lab: 1 hour Credit Hours: 4

BIO 201 Human Anatomy & Physiology I
Prerequisite: A grade of "C" or better in BIO 103
This course covers the structure and function of the human body. Included is an orientation of the human body; a study of cells and tissues, joints, the integumentary, skeletal, muscular, and nervous systems; and the senses. Dissection, histological studies, and physiology may be featured in the laboratory experience. A 120-minute laboratory per week is required.
Code B Lecture: 3 hours Lab: 1 hour Credit Hours: 4

BIO 202 Human Anatomy & Physiology II
Prerequisites: A grade of "C" or better in BIO 201
This course covers the structure and function of the human body. Included is the study of basic nutrition and metabolism; basic principles of fluids, electrolytes, and acid-base balance; and the endocrine, respiratory, digestive, urinary, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology may be featured in the laboratory experience. A 120-minute laboratory per week is required.
Code B Lecture: 3 hours Lab: 1 hour Credit Hours: 4

BIO 220 General Microbiology: 4 credits
Prerequisite: A grade of "C" or better in BIO 103 or BIO 201 *(Recommended: 4 Semester Hours of Chemistry)*
This course covers the fundamental principles of microbiology, which includes the characteristics of bacteria, archaea, eukaryotes, and viruses; cell functions and microbial genetics; chemical and physical control methods of microbial growth; and interactions between microbes and humans in relation to pathology, immunology, and the role of normal biota. The laboratory experience focuses on microbiological techniques including culturing, microscopy, staining, identification, and control of microorganisms. This course requires 240 minutes of laboratory per week.
Code B Lecture: 2 hours Lab: 2 hours Credit Hours: 4

BIO 250 Directed Studies in Biology I
Prerequisite: None
This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor.
Code C Lecture: 0 hours Lab: 2 hours Credit Hours: 2

BIO 251 Directed Studies in Biology II
Prerequisite: BIO 250
This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor.
Code C Lecture: 0 hours Lab: 2 hours Credit Hours: 2

BUS - BUSINESS

BUS 100 Introduction to Business
Prerequisite: None
This is a survey course designed to familiarize the student with the fundamentals of American business in a global setting.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

BUS 146 Personal Finance
Prerequisite: None
This is a survey course related to managing personal finance. Topics include personal financial planning, money management, taxes, consumer credit, insurance, investments, retirement planning, and estate planning.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

BUS 150 Business Math
Prerequisite: None
This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, markup, discounts, bank reconciliation, simple and compound interest discounting notes, depreciation methods, and present value.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

BUS 215 Business Communication
Prerequisite: ENG 101 and/or OAD 131
This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized business communications.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

BUS 241 Principles of Accounting I
Prerequisite: None
This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle and financial statements.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

BUS 242 Principle of Accounting II
Prerequisite: BUS 241
This course is a continuation of BUS 241. In addition to a study of financial accounting, this course covers topics in managerial accounting, corporations, and financial statement analysis.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

BUS 248 Managerial Accounting
Prerequisite: BUS 241 and BUS 242
This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

BUS 263 The Legal and Social Environment of Business
Prerequisite: None
This course provides an overview of the legal and social environment for business operations. Topics include the Constitution, the Bill of Rights, court systems, alternative dispute resolution, civil and criminal law, administrative agencies, contracts, employment law, property interests and rights, and intellectual property, business organizations, and ethics.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

BUS 271 Business Statistics I
Prerequisite: Two years of high school Algebra, Intermediate Algebra, or appropriate score on Math Placement Test.
This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data; statistical description and analysis of data; measures of central tendency and dispersion; probability; discrete and continuous probability distributions; sampling; interval estimation; and introduction to hypothesis testing.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

BUS 272 Business Statistics II
Prerequisite: BUS 271
This course is a continuation of BUS 271. Topics include hypothesis testing; inferences about population means, proportions, and variances; simple linear regression and correlation; multiple regression; chi-square tests; and analysis of variance.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

BUS 275 Principles of Management
Prerequisite: None
This course provides a basic study of the principles of management. Topics include planning, organizing, leading, and controlling with emphasis on practical business applications.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

BUS 285 Principles of Marketing: 3 credits
Prerequisite: BUS 100
This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CHD – CHILD DEVELOPMENT

CHD 100 Introduction of Early Care and Education of Children
Prerequisite: None
This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years, including infant and toddler and pre-school years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observations of the young child in early childhood settings.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CHD 204 Methods and materials for Teaching Children
Prerequisite: None
This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Upon completion, students will be able to demonstrate basic methods of creating learning experiences using developmental appropriate techniques, materials, and realistic expectations, including infant and toddler and pre-school. Course includes observations of young children in a variety of childcare environments.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3
NOTE: CGM must teach this as a 2-1-3 configuration of theory/lab hours.

CHD 206 Children's Health and Safety
Prerequisite: None
This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on how to set up and maintaining safe, healthy environments for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CHD 209 Infant and Toddler Education Programs
Prerequisite: None
This course focuses on child development from infancy through thirty-five months of age with emphasis on planning programs using developmentally appropriate materials. Emphasis is placed on positive ways to support an infant or toddler's social, emotional, physical and intellectual development. Upon completion, the students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CHM - CHEMISTRY

CHM 104 Introduction to Chemistry I
Prerequisite: A minimum of MTH 098 or equivalent placement score
This is a survey course of general chemistry for students who do not intend to major in science or engineering, and the course may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, and acids and bases. Laboratory is required.
Code A Lecture: 3 hours Lab: 1 hour Credit Hours: 4

CHM 105 Introduction to Chemistry II
Prerequisite: Grade of "C" or higher in CHM 104 (Introduction to Chemistry I) or CHM 111 (College Chemistry I)
This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering, and this course will not substitute for CHM 112. Topics include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, and the function of biomolecules. Laboratory is required.
Code A Lecture: 3 hours Lab: 1 hour Credit Hours: 4

CHM 111 College Chemistry I
Co-requisite: MTH 112 (Precalculus Algebra) or equivalent math placement score
This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic molecular theory, condensed matter, and some descriptive chemistry topics. Laboratory is required.
Code A Lecture: 3 hours Lab: 1 hour Credit Hours: 4

CHM 112 College Chemistry II
Prerequisite: Grade of "C" or higher in both CHM 111 (College Chemistry I) and MTH 112 (Precalculus Algebra)
This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include solutions, chemical kinetics, chemical equilibria, thermodynamics, oxidation-reduction, and selected topics. Laboratory is required.
Code A Lecture: 3 hours Lab: 1 hour Credit Hours: 4

CHM 221 Organic Chemistry I
Prerequisite: CHM 112 (College Chemistry II)
This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for organic compounds with special emphasis on reaction mechanisms and stereochemistry. Laboratory is required and will include common organic chemistry techniques.
Code B Lecture: 3 hours Lab: 1 hour Credit Hours: 4

CHM 222 Organic Chemistry II
Prerequisite: CHM 221 (Organic Chemistry I)
This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for organic compounds, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include common organic chemistry techniques..
Code B Lecture: 3 hours Lab: 1 hour Credit Hours: 4

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

CIS – COMPUTER SCIENCE

CIS 111 Word Processing Software Applications
Prerequisite: None
This course provides students with hands-on experience using word processing software. Students will develop skills common to most word processing software by developing a wide variety of documents. Emphasis is on planning, developing, and editing functions associated with word processing.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 113 Spreadsheet Software Applications
Prerequisite: None
This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 115 Presentations Graphics Software Applications
Prerequisite: None
This course provides students with hands-on experience using presentation graphics software. Students will develop skills common to most presentation graphics software by developing a wide variety of presentations. Emphasis is on planning, developing, and editing functions associated with presentations.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 117 Database Management Software Applications
Prerequisite: None
This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 120 Google IT Professional Support I - Technical Support Fundamentals
Prerequisite: None

This course is the first of a series intended to prepare students for employment as entry-level IT support specialists. In this course, students will be introduced to the work of information technology. Students will learn about the different facets of information technology, such as computer hardware, the Internet, computer software, troubleshooting and customer service.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 121 Google IT Professional Support II - Computer Networking
Prerequisite: CIS 120
This course is the second in a series intended to prepare students for employment as entry-level IT support specialists. This course covers fundamentals of modern networking technologies and protocols, an overview of the cloud, practical applications and networking troubleshooting.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 122 Google IT Professional Support III - Operating Systems
Prerequisite: CIS 121
This course is the third in a series intended to prepare students for employment as entry-level IT support specialists. This course covers components of an operating system and how to perform critical tasks, such as managing software and users and configuring software.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 123 Google IT Professional Support IV - System Administration and IT Infrastructure
Prerequisite: CIS 122
This course is the fourth in a series intended to prepare students for employment as entry-level IT support specialists. This course covers how to maintain reliable computer systems in a multi-user environment, how to manage and configure servers, how to recover IT infrastructure in the event of a disaster, and how to use industry tools to manage computers, user information and user productivity.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 124 Google IT Professional Support V - IT Security
Prerequisite: CIS 122
This course is the fifth in a series intended to prepare students for employment as entry-level IT support specialists. This course covers a wide variety of IT security concepts, tools and best practices. The course includes a background of encryption algorithms, the three A's of information security and network security solutions.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 130 Intro to Information Systems
Prerequisite: None
This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software

packages and/or to write simple programs. Upon completion, students should be to describe and use the major components of selected computer software and hardware.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 146 Computer Applications
Prerequisite: None
This course is an introduction to computer software applications, including word processing, spreadsheets, database management, and presentation software. This course will introduce students to concepts associated with professional certifications.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 150 Introduction to Computer Logic and Programming
Prerequisite: None
This course includes logic, design and problem-solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 161 Introduction to Networking Communications
Prerequisite: None
This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected networked systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students gain hands-on experience in basic networking. This course further helps prepare students for certification. **NOTE:** This course is a suitable substitute for CIS 199.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 162 Advanced Networking
Prerequisite: CIS 161
This course exposes students to networking concepts in increased breadth and depth. Advanced topics in networking architecture, operations and configuration are covered, as well as management and troubleshooting of common wired and wireless network devices. Also included is an introduction to network security, current industry standards and best practices and emerging technologies such as unified communications, mobile, cloud and virtualization technologies. Upon successful completion of this course, students will be able to demonstrate the essential knowledge and skills needed to confidently design, configure, manage and troubleshoot wired and wireless networks. **This course, in combination with CIS 161, will prepare the student to sit for the CompTIA Network+ certification exam.**
Code C Lecture: 2 hours Lab: 1 hours Credit Hours: 3

CIS 171 Linux I
Prerequisite: As required by college.
Corequisite: As required by college.
This course presents fundamental applications in Linux. Included in this course are skills development for OS installation and setup, recompile techniques, system configuration settings, file/folder structures and types, run levels, basic network applications, and scripting. Additioally, the course presents security features from an administrative and user consideration.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 191 Intro to Computer Programming Concepts
Prerequisite: None
This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of programs in selected languages. Structured programming techniques involving input/output, conditional statements, loops, files, arrays and structures and simple data structures are introduced. Students are expected to write programs as part of this course.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 199 Network Communications
Prerequisite: As required by college.
NOTE: There is an approved standardized plan-of-instruction for this course.
This course is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The course will cover the OSI and TCP/IP network models, communications protocols, transmission media, networking hardware and software, LANs (Local Area Networks) and WANs (Wide Area Networks), Client/Server technology, the internet, Intranets and network troubleshooting. Upon completion of the course, students will be able to design and implement a computer network. Students will create network shares, user accounts, and install print devices while ensuring basic network security. They will receive hands-on experience building a mock network in the classroom. CIS 161 or CIS 272 may be used as a suitable substitute for this course.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 202 Python Programming
Prerequisite: As required by college
This course is an introduction to the Python programming language. Topics include input and output, decision structures, repetition structures, functions, working with files, strings, object-oriented programming and inheritance. Upon completion, students will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 207 Web Development
Prerequisite: None

This course provides students with opportunities to learn Hypertext Markup Language, cascading style sheets, and Java Script. At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 209 Advanced Web Development
Prerequisite: CIS 207
This is an advanced Web design course emphasizing the use of scripting languages to develop interactive Web sites. Upon completion, students will be able to create data driven Web sites.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 214 Security Analysis (Pen Testing)
Prerequisite: As required by college.
This course introduces students to the concept of security analysis, or penetration testing, of information systems. Students will evaluate the security of a computer system or network, assessing security risks from the position of a potential attacker. Emphasis is on identifying security flaws and providing technical solutions.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 225 Introduction to SQL Programming - Oracle
Prerequisite: As required by college.
This course is designed to give students a firm foundation in concepts of relational databases, to create database structures and to store, retrieve, and manage data. Students will learn to query using Basic SQL statements, restrict, sort, perform single row functions and group the queried data. Students will write advanced SELECT statements and use advanced techniques such as ROLLUP, CUBE, set operators, and hierarchical retrieval. Students will query multiple tables, perform nested queries, implement constraints, use data and time functions, and create sequences and views. Students will learn to write SQL and SQL*Plus script files using the iSQL*Plus tool to generate report-like output. Demonstrations and hands-on practice reinforces the fundamental concepts. This course is the first of two courses required to acquire certification as Oracle Certified Associate (OCA).
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 238 Cloud Computing: Infrastructure and Services
Prerequisite: As required by college.
This course focuses on cloud infrastructure, deployment, security models, and the key considerations in migrating to cloud computing. Coverage includes the technologies and processes required to build traditional, virtualized and cloud data center environments, including computation, storage, networking, desktop and application virtualization, business continuity, security and management.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 244 Introduction to Cybersecurity
Prerequisite: As required by college.
This course will introduce students to cybersecurity, while they gain additional insight into the challenges companies face today. Students will develop an understanding of cybercrime, security principles, technologies, and procedures and techniques used to defend networks.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 245 Cyber Defense
Prerequisite: As required by college.
This course provides students with information on the concept of cyber defense. Topics include information relative to legal aspects of cyber attacks, threats to various levels of national and local social infrastructure, financial systems, personal data, and other direct and indirect threats. As part of this course students explore current and historical cyber threats and U.S. policy regarding infrastructure protection.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 246 Ethical Hacking
Prerequisite: None
This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 251 C++ Programming
Prerequisite: None
This course is an introduction to the C++ programming language including object-oriented programming. Topics include: problem solving and design; control structures; objects and events; user interface construction; and document and program testing.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 255 JAVA Programming: 3 credits
Prerequisite: None
This course is an introduction to the Java programming language. Topics in this course include object-oriented programming constructs, Web page applet development, class definitions, threads, events and exceptions. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 263 Computer Maintenance
Prerequisite: As required by college.

This course provides students with hands-on practical experience in installing software, operating systems, trouble-shooting, and maintaining systems. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 268 Software Support
Prerequisite: None
This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 269 Hardware Support
Prerequisite: None
This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 276 Server Administration
Prerequisite: As required by college.
NOTE: There is an approved standardization plan-of-instruction for this course.
This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 280 Network Security
Prerequisite: None
This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 281 System Analysis and Design
Prerequisite: CIS 191 or higher
This course is a study of contemporary theory and systems analysis and design. Emphasis is placed on investigating, analyzing, designing, implementing, and documenting computer systems. Upon

completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 282 Computer Forensics
Prerequisite: None
NOTE: There is an approved standardized plan-of-instruction for this course.
This course introduces students to methods of computer forensics and investigations. This course helps prepare students for industry specific certification.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CIS 289 Wireless Networking
Prerequisite: None
The purpose of this course is to allow students to explore current issues related to wireless technology. Students will be able to develop and maintain wireless networks using advancements in current technology.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CNC – COMPUTERIZED NUMERICAL CONTROL

CNC 111 Introduction to Computer Numerical Control
Prerequisite: None
This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage. This is a **CORE** course and is also taught as **MSP 111**.
Lecture: 1 hour Lab: 1 hour Contact Hours: 3 Credit Hours: 2

CNC 112 Computer Numeric Control Turning
Prerequisite: None
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning center.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

CNC 113 Computer Numeric Control Milling
Prerequisite: None
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

CNC 143 Applied Trigonometry for CNC Machining
Prerequisite: None
This course introduces the concepts of applied trigonometry for CNC machining. Topics include computing unknown sides, angles, projection of auxiliary lines to solve two or more right triangles as it relates to CNC programming and precision machining. Upon completion students should be able to analyze and make computations in orderly steps to make and inspect parts.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

CNC 181 Special Topics in Computerized Numerical Control
Prerequisite: None
These courses provided specialized instruction in various areas related to CNC. Emphasis is placed on meeting students' needs.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

CNC 213 Advanced Computer Numerical Control Milling
Prerequisite: None
This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

CNC 215 Quality Control and Assurance
Prerequisite: None
This is an advanced course in parts inspection using Geometric Dimensioning and Tolerancing, and familiarization of the Coordinate Measuring Machine. Topics include part set-up, tolerance applications, maximum material and least material conditions, perpendicularity and point of intersection. Upon completion, the student should be able to inspect machined parts demonstrating an understanding of G.D.T. and C.M.M.
Lecture: 2 hours Lab: 1 hour Contact Hours: 4 Credit Hours: 3

CNC 218 Programming and Setup for Electrical Discharge Machining
Prerequisite: None
This course introduces the student to the concept of EDM (Electrical Discharge Machining). Topics include principles, programming techniques, set-up and operation. Students will learn to produce basic machine parts.
Lecture: 3 hours Lab: 3 hours Contact Hours: 9 Credit Hours: 6

CNC 221 Advanced Blueprint Reading for Machinists
Prerequisite: CNC 121 or MSP 121
This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation

of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints.
Lecture: 2 hours Lab: 1 hour Contact Hours: 4 Credit Hours: 3

CNC 223 Computer Numerical Control Graphics Programming: Milling
Prerequisite: None
This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAMM software to create a multi-axis CNC program.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

CNC 230 Computer Numerical Control Special Projects
Prerequisite: None
This course is designed to allow students to work in the lab with limited supervision. The student is to enhance their proficiency levels on various CNC machine tools. Upon completion, students are expected to plan, execute, and present results of advanced CNC products.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

CNC 232 Basic Tool & Die
Prerequisite: None
This course introduces the application and use of jigs, fixtures and stamping dies. Emphasis is placed on design and manufacture of simple jigs, fixtures and stamping dies. Upon completion, students should be able to design and build simple jigs, fixtures and stamping die components.
Lecture: 2 hours Lab: 2 hours Contact Hours: 6 Credit Hours: 4

CNC 235 Basic Die Construction
Prerequisite: None
This course is designed to teach construction, maintenance, operation and safety as related to tool and die construction. Topics include blanking, piercing, bending. Upon completion, students should be able to design and build blanking dies and bending dies.
Lecture: 1 hour Lab: 4 hours Contact Hours: 9 Credit Hours: 5

CNC 281 Special Topics in Computerized Numerical Control
Prerequisite: None
These courses provided specialized instruction in various areas related to CNC. Emphasis is placed on meeting students' needs.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

COS - COSMETOLOGY

COS 111 Introduction to Cosmetology
Prerequisite: None

Co-requisite: COS 112
This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally, students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on application performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course. This is a **CORE** course.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

COS 112 Introduction to Cosmetology Lab
Prerequisite: None
Co-requisite: COS 111
In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in the theory component from COS 111. This is a **CORE** course.
Lecture: 0 hours Lab: 3 hours Contact Hours: 6 Credit Hours: 3

COS 113 Theory of Chemical Services
Prerequisite: None
Co-requisite: COS 114
During this course, students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics. This is a **CORE** course.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

COS 114 Chemical Services Lab
Prerequisite: None
Co-requisite: COS 113
During this course, students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting. This is a **CORE** course.
Lecture: 0 hours Lab: 3 hours Contact Hours: 6 Credit Hours: 3

COS 115 Hair Coloring Theory
Prerequisite: None
Co-requisite: COS 116
In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon

completion, the student should be able to identify all classifications of hair coloring and the effects on the hair. This is a **CORE** course.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

COS 116 Hair Coloring Lab
Prerequisite: None
Co-requisite: COS 115
In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening. This is a **CORE** course.
Lecture: 0 hours Lab: 3 hours Contact Hours: 6 Credit Hours: 3

COS 117 Basic Spa Techniques
Prerequisite: None
Co-requisite: COS 118
This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care. This is a **CORE** course.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

COS 118 Basic Spa Techniques Lab
Prerequisite: None
Co-requisite: COS 117
This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, hair removal, and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care. This is a **CORE** course.
Lecture: 0 hours Lab: 3 hours Contact Hours: 6 Credit Hours: 3

COS 119 Business of Cosmetology
Prerequisite: None
This course is designed to develop job-seeking and entry-level management skills for the beauty industry. Topics include job seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

COS 123 Cosmetology Salon Practices
Prerequisite: None
This course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hair styling, hair shaping, chemical, and nail and skin services for clients. Upon completion, the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting.
Lecture: 0 hours Lab: 3 hours Contact Hours: 6 Credit Hours: 3

COS 158 Employability Skills
Co-requisite or Prerequisite: COS 111, 112, 113, 114, 115, 116, 117, 118, 119, 123
This course provides the study of marketable skills to prepare the student to enter the world of work. Emphasis is placed on resumes, interviews, client and business relations, personality, computer literacy and attitude. Upon completion, the student should be prepared to obtain employment in the field for which they have been trained.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

COS 167 State Board Review
Prerequisite: As required by college.
Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. Upon completion, the student should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology examination and entry-level employment.
Lecture: 1 hours Lab: 2 hours Contact Hours: 6 Credit Hours: 3

COS 191 CO-OP
Prerequisite: As required by college.
This course provides work experience with a college-approved employer in an area related to cosmetology. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.
Lecture: 0 hours Lab: 3 hours Contact Hours: 6 Credit Hours: 3

CRJ – CRIMINAL JUSTICE

CRJ 100 Introduction to Criminal Justice
Prerequisite: None
This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CRJ 110 Introduction to Law Enforcement
Prerequisite: None

This course examines the historical development of contemporary policing practices and the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

CRJ 150 Introduction to Corrections
Prerequisite: None
This course provides an introduction to the foundations of corrections in America.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

DDT – DRAFTING AND DESIGN TECHNOLOGY

DDT 104 Basic Computer Aided Drafting and Design
Prerequisite: None
This course provides an introduction to basic Computer Aided Drafting and Design (CADD) functions and techniques, using "hands-on" applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

DDT 111 Fundamentals of Drafting and Design Technology
Prerequisite: None
This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching, and drawing.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

DDT 116 Blueprint Reading for Construction
Prerequisite: None
This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the construction trades. Topics include multi-view projection, dimensions and notes, lines and symbols, sketching, foundations plans, site plans, floor plans, elevations, sections, details, schedules, electrical plans and specifications. Upon completion, students should be able to interpret blueprint drawings used in the construction trades.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

DDT 124 Basic Technical Drawing
Prerequisite: DDT 104, DDT 111, DDT 144 or Permission of Instructor
This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

DDT 125 Surface Development
Prerequisite: DDT 104, DDT 111, DDT 144, or permission of instructor
This course covers surface intersections and developments. Emphasis is placed on the basic types of intersections using simple geometric forms. Upon completion, students should be able to draw common types of surface intersection and handle them simply as applications of the concepts learned in this class.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

DDT 127 Intermediate Computer Aided Drafting and Design
Prerequisite: DDT 104, DDT 111, DDT 144, or permission of instructor

This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

DDT 128 Intermediate Technical Drawing
Prerequisite: DDT 104, 111, DDT 144, DDT 124 or permission of instructor
This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include multi-view working drawings with advanced dimensioning, basic tolerancing, and pictorial drawings.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

DDT 132 Architectural Drafting
Prerequisite: DDT 104, DDT 111, DDT 144 or Permission of Instructor
This course in architectural design and drafting introduces basic terminology, concepts and principles of architectural design and drawing. Topics include design considerations, lettering, terminology; site plans, and construction drawings. Upon completion, students should be able to draw, dimension, and specify basic residential architectural construction drawings.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

DDT 144 Basic 3D Modeling
Prerequisite: None
This course is an introduction to 3D solid modeling techniques utilizing feature-based, constraint-based parametric design. This course encourages the student to visualize parts in the 3D world and have a “design intent” plan for each part in which they will design. Upon completion of the course students should be able to create basic 3D models and 2D working drawings.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

DDT 150 Theory of Residential Drawing and Design
Prerequisite: None
This course provides the theory of residential drawing and design. Topics include architectural styles, house design, site and space planning, environment, drawing requirements, construction

materials and process, terminology, and specific types of drawings required to complete a full set of construction documents. Introductory and intermediate level topics are covered. Emphasis is placed on an understanding of the various issues and requirements essential to the field of residential drawing and design.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

DDT 233 Intermediate 3D Modeling
Prerequisite: DDT 144 or permission of instructor
This course emphasizes the more advanced techniques in 3D solid modeling. It covers advanced features of part creation, part editing, and analysis. Some techniques that will be discussed are: lofting, sweeping, sheet metal part creation, interference checking and stress analysis. Upon completion of the course students should be able to create advanced 3D models and perform stress analysis/interference checking.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

DDT 234 3D Graphics and Animation
Prerequisite: DDT 144 or Permission of Instructor
This course is designed to challenge the imagination of the student in a three dimensional problem-solving environment. The student will be given a basic introduction to the concepts of 3D design and animation, and then apply those concepts to a design project. Upon completion, students should be able to create and animate objects in a 3-dimensional environment.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

ECO – ECONOMICS

ECO 231 Principles of Macroeconomics
Prerequisite: None
This course is an introduction to macroeconomic theory, analysis and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ECO 232 Principles of Microeconomics
Prerequisite: None
This course is an introduction of the microeconomics theory, analysis, and applications. Topics include scarcity, the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

EMS – EMERGENCY MEDICAL TECHNOLOGY

EMS 100 Cardiopulmonary Resuscitation I
Prerequisite: None

This course provides students with concepts as related to areas of basic life support to include coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED), and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.
Lecture: 1 hour Lab: 0 hours Credit Hours: 1

ENG - ENGLISH

ENG 099 Introductory to College Writing
Prerequisite: None
Corequisite: ENG 101
This course places emphasis on providing students with additional academic and non-cognitive support with the goal of success in the students' paired ENG 101 class. The material covered or practiced in the ENG 099 course is complementary to and supportive of material taught in ENG 101 and the needs of the ENG 099 student.
Lecture: 1 hour Lab: 0 hours Credit Hours: 1

ENG 101 English Composition I
Prerequisite: ENR 098 or appropriate English placement score
This course provides instruction and practice in the writing of at least four extended compositions and the development of rhetorical strategies, analytical and critical reading skills, and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage and information literacy.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ENG 102 English Composition II
Prerequisite: A grade of "C" or better in ENG 101 or the equivalent
English Composition II provides continued instruction and practice in the writing of at least four extended compositions or equivalent assignments of which at least one is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage and information literacy.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ENG 131 Applied Writing I
Prerequisite: Appropriate placement score or the equivalent (ENG 092)
This course is a study of various types of written documents required in scientific, technical, and other specialized fields. Emphasis is placed on the production of such documents, including research, documentation, graphical displays, the abstract, appropriate diction, grammar,

punctuation, and audience. Students will demonstrate the ability to produce effective reports, letters, memoranda, and similar documents.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ENG 246 Creative Writing I
Prerequisite: ENG 102 and/or as required by program
This course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ENG 247 Creative Writing II
Prerequisite: ENG 246 and/or as required by program
A continuation of ENG 246, this course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ENG 251 American Literature I
Prerequisite: A grade of "C" or higher in ENG 102 or equivalent
This course is a survey of American literature from its beginnings to the mid-nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ENG 252 American Literature II
Prerequisite: A grade of "C" or higher in ENG 102 or equivalent
This course is a survey of American literature from the mid-nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ENG 261 English Literature I
Prerequisite: A grade of "C" or higher in ENG 102 or equivalent
This course is a survey of English/British literature from its inception to the end of the eighteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ENG 262 English Literature II: 3 credits
Prerequisite: A grade of "C" or higher in ENG 102 or equivalent

This course is a survey of English/British literature from the late eighteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shapes these works and that are reflected in them.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ENG 271 World Literature I
Prerequisite: A grade of "C" or higher in ENG 102 or equivalent
This course is a survey of world literature from its inception to the mid-seventeenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ENG 272 World Literature II
Prerequisite: A grade of "C" or higher in ENG 102 or equivalent
This course is a survey of world literature from the mid-seventeenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ENG 276 Classical Literature
Prerequisite: A grade of "C" or higher in ENG or equivalent
This course is a study of significant works of Greek and Roman literature. Emphasis is placed on the influence on Western heritage of ancient thought expressed in these works. Students will demonstrate an understanding of the works studied and of the impact of these works on Western civilization and culture.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ENG 297 African American Literature
Prerequisite: A grade of "C" or higher in ENG 102 or equivalent
This course is a study of literature produced by representative African Americans from the eighteenth century to the present. The course emphasizes the diversity of themes and techniques found in these works and examines the historical, cultural, literary, and philosophical forces that shaped these works and that are reflected in them. Students will demonstrate the ability to interpret the literature and to relate the works to their historical and literary contexts.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ENR – ENGLISH AND READING

ENR 098 Writing and Reading for College
Prerequisite: None
Co-requisites: None

This course integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising and editing to produce competent essays using standard written English. This course may include a one-hour lab component.
Lecture: 4 hours Lab: 0 hours Credit Hours: 4

GEO - GEOGRAPHY

GEO 100 World Regional Geography
Prerequisite: None.
This course uses spatial analysis to survey major regions of the world with respect to location, climate, landforms, demographics, economy, politics, and culture.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

HEC – HOME ECONOMICS

HEC 140 Principles of Nutrition
Prerequisite: As required by program
This course introduces students to the principles of nutrition and the role and functions of nutrients in the human body throughout the life cycle.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

HED – HEALTH EDUCATION

HED 221 Personal Health
Prerequisite: None
This course introduces principles and practices of personal and family health; it includes human reproduction, growth and development; psychological dimensions of health, human sexuality, nutrition and fitness, aging, death and dying.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

HED 226 Wellness
Prerequisite: None
This course provides health-related education to individuals seeking advancement in the area of personal wellness. The course has five major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting.
Code C Lecture: 2 hours Lab: 0 hours Credit Hours: 2

HED 230 Safety and First Aid
Prerequisite: None
HED 230 is divided into two parts. The first part concerns itself with the development of a safety education program within an organization (i.e., school, office, shop, etc.) The second part deals

with physical injuries, emergency care, and treatment of those injuries. CPR certification and Standard Red Cross cards are given upon successful completion of the American Red Cross requirements.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

HED 231 First Aid
Prerequisite: None
This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross, and/or the American Heart Association. CPR training also is included.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

HIS - HISTORY

HIS 101 Western Civilization I
Prerequisite: None
This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern Western world. It covers the history of the West from its earliest beginnings to the early modern era.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

HIS 102 Western Civilization II
Prerequisite: None
This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern Western world. It covers the history of the West from the early modern era to the present.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

HIS 121 World History I
Prerequisite: As required by program
This course surveys social, intellectual, cultural, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

HIS 122 World History II
Prerequisite: As required by program
This course surveys social, intellectual, cultural, economic, and political developments which have molded the modern world. It covers world history, both western and nonwestern, from the Early Modern Era through the Post-Modern Era.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

HIS 201 United States History I
Prerequisite: None
This course surveys United States history from the pre-Columbian period to the Civil War era.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

HIS 202 United States History II
Prerequisite: None
This course surveys United States history from the Civil War era to the Modern era.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

HPS – HEALTH SCIENCES

HPS 105 Medical Terminology
Prerequisite: As required by College
This course is an application for the language of medicine. Emphasis is placed on terminology associated with health care, spelling, pronunciation, and meanings associated with prefixes, suffixes, and roots as they relate to anatomical body systems. Upon completion of this course, the student should be able to correctly abbreviate medical terms and appropriately use medical terminology in verbal and written communication.
Lecture: 2 hours Lab: 1 hours Credit Hours: 3

HUM – HUMANITIES

HUM 299A PTK Honors I
Prerequisite: As required by College
This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified teacher. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for credit.
Code A Lecture: 1 hours Lab: 0 hours Credit Hours: 1

HUM 299B PTK Honors II
Prerequisite: As required by College
This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified teacher. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for credit.
Code A Lecture: 1 hours Lab: 0 hours Credit Hours: 1

HUM 299C PTK Honors III
Prerequisite: As required by College

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified teacher. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for credit.

Code A Lecture: 1 hours Lab: 0 hours Credit Hours: 1

IDS – INTERDISCIPLINARY STUDIES/HONORS

IDS 120 International Studies

Prerequisite: None

This course offers an opportunity for the student to survey various aspects of one or more foreign countries, the focus of which will be determined by faculty and student interest. This course involves travel aboard.

Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

IDS 200 College Scholars Bowl Workshop

Prerequisite: As required by program

This course offers the student preparation, practice, and participation in the College Scholars Bowl Program and competition. IDS 200 may be repeated for credit.

Code C Lecture: 1 hours Lab: 0 hours Credit Hours: 1

IDS 201 Advanced Scholars Bowl

Prerequisite: As required by program

This course is designed primarily to train students for Scholars' Bowl competition, alternately known as Brain Bowl, College Bowl or Quiz Bowl. This is an intercollegiate academic competition in which teams of four people compete by using buzzers and answering college-level questions for points. The course consists of practice rounds in which the students are familiarized with the equipment and questions that will be used in competition, as well as intensive study sessions and interactive discussions about a wide variety of academic endeavors. IDS 201 may be repeated for credit.

Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ILT – INDUSTRIAL ELECTRONICS TECHNOLOGY

ILT 108 Introduction to Instruments and Process Control

Prerequisite: None

This course is an introductory study of the control devices and methods used in industry for the control and transmission of information pertaining to process variables. This study includes an introduction to instrumentation and control mathematics. This course also provides instruction in the fundamental concepts of pressure, force, weight, motion, liquid level, fluid flow and temperature.

Lecture: 2 hours Lab: 1 hour Contact Hours: 5 Credit Hours: 3

ILT 117 Principles of Construction Wiring
Prerequisite: None
This course provides a study of the technical skills required to safely perform electrical wiring installations. Topics include methods of wiring residential, commercial, and industrial locations. Upon completion, students should be able to apply safe wiring skills to residential, commercial and industrial applications.
Lecture: 1 hour Lab: 2 hours Contact Hours: 7 Credit Hours: 3

ILT 118 Construction Wiring NEC
Prerequisite: None
This course provides a study of the codes that is required to safely perform electrical wiring installations. Emphasis will be placed upon the codes that apply to residential, commercial, and industrial locations. Upon completion, students should be able to apply the codes in the electrical wiring of residential, commercial, and industrial applications.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

ILT 160 DC Fundamentals
Prerequisite: None
This course is designed to provide students with a working knowledge of basic direct current (DC) electrical principles. Topics include safety, basic atomic structure and theory, magnetism, conductors, insulators, use of Ohm's law to solve for voltage, current, and resistance, electrical sources, power, inductors, and capacitors. Students will perform lockout/tagout procedures, troubleshoot circuits and analyze series, parallel, and combination DC circuits using the electrical laws and basic testing equipment to determine unknown electrical quantities. This is a **CORE** course.
Lecture: 1 hour Lab: 2 hours Contact Hours: 7 Credit Hours: 3

ILT 161 AC Fundamentals
Prerequisite: None
This course is designed to provide students with working knowledge of basic alternating current (AC) electrical principals. Topics include basic concepts of electricity, electrical components, basic circuits, measurement instruments, the laws of alternating current, and electrical safety with lockout procedures. Hands on laboratory exercises are provided to analyze various series, parallel, and combination alternating current circuit configurations containing resistors, inductors, and capacitors. Upon course completion, students will be able to describe and explain alternating current circuit fundamentals such as RLC circuits, impedance, phase relationships, and power factors. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems. This is a **CORE** class and is also taught as **AUT 111**.
Lecture: 1 hour Lab: 2 hours Contact Hours: 7 Credit Hours: 3

ILT 162 Solid State Fundamentals
Prerequisite: None
This course provides instruction in basic solid-state theory beginning with atomic structure and including devices such as diodes, bipolar transistor, field effect transistors, amplifiers, thyristors, operational amplifiers, oscillator and power supply circuits. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair typical solid -state device circuits. This course also provides the opportunity for students to apply the solid-state principles and theories learned in class in the laboratory setting. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair typical solid-state device circuits. This is a **CORE** course.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

ILT 163 Digital Fundamentals
Prerequisite: None
This course provides instruction on basic logic gates, flip-flops, registers, counters, microprocessor/computer fundamentals, analog to digital conversion, and digital analog conversion. Emphasis is placed on number systems, Boolean algebra, combination logic circuits, sequential logic circuits, and typical microprocessor data manipulation and storage. This course also has an embedded lab with exercises designed to develop skills required by industry. Upon completion, students should be able to analyze digital circuits, draw timing diagrams, determine output of combinational and sequential logic circuits and diagnose and troubleshoot electronic components as well as demonstrate knowledge of microprocessor and computer circuits. This is a **CORE** course.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

ILT 164 Circuit Fabrication I
Prerequisite: None
This course provides instruction in fabrication of functional circuits and is an introduction to device construction and fabrication. Utilizing discrete components students will fabricate functional circuits. Topics include soldering, cable construction, coaxial cable connection and termination, component mounting, cases, and chassis, printed circuit board design, layout fabrication, and repair as well as soldering techniques, care of tools, wire splicing, wire wrapping, connector maintenance, and related shop safety. Upon completion of this course, students should be able to perform basic circuit and project construction.
Lecture: 0 hours Lab: 1 hour Contact Hours: 2 Credit Hours: 1

ILT 165 Industrial Electronic Controls I
Prerequisite: None.
This course provides a study of industrial electronics controls. Topics include photo-electric, temperature, gas and humidity, pressure and strain measurements for industrial instrumentation controls and applications. The lab enables students to test, troubleshoot and repair electronic

control circuits. Upon completion, students should be able to apply principles of industrial electronics control circuits.
Lecture: 2 hours Lab: 1 hour Contact Hours: 4 Credit Hours: 3

ILT 166 Motors and Transformers I
Prerequisite: None
This course covers motor operation, motor types, motor components, motor feeder and branch circuits. Topics include motor protection and motor control circuits. Upon completion students should be able to test motors, transformer types, and testing for input and output voltage.
Lecture: 2 hours Lab: 1 hour Contact Hours: 5 Credit Hours: 3

ILT 169 Hydraulics/Pneumatics
Prerequisite: None
This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot and repair hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulics/pneumatics.
Lecture: 2 hours Lab: 1 hour Contact Hours: 4 Credit Hours: 3

ILT 181 Special Topics in ILT
Prerequisite: None
This course provides a guided independent study of special topics in ILT. The student and instructor design the plan of study. Upon completion, students should be able to demonstrate skills developed in these courses.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

ILT 192 Co-Op in ILT
Prerequisite: None
These courses provide students with relevant work experience in business/industry. Emphasis is placed on production in a work setting. Upon completion, students should be able to identify job responsibilities and to demonstrate skills necessary to entry-level employment.
Lecture: 0 hours Lab: 3 hours Contact Hours: 6 Credit Hours: 3

ILT 194 Introduction to Programmable Logic Controllers
Prerequisite: None
This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs. This course is also taught as **AUT 114**.
Lecture: 2 hours Lab: 1 hour Contact Hours: 5 Credit Hours: 3

ILT 209 Motor Controls I
Prerequisite: None
This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams. This course is also taught as **AUT 234**.
Lecture: 1 hour Lab: 2 hours Contact Hours: 7 Credit Hours: 3

ILT 218 Industrial Robotics Concepts
Prerequisite: None
This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance. This course is also taught as **AUT 116**.
Lecture: 2 hours Lab: 1 hour Contact Hours: 4 Credit Hours: 3

ILT 231 National Electric Code
Prerequisite: None.
This course introduces students to the National Electric Code. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion of this course, the student should be able to locate code requirements for a specific electrical installation.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

ILT 239 Certification Preparation
Prerequisite: None
This course includes the review necessary before attempting technician certification examinations given by various non-government certifying organizations and pre-employment tests given by employers. Upon completion of this course students should understand the preparations necessary to successfully complete the exam process.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

INT – INDUSTRIAL MAINTENANCE TECHNOLOGY

INT 184 Introduction to Programmable Logic Controllers
Prerequisite: None
This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation,

and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.
Lecture: 2 hours Lab: 1 hour Contact Hours: 4 Credit Hours: 3

LDR – ORGANIZATIONAL LEADERSHIP

LDR 101 Introduction to Leadership: Theory, Context and Practice
Prerequisite: As required by program
This course analyzes content and historical leadership styles, theories, and concepts with a focus on how leaders emerge and assume responsibility within a framework of social responsibility.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

MAT – MEDICAL ASSISTING TECHNOLOGY

MAT 101 Medical Terminology
Prerequisite: None
This course is designed for medical assistants, student nurses, and others in medically related fields. The course will focus on the more common prefixes, roots, and suffixes used to construct medical terms with these word parts to determine the meanings of new or unfamiliar terms. The student will lean a system of word building which will enable them to interpret medical terms.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

MAT 111 Clinical Procedures I for the Medical Assistant
Prerequisite: None
This course includes instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with examination, and patient education. Upon completion, students will be able to demonstrate competence in exam room procedures.
Lecture: 2 hours Lab: 1 hour Contact Hours: 5 Credit Hours: 3

MAT 120 Medical Administrative Procedures I
Prerequisite: As required by the college
This course introduces medical office administrative procedures. Topics include appointment scheduling, telephone techniques, managing the physician's schedule, handling mail, preparing and maintaining medical records, and patient orientation. Upon completion, students should be able to perform basic medical administrative skills.
Lecture: 2 hours Lab: 1 hour Contact Hours: 5 Credit Hours: 3

MAT 121 Medical Administrative Procedures II
Prerequisite: As required by college
This course introduces medical office administrative procedures not covered in Medical Administrative Procedures I. Topics include fees, credit, and collections, banking, bookkeeping Payroll, and computerized finance applications. Upon completion students should be able to manage financial aspects of medical offices.
Lecture: 2 hours Lab: 1 hour Contact Hours: 5 Credit Hours: 3

MAT 123 Medical Business Practices I
Prerequisite: As required by college
This course introduces practices expected of the medical assistant in a healthcare business setting. Topics include, but are not limited to, inputting patient data, utilizing practice management software to include scheduling, routine maintenance of administrative and/or clinical equipment, and sensitivity when managing client needs. Upon completion, students should be able to perform basic medical business skills.
Lecture: 1 hours Lab: 1 hour Contact Hours: 4 Credit Hours: 2

MAT 124 Medical Business Practices II
Prerequisite: As required by college
This course introduces medical business practices not covered in Medical Business Practices I. Topics include, but are not limited to, fiscal management practices (to include paper and/or electronic bookkeeping, banking, and payroll procedures). This course also includes concepts of insurance and third-party reimbursement and eligibility requirements for filing insurance claims. Concepts of outpatient procedural and diagnostic coding will be included in this course of study. Upon completion, students should be able to manage the medical business and insurance procedures at an intermediate level.
Lecture: 3 hours Lab: 1 hour Contact Hours: 6 Credit Hours: 4

MAT 125 Laboratory Procedures I for the Medical Assistant
Prerequisite: None
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective diagnostic tests, such as a CBC, screening and follow-up of test results and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.
Lecture: 2 hours Lab: 1 hour Contact Hours: 5 Credit Hours: 3

MAT 128 Medical Law and Ethics for the Medical Assistant
Prerequisite: As required by college
This course provides basic information related to the legal relationship of patient and physician. Topics to be covered include creation and termination of contracts, implied and informed consent, professional liability, invasion of privacy, malpractice, tort, liability, breach of contract, and the Medical Practice Act. Upon completion, students should be able to recognize ethical and legal implications of these topics as they relate to the medical assistant.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

MAT 200 Management of Office Emergencies
Prerequisite: None
This course is designed to instruct students in handling emergencies in the medical office. Emergencies presented will include cardiovascular emergencies, diabetic emergencies, seizures,

syncope, hyperthermia and hypothermia, shock, musculoskeletal emergencies, and poisoning. Upon completion, students should be able to recognize emergency situations and take appropriate actions.

Lecture: 2 hours Lab: 0 hours Contact Hours: 2 Credit Hours: 2

MAT 211 Clinical Procedures II for the Medical Assistant

Prerequisite: MAT 111

This course includes instruction in vital signs and special examination procedures. Emphasis is placed on interviewing skills, appropriate triage and preparing patients for diagnostic procedures. Upon completion, students should be able to assist with special procedures.

Lecture: 2 hours Lab: 1 hour Contact Hours: 5 Credit Hours: 3

MAT 215 Laboratory Procedures II for the Medical Assistant

Prerequisite: None

This course instructs the student in the fundamental theory and lab application for the medical office. Microbiology, urinalysis, serology, blood chemistry, and venipuncture theory as well as venipuncture collection procedures are discussed and performed. Upon completion, students should be able to perform basic lab tests/skills on course topics.

Lecture: 2 hours Lab: 1 hour Contact Hours: 5 Credit Hours: 3

MAT 216 Pharmacology for the Medical Office

Prerequisite: MAT 111

This course teaches the commonly administered drugs used in the medical field including their classifications, actions, indications, contraindications, and side effects on the body. Correct demonstration of drug calculation, preparation, administration, and documentation are also taught. Upon completion, students should be able to demonstrate safe drug administration and recognize common medical classifications and their patient implications.

Lecture: 3 hours Lab: 1 hour Contact Hours: 6 Credit Hours: 4

MAT 218 EKG Technician

Prerequisite: None

This course provides students with an overview of cardiovascular electrophysiology and its role in health care delivery. Topics include cardiovascular anatomy, physiology and electrophysiology, interpretation of rhythm strips and diagnostic electrocardiography. Students should be able to secure an EKG tracing, troubleshoot problems with the acquisition of an EKG tracing, and interpret simple EKG rhythm strips.

Lecture: 2 hours Lab: 1 hour Contact Hours: 4 Credit Hours: 3

MAT 229 Medical Assisting Practicum

Prerequisite: None

This course is designed to provide the opportunity to apply clinical, laboratory, and administrative skills in a physician's office, clinic or outpatient facility. The student will gain experience in applying knowledge learned in the classroom in enhancing competence, in strengthening professional communications and interactions. Upon completion, students should be able to

perform as an entry-level Medical Assistant. Content of this course is aligned with standards and guidelines from the American Association of Medical Assisting.
Lecture: 0 hours Lab: 3 hours Contact Hours: 15 Credit Hours: 3

MAT 239 Phlebotomy Preceptorship
Prerequisite: OAD 211, MAT 125, and MAT 215
This course is designed to provide the opportunity to apply phlebotomy techniques in the physician's clinic and hospital setting. Emphasis is placed on training individuals to properly collect and handle blood specimens for laboratory testing and to interact with health care personnel, patients and the general public. Upon completion, students should be prepared for entry-level phlebotomy and to sit for the Phlebotomy Technician Examination (ASCP).
Lecture: 0 hours Lab: 3 hours Contact Hours: 15 Credit Hours: 3

MRT – MARINE TECHNOLOGY

MRT 101 Marine Engines and Drives
Prerequisite: As determined by College
Corequisites: None
Students will be introduced to professional work standards; shop safety; and the proper use of hand, measuring and precision tools. Students will learn the fundamentals of engine repair and operation for the internal combustion engine, including two-stroke and four-stroke operations. Also covered will be the lubrication, cooling and exhaust systems as well as the differences between outboard and stern drive systems. Students will learn to perform the steps required to diagnose and service marine engines with mechanical-related concerns.
Lecture: 2 hours Lab: 1 hour Contact Hours: 4 Credit Hours: 3

MRT 108 Marine Rigging and Trailers
Prerequisite: As determined by College
Corequisites: None
Students will learn to perform procedures for rigging outboard motors, aligning sterndrive engines, instrument gauge installation and electrical hookup, remote control, and predelivery adjustments. The importance of rigging, as it relates to customer satisfaction, will be emphasized. Students also will perform setup, installation and maintenance procedures for common optional equipment, including trailers, trolling motors and depth finders. Introduction to the use of trailers, trailer adjustments, wheel bearings maintenance, lighting (LED/incandescent) and vehicle connectors.
Lecture: 1 hours Lab: 2 hours Contact Hours: 5 Credit Hours: 3

MRT 200 Marine Engines and Outboard Drives
Prerequisite: None
Corequisites: None
Students will be introduced to professional work standards; shop safety; and the proper use of hand tools, measuring, precision instruments and diagnostic devices for outboard engines and drive systems. Students will learn the fundamentals of engine operation and repair for the internal combustion engine, including two-stroke and four-stroke operations. Also covered will be the

lubrication, cooling, ignition, fuel delivery and exhaust systems. Students will learn to perform the steps required to diagnose and service marine engines with electromechanical-related concerns.
Lecture: 1 hours Lab: 2 hours Contact Hours: 5 Credit Hours: 3

MRT 219 Hydraulics
Prerequisite: As required by program
This course is designed to introduce to ideals, concepts, theories, and principles of the application of hydraulics in an industrial setting. After completing the course, the student should have a basic knowledge of hydraulics to apply in an industrial environment.
Lecture: 1 hours Lab: 2 hours Contact Hours: 5 Credit Hours: 3

MRT 220 Marine Engines and Stern Drives
Prerequisite: As required by program
Corequisites: None
Students will be introduced to professional work standards, shop safety, and the proper use of hand tools, measuring precision instruments and diagnostic devices for stern drive engines and drive systems. Students will learn the fundamentals of engine operation and repair for the internal combustion engine. Also covered will be the lubrication, cooling, ignition, fuel delivery and exhaust systems. Students will learn to perform the steps required to diagnose and service marine engines with electromechanical-related concerns.
Lecture: 1 hours Lab: 2 hours Contact Hours: 5 Credit Hours: 3

MRT 222 Heavy Equipment Safety
Prerequisite: As required by program
This course is designed to provide safety guidelines for the operation, maintenance, and transportation of heavy equipment. It prepares the student in the use of signs and barricades and the safety of those working in the vicinity of heavy equipment, as well as trenching safety issues.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

MRT 262 Apprenticeship/Work Based Learning I
Prerequisite: Must have prior approval of instructor
Corequisites: None
This course is one of a series wherein the student works on a part-time basis in a job directly related to marine mechanics. In these courses, the employer specifies the student's objectives and evaluates the student's productivity. Upon completion, the student will demonstrate skills learned in an employment setting and prepare and deliver a multimedia presentation of his experience to other students. **Must include a minimum of 15 hours per week of employment.**
Lecture: 0 hours Lab: 3 hours Contact Hours: 6 Credit Hours: 3

MRT 264 Apprenticeship/Work Based Learning II
Prerequisite: MRT 262 and prior approval of instructor
Corequisites: None

This course is one of a series wherein the student works on a part-time basis in a job directly related to marine mechanics. In these courses, the employer specifies the student's objectives and evaluates the student's productivity. Upon completion, the student will demonstrate skills learned in an employment setting and prepare and deliver a multimedia presentation of his experience to other students. **Must include a minimum of 15 hours per week of employment.**
Lecture: 0 hours Lab: 3 hours Contact Hours: 6 Credit Hours: 3

MRT 266 Apprenticeship/Work Based Learning III
Prerequisite: MRT 264 and prior approval of instructor
Corequisites: None
This course is one of a series wherein the student works on a part-time basis in a job directly related to marine mechanics. In these courses, the employer specifies the student's objectives and evaluates the student's productivity. Upon completion, the student will demonstrate skills learned in an employment setting and prepare and deliver a multimedia presentation of his experience to other students. **Must include a minimum of 15 hours per week of employment.**
Lecture: 0 hours Lab: 3 hours Contact Hours: 6 Credit Hours: 3

MSP – MACHINE SHOP TECHNOLOGY

MSP 101 Basic Machining Technology
Prerequisite: None
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This is a **CORE** course.
Lecture: 1 hour Lab: 4 hours Contact Hours: 9 Credit Hours: 5

MSP 102 Intermediate Machining Technology
Prerequisite: MSP 125
This course provides additional instruction and practice in use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on set-up and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling. This is a **CORE** course.
Lecture: 1 hour Lab: 4 hours Contact Hours: 11 Credit Hours: 5

MSP 103 Advanced Machining Technology
Prerequisite: MSP 125
This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced set-ups. Upon completion, students should be able to produce a part to specifications.
Lecture: 1 hour Lab: 4 hours Contact Hours: 11 Credit Hours: 5

MSP 104 Basic Machining Calculations
Prerequisite: None
This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations. This is a **CORE** course.
Lecture: 1 hour Lab: 1 hour Contact Hours: 3 Credit Hours: 2

MSP 105 Lathes
Prerequisite: None
This course covers the operations and safety practices for engine lathes. Topics include turning, grinding, boring, chamfering, necking, grooving, and threading. Upon completion, students should be able to safety operate an engine lathe using appropriate attachments.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

MSP 107 Milling Machines
Prerequisite: None
This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual vertical milling techniques to produce machine tool projects.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

MSP 111 Introduction to Computer Numerical Control
Prerequisite: None
This course introduces the concepts and capabilities of computer numeric control (CNC) machine tools. Topics include set-up, operation, and basic applications. Upon completion, students should be able to develop a basic CNC program to safely operate a lathe and milling machine. This is a **CORE** course.
Lecture: 1 hour Lab: 1 hour Contact Hours: 3 Credit Hours: 2

MSP 112 Basic Computer Numerical Control Turning
Prerequisite: None
This course introduces the programming, set-up, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

MSP 121 Basic Blueprint Reading for Machinists
Prerequisite: None
This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations.

Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. This is a **CORE** course.
Lecture: 1 hour Lab: 1 hour Contact Hours: 3 Credit Hours: 2

MSP 125 Introduction to Machining Technology
Prerequisite: None
This course introduces precision machining processes as they relate to the metalworking industry. Topics include machine shop safety, precision measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform basic measurement and layout, drilling, sawing, turning, and milling to make parts and tools.
Lecture: 1 hour Lab: 2 hour Contact Hours: 7 Credit Hours: 3

MSP 132 Grinding Machines
Prerequisite: MSP 125
This course provides instruction and practice in the use of grinding machines. Emphasis is placed on construction, operation, and maintenance of grinding machines. Upon completion, students should be able to perform essential procedures on grinding machines.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

MSP 142 Advanced Machining Calculations
Prerequisite: MSP 104
This course emphasizes advanced calculations common to machining operations. Students use these calculations for advanced applications for machine set-up and planning. Specific topics include positive and negative numbers, symbolism, and algebraic expressions and operations. At the conclusion of this course students will be able to apply advanced machine calculations to equipment set-up and planning.
Lecture: 1 hour Lab: 1 hour Contact Hours: 2 Credit Hours: 2

MSP 171 Intermediate Blueprint Reading
Prerequisite: None
This course will build on Basic Blueprint Reading for Machinists. Topics include auxiliary and sectional views, tolerancing methods, symbols, and arrangement of views.
Lecture: 1 hour Lab: 1 hour Contact Hours: 3 Credit Hours: 2

MSP 181 Special Topics in Machine Shop Technology
Prerequisite: None
This course is a guided independent study of special projects in Machine Shop Technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.
Lecture: 1 hour Lab: 1 hour Contact Hours: 3 Credit Hours: 2

MSP 182 Special Topics in Machine Shop Technology
Prerequisite: None
This course is a guided independent study of special projects in Machine Shop Technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.
Lecture: 0 hours Lab: 2 hours Contact Hours: 4 Credit Hours: 2

MTH - MATHEMATICS

MTH 098 Elementary Algebra
Prerequisite: None
This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations and inequalities in two variables and systems of equations. This course does not apply toward the general core requirement for mathematics.
Code C Lecture: 4 hours Lab: 0 hours Credit Hours: 4

MTH 099 Support for Intermediate College Algebra
Prerequisite: Appropriate mathematics placement score or MTH 098 Elementary Algebra
(Note: MTH 099 is required for students completing MTH 098 Elementary Algebra.)
Corequisite: MTH 100 Intermediate College Algebra.
This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 100. The material covered in this course is parallel to and supportive of the material taught in MTH 100. Emphasis is placed on providing students with additional academic and non-cognitive support with the goal of success in the students' paired MTH 100 class. This course does not apply toward the general core requirement for mathematics.
Code C Lecture: 1 hour Lab: 0 hours Credit Hours: 1

MTH 100 Intermediate College Algebra
Prerequisite: MTH 098 with grade of "C" or higher or appropriate mathematics placement score
Corequisite: MTH 099, if required. (Note that MTH 099 is required for students completing MTH 098.)
This course provides a study of algebraic techniques such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations and quadratic equations. Functions and relations are introduced and graphed. This course does not apply toward the general core requirement for mathematics.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

MTH 108 Quantitative Reasoning
Prerequisite: None
This course is intended for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus). It provides a foundation in thinking quantitatively. An emphasis is placed on real-world applications. Topics include

mathematical reasoning, data interpretation, problem-solving strategies, equation solving, number sense, probability, counting principles, geometric applications, and measurement.
Code C Lecture: 3 hour Lab: 0 hours Credit Hours: 3

MTH 109 Support for Finite Mathematics
Prerequisite: Appropriate mathematics placement score or MTH 098 Elementary Algebra
Corequisite: MTH 110 Finite Mathematics
This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 110. The material covered in this course is parallel to and supportive of the material taught in MTH 110. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 110 class. This course does not apply toward the general core requirement for mathematics.
Code C Lecture: 1 hour Lab: 0 hours Credit Hours: 1

MTH 110 Finite Mathematics
Prerequisite: Grade of C or higher in MTH 098 (Elementary Algebra) or appropriate mathematics placement score
Corequisite: MTH 109 or other mandatory support, if required. (Note that MTH 109 is required for students moving directly from MTH 098 to MTH 110. In addition, MTH 109 is required for students that completed MTH 100 but did not receive grade of "C" or higher in that course.)
This course provides an overview of topics in finite mathematics together with their applications and is intended for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus). The course introduces logic, set theory, counting techniques, basic probability, statistics, and personal finance.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

MTH 111 Support for Pre-calculus Algebra
Prerequisite: Appropriate mathematics placement score or MTH 100
Corequisite: MTH 112
This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 112. The material covered in this course is parallel to and supportive of the material taught in MTH 112. Emphasis is placed on providing students with additional academic and non-cognitive support with the goal of success in the students' paired MTH 112 class. This course does not apply toward the general core requirement for mathematics.
Code C Lecture: 1 hour Lab: 0 hours Credit Hours: 1

MTH 112 Pre-calculus Algebra
Prerequisite: Successful completion of MTH 100 with a grade of "C" or higher or appropriate placement
Corequisite: MTH 111, if required
This course emphasizes the algebra of functions - including polynomial, rational, exponential, and

logarithmic functions. In addition, the course covers non-linear inequalities as well as systems of linear and non-linear equations and inequalities.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

MTH 113 Pre-calculus Trigonometry
Prerequisite: Grade of "C" or higher in MTH 112 or appropriate placement scores
This course includes the study of trigonometric (circular) functions and inverse trigonometric functions as well as extensive work with trigonometric identities, equations, and formulas. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar graphs. Additional topics may include conic sections and product-sum formulas.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

MTH 115 Pre-calculus Algebra & Trigonometry
Prerequisite: As determined by college but may be no less than a "C" or higher in MTH 100 and permission from the department chairperson
This course is a one semester accelerated combination of Precalculus Algebra (MTH 112) and Precalculus Trigonometry (MTH 113). This course is intended for students with a strong background in college preparatory mathematics. The course includes the algebra of functions (including polynomial, rational, exponential, and logarithmic functions) as well as the study of trigonometric functions and inverse trigonometric functions. This course also includes extensive work with trigonometric identities, equations, and formulas; vectors; complex numbers; and polar graphs.
Code A Lecture: 4 hours Lab: 0 hours Credit Hours: 4

MTH 116 Mathematical Applications
Prerequisite: None
This course provides practical applications of mathematics and includes selected topics from consumer math, algebra, and geometry. The course covers integers, percent, interest, ratio and proportion, measurement systems, linear equations, and problem solving.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

MTH 120 Calculus and Its Applications
Prerequisite: Grade of C or higher in MTH 112, 113, or 115 or appropriate placement score
This course is intended to give a broad overview of calculus. It includes limits, differentiation, and integration of algebraic, exponential, logarithmic, and multi-variable functions with applications to business, economics, and other disciplines. This course may also include LaGrange multipliers, extrema of functions of two variables, method of least squares, linear approximation, and linear programming.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

MTH 125 Calculus I
Prerequisite: Grade of "C" or higher in MTH 113 or 115 or appropriate placement score

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.

Code A Lecture: 4 hours Lab: 0 hours Credit Hours: 4

MTH 126 Calculus II

Prerequisite: Grade of "C" or higher in MTH 125

This is the second of three courses in the basic calculus sequence. Topics include applications of integration, techniques of integration, infinite series, polar coordinates, and parametric equations, lines and planes in space, and vectors in the plane and in space.

Code A Lecture: 4 hours Lab: 0 hours Credit Hours: 4

MTH 227 Calculus III

Prerequisite: Grade of "C" or higher in MTH 126

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, curl and divergence, surface integrals, and Stokes' Theorem).

Code A Lecture: 4 hours Lab: 0 hours Credit Hours: 4

MTH 231 Math for the Elementary Teacher I

Prerequisite: Grade of "C" or higher in MTH 100 or appropriate placement score

This course is designed to develop a deeper understanding of elementary school mathematics content needed for teaching. The course is designed to develop conceptual understanding of number systems and operations by focusing on basic concepts and principles, exploring multiple representations and strategies, and illuminating connections among concepts and procedures. Topics include whole numbers and integers, fractions, ratio, percent, decimals, and arithmetic operations within these systems.

Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

MTH 232 Math for the Elementary Teacher II

Prerequisite: Grade of "C" or higher in MTH 100 or appropriate placement score

This course is designed to provide mathematical insights into measurement and geometry for students majoring in elementary education. Topics include geometric shapes (two- and three-dimensional), measurement, congruence and similarity, symmetry, and transformations.

Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

MTH 237 Linear Algebra

Prerequisite: Grade of "C" or higher in MTH 126

This course introduces the basic theory and application of the following topics: systems of linear equations and matrices, (finite-dimensional) vector spaces, linear transformations and matrices,

determinants, eigenvalues and eigenvectors, inner product and orthogonality, Gram-Schmidt, least squares, and the diagonalization of symmetric matrices.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

MTH 238 Applied Differential Equations I
Prerequisite: Grade of "C" or higher in MTH 126
Co-requisite: MTH 227
This course is an introduction to techniques for solving differential equations with applications. Topics include solving first order differential equations, applications to various models (e.g. populations, motion, chemical mixtures, etc.), solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters, and Laplace transform). Series solutions and solutions to systems are also covered.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

MTH 265 Elementary Statistics
Prerequisite: Grade of "C" or higher in MTH 100 or appropriate placement score
This course provides an introduction to methods of statistics and includes the following topics: sampling, frequency distributions, measures of central tendency and variation, probability, discrete and continuous distributions, graphic representation, hypothesis testing, confidence intervals, regression, and applications.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

MUL – MUSIC ENSEMBLE

MUL 101-102; 201-202 Class Piano I, II, III, IV
MUL 111-112; 211-212 Class Voice I, II, III, IV
MUL 121-122; 221-222 Class Strings I, II, III, IV
MUL 131-132; 231-232 Class Woodwinds I, II, III, IV
MUL 141-142; 241-242 Class Brass I, II, III, IV
MUL 151-152; 251-252 Class Percussion I, II, III, IV
MUL 161-162; 261-262 Fretted Instruments I, II, III, IV
Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.
Code B Lecture: 0 hours Lab: 1 hour Contact: 2 hours Credit Hours: 1

MUL 170-171; 270-271 Music Workshop I, II, III, IV
Prerequisite: None
This course is a seminar clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon

completion, students should be able to effectively participate in performances presented by this type of ensemble.
Code C Lecture: 0 hours Lab: 2 hours Contact: 4 hours Credit Hours: 2

MUL 180-181; 280-281 Chorus I, II, III, IV
MUL 182-183; 282-283 Vocal Ensemble I, II, III, IV
MUL 184-185; 284-285 Jazz/Show Choir I, II, III, IV
MUL 190-191; 290-291 Concert Band I, II, III, IV
MUL 192-193; 292-293 Instrumental Ensemble I, II, III, IV
MUL 194-195; 294-295 Orchestra I, II, III, IV
MUL 196-197; 296-297 Jazz/Show Band I, II, III, IV
The music ensemble courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Students will be expected to participate in performances presented by the ensemble.
Code B Lecture: 0 hours Lab: 2 hours Contact: 4 hours Credit Hours: 2

MUS – MUSIC

MUS 101 Music Appreciation
Prerequisite: None
This is a survey course that requires no previous musical skills. The course covers a minimum of three stylistic periods of music, provides a multicultural perspective, and includes both vocal and instrumental genres. It includes the aesthetic/stylistic characteristics of historical periods and an aural perception of the elements of music.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

NUR - NURSING

NUR 112 Fundamental Concepts of Nursing
Prerequisites: Admission to the Nursing Program
Co-requisites: BIO 201, MTH 100 or higher
This course teaches foundational knowledge of nursing concepts and clinical decision-making to provide evidence-based nursing care. Content includes but is not limited to: healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.
Lecture: 4 hours Lab: 2 hours Clinical: 1 hour Contact Hours: 13 Credit Hours: 7

NUR 113 Nursing Concepts I
Prerequisites: NUR 112, BIO 201, MTH 100 or higher
Co-requisites: BIO 202, ENG 101, PSY 210
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager

of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance.
Lecture: 4 hours Lab: 1 hour Clinical: 3 hours Contact Hours: 16 Credit Hours: 8

NUR 114 Nursing Concepts II
Prerequisites: NUR 113, ENG 101, BIO 202, PSY 210
Co-requisites: NUR 115, SPH 106 or SPH 107
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.
Lecture: 5 hours Lab: 0 hours Clinical: 3 hours Contact Hours: 14 Credit Hours: 8

NUR 115 Evidence Based Clinical Reasoning
Prerequisites: NUR 113, PSY 210, ENG 101, BIO 202
Co-requisites: NUR 114, SPH 106 or SPH 107
This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains.
Lecture: 1 hour Lab: 0 hours Clinical: 1 hour Contact Hours: 4 Credit Hours: 2

NUR 209 Concepts for Healthcare Transition Students
Prerequisite: MTH 100 or higher; BIO 201, BIO 202, ENG 101, SPH 106 or SPH 107, PSY 210
Co-requisites: As required by program
This course focuses on application of nursing concepts to assist health care professionals to transition into the role of the registered nurse. Emphasis in this course is placed on evidenced based clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan.
Lecture: 6 hours Lab: 1 hour Clinical: 3 hours Contact Hours: 18 Credit Hours: 10

NUR 211 Advanced Nursing Concepts
Prerequisites: NUR 114, NUR 115, SPH 106 or SPH 107
Co-requisites: BIO 220
This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to: manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies.
Lecture: 4 hours Lab: 0 hours Clinical: 3 hours Contact Hours: 13 Credit Hours: 7

NUR 221 Advanced Evidence Based Clinical Reasoning
Prerequisites: BIO 220, NUR 211
Co-requisites: HUM Elective (Ethics preferred)
This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content

in nursing and health care domains includes management of care, professionalism, and health care delivery system.
Lecture: 3 hours Lab: 0 hours Clinical: 4 hours Contact Hours: 15 Credit Hours: 7

OAD – OFFICE ADMINISTRATION

OAD 100 Intro to Keyboarding and Technology
Prerequisite: None
This course is designed to enable the student to develop touch keyboarding skills for efficient use of microcomputer through classroom instruction and lab exercises. Upon completion, the student should be able to demonstrate proper keying technique and basic computer skills.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

OAD 101 Beginning Keyboarding
Prerequisite: None
This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using a keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business document such as memoranda, letters, reports, etc.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

OAD 103 Intermediate Keyboarding
Prerequisite: OAD 101
This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents. This is a **CORE** course.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

OAD 125 Word Processing
Prerequisite: OAD 101
This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports. This is a **CORE** course.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

OAD 131 Business English
Prerequisite: None

This course is designed to develop the student's ability to use proper English. Emphasis is on grammar, spelling, vocabulary, punctuation, word usage, word division, and proofreading. Upon completion, the student should be able to communicate effectively.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

OAD 135 Financial Record Keeping
Prerequisite: None
This course is designed to provide the student with an understanding of the accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion, the student should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

OAD 137 Computerized Financial Record Keeping
Prerequisite: OAD 135 and/or BUS 241
This course is designed to provide the student with skill in using the microcomputer to enter financial data through classroom instruction and outside lab. Emphasis is on the use of appropriate software in the preparation of journals, financial statements, and selected payroll records. Upon completion, the student will be able to demonstrate the ability to use a microcomputer system to record financial data.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

OAD 138 Records/Information Management
Prerequisite: None
This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the students should be able to perform basic filing procedures. This is a **CORE** course.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

OAD 211 Medical Terminology
Prerequisite: None
This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of medical terms. Upon completion, the student should be able to communicate effectively using medical terminology.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

OAD 214 Medical Office Procedures
Prerequisite: None
This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, the production of appropriate forms and reports, and

office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

OAD 215 Health Information Management
Prerequisite: None
This course is designed to promote an understanding of the structure, analysis, and management of medical records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

OAD 216 Advanced Health Information Management
Prerequisite: OAD 215
This course is designed as a continuation of OAD 215 Health Information Management. It is designed to promote an advanced understanding of the structure, analysis, and management of medical and insurance records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

OAD 243 Spreadsheet Applications
Prerequisite: None
This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

OAD 244 Database Applications
Prerequisite: OAD 101
This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output such as documents and reports.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

OAD 246 Office Graphics and Presentations
Prerequisite: OAD 101
This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and lab exercise. Emphasis is on available software tools, presentation

options and design, as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ORI - ORIENTATION

ORI 101 Orientation to College
Prerequisite: As required by program
This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution.
Code C Lecture: 1 hour Lab: 0 hours Credit Hours: 1

ORI 105 Orientation and Student Success
Prerequisite: None
This course is designed to orient students to the college experience by providing them with tools needed for academic and personal success. Topics include: developing an internal focus of control, time management and organizational skills, critical and creative thinking strategies, personal and professional maturity, and effective study skills for college and beyond.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

PED – PHYSICAL EDUCATION

PED 100 Fundamentals of Fitness
Prerequisite: None
This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

PED 103 Weight Training (Beginning)
Prerequisite: None
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight-training program.
Code C Lecture: 0 hours Lab: 1 hour Credit Hours: 1

PED 104 Weight Training (Intermediate)
Prerequisite: None
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight-training program.
Code C Lecture: 0 hours Lab: 1 hour Credit Hours: 1

PED 105 Personal Fitness
Prerequisite: None
This course is designed to provide the student with information allowing him/her to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility, and body composition. The course may be repeated for credit.
Code C Lecture: 0 hours Lab: 1 hour Credit Hours: 1

PED 118 General Conditioning (Beginning)
Prerequisite: None
This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up an engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program.
Code C Lecture: 0 hours Lab: 1 hour Credit Hours: 1

PED 119 General Conditioning (Intermediate)
Prerequisite: PED 118
This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program.
Code C Lecture: 0 hours Lab: 1 hour Credit Hours: 1

PED 120 Techniques of Dual and Individual Sports
Prerequisite: None.
This course introduces the fundamentals of popular dual and individual sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion, students should be able to demonstrate knowledge of the sports covered.
Code C Lecture: 2 hours Lab: 0 hours Credit Hours: 2

PED 200 Foundations of Physical Education
Prerequisite: None
In this course, the history, philosophy, and objectives of health, physical education, and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors.
Code B Lecture: 3 hours Lab: 0 hours Credit Hours: 3

PED 224 Principles of Nutrition
Prerequisite: As required by program.
This course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed. **NOTE:** This course is a suitable substitute for HEC 140.
Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

PED 252 Varsity Baseball I
Prerequisite: None
This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.
Code C Lecture: 0 hours Lab: 1 hour Credit Hours: 1

PED 253 Varsity Golf I
Prerequisite: None
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.
Code C Lecture: 0 hours Lab: 1 hour Credit Hours: 1

PED 254 Varsity Softball I
Prerequisite: None
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball.
Code C Lecture: 0 hours Lab: 1 hour Credit Hours: 1

PED 255 Varsity Tennis I
Prerequisite: None
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, strokes, and paced strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.
Code C Lecture: 0 hours Lab: 1 hour Credit Hours: 1

PED 261 Varsity Baseball II
Prerequisite: As required by program.
This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction

and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level.
Code C Lecture: 0 hours Lab: 1 hour Credit Hours: 1

PED 262 Varsity Baseball III
Prerequisite: As required by program.
This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level.
Code C Lecture: 0 hours Lab: 1 hour Credit Hours: 1

PED 263 Varsity Baseball IV
Prerequisite: As required by program.
This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level.
Code C Lecture: 0 hours Lab: 1 hour Credit Hours: 1

PED 268 Varsity Golf II
Prerequisite: As required by program.
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.
Code C Lecture: 0 hours Lab: 1 hour Credit Hours: 1

PED 269 Varsity Golf III
Prerequisite: As required by program.
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.
Code C Lecture: 0 hours Lab: 1 hour Credit Hours: 1

PED 270 Varsity Golf IV
Prerequisite: As required by program.
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. This course builds upon previous instruction and provides

additional opportunities to develop skills. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.
Code C Lecture: 0 hours Lab: 1 hour Credit Hours: 1

PED 271 Varsity Softball II
Prerequisite: As required by program.
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive softball.
Code C Lecture: 0 hours Lab: 1 hour Credit Hours: 1

PED 272 Varsity Softball III
Prerequisite: As required by program.
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive softball.
Code C Lecture: 0 hours Lab: 1 hour Credit Hours: 1

PED 273 Varsity Softball IV
Prerequisite: As required by program.
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive softball.
Code C Lecture: 0 hours Lab: 1 hour Credit Hours: 1

PED 274 Varsity Tennis II
Prerequisite: As required by program.
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive tennis.
Code C Lecture: 0 hours Lab: 1 hour Credit Hours: 1

PED 275 Varsity Tennis III
Prerequisite: As required by program.
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. This course builds upon previous instruction and provides additional

opportunities to develop skills. Upon completion, students should be able to play competitive tennis.
Code C Lecture: 0 hours Lab: 1 hour Credit Hours: 1

PED 276 Varsity Tennis IV
Prerequisite: As required by program.
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive tennis.
Code C Lecture: 0 hours Lab: 1 hour Credit Hours: 1

PHL – PHILOSOPHY

PHL 206 Ethics and Society
Prerequisite: None
This course involves the study of ethical issues that confront individuals in contemporary society. The focus is on meta-ethics, normative ethics, and applied ethics. The student should be able to understand and be prepared to use moral reasoning in making decisions regarding ethical issues.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

PHS – PHYSICAL SCIENCE

PHS 111 Physical Science I
Prerequisite: None
This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required.
Code A Lecture: 3 hours Lab: 1 hour Credit Hours: 4

PHS 112 Physical Science II
Prerequisite: None
This course provides the non-technical student with an introduction to the basic principles of chemistry and physics. Laboratory is required.
Code A Lecture: 3 hours Lab: 1 hour Credit Hours: 4

PHY - PHYSICS

PHY 120 Introduction to Physics
Prerequisite: MTH 098 or higher
This course provides an introduction to general physics for non-science majors. Topics in fundamentals of mechanics, properties of matter, heat and temperature, simple harmonic motion, SHM, waves and sound, electricity and magnetism, optics and modern physics. Laboratory is required.
Code A Lecture: 3 hours Lab: 1 hour Credit Hours: 4

PHY 201 General Physics I-Trig Based
Prerequisite: MTH 113 or equivalent
This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include kinematics, Newton's laws of motion, conservation of momentum and energy, and the laws of thermodynamics. The contributions of physics to modern technology and society are considered. A laboratory is required.
Code A Lecture: 3 hours Lab: 1 hour Credit Hours: 4

PHY 202 General Physics II -- Trig Based
Prerequisite: PHY 201
This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave mechanics, electromagnetism, light, and optics. The contributions of physics to modern technology and society are considered. A laboratory is required.
Code A Lecture: 3 hours Lab: 1 hour Credit Hours: 4

PHY 213 General Physics with Calculus I
Prerequisite: MTH 125
This course is the first course in a two-part sequence of the calculus-based study of classical physics. Topics include kinematics, Newtonian Mechanics, the conservation of momentum and energy, and thermodynamics. Laboratory is required.
Code A Lecture: 3 hours Lab: 1 hour Credit Hours: 4

PHY 214 General Physics with Calculus II
Prerequisite: PHY 213
This course is the second course in a two-part sequence of the calculus-based study of classical physics. Topics include electromagnetism, light, and optics. Laboratory is required.
Code A Lecture: 3 hours Lab: 1 hour Credit Hours: 4

POL – POLITICAL SCIENCE

POL 200 Introduction to Political Science
Prerequisite: None
This course is an introduction to the field of political science through examination of the fundamental principles, concepts, and methods of the discipline, and the basic political processes and institutions of organized political systems. Topics include approaches to political science, research methodology, the state, government, law, ideology, organized political influences, governmental bureaucracy, problems in political democracy, and international politics. Upon completion, students should be able to identify, describe, define, analyze, and explain relationships among the basic principles and concepts of political science and political processes and institutions of contemporary political systems.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

POL 211 American National Government
Prerequisite: None
This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

PSY - PSYCHOLOGY

PSY 200 General Psychology
Prerequisite: None
The course is a survey of the scientific study of psychological, biological, and socio-cultural factors that influence behavior and mental processes.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

PSY 210 Human Growth and Development
Prerequisite: PSY 200
This course is the study of the physical, cognitive, social, and emotional factors that affect human growth and development from conception to death.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

PSY 230 Abnormal Psychology
Prerequisite: PSY 200
This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders and mental deficiencies will be covered.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

REL - RELIGION

REL 100 History of World Religions
Prerequisite: None
This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions of the world.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

REL 151 Survey of the Old Testament
Prerequisite: None
This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student

should have an understanding of the significance of the Old Testament writings upon completion of this course.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

REL 152 Survey of the New Testament
Prerequisite: None
This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

SOC - SOCIOLOGY

SOC 200 Introduction to Sociology
Prerequisite: None
This course is an introduction to the vocabulary, concepts, and theoretical perspectives of sociology.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

SPA - SPANISH

SPA 101 Introductory Spanish I
Prerequisite: None
This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.
Code A Lecture: 4 hours Lab: 0 hours Credit Hours: 4

SPA 102 Introductory Spanish II
Prerequisite: SPA 101 or equivalent
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.
Code A Lecture: 4 hours Lab: 0 hours Credit Hours: 4

SPA 201 Intermediate Spanish I
Prerequisite: SPA 102 or equivalent

This course focuses on the further development of reading, listening, speaking, and writing skills in Spanish.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

SPA 202 Intermediate Spanish II
Prerequisite: SPA 201 or equivalent
This continuation course focuses on the further development of reading, listening, speaking, and writing skills in Spanish.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

SPH - SPEECH

SPH 106 Fundamentals of Oral Communication
Prerequisite: None
This is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. The course surveys current communication theory and provides practical application for workforce readiness.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

SPH 107 Fundamentals of Public Speaking
Prerequisite: None
This course explores principles of audience and environment analysis as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. Historical foundations, communication theories, and student performances are emphasized.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

THR – THEATRE ARTS

THR 120 Theatre Appreciation
Prerequisite: As required by program
This course is designed to increase appreciation of the art of theatre. Attendance at theatre productions will likely be required.
Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

WDT - WELDING

WDT 108 SMAW Fillet/OFC
Prerequisite: None
This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting.
Lecture: 2 hours Lab: 1 hour Contact Hours: 4 Credit Hours: 3

WDT 109 SMAW Fillet/PAC/CAC
Prerequisite: None
This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting.
Lecture: 2 hours Lab: 1 hour Contact Hours: 4 Credit Hours: 3

WDT 110 Industrial Blueprint Reading
Prerequisite: None
This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations, and weld symbols. Upon completion students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

WDT 115 Gas Tungsten Arc Welding (GTAW) Carbon Pipe
Prerequisite: None
This course is designed to provide the student with the practices and procedures of welding carbon pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation and fit-up to the applicable code.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

WDT 119 Gas Metal Arc/Flux Cored Arc Welding
Prerequisite: None
This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification.
Lecture: 2 hours Lab: 1 hour Contact Hours: 4 Credit Hours: 3

WDT 120 Shielded Metal Arc Welding Groove
Prerequisite: None
This course provides the student with instruction on joint design, joint preparation, and fit-up groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes.
Lecture: 2 hours Lab: 1 hour Contact Hours: 4 Credit Hours: 3

WDT 122 SMAW Fillet/OFC Lab
Prerequisite: None
This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion students should be able to make fillet welds in all positions using electrodes in the F3 groups in accordance with applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.
Lecture: 0 hours Lab: 3 hours Contact Hours: 6 Credit Hours: 3

WDT 123 SMAW Fillet/PAC/CAC Lab
Prerequisite: None
This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code.
Lecture: 0 hours Lab: 3 hours Contact Hours: 6 Credit Hours: 3

WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab
Prerequisite: None
This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases.
Lecture: 0 hours Lab: 3 hours Contact Hours: 6 Credit Hours: 3

WDT 125 Shielded Metal Arc Welding Groove Lab
Prerequisite: None
This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.
Lecture: 0 hours Lab: 3 hours Contact Hours: 6 Credit Hours: 3

WDT 155 Gas Tungsten Arc Welding Carbon Pipe Lab
Prerequisite: WDT 115
This course is designed to provide the student with the skills in welding carbon steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should

be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.
Lecture: 0 hours Lab: 3 hours Contact Hours: 6 Credit Hours: 3

WDT 182 Special Topics
Prerequisite: None
This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

WDT 217 SMAW Carbon Pipe
Co-requisite: WDT 257
This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on the pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable code.
Lecture: 1 hour Lab: 2 hours Contact Hours: 5 Credit Hours: 3

WDT 228 Gas Tungsten Arc Welding
Prerequisite: None
This course provides student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.
Lecture: 2 hours Lab: 1 hour Contact Hours: 4 Credit Hours: 3

WDT 257 SMAW Carbon Pipe Lab
Co-requisite: WDT 217
This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe-welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable code.
Lecture: 0 hours Lab: 3 hours Contact Hours: 6 Credit Hours: 3

WDT 268 Gas Tungsten Arc Lab
Prerequisite: WDT 228
This course provides student with skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.
Lecture: 0 hours Lab: 3 hours Contact Hours: 6 Credit Hours: 3

WKO – WORKPLACE SKILLS ENHANCEMENT

WKO 101 Workplace Skills Development I
Prerequisite: As required by program
This course emphasizes foundational information for students to develop knowledge and skills to prepare them for employment following completion of technical and academic programs. As part of this course students will participate in WorkKeys assessment and research related to the Labor Management Information (LMI). At the conclusion of this course, students will have knowledge and skills relevant to work ethic, communication, resume writing, job interviewing, dress and appearance, behavior, problem solving, decision making, and project management.
Lecture: 1 hour Lab: 0 hours Contact Hours: 1 Credit Hours: 1

WKO 110 NCCER Core
Prerequisite: None
Note: There is an approved plan of instruction for this course.
This course is designed to provide students with knowledge and skills related to multi-craft technicians in a variety of fields. Information in this course is based on the National Center for Construction Education and Research (NCCER) core curriculum and prepares students to test for the NCCER credential.
Lecture: 2 hours Lab: 1 hour Contact Hours: 4 Credit Hours: 3

WKO 131 MSSC Safety Course
Prerequisite: None
This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment. Topics covered include work in a safe and productive manufacturing workplace; perform safety and environmental inspections; perform emergency drills and participate in emergency teams; identify unsafe conditions and take corrective action; provide safety orientation for all employees; train personnel to use equipment safely; suggest process and procedures that support safety of work environment; fulfill safety and health requirements for maintenance, installation and repair; monitor safe equipment and operator performance; and utilize effective, safety-enhancing workplace practices. This course is equivalent to AUT 102. Students

completing this course will receive an MSSC certificate in Safety. Students completing courses WKO 131, 132, 133 and 134 will receive the Certified Production Technician credential.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

WKO 132 MSSC Quality Practices and Measurement Course
Prerequisite: WKO 131
This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment. Topics covered include participating in periodic internal quality audit activities; checking calibration of gages and other data collection equipment; suggesting continuous improvements; inspection of materials and product/process at all stages to ensure they meet specifications; documenting the results of quality problems; communicating quality problems; taking corrective actions to restore or maintain quality; recording process outcomes and trends; identifying fundamentals of blueprint reading; and using common measurement systems and precise measurement tools. This course is equivalent to ADM 106. Students completing this course will receive an MSSC certificate in quality practices and measurement. Students completing courses WKO 131, 132, 133 and 134 will receive the Certified Production Technician credential.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

WKO 133 MSSC Manufacturing Processes and Production Course
Prerequisite: WKO 131
This course is designed to provide students with knowledge and skills related to manufacturing processes and production in a manufacturing environment. Topics covered include identifying customer needs; determining resources available for the production process; setting up equipment for the production process; setting team production goals; making job assignments; coordinating work flow with team members and other work groups; communicating production and material requirements and product specifications; performing and monitoring the process to make the product; documenting product and process compliance with customer requirements; and preparing final product for shipping and distribution. This course is equivalent to AUT 144. Students completing this course will receive an MSSC certificate in manufacturing processes and production. Students completing courses WKO 131, 132, 133 and 134 will receive the Certified Production Technician credential.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

WKO 134 MSSC Maintenance Awareness Course
Prerequisite: WKO 131
This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment. Topics covered include preparing prevention maintenance and routine repair; monitoring indicators to ensure correct operations; performing all housekeeping to maintain production schedule; and recognizing potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with electrical systems, pneumatic systems, hydraulic systems, machine automation systems, lubrication systems, and bearings and couplings. This course is equivalent to MET 220.

Students completing this course will receive an MSSC certificate in maintenance awareness. Students completing courses WKO 131, 132, 133 and 134 will receive the Certified Production Technician credential.

Lecture: 3 hours **Lab: 0 hours** **Contact Hours: 3** **Credit Hours: 3**

PERSONNEL

Lynn, Jeff — **President**
B.S., Auburn University

FACULTY

Alleman, Ferg — **Performing Arts Instructor**
B.S., Troy University
M.S., Troy University

Anderson, Misty — **Nursing Instructor**
B.S.N., Auburn University at Montgomery
M.S.N., Troy University

Bailey, Ben — **Welding Instructor**
Certificate, Ayers State Technical College
(Welding Technology)

Beatty, Brittany — **English Instructor**
B.A., University of Montevallo
M.Ed., University of Montevallo

Blackerby, Katherine — **Speech Instructor**
B.S., University of North Alabama
M.A., University of Alabama

Bullington, Robert — **Adult Education Instructor**
B.S., Auburn University
M.B.C., Auburn University
M.Ed., Auburn University
Ed.S., Auburn University

Carr, Jeremy — **Chemistry Instructor**
B.A, Assumption College
M.Ed., Auburn University
Ph.D., University of Alabama

Carr, Scotty — **Machine Shop/Tool & Die Instructor**
Technical Division Chair
Certificate, Central Alabama Community College
(Machine Shop)
A.A.S., Central Alabama Community College

Clark, Vanessa — **Cosmetology Instructor**
Diploma, Southern Union State Community College
A.A.B., Western International University
B.S., University of Phoenix

Collins, Amanda — **Mathematics Instructor / Division Chair**
B.S., Auburn University
M.Ed., Auburn University

Collins, Andrew — **Biology Instructor**
B.S., Auburn University
M.S., Jacksonville State University

Colon, Amber — **English Instructor**
B.A., Tuskegee University
M.A., University of Alabama at Birmingham
Ph.D., University of Alabama

Cox, Angela — **Nursing Instructor - MAT**
A.D.N., Central Alabama Community College

Datiri, Yeipyeng — **Biology Instructor**
B.S., Tuskegee University
M.S., Tuskegee University

Davis, Robert — **Computer Science Instructor / Division Chair**
A.S., Calhoun State Community College
B.S., Athens State University
M.S., Florida Institute of Technology (Management)
M.S., Florida Institute of Technology (Information Systems)
Ph.D., University of Alabama

Dean, Jessica — **Nursing Instructor**
A.A.S., Central Alabama Community College
B.S.N., Auburn University Montgomery
M.S.N., Auburn University

Diamaduros, Dean — **Welding Instructor**
Short-Term Certificate, Central Alabama Community College (Welding Basic Shielded Metal)
Short-Term Certificate, Central Alabama Community College (Welding Basic Gas Tungsten)

Short-Term Certificate, Central Alabama Community College (Welding Basic Gas Metal)
Short-Term Certificate, Central Alabama Community College (Welding – Drafting Track)
A.O.T., Central Alabama Community College

Evans, Anne-Marie — **Psychology Instructor / Division Chair**
B.S., Auburn University at Montgomery
M.S., Auburn University at Montgomery (Psychology)
M.S., Kaplan University (Health Education)

Farr, Maribeth — **English Instructor**
B.S., Auburn University
M.Ed., Auburn University

Faucett, Daniel — **Biology Instructor**
B.S., Jacksonville State University
M.S., Alcorn State University

Filpponen, Kristine — **English Instructor**
B.A., University of Alabama
M.A., University of Montevallo

Forbus, Alicia — **Nursing Instructor**
Certificate, Central Alabama Community College (Practical Nursing)
A.A.S., Central Alabama Community College
B.S., University of Alabama at Birmingham
M.S.N., University of South Alabama

Gosa, Olivia — **Biology Instructor**
B.S., Mississippi State University
M.A., University of West Alabama

Gould, Alexander — **Mechatronics Instructor**
A.S., Community College of the Air Force (Technology Science)
A.S., Community College of the Air Force (Electronics Systems)
B.S., Trident University International

Grammer, Patrick — **Welding Instructor**
A.S., Gadsden State Community College
Certificate, Gadsden State Community College (Welding)

Hammond, Art — **Director of Facilities**
Certificate, Nunnelley State Technical College (HVAC Technology and Basic Electrical)

Hawes-Wood, Antweshia — **Adult Education Instructor**
B.S., Alabama State University
M.S., Troy University (Counseling and Psychology)
M.S., Troy University (Social Work)

Holt, Will — **Marine Technology Instructor**
A.A.T., Trenholm State Technical College

House, Christopher — **Computer Science Instructor**
B.B.A., University of Montevallo
M.B.A., Samford University

Hurst, James — **History Instructor**
A.S., Central Alabama Community College
B.A., University of Alabama at Birmingham
M.A., University of Alabama at Birmingham

James, Joseph Daniel — **Welding Instructor**
Certificate, Southern Union State Community College (Welding)
A.O.T., Central Alabama Community College

Johnson, Richard — **Math Instructor**
B.S., University of Alabama
M.A., University of Alabama (Math)
M.A., University of Alabama (Secondary Education)

Kelley, Andrew — **Welding Instructor**
A.O.T., Central Alabama Community College

Kirk, Tracy — **Math Instructor**
B.S., Auburn University
M.S., Auburn University

Lee, Earnest — **Physics / Physical Science Instructor**
B.S., Troy University
M.S., University of Alabama in Huntsville

Moody, Tanya L. — **Nursing Instructor**
B.S.N., University of Alabama
M.S.N., Troy University
D.N.P., Samford University

Murphy, Patrick — **Machine Shop Instructor / Division Chair**
Certificate, Central Alabama Community College (Machine Shop Technology)
B.S., Athens State University

Nichols, Helen — **Adult Education Instructor**
B.S., Auburn University at Montgomery
M.Ed., Auburn University at Montgomery

Owings, Julie — **Nursing Instructor**
B.S., University of South Alabama
M.S.N., University of South Alabama

Rewis, Leslie — **Librarian**
B.A., Auburn University at Montgomery
M.L.I.S., University of Alabama
M.A., Auburn University

Roush, Karen — **Office Administration Instructor**
B.B.A., Fort Hays State University
M.S., Pittsburg State University
Ed.S., Pittsburg State University

Scoggins, Angelica — **Nursing Instructor**
B.S.N., Jacksonville State University
M.S.N., Troy University
D.N.P., Samford University

Scott, Kimberly — **Mathematics Instructor**
B.S., University of Montevallo
M.S., University of Alabama at Birmingham

Shivers, Gregory R. — **Softball Coach/Instructor**
B.S., Faulkner University
M.Ed., Auburn University at Montgomery

Talton, Wesley — **History Instructor**
A.S., Central Alabama Community College
B.S., Auburn University
M.A., University of West Alabama

Thomas, Benjie — **English Instructor**
B.A., Jacksonville State University
M.Ed., Auburn University at Montgomery

Thomas, Larry — **Head Baseball Coach/Instructor**
B.S., Mississippi State University
M.A., University of West Alabama

Tippins, Dorothy Diann — **Psychology Instructor**
B.S., Jacksonville State University
M.S., Troy University

Touchstone, Erica — **Nursing Instructor**
B.S.N., Auburn University
M.S.N., University of Alabama at Birmingham
D.N.P., Samford University

Waites, Amy G. — **Biology Instructor**
B.S., Auburn University
M.Ed., Auburn University

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

Williams, Justin H. — **History and Political Science Instructor**
B.A., Jacksonville State University
M.A., Jacksonville State University (History)
M.A., Liberty University (Religion)

Wills, Jacob — **Mechatronics Instructor**
A.S., Central Alabama Community College

Wood, Marguerite — **Nursing Instructor**
B.S.N., Emory University

M.S.N., University of Alabama at Birmingham

Wurtz, Carla
B.S., Auburn University at Montgomery
M.S., Troy University
Mathematics Instructor / Division Chair

Young, Slade
B.S., Bethel University
M.S., Auburn University
Computer Science Instructor

STAFF

Abram, Ricky
Maintenance Technician

Allen, Daniel
B.A., Eckerd College
M.S., Pennsylvania Western University
Golf Coach/Athletic Fundraiser

Ankton, Almitra
B.S.W., Jacksonville State University
Admissions and International Student Services Specialist

Ball, LaKeshia
B.S., Auburn University at Montgomery
M.S., Troy University
Ed.D., Capella University
Educational Talent Search Project Assistant

Barnette, Michael
B.S., Auburn University at Montgomery
Dean of Workforce and Economic Development Programs

Borden, Melody
B.A., University of Montevallo
Academic and Workforce Program Specialist

Bowers, Matthew
B.A., University of Alabama
Maintenance Worker A

Brock, Erin
A.S., Wallace State Community College
B.S., Tusculum University
M.Ed., Lincoln Memorial University
Ph.D., University of the Cumberlands
Academic Success and Student Support Coordinator (Prattville)

Bryant, Susan — **Assistant Director of Financial Aid**
B.S., Auburn University

Burks, Andrea — **Senior Accountant**
B.S., Auburn University at Montgomery

Calvert, Robin — **Director of Institutional Effectiveness / Research and Grants**
A.A.S., Jefferson State Community College
B.S.N., Jacksonville State University
M.S.N., Samford University
Ph.D., William Carey University

Cameron, Ashley — **Upward Bound Academic Counselor**
B.A., Talladega College
M.S., Southern New Hampshire University

Campbell, Kimberly — **Director of Educational Talent Search**
B.A., Talladega College
M.P.A., Jacksonville State University

Carden, Otis — **Police Officer (Talladega)**
Alabama Peace Officers Standard and Training Commission (APOSTC) Certification

Carter, Patrick — **Maintenance Technician**

Chambers, Lynn — **Director of Adult Learning**
B.A., Auburn University
M.A., University of Montevallo

Cotney, Adam — **CDL Truck Driving Instructor**
ALEA Instructor Certification

Creel, Gerald — **Educational Site Director**
A.S., Oakland Community College
B.A., Oakland University
M.A., Oakland University
M.B.A., Amberton University
M.S., Amberton University

Crum, Victor — **System Administrator**
B.S., Auburn University at Montgomery

Daniels, Jeffrey
B.S., University of Montevallo
M.Ed., University of Montevallo

Athletic Director

Dilley, Jessica
B.A., University of Alabama at Birmingham
M.S.,Ed., St. John's University

Secretary Adult Learning Program

Dumas, Brittney
B.B.A., Faulkner University
M.S., Troy University

Dual Enrollment Admissions Specialist

Elkins, Donald
Alabama Peace Officers Standard and Training Commission (APOSTC) Certification

Police Officer

Embry, LaResea
B.S., Tuskegee University
M.S., Troy University

Registrar and Academic Services Specialist

Entrekin, Cynthia (Cindy)
A.A.S., Alexander City State Junior College
B.B.A., Faulkner University
M.S.P.A., Troy University Montgomery

Dean of Students

Entrekin, Kendal
B.S., University of Alabama
M.Ed., University of West Alabama

Director of Enrollment Services

Fornwalt, Lisa
B.S., Jacksonville State University

Administrative Assistant to President

Fuller, Sharrene
B.S., Alabama State University

Accounts Receivable Specialist

Gilliland, Jennifer
A.S.N., Samford University
B.S.N., Samford University
M.S.N., Samford University
Ed.D., University of Alabama

Director of Health Programs

Graham, Catherine
B.A., Houghton College
M.S., Samford University

Administrative Secretary
Health Sciences

Griggsby, Angelique
A.A.S., George Corley Wallace State Community College

Student Services Assistant

Hammond, William (Art)
A.S., Nunnelley State Technical College

Director of Facilities

Hardy, Scott
A.S., Central Alabama Community College
B.S., Auburn University at Montgomery

Director of Institutional Advancement, Government Affairs, and Public Relations

Harmon, Rachael
B.A., Alabama A & M University
M.S., Jacksonville State University
Ed.S., Jacksonville State University

Director of Student Support Services STEM and Upward Bound

Hatch, Annette M.
A.S., Central Alabama Community College
B.S., Faulkner University

Academic Success and Student Support Coordinator (Childersburg)

Heard, Billy

Custodian / General Laborer

Heath, Kevin

Lead Skilled Tradesman (Electrician)

Henderson, Taylor
A.S., Central Alabama Community College
B.S., Auburn University

One Stop Agent

Hodge, Mario
A.S., Southern Union State Community College
B.S., Faulkner University

Chief of Police

Hood, Joshua
A.A.T., Trenholm State Community College

Skilled Tradesman (HVAC)

Jackson, Stacy
A.O.T., Central Alabama Community College
B.S., Faulkner University

Personnel Specialist

Johnson, April — **Business Operations Coordinator**
A.A.S., Central Alabama Community College

Johnson, Brandon — **Help Desk Support Technician**
A.S., Central Alabama Community College
B.S., Auburn University at Montgomery

Laster, Kendall — **Director of Student Success**
B.A., University of Southern Mississippi
M.S., University of West Alabama
Ed.D., University of Southern Mississippi

Lawson, Kineshia — **Financial Aid Coordinator**
A.S., Central Alabama Community College
B.S., Auburn University at Montgomery

Lee, Jacob — **Director of Information Systems**
A.A.S., Central Alabama Community College
B.S., Athens State University

Lepley, Susan — **Student Support Services STEM Program Assistant**
A.A., Pensacola Junior College

Lewis, Steve J. — **Assistant Softball Coach / Recruiter**
B.A., Auburn University
B.S., Auburn University
M.A., Trevecca Nazarene University

Linville, Jessica — **Learning Resource Center Specialist**
B.A., University of Alabama
M.L.I.S., University of Alabama

Little, Shamekia — **Admissions and Testing Coordinator**
B.S., Troy University

Lovett, Michael A. — **Academic Success and Student Services Coordinator**
B.S., University of Alabama
M.S., Troy University

Mann, Bridget — **Senior Accountant**
B.S., Auburn University at Montgomery

Martin, Beasley — **CDL Truck Driving Instructor**
ALEA Instructor Certification

McLain, Michael — **Maintenance Technician (HVAC)**
Certificate, Central Alabama Community College (Heating and Air Conditioning)
A.O.T., Central Alabama Community College

McLean, Charlette — **Maintenance Worker A**

McPherson, William — **Building Technician**

McQueen, Justin — **Tennis Coach**
B.A., Huntingdon College

Miller, Stephanie — **Director of Financial Aid**
B.S., Jacksonville State University
M.Ed., Jacksonville State University
M.A.P.A., Jacksonville State University

Mitchell, Brandy L. — **Dean of Academic Programs**
Prattville Campus Administrator
B.A., Mississippi State University
M.A., Mississippi State University

Mitchell, Leslie M. — **Associate Director of Student Success**
A.A.S., Central Alabama Community College
B.B.A, Faulkner University

Morris, Loretta — **Financial Aid Assistant**
Certificate, Central Alabama Community College (Computerized Information Processing)
A.O.T., Central Alabama Community College
B.S., Troy State University
M.S., South University

Noles, Saundra — **Financial Aid Assistant**
A.O.T., Southern Union State Community College
Certificate, Southern Union State Community College (Cosmetology)
A.S., Chattahoochee Valley Community College

Ogletree, Jeremy
B.B.A., Ashworth College
M.S., Columbia Southern University
Alabama Peace Officers Standard and Training Commission (APOSTC) Certification

Police Officer (Prattville)

Osborne, Sabrina
Alabama Peace Officers Standard and Training Commission (APOSTC) Certification

Police Officer (Alexander City)

Owens, Amy
B.S., Auburn University at Montgomery

Workforce and Career Technical Program Coordinator

Ruff, Robert
ALEA Instructor Certification

CDL Truck Driving Instructor

Sawyer, Lisa
B.S., Troy University
M.B.A., Troy University

Regional Chief Financial Officer and Dean of Financial Services

Scott, Stephanie Paige
B.S., Jacksonville State University
M.S., Jacksonville State University
M.Ed., University of West Alabama

Director of Distance Education

Shaw, Tina
B.B.A., Faulkner University
M.B.A., Faulkner University

Executive Human Resources Director / Childersburg Campus Administrator

Smith, Precious
A.S., Central Alabama Community College
B.B.A, Faulkner University

Educational Talent Search Project Advisor

Thomas, Dana
A.A.S., Central Alabama Community College
B.B.A., Faulkner University
M.S., Faulkner University

Academic Success and Student Support Specialist

Thornton, Jamie
B.S., Auburn University at Montgomery

Administrative Assistant and Student Life Coordinator

Tucker, Amanda
A.A.S., Central Alabama Community College
B.S., Auburn University at Montgomery

Accounts Payable Specialist

Wall, Gina
Certificate, Central Alabama Community College
(Office Administration)

Workforce Development and Industry Training Support Specialist

Wells, Jennifer
B.S., Keuka College

Dual Enrollment Admissions Specialist

Whitehead, James H.

Skilled Trade (Mechanic)

Williams, Linda W.
B.B.A., Faulkner University
M.B.A., Faulkner University

Workforce Development and Industry Program Coordinator

STUDENT HANDBOOK

INTRODUCTION

The Student Handbook is an essential companion to the academic catalog and is designed to provide students with the key information, resources, and policies that support a successful and enriching academic journey. While the Catalog section outlines degree requirements, course descriptions, academic calendars, and program structures, the Student Handbook section serves as the students' go-to resource for understanding the expectations, responsibilities, and privileges of being a student at Central Alabama Community College. Included in the Student Handbook section is detailed information about campus policies, behavioral standards, student rights and responsibilities, and the procedures that guide academic and non-academic conduct. In addition, the handbook covers a wide range of support services designed to help students succeed—from academic advising and mental health counseling to student activities, and career resources.

This handbook reflects the College's commitment to creating a safe, inclusive, and respectful learning environment where all students can thrive, make informed decisions, seek out new opportunities, and take full advantage of everything CACC has to offer.

GENERAL INFORMATION

Central Alabama Community College is dedicated to providing a seamless and supportive experience for all students as they move through the enrollment process and pursue their academic, career, and personal goals. The College understands that students have varying needs that extend beyond the classroom—ranging from academic support and career guidance to personal development and wellness resources. To address these needs, CACC offers a wide array of student services and co-curricular programs designed to encourage engagement, promote retention, and support holistic student success. This section includes general information to help support the student by outlining available resources and services that contribute to a positive and productive college experience. From the first point of contact through to graduation or transfer, the College is committed to creating a welcoming and supportive environment where every individual is empowered to reach their full potential.

Academic Advising

Advising is a formative aspect of the college experience. It provides students with an academic resource, valuable information about navigating college and post-college life, and advice about academic success. Students at Central Alabama Community College will be assigned faculty advisors who are available to assist students with degree and career planning, course selection, academic policies, transfer requirements, and campus resources. Upon enrollment, a student will be assigned an advisor who will contact the student through e-mail about advising and registration. If a student is not sure how to reach an advisor, they can contact Student Services at student-services@cacc.edu.

Academic Support

Central Alabama Community College provides the following services to support student learning.

- Students have access to computers and Wi-Fi in Alexander City, Childersburg, Prattville and Talladega.
- Student Services is available to assist students with academic, social, and personal obstacles and challenges they may face that interfere with the academic progress in Alexander City, Childersburg, Prattville and Talladega.
- Students may be eligible for academic support services, including professional tutoring and academic coaching, through "Student Support Services STEM," a federal TRIO program that promotes student success.
- Students may use Homework Alabama, a free online tutoring and academic resource from Tutor.com.

Alabama Transfers

Central Alabama Community College is subject to the Alabama Transfers Agreement; therefore, students are assured that successful completion of courses identified as part of the core curriculum will result in transfer of credit earned in these courses to any Alabama two or four-year public institution of higher education.

The Alabama Transfers Program is the Alabama computerized articulation and transfer planning system, which is designed to assist Alabama community college students with degree requirements, course equivalents, and other transfer information pertaining to specific programs of study at each state-funded four-year institution. As the information link among state public two-year and four-year institutions, Alabama Transfers efficiently and effectively provides students, counselors, and educators with accurate information to make transfer decisions. The Alabama Transfers system can prevent the loss of course credit hours, provide direction for the scheduling of course work, and ease the transition from one institution to another. This information is available to the public via the Internet. A variety of information, including an AGSC approved transfer guide, may be obtained by visiting the Alabama Transfers website at https://alabamatransfers.com. This site also contains information regarding transfer to four-year private institutions within the State of Alabama.

Students enrolled in career/technical programs are encouraged to seek information and assistance from the career/technical instructor in the respective program.

Central Alabama Community College Bookstore

The Central Alabama Community College Bookstore is operated by Barnes and Noble College. Located in the W. Byron Causey Health, Education, and Arts Complex (HEA) Building on the Alexander City Campus, the bookstore provides textbooks and resource materials, school supplies, electronics, CACC wear, and more. Through the bookstore, students have many options in regard to their textbooks: e-textbooks, textbook rental, new or used textbooks, etc. Online orders may be placed by visiting the College website at https://cacc.bncollege.com/.

Cell Phones

Classroom and laboratory use of cellular telephones and other electronic communication devices is prohibited unless authorized by the instructor. Students are asked to turn off cell phones during class or place them in silent mode. Instructors may authorize cell phone use for specific projects or activities and approve use of cell phones in extenuating circumstances.

College and Community Resources

Contact information for additional resources are included below:

CACC Police Department
Alexander City: (256) 307-6849
Childersburg: Building A (256) 307-8003
Talladega: (256) 307-0432
Prattville: (334) 312-0589

CACC Chief of Police
Mario Hodge
Alexander City Campus
1675 Cherokee Road
Alexander City, AL 35010
Betty Carol Graham Technology Center
(256) 215-4360
mhodge@cacc.edu

Office of Dean of Students
Jamie Thornton, Administrative Assistant and Student Life Coordinator
Administration Building, Alexander City Campus
(256) 215-4275
deanofstudents@cacc.edu

Dean of Students
Cindy Entrekin, Dean of Students
Administration Building, Alexander City Campus
(256) 215-4273
centrekin@cacc.edu

Office of Student Success
Dr. Ken Laster, Director of Student Success
Administration Building (Building A), Childersburg Campus
(256) 378-2021
klaster@cacc.edu

Talladega Center - Office of Student Services
Leslie Mitchell, Associate Director of Student Success
(256) 378-2003
lmitchell@cacc.edu

Prattville Campus Office of Student Services
Erin Brock, Academic Success and Student Support Coordinator
(334) 595-6647
ebrock@cacc.edu

ADA Services
Leslie Mitchell, Associate Director of Student Success
Talladega Center
(256) 378-2003
lmitchell@cacc.edu

Michael Lovett, Academic Success and Student Support Specialist
Alexander City Campus, Administration Building
(256) 215-4247
mlovett@cacc.edu

Community Services

- Alexander City Police Department (256) 234-3421
- Childersburg Police Department (256) 378-7860
- Prattville Police Department (334) 595-0208
- Talladega Police Department (256) 362-4162
- Alabama Coalition against Domestic Violence (334) 832-4842
- Alabama Statewide Domestic Violence Hotline (800) 650-6522
- National Domestic Violence Hotline (800) 537-2238
- Alexander City
  - Crisis Service Helpline (256) 716-1000
  - Bradford Health Services (888) 577-0012
  - Healing Hearts Counseling (256) 279-5869
  - Nan Coley Murphy Counseling Center (256) 329-8463
  - Lake Martin Family Therapy (256) 392-3002
- Childersburg
  - Crisis Service Helpline (256) 716-1000
  - Bradford Health Services (888) 577-0012
  - AltaPointe Health (256) 245-2201
  - AltaPointe Counseling Services (256) 245-1340
- Prattville
  - Crisis Service Helpline (256) 716-1000
  - Bradford Health Services (888) 577-0012

- AltaPointe Health (256) 245-2201
- Talladega
  - Crisis Service Helpline (256) 716-1000
  - Bradford Health Services (888) 577-0012
  - AltaPointe Health (256) 362-8600

Medical Facilities

- Russell Medical Center, Alexander City (256) 329-7100
- Coosa Valley Medical Center, Sylacauga (256) 401-4000
- Citizens Baptist Medical Center, Talladega (256) 362-8111
- Prattville Baptist Hospital, Prattville (334) 365-0651

College Publications

The Administration of Central Alabama Community College publishes up-to-date College Catalogs and Student Handbooks, employee operations manuals, class schedules, athletic schedules, and other information to help students plan and conduct their college activities. In addition, Central Alabama Community College allows publication and distribution of appropriate student publications. Student publications are expected to be in good taste and designed to enhance students' enjoyment of the College. A student and/or group of students wishing to publish materials to be used on campus must first seek the approval of the Dean of Students. If the proposed publication is expected to become a part of the overall publications program at the college, and be funded by Central Alabama Community College, it must be approved by the Student Government Association. It is the responsibility of the student seeking publication approval to:

- Consult with the Dean of Students to discuss the nature of the publication and request approval.
- Submit in writing the materials to be published and the time frame for publication.
- Agree to be regulated by the procedures governing clubs and organizations on campus. This information may be obtained from the Office of the Dean of Students.

The Dean of Students or his/her designee, at the request of a student and/or group of students, will review the materials presented for publication and make recommendations and suggestions. After the recommendations and suggestions have been reviewed with the student(s), the Dean of Students or his/her designee will channel the materials to the Student Government Association for approval when required. After the request has received final approval, the Dean of Students or his/her designee will contact the requesting student(s) and make arrangements for publication and/or distribution.

Counseling Services

If a student is experiencing personal issues that go beyond the support college staff can provide, students will be given information about appropriate professional resources outside the College. This list of resources is available in the Student Services office at each College location.

Disclosure of Campus Crime Statistics

Central Alabama Community College is in compliance with the Student Right-to-Know and Campus Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments Public Law 102-26 and the Campus Sexual Assault Victims Bill of Rights as included in the Higher Education Amendments of 1992. Inquiries concerning the information contained in this disclosure should be directed to the CACC Police Department. Central Alabama Community College is required under Section 668.46(b) of the Campus Security Act to publish and distribute an annual security report. The offenses for which the Campus Security Act requires statistical reporting are defined in accordance with the FBI Uniform Crime Reporting (UCR) System, as modified by the Hate Crimes Statistics Act. A link to the report can be found on the College website.

Dress Code

Dress for students should be appropriate for a classroom setting. Dress should be neither distracting nor offensive to others. Some programs and courses may have specific dress requirements by which students must abide for purposes of safety, identification, or experimental learning.

Driving and Parking Violations

Central Alabama Community College provides students with parking spaces in designated parking lots. All students must obtain a parking decal from the CACC Police Department on the Alexander City, Childersburg, Talladega, and Prattville campuses/sites. On-campus parking spaces are limited; therefore, a parking decal is not a guarantee of an available parking space.

Ensuring the safety of our campus is a shared responsibility. Therefore, all individuals driving or parking motorized vehicles on campus must have a valid driver's license, registration, and liability insurance. Additionally, all students must obtain a parking decal from the CACC Police Department or a designated office assigned by the Chief of Police, as these are crucial steps to adhering to the College safety regulations. The parking decals must be displayed in the manner designated at the time the decal is issued.

A parking decal should be removed if a registered vehicle is sold or traded or if the student is no longer enrolled at Central Alabama Community College. Any change in ownership of a registered vehicle must be reported immediately to the CACC Police Department.

Parking for Students with Disabilities

A student who needs special parking accommodations due to disability must present appropriate documentation from a medical doctor stating the nature, extent, and expected duration of the disability or a state issued handicap tag. Parking accommodations for students with disabilities are handled through the Office of Student Services along with the CACC Police Department. Faculty, staff, and students requiring parking accommodations may park in any designated parking space on campus, regardless of parking lot restrictions.

Parking and Traffic Regulations
The following information is provided to assist students, faculty and staff members with understanding campus regulations related to operating vehicles on campus. Any questions should be directed to the CACC Police Department.

If a temporary vehicle (without a decal) must be driven on campus, the student must obtain a parking decal.

The following rules must be observed.

- Students and faculty and staff members must park in designated areas.
- Faculty members may not give students permission to use faculty parking areas.
- Parking is prohibited in loading and no parking zones.
- All stop signs must be obeyed.
- Speed on all campus roads is limited to the posted speed limit. Any speed not safe for road conditions, including vehicular and pedestrian congestion, is prohibited.
- All parking must conform to marked-off areas.
- Vehicles left on campus overnight must be registered with the Coordinator of Safety and Security.
- Driving and parking on the grass and sidewalks is prohibited. Parking at crosswalks, loading zones, and yellow curbs is prohibited.
- Double parking is prohibited.
- Blocking driveways, entrances, and exits to parking areas or buildings is prohibited.
- Drivers must yield to pedestrians in designated crosswalks.
- Unregistered or illegally parked vehicles may be towed away at the owner's expense.
- All motor vehicles on campus must have lights, mufflers, brakes, license tags, and any other equipment required by Alabama state law.
- All other State of Alabama traffic laws will be enforced on campus.

*Students with disabilities may contact the ADA Coordinator for additional assistance with parking issues. Students requiring parking accommodations may use any designated parking space on campus regardless of parking lot restrictions.

Emergency Procedures
Central Alabama Community College is committed to the safety and well-being of its students, faculty, and staff who can help the college safe guard the campus by taking preventive measures to ensure safety and by referencing this guide in the event of an emergency. The following guidelines are not intended to be a comprehensive list of instructions, rather a reminder of the basic steps that should be taken to minimize the risks associated with a given hazard. Since emergencies can vary greatly, the instructions provided by Central Alabama Community College and emergency personnel at the time of the incident may change or even conflict with those listed in these procedures.

Safety Tips

- Always follow the instructions of college and emergency personnel.
- If you smell or see smoke or fire, pull the nearest fire alarm.
- Trust your instincts. If a place or situation doesn't feel right, it probably isn't. Leave.
- Avoid shortcuts and isolated areas when walking after dark.
- Don't walk alone after dark. Early evening to late evening, travel only in groups of three or more in well-lit and heavily traveled areas.
- When traveling in your vehicle, keep windows up and doors locked. If approached, don't resist a robber - especially if he/she has a weapon.
- Never venture into or through dark or undesirable neighborhoods.
- Don't carry large sums of cash.
- If attacked or approached by someone suspicious, contact the police immediately by calling 911.
- Get a good description of the person and direction of travel.

Emergency Procedures: Active Shooter

General Tips

- Call 911 as soon as possible and relay the following information:
  - Location of the incident
  - Type of incident
  - Subject's physical description, location, and/or direction of travel
  - Weapon information
  - Stay on the phone until released by the dispatcher.
- If you cannot speak, dial 911 and leave the line open to allow the dispatcher to hear what is going on at your location.
- Trust your instincts.
- If you can evacuate, do so
- If you are unable to evacuate:
  - Take shelter in the nearest room, office, closet (preferably somewhere with a lockable inward opening door).
  - Lock and barricade the door with anything you have available (desks, file cabinets, other furniture).
  - Cover any windows that may be in or near the door.
  - Look for alternate escape routes (windows, additional doors, etc.).
- If jumping from a window is a safe or viable option.
  - Break the window if necessary.
  - Make an improvised rope from clothing, belts, etc. if necessary.
  - Hang by your hands to minimize the distance you will fall.
- Stay low to the ground and remain as quiet as possible remembering to silence your cell phone.
- Do not answer the door for anyone.

- Taking out the shooter is a serious decision ONLY YOU can make - maintain a survival mindset.
- Position yourself in a location that will allow for the element of surprise if the shooter enters.
- Prepare yourself to attack the shooter should he/she enter by identifying improvised weapons.
  - Throw items at the shooter's face to cause a distraction and disrupt his aim.
  - Attack in a group creating multiple points of opposition.
  - Swarm the shooter and control his/her extremities and head to control him/her; pin him/her to the ground.
  - Continue the fight until you are certain he/she is no longer a threat.
- Once the shooter is incapacitated call 911 and advise the police
  - Move weapons away from the shooter and use a trash can or other container to control it (do not pick up the weapon).
  - Raise your hands and drop your knees obeying any commands from responding law enforcement.
  - Provide first aid to injured victims.

Emergency Procedures: Bomb Threat

Telephone Threat

- Remain calm.
- Do not hang up; keep the caller on the line as long as possible and listen carefully
- Obtain as much information as possible.
- Use the bomb threat checklist.
- Ask questions such as:
  - When is the bomb going to explode?
  - Where is the bomb right now?
  - What kind of bomb is it?
  - What does it look like?
  - What will cause it to explode?
  - Why did you place the bomb?
  - What's your name?
- Take notes about the call, such as:
  - Identity: male/female and age
  - Voice: loud, soft, high-pitched, deep, raspy, hoarse, nasal, pleasant
  - Background noise: office, factory, street, traffic, train, airplane, animals, party, music
  - Speech: accented, deliberate, fast slow, lisp, slang, taped/recorded, stuttered, slurred
  - Manner: calm, angry, rational, irrational, coherent, incoherent
  - Time of call
  - Exact words
  - Phone Number: check caller ID if available
  - Any other pertinent information
- Call, or have someone else call, CACC Police Department or 911

- State your location and report the information you noted.
- If you are unable to speak to the police dispatcher, call 911 and leave the line open to allow the dispatcher to listen in on the conversation.

Written Threat

- Call 911 (depending on the situation),
  - State your location and report the information in the written threat,
  - Stay on the phone until released by the dispatcher.
- Don't touch or move the letter; it should NOT be altered or destroyed.
- Prevent others from handling or going near the letter.

Emergency Procedures: Epidemic or Pandemic

Definitions

- *Epidemic* - New cases of a disease, in a given population, that exceeds normal expectations.
- *Pandemic* - Epidemic of infectious disease that is spreading through human populations across a large region (i.e. a continent or worldwide).

Minimizing Disease Transmission

- Wash hands often with soap and water.
- Wash before eating or drinking, applying make-up, inserting contact lenses.
- Wash after you sneeze or cough.
- Wash after touching frequently touched surfaces (i.e. doorknobs, phones, etc.).
- Stay home; avoid crowded areas or public gatherings if possible.
- Stay home when you are sick.
- Get plenty of rest, eat a balanced diet, exercise regularly, drink fluids and avoid tobacco products.
- Cover all new and existing cuts and abrasions with waterproof dressing.

Preventing the Spread of Diarrheal Diseases

- Wash hands regularly with soap and warm water for at least 20 seconds.
- Sanitizing gels/foams/wipes are an adequate substitute when soap and clean water are not available.
- Maintain a clean living environment.
- Maintain good personal hygiene, including:
  - Follow good hygienic practices when preparing food.
  - Do not share eating utensils or drinking containers.
  - Do not share items such as toothbrushes or towels.
- Disinfect surfaces that are touched frequently (i.e. doorknobs, phones, computers, etc.).
  - Wipe surfaces with a disinfectant such as diluted household bleach.

Preventing the Spread of Respiratory Diseases

- Wash hands regularly with soap and warm water for at least 20 seconds.
- Sanitizing gels/foams/wipes are an adequate substitute when soap and clean water are not available.
- Cover your cough and sneeze.
  - Cough and sneeze into the crook of your arm.
  - If you use a tissue, immediately place the used tissue in a waste basket.

- Disinfect surfaces that are touched frequently (i.e. doorknobs, phones, computers, etc.).
  - Wipe surfaces with a disinfectant such as diluted household bleach.

Hand Washing

1. Wet your hands with clean, warm, running water and apply soap.
2. Rub hands together to make lather and scrub all surfaces.
3. Continue rubbing hands for 20 seconds (imagine singing "Happy Birthday" twice).
4. Rinse hands well under running water.
5. Dry your hands using a paper towel or air dryer.
   - If possible, use the paper towel to turn off the faucet.
6. When should you wash your hands?
   - Before preparing or eating food.
   - After going to the bathroom.
   - After changing diapers or cleaning up a child who has gone to the bathroom.
   - Before and after attending to someone who is sick.
   - After blowing your nose, coughing, or sneezing.
   - After handling an animal or animal waste.
   - After handling garbage.
   - Before and after treating a cut or wound.

Disinfecting

- Diluted household bleach (1/4 cup of bleach to a gallon of clean water) may be substituted if disinfectants are not available.
- Use only unscented products.

Emergency Procedures: Extreme Heat

Definitions

- *Heat Cramps* - Muscle pains or spasms due to heavy exertion. Although heat cramps are the least severe, they are usually the first signal that the body is having trouble with heat.
- *Heat Exhaustion* - Occurs when people exercise or work in a hot, humid place where body fluids are lost via heavy sweating. Blood flow to the skin increases, causing blood flow to decrease to vital organs, which can result in a form of mild shock. If left untreated the victim's body temperature will keep rising and he may suffer heat stroke.
- *Heat Stroke (Sun Stroke)* - Occurs when the victim's temperature control system, which produces sweat, stops working. The body temperature can rise high enough to cause brain damage or death, if the body is not cooled quickly.

General Tips

- If possible, avoid strenuous outdoor activities.
- Stay indoors and limit exposure to the sun.
- If outside, apply sunscreen uniformly to cover all exposed areas for 15 minutes before exposure.
- Sunscreen should be applied every two hours.
- Drink plenty of water.

- Stay on a building's lowest floor, out of the sun, if air conditioning is not available.
- Eat well-balanced meals; avoid using excess salt.
- Limit your intake of alcoholic beverages.
- Dress in loose-fitting, lightweight, and light-colored clothes that cover as much of your body as possible.
- Protect face and head by wearing a hat.
- Consider scheduling outdoor events for cooler times of the day.

Call 911 immediately if you (or a victim) are experiencing the following symptoms**:** heavy sweating, paleness, muscle cramps, tiredness, dizziness, headache, nausea, weakness, vomiting, or fainting.

- Tell the dispatcher:
  - Your location
  - Victim's type of injury or illness
  - Victim's status (conscious, breathing, or bleeding)
  - Victim's age
  - Stay on the line until released by the dispatcher.

Emergency Procedures: Fire

General Tips

- Become familiar with emergency escape routes before an accident (i.e. note locations of stairwells and emergency doors).
- If the fire is small, and you are properly trained, use a fire extinguisher to control the fire.
- If you smell or see smoke or fire, pull the nearest fire alarm.
- Evacuate the building via the stairs - DO NOT use the elevators.
- Exit quickly, only take essential items.
- If possible, close door behind you as you exit to confine the heat or smoke.
- Feel the door with the back of your hand before opening it - DO NOT open a door that is hot.

Cool Door

- Open slowly and ensure fire or smoke is not blocking your route. If escape route is blocked, immediately shut the door and find an alternate escape route.
- If route is clear, leave immediately through the door and close it behind you. Be prepared to crawl, if necessary.

Call 911:

- State the location of the fire.
- Stay on the phone until released by the dispatcher.

Once Outside

- Move to a clear area at least 500 feet away from the building.
- Keep the streets, fire lanes, fire hydrants, and all walkways clear.
- Return to the building only when emergency personnel allow.

Staff Members

- Bring class or building roster with you.

- Take inventory of all personnel evacuated from the building.
- Report missing persons (and their last known locations) to emergency personnel on scene.

How to Use a Fire Extinguisher

- If the fire is small, and you are properly trained, use a fire extinguisher to control the fire.
- Always keep your back to the exit; never place the fire between you and the exit.
- Discharge the entire extinguisher on the base of the fire.
- Remember PASS
  - P = Pull the pin
  - A= Aim the nozzle at the base of the fire
  - S = Squeeze the trigger
  - S = Sweep the fire extinguisher on the base of the fire
- If you catch on fire, DO NOT RUN. STOP, DROP, and ROLL.

If Caught in Smoke

- Drop to your hands and knees crawling toward the exit.
- Stay low.
- Hold your breath as much as possible.
- Breathe shallowly through your nose; use a shirt or towel as a filter.

If Forced to Advance through Flames

- Hold your breath.
- Move quickly.
- Cover your head and hair.
- Keep your head down and your eyes closed.

If You Are Trapped and CANNOT Evacuate

- Wedge wet towels or other cloth materials along the bottom of the door to keep smoke out.
- Close any doors between you and the fire.
- If you are trapped and need air, break the window, but only as a last resort.
- Hang a towel or cloth material from the window. (This signals firefighters that you are trapped.)
- If you are disabled and cannot use the stairs, get to the stairwell keeping doors closed; notify emergency personnel of your exact location.

Emergency Procedures: Flash Flood

Definitions

- *Flash Flood Watch* - Issued by the National Weather Service when conditions are favorable for flash flooding in the area.
- *Flash Flood Warning* - Issued by the National Weather Service when flash flood is in progress, imminent, or highly likely.

General Tips

- Do NOT walk or drive through flooded areas.
- Avoid downed power lines.
- Turn Around: Don’t Drown!

Emergency Procedures: Hazardous Materials

Evacuate

- Leave the area immediately and move approximately 1/2 mile away (8 to 10 blocks).
- Keep others away from the affected area.
- STAY UPSTREAM, UPHILL, and UPWIND OF THE ACCIDENT.
- Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits.
- Turn off all ignition and heat sources.
- Try not to inhale gases, fumes, or smoke.
- Cover mouth with a cloth while leaving the area.
- Those contaminated by the spill should avoid contact with others and remain in a safe location nearby to receive medical assistance.

Call 911 and tell the dispatcher:

- Location of the leak or spill
- Type of substance
- Amount spilled/leaking
- Any injuries

Wet Chemicals

- Flush with water and soap, if possible, being sure not to rub the chemical into your skin.

Dry Chemicals

- Using gloves, brush away from skin.
- Remove all contaminated clothing.
- Once the chemical is removed, flush skin with cool water.
- Those with information on the chemical should leave immediate area but remain in a safe, nearby location to direct emergency personnel to the affected area.
    - Assist with providing information about the incident, chemical involved, applicable Safety Data Sheets (SDS), and chemical common use.
- Follow evacuation instructions from emergency personnel.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles.
- Return to the spill/leak site only when permitted by emergency officials.
- If you are unable to evacuate, or if you are instructed to stay indoors, follow "Shelter in Place" instructions below.

Shelter in Place (Instructed to Stay Indoors)

- Close and lock all exterior doors and windows.
- Close vents and as many interior doors as possible.
- Turn off air conditioners and ventilation systems.
    - In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building.
    - If this is not possible, ventilation systems should be turned off.
- Go to a pre-selected shelter room above ground; select a room that has the fewest openings to the outside.

- Seal gaps under doorways and windows with wet towels, plastic sheeting and duct tape. Use material to fill cracks and holes in the room, such as those around windows and air conditioning units.
- If gas or vapors could have entered the building, take shallow breaths through a cloth or towel.
- Avoid eating or drinking any food or water that may be contaminated.
- Call 911 to report your location.

If in a Vehicle

- Stop and seek shelter in a safe building.
- If you must remain in your car, close windows and air vents, and shut off the air conditioner.
- Breathe through a cloth covering your mouth.

Emergency Procedures: Hurricanes

Definition

- *Hurricane Watch*-Issued by the Nation Weather Service when there is a threat of hurricane conditions within 24-36 hours.
- *Hurricane Warning*-Issued by the National Weather Service when hurricane conditions (winds of 74 miles per hour or greater or dangerously high water and rough seas) are expected within 24 hours or less

General Tips

- Immediately move to an interior hallway on a higher level in the middle of the building.
- Stay away from all windows and glass doors.
- DO NOT use the elevators.
- Close and lock all windows and exterior doors as securely as possible.
- Close all window shades, blinds, or curtains.
- Unplug all electrical devices from outlets.
- Open air vents.
- DO NOT leave your location until advised or storm warning ends.

Call the CACC Police Department or 911 and tell dispatcher:

- Your location
- Type of injury or illness of victim
- Victim's status (conscious, breathing, or bleeding)
- Victim's age
- Stay on the line until released by the dispatcher.

In Your Vehicle

- Immediately get out of your car and find the nearest, high-level room of a building or storm shelter.

Outside

- Find shelter immediately.
- DO NOT seek shelter under a bridge or overpass.
- Beware of flying debris and flooding.

Emergency Procedures: Medical Issues

General Tips

- Call 911, request medical assistance, and tell the dispatcher:
  - Your location
  - Type of injury or illness of victim
  - Victim's status (conscious, breathing, or bleeding)
  - Age of victim
- Stay on the phone until released by the dispatcher.
- Check the scene for any danger or hazards like exposed electrical wires, broken glass, or chemicals before providing aid.
- If properly trained, administer basic life support (CPR or first aid), otherwise wait for professional help.
- DO NOT attempt to give ANY medical advice or assistance unless properly trained.
- DO NOT move the victim unless he/she is in immediate danger.
- DO NOT jeopardize your health or the health of the victim.

Heart Attack

- Check to see if victim's airway is open, if he/she is breathing, and if he/she has a heartbeat.
- If you are trained to do so, administer CPR if needed.
- If you are trained to do so, locate and use an automated external defibrillator (AED).

Burns

- Remove the victim from cause of burn.
- Be careful not to contaminate or injure yourself.

Thermal Burns

- Flush the wound area with cool water; DO NOT use ice.
- DO NOT apply any creams or lotions.

Dry Chemical Burns

- Brush the chemical from the skin using gloves.
- After brushing chemical off the skin, flush the area with cool water.

Bleeding

- Use gloves and other protective gear.
- Apply firm, gentle pressure to the wound with a clean cloth. Immobilize the wound.
- If you come in contact with any blood or bodily fluids, wash with soap and water, then seek medical attention.

Emergency Procedures: Power Outage

General Tips

- Remain calm, and stay where you are.
- Evacuate ONLY if instructed to do so by emergency personnel or supervisor.
- Turn off all electrical devices such as computers; damage can occur once power is restored.
- Laboratory personnel should secure all experiments and unplug electrical equipment before leaving and all chemicals should be returned to their proper storage place.
  - Provide proper ventilation by opening all windows and doors.

- Evacuate immediately if you are unable to provide appropriate ventilation for chemicals; call 911.
- DO NOT open cold-rooms, refrigerators, or other temperature-sensitive areas Call 911 (depending on the situation) and tell the dispatcher:
  - Your location
  - What areas are affected by the power outage
  - How long the power has been out
  - Any significant water damage, flooding, gas leak, or any other major utility failure
  - Any injuries
  - Stay on the phone until released by the dispatcher.

Do not use elevators.

If caught inside an elevator during a power outage:

- Remain calm.
- DO NOT attempt to open the elevator door by shaking, jarring, or prying open the elevator door unless directed to do so by emergency personnel.
- Press the emergency button or call 911 and tell the dispatcher:
  - Your location
  - What floor you are near
  - Any injuries
  - Stay on the phone until released by the dispatcher.

Emergency Procedures: Severe Thunderstorms

Definition

- *Severe Thunderstorm* - A storm capable of producing wind gusts over 55 mph and/or hail 3/4" or larger in diameter.
- *Severe Thunderstorm Watch* - Issued by the National Weather Service when severe weather conditions are possible in the area.
- *Severe Thunderstorm Warning* - Issued by the National Weather Service when severe weather has been sighted in the area.

General Tips

- Find a safe shelter.
- Monitor local news media and the College website for closings/delays.
- DO NOT call 911 unless there is an emergency or you need immediate assistance.
- Use a corded telephone ONLY for emergencies; cordless or cell phones are safe to use; lightning can travel through telephone lines.
- Cancel/relocate outdoor activities.
- Secure all objects that could blow away or cause additional damage.
- Keep all exterior doors closed and stay away from windows.
- Close all windows and blinds.

Avoid the Following

- Natural lightning rods like tall trees in an open area.
- Hilltops, open fields, the beach, or a boat on water.
- Isolated sheds or other small structures in large, open areas.

- Metal objects - motorcycles, golf carts, golf clubs, bicycles, etc.

If Outside

- Immediately find a safe indoor shelter or a hard-top automobile.
- If you are unable to find a safe shelter, and are trapped outdoors, lie in a ditch or any low-lying area with few trees, or crouch near a strong building for shelter.
- Rubber-soled shoes and rubber tires provide NO protection from lightning.

Emergency Procedures: Suspicious Activity

General Tips

- Remain calm.
- DO NOT let anyone into a locked room or building without proper authority.
- DO NOT engage in a physical confrontation with the person.
- DO NOT block the person's exit.

Signs of Suspicious Activity

- Anything out of the ordinary.
- A person(s) running or leaving quickly - as if he/she were being watched or chased.
- A person(s) hauling property - lab equipment, laptops, books, bikes - at an unusual time or location.
- A person(s) going door to door in a residence hall or office.
- A person(s) pulling on multiple doorknobs or trying to open residence hall/office doors
- A person(s) pulling on car handles or looking into multiple vehicles.
- A person(s) forcibly entering a locked vehicle or door.
- Car or person(s) repeatedly circling an area.
- A person(s) being forced into a vehicle.
- Strange noises - arguing, yelling, gunshot, etc.
- A person(s) who photographs, videotapes, sketches or asks detailed questions about power plants, buildings, bridges, hospitals, utility infrastructure, etc.
- A person(s) who doesn't belong attempting to gain or gaining access to a restricted area.
- Call 911 (depending on the situation) and tell the dispatcher:
    - Your location
    - Person's behavior
    - Person's physical description
    - Person's location and direction of travel
    - What you saw
    - Where and when it happened
    - Stay on the phone until released by the dispatcher.

Emergency Procedures: Suspicious Package

Characteristics of a Suspicious Package

- Package or envelope with suspicious powdery substance.
- Unexpected package sent by someone unfamiliar to you.
- Excessive postage.

- Poorly written or typed address.
- Incorrect title(s) with no names.
- Misspelling of common words or names.
- Addressed to someone no longer at the address.
- Outdated postmarks.
- No return address or one that can't be identified as legitimate.
- Return address not consistent with postmark.
- Unusual weight, given package size; lopsided; or oddly shaped.
- Unusual amount of tape, string, or other wrapping material.
- Marked with restrictive labels like "fragile," "personal," "confidential," or "rush-do-not-delay".
- Strange odor, stains, or noises (i.e. rattling, clicking, ticking, etc.).
- Appears to contain electrical wire or aluminum foil.
- Mailed from foreign country unfamiliar to recipient.

General Tips

- Remain calm.
- Stay away from the package.
- DO NOT allow anyone to handle or go near the package.
- If a suspicious package is discovered while handling, avoid dropping, throwing, or any other abrupt movement; gently set the package down in a secluded area that has been evacuated.
- DO NOT use any cell phones, radios, or other wireless devices around the package.

Call 911 (depending on the situation)

- State the location of the package and provide a description.
- Stay on the phone until released by the dispatcher.
- If you touched the package, immediately wash your hands, arms, etc. with soap and water for 15 minutes.

Emergency Procedures: Tornado

Definition

- *Tornado Watch* - Issued by the National Weather Service when conditions are favorable for severe thunderstorms and multiple tornadoes to form in or around the area.
- *Tornado Warning* - Issued by the National Weather Service when a tornado has been sighted or indicated in the warning area.

General Tips

- Immediately move to an interior hallway on a lower level in the middle of the building.
- Stay away from all windows and glass doors.
- DO NOT use the elevators.
- Close and lock all windows and exterior doors.
- Close all window shades, blinds, or curtains.
- DO NOT leave your location until advised or storm warning ends.

Call the CACC Police Department or 911 and tell dispatcher:

- Your location

- Type of injury or illness of victim
- Victim's status (conscious, breathing, or bleeding)
- Victim's age
- Stay on the line until released by the dispatcher.

In Your Vehicle

- Immediately get out of your car and find the nearest, low-level room of a building or storm shelter.
- NEVER try to outrun a tornado, especially in a congested or urban area.

Outside

- Find shelter immediately.
- If no shelter is available, find the nearest low-level ditch and lie flat with your hands covering your head.
- DO NOT seek shelter under a bridge or overpass.
- Beware of flying debris and possible flooding.

Emergency Procedures: Winter Weather

Definitions

- *Winter Storm Watch* - Issued by the National Weather Service when a winter storm is possible in the area.
- *Winter Storm Warning* - Issued by the National Weather Service when a winter storm is occurring or will soon occur in the area.
- *Freezing Rain* - Rain that freezes upon hitting the ground by creating a coating of ice on roads, walkways, trees, and power lines.
- *Sleet* - Rain that turns to ice pellets before reaching the ground. Sleet can create moisture on the roads that freezes, becoming slippery.
- *Frost/Freeze Warning* - Issued by the National Weather Service when below freezing temperatures are expected in the area.

General Tips

- Monitor local news media for weather reports and emergency information.
- Look to the College website at www.cacc.edu for class cancellations/College closings.
- Stay clear of dropped or sagging power lines.
- Avoid areas with many trees; snow or ice may cause tree limbs to fall.
- Stay inside if possible.
- Use extreme caution when walking outside or driving.
- If you must travel:
    - Travel during the day.
    - Stay on main roads; avoid back-road shortcuts.
    - Carry emergency supplies or kits.
    - Dress warmly to prevent frostbite or hypothermia.

Federal TRIO Programs

Educational Talent Search (ETS)

This project is a federally funded TRIO project, which is designed to (a) identify qualified youth with potential for education at the postsecondary level, encourage them to complete secondary education and undertake a program of postsecondary education; (b) publicize the availability of and facilitate the application for student financial assistance to persons who seek to pursue postsecondary education; and (c) encourage persons who have completed educational programs at the secondary or postsecondary level to enter or re-enter and complete these programs.

An individual is eligible to participate in an ETS project if the individual meets the following:

1. Requirement # 1
   a. Is a citizen or national of the United States;
   b. Is a permanent resident of the United States;
   c. Is in the United States for other than a temporary purpose and provides evidence from the Immigration and Naturalization Service of his or her intent to become a permanent resident;
   d. Is a permanent resident of Guam, the Northern Mariana Islands, or the Trust Territory of the Pacific Islands (Palau), or
   e. Is a resident of the Freely Associated States: the Federates States of Micronesia or the Republic of the Marshal Islands.

2. Requirement # 2: ETS serves eligible enrolled and reentered students in secondary education from grades 9-12, who live in target school areas of Clay, Coosa, Talladega, and Tallapoosa counties.

   Services provided by the ETS program at no charge to eligible students include:
   a. Academic tutoring;
   b. Advice and assistance in secondary school course selection and, if applicable, initial postsecondary course selection;
   c. Assistance in preparing for college entrance examinations and completing college admission applications;
   d. Financial aid assistance (through the Financial Aid Office);
   e. Alternative education programs for secondary school dropouts that lead to the receipts of a regular secondary school diploma;
   f. Entry into General Educational Development (GED) programs; or entry into postsecondary education;
   g. Educational services in financial and economic literacy;
   h. Admission assistance to two-year community colleges or four-year institutions;
   i. Exposure to programs of postsecondary education;
   j. College campus visits and cultural enrichment trips;
   k. Information, activities, and instructions of career planning services, and
   l. An array of educational services as required based upon need.

Upward Bound (UB)
This federally funded TRIO program is designed to serve qualified students, grades 9-12, who attend targeted schools in the local community. The purpose of the program is to attempt to generate skills and motivation necessary for success in education beyond high school among eligible students. Students must have completed the eighth grade and be between the ages of 13 and 19, enrolled in a targeted high school, and have a need for academic support in order to succeed in postsecondary education.

Eligible services include the following:
1. Instruction in reading, writing, study skills, science, mathematics, foreign language, etc.,
2. Academic and social coaching/mentoring;
3. Academic advice and assistance in secondary school course selection;
4. Tutorial services;
5. Exposure to cultural events, academic programs, and other activities not usually available to youth with disadvantage, and
6. Activities designed to acquaint youth participating in the project for careers in which persons from disadvantaged backgrounds are particularly under-represented, etc.
   Interested students should contact the counseling office of their high schools or the Upward Bound Office in the Administration Building on the Childersburg campus.

Student Support Services STEM (SSS STEM)
The CACC Student Support Services-STEM program is one of three federally funded TRIO projects designed to improve retention and graduation rates, financial literacy, and overall academic success rates for students who are pursing career paths in Science, Technology, Engineering, or Math fields. SSS-STEM will provide an array of required and permissible services to 120 students who have demonstrated an academic need as part of the Project's application process.

The project services include:
- Academic Advising/Coaching (includes course selection)
- Tutoring and Other Academic Supports
- Financial Aid Workshops (includes FASFA completion)
- Financial and Financial Literacy Education (includes management of personal finances)
- Four-Year University Admission and Financial Aid Assistance
- Monitoring Academic Progress to Degree Completion
- Individual Non-Cognitive Development
- Transitional Activities. Students must meet the eligibility requirements to participate in the program.

Lactation Rooms
Students who are lactating may contact the Office of Student Services at each location to arrange a designated time and private place to express their milk. The Office of Student Services will make

arrangements for the student upon request but requires a minimum of 24 hours' notice in order to reserve the private location.

Location	Room
Alexander City Campus	Administration Building - Room 103
Childersburg Campus	Building A - Conference Room
Prattville Campus	Room 406
Talladega Center	Conference Room

Learning Resource Centers (Libraries)

Central Alabama Community College has library facilities located on the Alexander City and Childersburg campuses to serve students, staff, faculty, and the community by providing access to a variety of resources and services that support and strengthen the instructional and community service programs of the College. To accomplish this mission, the libraries are committed to:

- Maintaining a comprehensive collection to enhance teaching and learning.
- Providing a well-equipped facility to support diverse learning styles and needs.
- Offering professional services to facilitate the usage of resources.
- Promoting information literacy and student success by conducting library instruction.

Full-time staff are available to assist students at the Talladega Center and Prattville Campus with library services.

Lost and Found

Lost and found articles should be taken to the CACC Police Department. Items found and/or left with the CACC Police Department will be inventoried, dated, and held for a period of 30 calendar days. During this time, these articles may be claimed upon verification of ownership. After thirty days, **the College automatically disposes of unclaimed articles.** Cash will be held for 60 days. After sixty days, if no one has claimed the money, it will be returned to the finder (faculty and staff excluded.)

Official College Hours

Official hours are the hours the College locations are open to the public. Hours are subject to change without notice. The official college calendar lists the holidays in which the College will be closed; no services will be available on these designated closure dates. All college locations close nightly at 10:00 p.m.

College Office Hours
7:30 a.m. - 5:00 p.m. Monday – Thursday
7:30 a.m. - 11:30 a.m. Friday

Official Means of Communication

The College created official e-mail addresses for all employees and students and has adopted e-mail as the official form of communication to these e-mail accounts. The College considers other forms of campus communication as supplemental.

Protection of Personal Property

Central Alabama Community College is not responsible for the protection of personal property. Students should always keep purses, book bags, etc. in their possession or in a locked vehicle or other secure place. Central Alabama Community College recommends locking valuables in vehicle trunks. Lost items and found items should be reported and/or taken to the CACC Police Department at the respective campus location(s).

Reasonable Accommodations

The Americans with Disabilities Act of 1990 (as amended) and Section 504 of the Rehabilitation Act of 1973 (as amended) prohibits discrimination against any qualified person with a disability regardless of the disability. It is the policy of Central Alabama Community College that no qualified person with a disability shall be subjected to discrimination because of the disability under any program or activity conducted or sponsored by the College. Central Alabama Community College seeks to provide accessible, affordable, quality education; promote economic growth; and enhance the quality of life in its service area and beyond. Moreover, the College strives to foster a welcoming environment to all of its students and works in good faith to meet the needs of our students.

Disclosure of a disability is voluntary. However, if a student with a disability has a need related to his/her condition and would like to request reasonable accommodations; he/she must contact the ADA Coordinator or point of contact to schedule an appointment to complete a Request for Services Application/Intake form and inform the official of his/her needs. The student must provide reasonable notice of the need for accommodations to the ADA Coordinator or point of contact. Before most accommodations can be made, the student must present documentation of his/her disability. For disabilities of physical nature, documentation must be dated within the last 12 months. For learning disabilities, documentation must be dated within the last three years. If the disability is of a physical nature, the documentation must come from the appropriate medical doctor. If the student has a learning disability, the evaluation should include test results and a statement of the disability from an appropriate mental health professional, testing agency, or medical physician. It is the student's responsibility to provide documentation of his/her disability. The student is responsible for any cost related to obtaining the appropriate documentation to support his/her need for reasonable accommodations.

In providing reasonable accommodations, an educational institution is not required to waive or modify program requirements or lower academic standards that are reasonable and nondiscriminatory. Once the student presents the proper documentation to the ADA Coordinator or point of contact and is certified to receive reasonable accommodations, the ADA Coordinator or point of contact will complete a Disability Certification form, which lists the reasonable

accommodations to be provided. Reasonable accommodations may include priority registration, testing accommodations, alternate formats of assignments, recording and/or note takers, academic classroom aids, adaptive computer technology, academic assistance, and interpreter services.

After registering for classes each semester, the student will schedule a meeting with the ADA Coordinator or point of contact. The Disability Certification form will be reviewed, and the ADA Coordinator or point of contact will complete a Reasonable Accommodation form for each class to give to the student. It will be the responsibility of the student to present these forms to his/her instructors, preferably within the first week of class, so that accommodations may be provided as early as possible. Reasonable accommodations are not retroactive; thus, it is important that students meet with the ADA Coordinator or point of contact and provide documentation of any disabilities as soon as possible. In order to receive accommodations at the College, students should follow the procedures listed below.

1. The student must schedule an appointment to meet with the ADA Coordinator or point of contact to discuss his/her need for reasonable accommodations.
2. During the appointment, the student will complete the Request for Services Application/ Intake form.
3. During (or after) the appointment, the student must provide proper documentation of his/her disability to the ADA Coordinator or point of contact. Please see the documentation criteria as listed in the section titled Criteria for Disability Documentation.
4. After being certified to receive reasonable accommodations at the College, the ADA Coordinator or point of contact will complete a Disability Certification form which lists the reasonable accommodations to be provided.
5. At the beginning of each term of enrollment, the student must schedule a meeting with the ADA Coordinator or point of contact. The Coordinator will review the Disability Certification form and complete the Reasonable Accommodations form(s) for the student to present to his/her instructors.
6. The student should present the Reasonable Accommodations form(s) to the instructor(s) during the first week of class. After the instructor signs the form, the student must return the form to the ADA Coordinator or point of contact who will copy the form and provide a copy to the instructor.
7. Steps 5 and 6 will be repeated for each new term of enrollment with Central Alabama Community College.

If a student has a concern regarding reasonable accommodations and services received at the College, the student should contact the ADA Coordinator or point of contact at the location where the student is enrolled in classes.

Location	ADA Coordinator/ Point of Contact	Contact Information
Alexander City Campus	Michael Lovett	George C. Wallace Administrative Building 1675 Cherokee Road Alexander City, AL 35010
***Childersburg Campus and Talladega Center**	Leslie Mitchell	1009 South Street East Talladega, AL 35160 (256) 378-2003 lmitchell@cacc.edu
Prattville Campus	Erin Brock	1320 Old Ridge Road Prattville, AL 36066 (334) 595-6647 ebrock@cacc.edu

**Students may contact the Office of Student Services at the campus/site where the student is enrolled or contact the designated ADA Coordinator or point of contact who will make arrangements to meet with the student.*

Criteria for Disability Documentation

Section 504 of the Rehabilitation Act of 1973 (as amended) and the **Americans with Disabilities Act of 1990** (as amended) state that qualified students with disabilities who meet the technical and academic standards for colleges, universities, and institutions may be entitled to reasonable accommodations. A person with a disability is defined by the ADA as an individual who has a physical or mental impairment which substantially limits one or more major life activities (such as caring for oneself, talking, seeing, hearing, reading, thinking and learning); a record of such an impairment; or is regarded as having such an impairment. **Central Alabama Community College does NOT provide disability documentation for students. It is the student's responsibility to provide appropriate documentation and to request accommodations. The name, title, and license or certification credentials of the evaluator must be stated on all reports submitted as official documentation. All reports must be on official letterhead, dated, and signed. Documentation must substantiate the need for services based on the student's current functioning and the report must include specific recommendations for reasonable accommodations and the rationale for the stated accommodations.** Appropriate documentation is defined as that which meets the following criteria:

1. Health Condition, Mobility, Hearing, Speech, or Visual Impairment: A letter or report from treating physician, orthopedic specialist, audiologist, speech pathologist, or ophthalmologist (as appropriate), including:
   a. Clearly stated diagnosis ruling out alternative explanations and diagnosis;
   b. Defined levels of functioning and any limitations;
   c. Current treatment and medication;
   d. Current letter/report (within the past twelve months), dated, and signed by the treating

physician or specialist.

2. Psychological Disorder: A letter or report from mental health professional (psychologist, neuropsychologist, licensed professional counselor), which includes:
   a. Clearly stated diagnosis (DSM-V criteria) ruling out alternative explanations and diagnosis;
   b. Defined levels of functioning and any limitations;
   c. Supporting Documentation (i.e. test data, history, observations, etc.);
   d. Current treatment and medication;
   e. Current letter/report (within the past twelve months), dated, and signed by the individual who completed the assessment.

3. Traumatic Brain Injury (TBI): A comprehensive evaluation report by rehabilitation counselor, speech-language pathologist orthopedic specialist, and/or neuropsychologist (or other specialist as appropriate), including:
   a. Assessment of cognitive abilities, including processing speed and memory;
      Analysis of educational achievement skills and limitations (reading comprehension, written language, spelling, and mathematical abilities);
   b. Defined levels of functioning and limitations in all affected areas (communication, vision, hearing, mobility, psychological, seizures, etc.);
   c. Current treatment and medication;
   d. Current letter/report (post-rehabilitation and within the past twelve months), dated, and signed by the treating physician or specialist.

4. Learning Disability: A comprehensive evaluation report from a clinical psychologist, psychiatrist, neuropsychologist, school psychologist, learning disability specialist, or diagnostician, including:
   a. Clear statement of presenting problem; diagnostic interview;
   b. Educational history documenting the impact of the learning disabilities;
   c. Alternative explanations and diagnosis ruled out;
   d. Relevant test data with standard scores are provided to support conclusions, including at least: (a) WAIS-R; (b) Woodcock-Johnson Psychoeducational Battery-Revised to substantiate any processing problems including Written Language (and Spelling), Reading, Comprehension, and Math (Calculation and Reasoning), and (c) Woodcock-Johnson Cognitive Processing Battery to substantiate any processing problems;
   e. Clearly stated diagnosis of a learning disability based upon DSM-V criteria and supported by more than one subtest score;
   f. Defined levels of functioning and any limitations, supported by evaluation data;
   g. Current report (within three years of enrollment date), dated, and signed.
      ** Note: High School IEP, 504 Plan, and/or a letter from physician or other professional will not be sufficient to document a learning disability.

5. Attention Deficit Hyperactivity Disorder (AD/HD): A comprehensive evaluation report from a physician, psychiatrist, clinical psychologist, neurologist, or neuropsychologist, including:
   a. Clear statement of presenting problem; diagnostic interview;
   b. Evidence of early and current impairment in at least at two different environments (comprehensive history);
   c. Alternative explanations and diagnoses ruled out;
   d. Relevant test data with standard scores are provide to support conclusions, including at least: (a) WAIS-R or WAIS III (b) Woodcock-Johnson Psychoeducational Battery-Revised, including Written Language (and Spelling), Reading Comprehension, Math, (Calculation and Reasoning), and (c) Behavioral Assessment Instruments for ADHD normed on adults; (d) Tests of Variables of Attention (TOVA);
   e. Clearly stated diagnosis of ADHD based upon DSM-V criteria and supported by more than one score;
   f. Defined Levels of functioning and any limitations, supported by evaluation data;
   g. Current report (within three years of enrollment date), dated, and signed.
   ** Note: High School IEP's, 504 Plans, and/or a letter from a physician or other professional are not sufficient to document AD/HD. Medications cannot be used to imply a diagnosis.

The Disability Services Office is the only party that will review disability verification documents. The Office will not release disability documentation to any party without the student's consent. Strict confidentiality is maintained in all verbal communications with Central Alabama Community College faculty and staff unless a student grants written permission or Disability Services is required to release information by law or court order.

Restrooms and Locker Room Facilities

Restrooms and locker rooms are designated separately for men and women. In addition, single-occupant restrooms, available for individual use regardless of gender, are located at the following sites:

LOCATION	BUILDINGS/FACILITIES
Alexander City	Administration Building Betty Carol Graham Technology Center
Childersburg	Building A, Room 121
Talladega	Talladega Center Staff Restroom
Prattville	First Office Suite on Left (Main Entrance)

Service Animals

In accordance with the Americans with Disabilities Act (ADA), service animals are permitted on the college campus and in its facilities. A service animal is defined as any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual

with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing, providing minimal rescue or protection work, pulling a wheelchair, fetching dropped items or providing assistance with balance and stability. To be permitted on campus, a service animal must be specifically trained to perform a service function.

The deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Individuals will not be asked about the nature or extent of a disability; however, when it is not readily apparent what task the service animal is providing for the individual, the individual may be asked two questions to determine if the animal qualifies as a service animal: (1) If the animal is required because of a disability; and (2) What work or task the animal has been trained to perform to include trained-service demonstration.

Removal of the Service Animal
The college may temporarily remove or permanently exclude the service animal if:

1. The animal poses a direct threat to the health or safety of others;
2. The animal's presence results in a fundamental alteration of the College's programming;
3. The animal or its presence creates an unreasonable disturbance in or interference with the College community; or
4. The Owner does not comply with this policy.

In the event restriction or exclusion of a service animal is determined to be necessary, the College will take other actions to ensure that the individual with disabilities will still be offered the opportunity to participate in services, programs and activities provided by CACC.

Conflicting Disabilities
Individuals with medical issues that may be impacted by the presence of service animals should communicate with Human Resources if they have a concern about exposure to a service animal. The individual will be asked to provide documentation that identifies a disability and the need for an accommodation. Human Resources will facilitate a process in collaboration with the ADA Coordinator to resolve the conflict that considers the disability related needs/accommodations of all persons involved. Questions not covered in this policy should be directed to Human Resources.

Student Directory Information

Change of Student Directory Information
Any change in student directory information such as but not limited to: change of name, address, emergency contact and/or attendance history must be submitted to the Office of Student Services. All changes of directory information will require legal documentation for the changes.

Students who are transitioning or transgender are not required to obtain identification documents that reflect their gender identity if providing the documents limits or denies the student equal access to an educational program or activity; however, they are required to submit their change in gender identification in writing to the Office of Student Services to notify the College to refer to the gender to which the student now identifies.

Requests may be made in person or by mail. Mailed requests must be notarized and sent to the:

Central Alabama Community College
Office of Student Services
1675 Cherokee Rd
Alexander City, AL 35010

Change of Directory Information Forms can be found on the college website or forms may be picked up at Office of Student Services at each location.

Acceptable legal documentation generally consists of new driver's license, official ID card, Social Security card, certified copy of marriage license, court order, dissolution decree, or current passport.

Student ID Badges

All students are required to have a Central Alabama Community College ID made upon enrollment. The student ID badges will be issued by the CACC Police Department and will include the student's name and a recent photograph for identification purposes. Students are required to wear their college-issued ID badge visibly and prominently displayed at all times while on campus. The Student ID Badge should be worn on the outermost garment or worn on a College issued lanyard. The student ID must be accessible at all times while on campus.

Student Insurance (College Sponsored Event)

It is the responsibility of the student to be covered by insurance in case of an injury related to a college-sponsored event. The parent, guardian, or student will be expected to assume all responsibility and shall not hold the College liable for any injury due to an accident related to a college-sponsored event except for students who participate in intercollegiate athletic events and are covered by college accident insurance.

Student Life

In keeping with its mission and educational goals and values, Central Alabama Community College strives to support the growth and development of its students:

- Through programs that develop leadership skills and encourage students to assume roles of significant responsibility.
- Through promotion of a learning environment in all student activities and services.
- Through encouragement of students to exercise their freedom and judgment while respecting

the rights and needs of the campus community.
- Through activities that promote service to others on and off campus.
- Through activities and services that maximize the opportunities for students to understand themselves and to grow and develop to their fullest potential.

Central Alabama Community College provides students with a well-rounded array of student activities, including Student Government, service organizations, special-interest clubs, and intercollegiate athletics. Clubs and other organizations sponsor a variety of worthwhile cultural and intellectual assemblies open to students, faculty, staff, and members of the community.

Athletics
Central Alabama Community College does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin or age in regard to athletics. Please see our nondiscrimination policy located in this handbook.

Central Alabama Community College is a member of the National Junior College Athletic Association and the Alabama Community College Conference. The College participates in varsity competition in the following sports:

Men's Baseball
Men's and Women's Cross Country
Men's Golf
Women's Softball
Men's and Women's Tennis

The College competes with other members of the conference as well as community colleges from other states. Students who are interested in participating in intercollegiate athletics should contact the Athletic Director or respective coach.

The Alabama Community College System Board of Trustees has adopted a policy and guidelines for the drug testing of student athletes. In accordance with this policy, Central Alabama Community College has instituted a program for drug testing and for the education of student athletes on the use and abuse of drugs. The stated purpose of this policy is to prevent illegal drug usage; to alert student athletes to serious physical, mental, and emotional harm caused by drug abuse; and to maintain an athletic environment consistent with the high standards of the College and with the overall development and education of our student athletes. To comply with the Alabama Community College Conference and the Alabama Community College System policy, each student athlete will be required to submit to drug testing prior to the beginning of each academic year. The cost of this test will be the responsibility of the individual player. After the initial drug testing, further testing of the student athlete will be conducted throughout the year at regular and random intervals, both announced and unannounced. The cost of random testing will be covered by the College. For further information on policy and procedures relating to this program, see the *Central Alabama Community College Athletic Handbook*.

American Welding Society
The American Welding Society is a student-led organization dedicated to promoting excellence, innovation, and advancement in the field of welding. AWS is open to all students interested in welding and provides opportunities for hands-on experience, industry certifications, networking with professionals, and participation in welding competition and events. Members gain valuable skills and connections that support both academic and career success in the welding and manufacturing industries.

Bass Fishing Club
The Bass Fishing Club is a student organization for collegiate anglers that wish to participate in intercollegiate bass fishing tournaments. Members participate in local, state, regional, and national tournaments. Students must maintain full-time status at 12 credit hours, maintain 2.0 GPA, and be current members of M.L.F and B.A.S.S. Students must also participate in fundraising activities throughout the year.

College Scholars Bowl Team
A group organized for the promotion of academic excellence, this group competes in statewide competition with teams from other two-year colleges and assists with the organization and promotion of high school scholars' teams. Admission to the group is by faculty selection based on grade point average.

Fellowship of Christian Athletes
The Fellowship of Christian Athletes is an international non-profit Christian sports ministry. It presents to coaches and athletes, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.

Non-Traditional Student Organization
The Non-Traditional Student Organization will meet monthly to provide academic resources as well as social and motivational support for non-traditional students. Any currently enrolled student may join and participate though this organization is geared towards the needs of our target demographic.

Psychology Club
The Psychology Club is a group that will meet monthly to discuss psychological topics, careers, and current events. The club may occasionally host guest speakers.

Rotaract
Rotaract is a student organization sponsored by the Rotary Club to recognize the positive change implemented by youth and young adults as the fifth Avenue of Service, Youth Service, through an active and personal commitment to empower young adults and young professionals to take action through community and international service, develop leadership skills through professional

development, and gain a global perspective that fosters world peace and cultural understanding as partners in service; and for Students and young professionals to take action through community and international service that creates sustainable solutions to local and global challenges, connect with the global community of Rotary to expand professional networks, exchange ideas with leaders, and cultivate lifelong friendship around the world, develop skills to become community and global leaders, make friends locally and globally, and have fun while recognizing the importance of Service Above Self.

Student Government Association
The Student Government Association (SGA) has a major role in all phases of the extracurricular program and represents the student body in all matters of concern to students. This association operates under a constitution drawn up by the students, and each campus will elect executive officers.

Trojans in Christ
Trojans in Christ is a campus ministry that offers students an opportunity to grow in their faith, leadership skills, discipleship and personal relationships. Whether you have been to church all your life or this is a first-time faith experience, this will be a time to grow. Students will find worship, Bible study, music, food, fun, friendships, mission opportunities and much more. Together we will help each other grow in a relationship with Christ and help lead others to Him. Everyone is welcome to join our campus ministry! Our goal is to help students meet spiritual needs by finding hope and purpose for their lives.

Trojan Questers
Trojan Questers is Central Alabama Community College's official gaming club, open to all students on the Alexander City and Prattville campuses. The club provides a welcoming environment for students interested in video games, tabletop games, and competitive play. Trojan Questers promotes student engagement, collaboration, and community building through shared gaming experiences.

Official Recognition of Student Clubs and Organizations

Formation of New Clubs and Organizations
Any group desiring to organize on campus must request permission by submitting Request for Official Recognition of Student Organization form to the Office of Student Services. With this form, the requesting organization must also draft and submit three copies of a governing constitution containing the following information:

- Name
- Statement of purpose
- Membership eligibility requirement
- List of promoting students
- List of officers by title and any special function(s) of the officers

- Statement of the terms of the officers and the time and method of election
- Frequency of meetings
- Statement of membership dues, including amount and frequency of payment and provision for disposition of any funds in the event of dissolution of the organization
- Provision for club advisor(s) and name of at least one club advisor (must have been employed at least one year at *Central Alabama Community College* in a full-time capacity)
- Statement of any national, state, or regional affiliation, if applicable (a copy of the affiliation's constitution must be attached)

Approval Process

The Office of Student Services will review the documents to ensure that all requirements have been met and will forward the request to the Student Government Association Executive Council on the campus where the founding members are located. The Student Government Association Executive Council will review the documents and forward them to the Dean of Students or his/her designee with a recommendation. The Dean of Students will review the request and governing constitution and forward the constitution to the Central Alabama Community College President's Cabinet for approval. Upon final approval, the requesting organization will identify its organization representative to the Student Government Association. This individual will serve as the organization's liaison to the SGA.

Any change or amendment affecting the nature or purpose of the organization as originally approved must be approved by the Dean of Students.

Annual Recognition Procedures of Clubs and Organizations

A student organization must follow the process below to continue receiving official recognition.

- Submit an annual report to the Student Government Association and the Office of Student Services.
- The annual report (due two weeks before the end of spring term) must reflect how the organization has continued to fulfill the original purpose, goals, etc. of its charter, constitution, and bylaws and shall include a financial statement. Other information deemed necessary may be requested.
- Complete and submit a Registration of Student Organization form to the Office of Student Services no later than October 1 of each fall semester.
- Maintain an up-to-date copy of the constitution on file with the Office of Student Services.

Rights and Privileges of Official Recognition

Organizations that are recognized officially by the College are entitled to the following rights and privileges to:

- Sponsor college-endorsed student events and fundraising activities.
- Maintain a student organization funding account.
- Publicize organization and organization-related activities on campus.
- Use campus facilities for organization meetings and activities.

- Receive event planning and promotional support from the Office of Student Services.

Responsibility of Club/Organization Sponsor(s)
All student organizations must have a minimum of one qualified sponsor. When membership exceeds 50, organizations are urged to obtain an additional faculty or staff sponsor. Any full-time faculty or professional staff member with at least one year of experience at Central Alabama Community College may, with the approval of the employee's supervising Dean and the Dean of Students, serve as an advisor to a student organization. The supervising Dean and the Dean of Students must approve any change in club advisor. Any employee of the College may serve as assistant advisor; however, the designated faculty or professional staff sponsor serves as the primary contact for the organization and is the individual responsible for the conduct of the organization.

An employee who agrees to serve as a club sponsor accepts the responsibility of encouraging the organization in its purpose and activities within the limits of College policy and the goals and objectives of the organization as set forth in the statement of purpose and constitution. Sponsors are responsible for being familiar with and operating within the following parameters of:

- The College Catalog & Student Handbook and other College regulations pertaining to the students, fundraising, and speakers.
- The constitution and purposes of the student organization they are advising.
- The activities and projects of their respective student organizations.

No meeting or other activity is authorized or recognized unless attended by the approved sponsor. Proceedings of meetings held with a substitute sponsor must be reviewed by the sponsor. Exceptions must be approved by the Dean of Students in advance. Sponsors must attend club-sponsored activities, with the exception of routine meetings.

Advisors/sponsors must attend on and off campus activities as well as in-state and out-of-state activities unless there are extenuating circumstances, and the Dean of Students approves an exception. Advisors must obtain emergency contact information on all students participating in any off-campus activity and distribute to the Office of the Dean of Students. Sponsors must take all appropriate steps necessary to resolve any conflicts while supervising student activities at the time of occurrence. Sponsors must review the Student Code of Conduct with students and obtain and maintain Acknowledgement of Student Code of Conduct forms from all student participants. Advisors are responsible for making appropriate notifications, using an Incident Report form, to the Dean of Students immediately when accidents, illnesses, conflicts, or other unusual circumstances arise.

Meetings
Recognized student organizations are required to hold meetings on campus and college facilities will be made available to them. Special permission must be obtained from the Dean of Students or

his/her designee for off-campus meetings and/or for activities outside of the traditional meeting format.

Procedures for Conducting Campus Activities
Speakers and special programs sponsored by student organizations must have the formal approval of a club sponsor and the Dean of Students or his/her designee in accordance with the standards set forth by the College. Forms are available in the Office of Student Services.

The following procedures are required to receive approval of activities other than regularly scheduled on-campus meetings:

- A **Student Activity Request Form** must be submitted to the Office of Student Services.
- The **Student Activity Request** must be submitted a minimum of **10 business days** prior to the proposed event.
- A request for off-campus speakers or performers must be made a minimum of **10 business days** prior to the issuance of an invitation by the student organization.
- The activity is **considered approved** once the student Organization Sponsor receives a return copy of the **Student Activity Request** with all required signatures. If the Organization Advisor does not receive the submitted **Student Activity Request** within 10 days of submission, the student organization is not authorized to move forward.
- If an activity is not approved, the Office of Student Services will notify the club sponsor and will present a copy of the **Student Activity Request** with an attached explanation of the disapproval.
- If the activity requires students to miss class in order to participate, the Organization Sponsor must obtain permission for the excused absence by completing a **Request for Excused Absence—College Function** form and submitting it to the Office of Student Services. This form should be submitted at least three working weeks in advance.
- Students must ride in college approved transportation for off-campus activities when college transportation is provided and sign an official General Release, Indemnity, and Waiver of Liability form and submit it to the Office of Student Services.

Visiting Speaker/Performer/Program Policy
In the interest of orderly administration, effective public relations, adequate preparation and reservation of facilities, and proper maintenance of the campus, the following procedures have been established by the College:

- An outside speaker (one who is not a registered member of the student body or the faculty and staff of the College) may be invited to speak on campus only by an officially recognized student organization, faculty organization, or staff organization.
- The officers and the sponsor of the student organization sponsoring an outside speaker/program shall assume full responsibility for making the necessary arrangements, paying all expenses, and preserving the peace and dignity of participants in the scheduled event. Any responsible officer or sponsor who willfully violates this policy will be subject

to appropriate disciplinary actions as outlined in the Student Handbook or Employee Handbook.

- Prior to extending an invitation to an outside speaker for a campus event, the organization shall submit a **Student Activity Request** to Office of Student Services in accordance with the procedures outlined for the Approval of Campus Activities.
- Upon receipt of the properly completed **Student Activity Request**, the sponsor of the organization shall contact the Dean of Students and Dean of Academic Programs to identify any scheduling conflicts and the Business Office to determine the availability of adequate facilities for the proposed event.
- When deemed necessary, the deans shall review the proposal to determine whether college regulations have been fulfilled.
- Notices and printed material pertaining to the speaker or scheduled event shall:

    - Bear the name of the sponsoring organization and shall not contain any implication that the speaker or event is being sponsored by the College.
    - Be posted only at locations approved by the Dean of Students or his/her designee, who shall be primarily concerned with the prevention of any temporary or permanent damage to college property or the appearance thereof.
    - Be distributed on campus only at tables or booths provided for such purpose inside campus buildings. Any location for distributing such material other than the customary places must be approved by the Dean of Students or his/her designee, who shall be primarily concerned with the prevention of excessive litter spoiling the appearance of the campus.
    - Be removed by the sponsoring organization within 24 hours following the scheduled event, should such organization desire to preserve the material for some future use.
    - The sponsoring organization shall make it clear, at the time the speaker is introduced at the event, that views expressed by the speaker are not necessarily those of the College or the organization.

Student Club/Organization Fundraising Policy

All fundraising projects conducted at the College must be related to the mission of the College and of the Alabama Community College System. Any fundraising projects conducted by any College club, organization, or department must be approved in advance by appropriate administrators. The approval process should be initiated by submitting a **Request to Conduct Fundraising Activities** to the Office of Student Services for signatures, approval, and appropriate routing.

All funds collected from institutional fundraising projects will be processed through the Business Office and deposited into college accounts. It is illegal to deposit any funds into personal accounts. Revenues will be recorded as income in the club or organization account. Expenditures against those funds will be processed by requisition and purchase order and will be paid by check to the appropriate vendor. Under no circumstances should cash be taken from collected fundraising revenues and paid directly to vendors. Each contribution must be recorded on the **Activity Receipt** form. **Activity Receipt** forms and corresponding cash should only be collected, totaled, and

submitted to the Business Office each day as funds are collected. Each club or organization must submit the name of the individual who will be responsible for submitting funds to the Business Office Cashier to the Dean of Students or his/her designee for approval in the fall of each academic year. Submitting funds must ONLY be conducted by the pre-approved individual for the club or organization. The cashier will prepare a separate receipt for each day's deposit. The Organization Sponsor is responsible for maintaining these receipts. The Business Office will maintain all completed **Activity Receipt** forms as documentation for review by the Examiners of Public Accounts. When the fundraising activity is concluded, the Fundraising Activity Final Report form must be completed by the sponsor and distributed by the Director of Accounting as indicated on the form.

Student Club/Organization Purchasing Procedures
Organizations and club sponsors must submit requests to purchase items at least 20 working days in advance. Failure to do so may result in purchase orders not being approved in time for your purchase.

Clubs and organizations may not pay for student memberships out of agency (college) funds. Fundraising funds may be used for student memberships only when approved and included in the bylaws of the club or organization.

Generally, fund raising funds are allowed to pay for the following items and services:

- Educational and service leadership trips and projects;
- Club and organization t shirts, hats, and accessories;
- Advertising and promotional products of the club or organization;
- Guest speakers or professional development workshops and events;
- Pre-approved entertainment events e.g. dances, competitions, etc., and
- Refreshments, meals, and drinks for meetings and events and activities (with the exception of alcohol and products that are prohibited on campus).

Students may NOT make purchases for the clubs and organizations. All fundraising expenditures must be approved prior to purchase by the Dean of Students and must follow all Central Alabama Community College and Alabama Community College System purchasing policies and procedures.

General Policies for Clubs and Organizations
Campus organizations shall be open to all students without respect to race, creed, national origin, sex, sexual orientation, or disability.

All clubs and organizations must conform to the laws and policies of the State of Alabama, the Alabama Community College System, Central Alabama Community College, and the Student Government Association.

No club or organization shall interfere or support interference with the regular academic pursuit of any student. No club or organization shall cause or encourage non-attendance of classes for campus activities without prior consent of proper college officials. No club or organization will encourage any action that might cause disrepute to a student, instructor, or college activity.

Student Transportation and Liability
Central Alabama Community College does not generally provide transportation to students to and from classes, course-related field trips, or course-related endeavors. However, students must ride in college approved transportation for off-campus activities when college transportation is provided. Seat belts must be worn by students at all times when riding in college transportation. If the College does provide transportation, Central Alabama Community College shall not be responsible for the safety of students or be liable for any loss of or damage to personal property or any physical injury suffered in traveling to or from or while participating in the respective activity. Students must sign an official General Release, Indemnity, and Waiver of Liability form and submit to the Office of Student Services when participating in off-campus activities.

Room Assignments for Overnight Events
Room assignments for overnight travel events are made on the basis of the biological sex of individuals unless a request is made on the basis of gender identity. If separate facilities are available at the time of the event, these separate, individual facilities may be made available as alternative overnight accommodations.

Student Right-to-Know
Each year, institutions of higher learning are required to provide specific information concerning campus crimes, athletic disclosure, and other data. The following web sites are available for consumers desiring to obtain detailed information about campus crime data and athletic disclosure.

Campus Crime: https://ope.ed.gov/campussafety
Athletic Disclosure: https://ope.ed.gov/athletics

Hard copies of this information are available from the Office of the Dean of Students.

Success Coaching
Success coaching for students includes regular contacts and coaching sessions with students needing assistance with selecting a major and career path, troubleshooting with schedules or registration, and referring students to counseling and community resources when appropriate.

Telephone Messages for Students
The College will accept messages for students only in emergencies. In such emergencies, every effort will be made to locate the student. Students who need to place an emergency call from the College should report to the Office of Student Services or the CACC Police Department for assistance. Calls should be limited to emergency calls or calls for transportation assistance and limited to a short time duration.

Unattended Minors

For their safety, unattended minors of students are not permitted on campus while students are in class. In consideration of your fellow classmates and staff, children of students are not allowed in class or on campus unsupervised at any time.

Use of Computer Resources

Central Alabama Community College makes on-campus computer resources available to its students. The College encourages use of the Internet and e-mail to make communication more efficient and effective. Internet service and e-mail are College property. The purpose is to facilitate college programs, services and activities with resources that provide laboratory experience for approved courses, support for academic programs, and support for authorized research.

Acceptable Use of the Internet and E-mail

The Central Alabama Community College Acceptable Use Policy is established to maximize availability and fair access to the College Internet and e-mail resources. The College-provided Internet and e-mail access is intended to support education, research, local, state or national government affairs, and economic development and public service related to college supported activities.

Alabama Research and Education Network

The Alabama Research and Education Network (AREN) is a statewide network administered by the Alabama Supercomputer Authority (ASA). Access to the Internet at Central Alabama Community College is provided through an Alabama Supercomputer Authority (ASA) statewide contract with a regional network provider. Use of Internet access at the College must be consistent with ASA's primary goals and its acceptable use policy. In those cases when information is transmitted across regional networks or the Internet, AREN users are advised that acceptable use policies of those networks apply and may limit access.

Software

To prevent computer viruses from being transmitted through the College e-mail/ Internet system, downloading of any software should be only from sites sponsored or recommended by legitimate and reputable companies or individuals.

Security

All messages created, sent, or retrieved over the College e-mail/Internet system are the property of the College and should be considered public information. The College reserves the right to access and monitor all messages and files on its e-mail/Internet system. Students and employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways.

The Alabama Supercomputer Authority (ASA) also reserves the right to monitor and review all traffic on AREN for potential violations of its policies.

Violations
Users who abuse the privilege of college-facilitated access to e-mail or the Internet will be subject to disciplinary action. The College also reserves the right to advise appropriate officials of any legal violations.

Violations of ASA policy that are not promptly remedied by individuals and member institutions may result in termination of access to AREN. Final authority for the determination of violation of the ASA Acceptable Use Policy and subsequent penalty rests with the ASA Board of Directors. It is the responsibility of member representatives to contact ASA, in writing, regarding questions of interpretation. Until such issues are resolved, questionable use should be considered "not acceptable."

Central Alabama Community College is not liable for injury, damage, or expense arising from any sites or materials accessed through use of its Internet/e-mail system.

FINANCIAL AID

The Financial Aid Office administers student financial aid programs, which provide financial assistance for students who, without such aid, would be unable to attend Central Alabama Community College. Financial aid is designed to assist in the financing of the student's educational expenses. Eligibility for assistance is based primarily on financial need. Need may be defined as the difference between the total cost of education (expenses such as, but not limited to, tuition, fees, housing, food, room, board, books, supplies – see https://www.cacc.edu/coa/) and the amount which the student and the student's family can afford to pay as determined by the Federal Methodology Calculation. Financial aid workshops are offered at area high schools and at Central Alabama Community College locations each year to assist students and parents in understanding financial aid options. Priority deadline dates to ensure processing of financial aid are as follows: fall semester June 1, spring semester November 1, and summer semester March 1.

Central Alabama Community College is approved to participate in the following programs: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Student Loans, Federal Parent PLUS Loans, Federal Work-Study (FWS), Federal Community Service College Work-Study, Alabama Student Assistance Program Grant (ASAP), Special Rule Pell Grant (formerly the Iraq and Afghanistan Service Grant (IASG) and the Children of Fallen Heroes Scholarship, Vocational Rehabilitation, Workforce Investment Act, and Trade Adjustment Act.

In addition to the above listed programs, Central Alabama also participates in institutional scholarships, privately sponsored scholarships, and benefits for veterans and dependents of veterans.

A brief overview of the basic programs administered by the Financial Aid Office is as follows:

I. ***Federal Pell Grants***

Federal Pell Grants are awarded to students who need money to pay for their education after high school. A Pell Grant is not a loan and does not have to be paid back as long as all requirements are being met. The offer of a Pell Grant is calculated using the U.S. Department of Education Federal Methodology Calculation. The offer is dependent upon the student's, and/or family of the student's, financial circumstances, the student's cost of attendance, and the student's enrollment intensity of financial aid eligible credit hours each term. To be considered for a Pell Grant, a student must be an undergraduate student who does not already have a bachelor's degree. Application is made directly to the U.S. Department of Education by completing the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov. Pell Grants are not automatically renewed from one academic year to the next. Therefore, all Pell Grant recipients must reapply each year. In accordance with federal regulations, a student will only be eligible to receive 12 full-time semesters of Pell Grant funding during the student's lifetime. For more information about Pell Grants, contact the Financial Aid Office.

II. *Federal Supplemental Educational Opportunity Grant (FSEOG)*

FSEOG program is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest student aid index (SAI) calculation from the FAFSA will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid as long as all requirements are being met. To receive a FSEOG, a student must be an undergraduate student who does not already have a bachelor's degree. Financial need is determined by the Free Application for Federal Student Aid (www.studentaid.gov). Students need only to complete the FAFSA and any required documents to receive consideration. Since funds are limited, not all eligible students will receive this grant. For additional information about the FSEOG grant, contact the Financial Aid Office.

III. *Federal Student Loans*

The U.S. Department of Education administers the Direct Loan program. Subsidized loans are offered on the basis of financial need. Interest is deferred prior to repayment beginning and during authorized periods of deferment. Unsubsidized loans are not offered on the basis of need. Interest is charged from the date the loan is disbursed until the loan is paid. Students must be enrolled in a minimum of six financial aid eligible credit hours in an eligible program. Parents can borrow a Federal Parent PLUS loan to help pay the educational expenses of their dependent undergraduate student who is enrolled in a minimum of six financial aid eligible credit hours in an eligible program. Parents must have an acceptable credit history to receive a Federal Parent PLUS loan.

Interested students must complete the Free Application for Federal Student Aid (www.studentaid.gov) and complete any required documents before receiving consideration for a Direct Loan. Central Alabama offers to students who meet eligibility requirements a Direct Loan at the federal base limit. Students who need to borrow additional funds up to the academic year level and have remaining eligibility may complete a Direct Loan Additional Request Form online at www.cacc.edu, financial aid, financial aid forms for the appropriate aid year. Borrowers at Central Alabama Community College (Central Alabama) are required to complete loan entrance counseling, a Master Promissory Note (MPN) and, if required by CACC or the U.S. Department of Education, Annual Student Loan Acknowledgement (ASLA) at www.studentaid.gov prior to disbursement. Funds are sent directly to Central Alabama and posted to the student's account. Balances due to the student will be disbursed by the Central Alabama Community College Business Office after all institutional charges have been paid. Students must be enrolled for a minimum of six financial aid eligible credit hours to be considered for loans.

Central Alabama Community College, per federal regulation requirements in HEOA 489 amended HEA Section 485B, will submit Federal Direct Student and Parent Plus

Loans to the National Student Loan Data System (NSLDS). NSLDS is accessible by authorized agencies, lenders, and institutions.

IV. ***Federal Work-Study***

Federal Work-Study is part-time employment on and off campus. It allows students to earn a portion of the money which is needed to finance their education. Students must complete the Free Application for Federal Student Aid (www.studentaid.gov), any required documents, and a Central Alabama Community College Federal Work-Study Application to receive consideration. For more information about Federal Work- Study, contact the Financial Aid Office.

V. ***Special Rule Pell Grant in HEA Section 401(c)***

The FAFSA Simplification Act changed eligibility for what were formally called "Iraq and Afghanistan Service Grant" (IASG) and "Children of Fallen Heroes Scholarship Act (CFH)." Beginning with the 2024-2025 award year, students who meet the eligibility requirements for Pell Grants under the "Special Rule" in HEA Section 401(c) will receive a maximum Pell Grant Award, regardless of their calculated SAI. To receive a Pell Grant based on eligibility under the Special Rule, a student must be: the child of a parent or guardian who died in the line of duty while either (a) serving on active duty as a member of the U.S. Armed Forces on or after September 11, 2001; or (b) actively serving as and performing the duties of a public safety officer (generally includes a law enforcement officer, fire fighter, member of a rescue squad or ambulance crew, Federal Emergency Management Agency (FEMA) employee, Emergency Management Civil Defense Agency employee, Chaplin, others defined in Section 1204 of the Omnibus Crime Control and Safe Streets Acts of 1968) and less than 33 years old as of January 1, prior to award year for which the applicant is applying (e.g., for the 2024-2025 award year, a student must be less than 33 years old as of January 1, 2024, to be eligible.) Student must complete the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov and any required documents to confirm eligibility. For more information concerning the Special Rule Pell Grant, contact the Financial Aid Office.

VI. ***Alabama Student Assistance Program (ASAP)***

The Alabama Student Assistance Program (ASAP) is a state aid program that provides financial assistance to Alabama residents for postsecondary education at participating colleges within the State of Alabama. Students make application by completing the Free Application for Federal Student Aid (www.fafsa.gov or www.studentaid.gov), and any required documentation to be considered. To be eligible, students must have demonstrated financial need. The student must be enrolled in at least six financial aid eligible credit hours each semester to receive consideration for this grant. Since funds are limited, not all eligible students will receive this grant. For more information concerning the ASAP program, contact the Financial Aid Office.

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, complete all enrollment requirements, and be unconditionally admitted prior to receiving financial aid offers. This process includes submission of official (final) high school transcripts or GED scores and certificates, and official transcripts from previously attended colleges per the admission requirements 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.studentaid.gov and list the Central Alabama Community College federal school code (001007) on their applications. Students are responsible for checking their MyCACC and CACC e-mail accounts frequently to determine if any additional documentation is required to complete the processing of their financial aid offers.

III. A student's financial aid application may be selected by the U.S. Department of Education or CACC for a review of conflicting information and / or a process called verification, which would require additional documentation.

IV. Once all required paperwork has been received and verified, eligibility will be determined for financial aid offers. Financial aid offers will be posted to the student's MyCACC account. Financial aid payment is prorated based on student financial aid enrollment status and/or intensity. To be considered for a Federal Direct Student Loan, the student must enroll in at least six financial aid eligible credit 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.

Students are responsible for checking their MyCACC and CACC e-mail accounts frequently to determine if any additional document is required to complete the processing of their financial aid offers and to review any other notifications from the CACC Financial Aid Office.

Cost of Attendance

The Cost of Attendance (COA) for a student is an estimate of that student's educational expenses for the period of enrollment. The COA may include tuition and fees, books and supplies, costs of obtaining a license, certification, or first professional certification, federal student loan fees, food and housing, miscellaneous and personal expenses, and transportation. Students who have additional costs related to cooperative education program employment costs, disability-related expenses, study abroad and/or technology expenses should contact the Financial Aid Office for additional information. Cost of attendance information is located on the College website at https://www.cacc.edu/coa/.

Disbursement of Financial Aid Funds

Students are expected to attend all courses for which they are registered. Students who fail to attend a course(s) prior to the published required attendance date will be deleted from their course(s), which may result in an adjusted financial aid offer and possible financial implications.

In accordance with federal regulations, students may authorize the deduction of student charges from financial aid credit balance refunds. Typically, funds are authorized for disbursement each week with the exception of the start of a term and to maintain compliance with federal regulations regarding federal funds (i.e., Federal Direct Student Loans). Student financial aid refund checks/direct deposits are calculated and disbursed by the College Business Office. Authorization for disbursement dates will be posted on the College website. Disbursements will be issued by direct deposit to the bank account setup in the student's MyCACC account. If bank account information has not been setup in MyCACC, a paper check will be mailed to the student mailing address on file. It is the responsibility of the student to ensure contact and mailing information in MyCACC is accurate at least one full week prior to the scheduled date for mailing refund checks.

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 1-21 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 1-21 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 extenuating/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 (bachelors, associates, or diploma/long-term certificate) may request to be reviewed for Maximum Timeframe based on the credit hours attempted in the current program of study. Students who have previously graduated who receive a review of Maximum Timeframe will be reviewed based on the hours attempted in the student's current program of study as listed in the College Catalog & Student Handbook excluding any prerequisite courses for entry into the student's program. 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 be eligible for financial aid; however, the student must be meeting all GPA, Completion Rate / PACE of Progression, and Maximum Timeframe 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. When a student completes a course more than once, the highest grade will be counted in the GPA with all other grades excluded from the GPA. All repeated coursework will count as hours attempted for the Completion Rate / PACE and Maximum Timeframe calculations. Courses that are excluded from the GPA will be calculated as hours attempted and unearned for the Completion Rate / PACE calculation. Students can only repeat a successfully passed course using federal aid one additional time. Repeats will affect a student's Completion Rate / PACE and Maximum Timeframe.

- 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.
- Withdrawals (courses receiving a grade of "W") 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 SAP review of these transfer credits will be completed at the end of the semester of enrollment at CACC.
- Academic Bankruptcy will be 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 (unless the dropped courses result in a full withdrawal as above) 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%).
- Students who are on Satisfactory Academic Progress (SAP) Suspension may be able to regain eligibility by paying for courses out of their pocket or using other funding to meet requirements for GPA and Pace/Completion Rate. If a student is on Maximum Timeframe suspension, the student cannot gain eligibility unless the student has an approved appeal.

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 an extenuating/mitigating circumstance. An extenuating/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 extenuating/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 an extenuating/mitigating circumstance may submit a financial aid appeal. If a student files an appeal due to the Maximum Timeframe, he/she should 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 at least one week prior to the first day of classes. Submitting a financial aid appeal is NOT an automatic approval.

The decision of the Financial Aid Appeals Committee will be electronically delivered via MyCACC and/or CACC e-mail to the student from financial_aid@cacc.edu. The decision of the Financial Aid Appeals Committee is final. Students may also view their Satisfactory Academic Progress (SAP) status in their MyCACC Self-Service Banner (SSB) account.

Transient Students

A transient student is a student who attends another college and seeks credit for transfer back to that parent/home institution. Transient students are not eligible to receive financial aid at the host institution, Central Alabama Community College.

Official, Unofficial Withdrawals, and Financial Aid

Students who receive Title IV Federal financial aid (Pell Grant, FSEOG, Special Rule Pell Grant, and Federal Student/Parent Loans, etc.) 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 financial aid eligible 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 all financial aid eligible 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 as reported by the instructor or mid-point of the semester/term as to best benefit the student.

A student who withdraws from all financial aid eligible courses, but is still enrolled in other courses, will be considered a withdrawn student for financial aid Return to Title IV (R2T4) purposes. The date of the last withdrawn financial aid eligible course will serve as the withdrawal date.

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/academically engaging in all financial aid eligible courses in 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/or the U.S. Department of Education. 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. Exceptions may 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.

Student Rights and Responsibilities

Students have the right to ask Central Alabama Community College:

- The name of its accrediting and licensing organizations;
- About its programs, its institutional laboratories and other physical facilities, and its faculty;
- About the cost of attending and its policy on refunds to students who withdraw;
- What financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs;
- What are the procedures and deadlines for submitting applications for each financial aid program;
- What criteria are used to select financial aid recipients;
- How financial need is determined;
- How and when students on financial aid will receive a disbursement;
- How the school determines whether a student is making satisfactory progress and what happens if the student is not; and
- What special facilities and services are available to persons with disabilities.

It is the student's responsibility to:

- Review all information about the College programs before enrolling;
- Pay special attention to the Free Application for Federal Student Financial Aid (FAFSA), complete it accurately, and submit it and any required documents timely;
- Know and comply with all deadlines for applying and reapplying for financial aid;
- Provide all additional documentation, verification, corrections, and/or new information requested by the Financial Aid Office or the agency to which application was made;
- Read, understand, and keep copies of all forms the student is asked to sign;
- Repay any student loan obligations and/or request deferment information from the lending agency;

- Notify the Office of Enrollment Services of any change in the student's name, address, program of study, or attendance status;
- Understand the refund policy.

NOTE: Specific information about eligibility and current procedures for applying for financial aid can be obtained from the Financial Aid Office at the Alexander City campus and the Childersburg campus and Office of Student Services at the Prattville Campus and the Talladega Center.

Institutional Scholarships

Central Alabama Community College offers competitive scholarships to qualified students. All scholarship applications, including any required documents, must be completed and submitted through CACC Central, the scholarship portal, by the specified deadline. CACC Central can be accessed on the Financial Aid page of the CACC website.

Institutional scholarships include the following:

Ambassador Scholarship
Ambassador Scholarships are awarded to students who have excelled in leadership. Students must have a minimum of a 3.0 GPA. This scholarship covers in-state tuition and fees up to $4,00 per academic year, not to exceed two years, or completion of the program of study, whichever occurs first. Additional information is located in the CACC Central scholarship portal.

Athletic Scholarships
Athletic scholarships are awarded on the basis of performance in athletic tryouts and the student's record of athletic achievement. Scholarships are awarded in men's baseball, men's golf, women's softball, men's and women's tennis. The College also offers a few scholarships to managers. Interested students should contact the appropriate coach in each sport for scholarship consideration.

CACC Bass Fishing Team Scholarship
The CACC Bass Fishing Team Scholarship is open to all students. Additional information and interview will be required. Scholarship amounts may vary. Additional information is located in the CACC Central scholarship portal.

CACC Dual to Graduation Scholarship
CACC Dual to Graduation Scholarships recognize students who enrolled at CACC as a dual high school student prior to high school graduation. This scholarship will cover in-state tuition and certain fees for one academic year. Scholarship amounts may vary. Additional information is located in the CACC Central scholarship portal.

CACC High School Valedictorian Scholarship
CACC High School Valedictorian Scholarships recognize high school seniors who have earned the designation of the Valedictorian of their high school. Students must have a minimum 3.0 GPA. Recipients will be required to enroll in a degree-seeking program of study and maintain full-time

status with a cumulative 3.0 GPA. This scholarship will cover in-state tuition and certain fees for one academic year. Scholarship amounts may vary. Additional information is located in the CACC Central scholarship portal.

CACC Performing Arts Scholarship
The CACC Performing Arts Scholarship is open to all students. Instruments and/or Choral auditions will be required. Scholarship amounts may vary. Additional information is located in the CACC Central scholarship portal.

Presidential Elite Scholarship
Presidential Elite Scholarships recognize outstanding students who have excelled in academics and/or technical programs. Students must have a minimum 3.0 GPA. This scholarship will cover in-state tuition and certain fees per academic year, not to exceed two years, or completion of the program of study, whichever comes first. Scholarship amounts may vary. Additional information is located in the CACC Central scholarship portal.

Trojan Excellence Scholarship
Trojan Excellence Scholarships recognize students who have excelled in academics and/or technical programs. This scholarship will cover in-state tuition and certain fees per academic year, not to exceed two years, or completion of the program of study, whichever comes first. Scholarship amounts may vary. Additional information is located in the CACC Central scholarship portal.

Trojan Scholars Scholarship (Honors Program)
Trojan Scholars Scholarships recognize outstanding, motivated students who have excelled in academics and/or technical programs. Recipients will serve as academic leaders for the College. Student must have a minimum 3.0 GPA. Scholarship amounts may vary. Additional information is located in the CACC Central scholarship portal.

Scholarship Appeals Process

Students who feel they have received unfair suspension of their institutional scholarship, excluding athletic scholarships, or have extenuating/mitigating circumstances may make an appeal to the Scholarship Committee. Requests for appeals should be submitted to the Financial Aid Office. All appeals should be in writing and should, if requested, have supporting documentation. Extenuating/mitigating circumstances are defined as those that are beyond the student's control such as personal injury, illness, death in the immediate family, income loss or undue hardship.

The Scholarship Committee will meet monthly, or as needed, to address any written appeals. Only completed appeals will be considered. In order to be considered a complete appeal, the appeal must be signed and dated or be submitted from the student's official CACC e-mail. If available, supporting documentation should accompany all appeals. Applicants will receive notification of the decision via MyCACC, CACC e-mail, and/or letter.

Additional Financial Assistance Opportunities

Alabama Automotive Manufacturing Association (AAMA) Scholarships
The Alabama Automotive Manufacturers Association (AAMA) and the Alabama Community College System are teaming up to support individuals pursuing a technical education certificate or associate degree in preparation for a career in the automotive manufacturing industry. Additional criteria and scholarship applications are available at https://dreamitdoitalabama.com/aama/.

Alabama Scholarships for Dependents of Blind Parents
Students who are Alabama residents and from families in which the head of the family is blind and whose family income is insufficient to provide educational benefits for attendance at an Alabama postsecondary institution are eligible to apply for this scholarship program. Students must apply within two years of high school graduation. For applications and additional information regarding this program, contact the Coordinator of Blind Services by calling (334) 293-7315 (Montgomery Office) or (256) 362-0638 (Talladega Office).

Employee/Dependent Tuition Assistant Program
This tuition assistance program is designed for full-time eligible employees, retirees, and eligible H-Salary Schedule employees of the Alabama Community College System and the Alabama Community College System office and their eligible dependents. This program does not include temporary, or part-time employees, or persons serving as independent contractors to any of the Alabama Community College System colleges or entities or to the Alabama Community College System office. Contact the Financial Aid Office or Human Resources for additional information.

Gateway to Education Scholarship Assistance Program
Established in 2002, the Gateway to Education Scholarship Assistance Program is the only scholarship program in Alabama totally funded by the generous donations of the community. The Alexander City Chamber Foundation provides an education/workforce development tuition scholarship up to 64 credit hours to qualifying Benjamin Russell High School graduating seniors who will attend the Alexander City campus of Central Alabama Community College. For more information and application procedures, contact the Guidance Counselor at Benjamin Russell High School.

GED® Scholarship Program
GED® recipients may qualify for one free class (up to 3 credit hours) at Central Alabama following receipt of official scores verifying successful completion of the GED® after July 2002. Eligibility is determined by the Alabama Community College System Office, which is the State Office for the GED® Testing Program. Upon registering for college courses at the College, GED® recipients must contact the Financial Aid Office regarding this scholarship.

Nemak USA Scholarship Program
Nemak USA is a leading provider of innovative light-weighting solutions for the global automotive industry, specializing in the development and manufacturing of aluminum components for

powertrain and body structure applications. To encourage and assist former CACC dual enrollment students from specific high schools to complete their program of study in Automotive Manufacturing Technology, Electronics, Machine Shop, or Welding, Nemak USA is offering scholarships valued up to $5,000 for tuition and required fees. Applications are available on the CACC Financial Aid Office scholarship portal, CACC Central, on the College website.

Police Officer and Firefighter Survivor Educational Assistance Program
Students who are dependents or spouses of police officers or firefighters killed in the line of duty in Alabama are eligible to apply for this scholarship program. The student must be enrolled in an undergraduate program at a public postsecondary educational institution in Alabama. Other special eligibility criteria apply. Application forms may be obtained online from the Alabama Commission on Higher Education, Police Officer's and Firefighter's Survivors Educational Assistance Program (POFSEAP) at https://www.ache.edu.

Purple Heart Scholarship Program
Veterans who are recipients of the Purple Heart are Alabama residents and were an Alabama resident at the time of the military action resulting in the Purple Heart award are eligible to receive a scholarship for tuition and required fees. The DD-214 form issued at the time of separation from service documenting receipt of the Purple Heart award will be required. For additional information regarding this scholarship program, contact the Financial Aid Office.

Senior Adult Scholarship Program
Any student meeting institutional admission requirements who is 60 years of age or older is eligible for the Senior Adult Scholarship Program, which covers tuition only. The scholarship does not cover other expenses such as fees, books, and supplies. This scholarship can only be used for developmental and credit courses required for associate degrees or certificates. This scholarship program is not available for continuing education, personal enrichment, recreation, or leisure classes. Scholarships are limited based on availability of space. Persons living on a fixed income should complete the Free Application for Federal Student Assistance (www.studentaid.gov) to apply for additional financial assistance to help defray the cost of fees, transportation, and books. For additional information and to apply for this scholarship, students should contact the Financial Aid Office.

Trade Adjustment Act
The Trade Act of 1974 (as amended) created a program to assist individuals who became unemployed as a result of increased imports to return to suitable employment. Information is available from the Employment Securities Office in your county. Eligibility for this program is determined through the Employment Securities Office.

Transfer Scholarships
Currently enrolled sophomore students who are completing their coursework at the College in preparation for transfer to a university may qualify for transfer scholarships. The Financial Aid

Office will provide information and deadline dates as scholarships become available from the transfer institutions.

Vocational Rehabilitation
The State of Alabama provides certain benefits for students through the Department of Rehabilitation Services. Information is available from the Department of Rehabilitation Services in your local area.

Workforce Innovation and Opportunity Act (WIOA)
The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.This program is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Information is available from the local county Career Link Office. Eligibility for this program is determined through the Career Link Office.

Additional Scholarships
Should additional scholarships become available, notices will be posted on the College website at www.cacc.edu, social media accounts, and/or will be sent to all currently enrolled students via their CACC e-mail account.

STUDENT HONORS AND RECOGNITIONS

Central Alabama Community College recognizes student accomplishment both in and out of the classroom by offering the following honors and recognition programs.

All-Alabama Academic Team

The All-Alabama Academic Team recognition program was founded in 1995 to complete the All-USA Academic Team Program that is sponsored by *USA Today*, Phi-Theta Kappa Honor Society, and the American Association of Community Colleges. The purpose of this program is to provide statewide recognition to outstanding two-year college students based on demonstrated academic excellence and intellectual rigor, leadership and service, and for a commitment to extend their education beyond the classroom to benefit society. Central Alabama Community College selects two students annually for this recognition. To be considered, students must possess a minimum grade point average of 3.25, be involved in campus activities, and have completed a minimum of 12 semester hours at Central Alabama Community College.

Dean's List

The Dean's List is compiled at the close of each semester. To qualify for the Dean's List, a student must be taking a minimum of 12 hours of college level work and achieve a semester grade point average of 3.5 or above but below 4.0. Developmental courses will not count toward the minimum course load requirement.

National Technical Honor Society

This organization is a national society for recognizing superior academic and lab performance in technical programs. Students achieving a superior level of performance are invited to join. Consideration for membership includes grade point average, program of study, credit hours, and recommendation of faculty.

Phi Theta Kappa

Phi Theta Kappa is an international organization for recognizing academic achievement in two-year colleges. It has a rich tradition of excellence, including regional and national honors. This honorary organization concentrates on the hallmarks of leadership, fellowship, and service, as well as scholarship. Membership in Phi Theta Kappa is extended by invitation only.

President's List

The President's List is compiled at the end of each semester. To qualify for the President's List, a student must be taking a minimum of 12 hours of college level work and achieve a semester grade point average of 4.0. Developmental courses will not count toward the minimum course load requirement.

Sigma Kappa Delta

Sigma Kappa Delta is the English Honor Society for Two-Year Colleges and is defined by the common goal of promoting excellence in the disciplines of the English language. Sigma Kappa Delta's central purpose is to confer distinction upon students of the English language and literature in undergraduate studies. Eligibility requirements include 12 hours of college-level course work, at least one college-level English course, all A's or B's in English courses attempted, and a 3.0 cumulative GPA. Membership in Sigma Kappa Delta is extended by invitation only.

Trojan Scholars

Trojan Scholars is designed to give student intellectually challenging coursework and purposefully designed experiences that enhance day-to-day college life while building a foundation for both personal and professional success. To be considered for the Trojan Scholars honors program, students must have a 3.0 GPA and have taken the ACT. Applicants must submit an institutional scholarship application and a current high school transcript (along with any college transcripts) by the published scholarship deadline. In addition, applicants will participate in an on-campus interview where they will be required to present a current resume along with their ACT scores. A writing assessment will be required at the conclusion of the interview. Trojan Scholars must maintain a minimum GPA of 3.0 to remain in the program.

VETERAN BENEFITS

Veteran students and/or their dependents may qualify for VA educational benefits. The Financial Aid Office is the certifying authority for veterans, service members, and their dependents. The Financial Aid Office serves as a link between the Regional Veterans Affairs Office and the VA benefit recipient. Veterans or their dependents seeking assistance under the various Federal and State programs, should if possible, make initial application for such programs at least four weeks prior to enrollment. Application forms are required for all veteran programs. The Financial Aid Office will assist the student in completing the appropriate forms. Since most federal VA programs make monthly payments directly to veterans or dependents after enrollment, the veteran or student must be prepared to pay tuition and fees and meet all other payment deadlines before receiving the initial monthly allowance.

To use VA educational benefits at CACC, students must complete the electronic VA Benefit Request for Certification Form, indicating the specific benefit(s) they intend to use for the appropriate academic year. This form must be submitted each semester the student wishes to use VA benefits before the CACC School Certifying Official (SCO) can certify enrollment with the Department of Veterans Affairs. The form is available online at cacc.edu under Financial Aid Forms on the Financial Aid webpage.

Alabama GI Dependents Scholarship Program
The Alabama GI Dependents' Scholarship Program (ALGI) is administered by the Alabama Department of Veteran Affairs. Education benefits may include tuition, instructional fees (technology and reserve), and required textbooks. Developmental coursework, other ineligible coursework, technology fees, special building fees, ACCS fees, and other fees (as deemed ineligible) are not funded under the Alabama GI Dependents' Scholarship Program. A student must complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov with CACC's School Code, 001007, and meet the Financial Aid Satisfactory Academic Progress standards. ALGI funding can only be used after all other available financial aid resources have been applied.

For more information and application procedures, contact the nearest Veterans Affairs Office located in each Alabama county courthouse or online at https://va.alabama.gov/.

Alabama National Guard Education Assistance Program (ANGEAP)
ANGEAP is designed to provide financial assistance to Alabama National Guard members. Limited funding is provided by the Alabama Legislature and priority is given to those who apply early. ANGEAP applications and additional information regarding this program are available from the National Guard benefits administrator at the National Guard Unit and on the Alabama Commission on Higher Education website, https://ache.edu.

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 College Financing Plan 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 MyCACC to view a personalized College Financing Plan or contact the Financial Aid Office for additional information.

Montgomery GI Bill® -- Active Duty (MGIB)
The MGIB program provides up to 36 months of educational benefits. This benefit may be used at CACC for VA approved degree and certificate programs. Generally, benefits are payable for 10 years following your release from active duty. This benefit does not pay for any tuition or fees. The student receives a monthly allowance based on the number of enrolled eligible credit hours per semester. Students will need to pay their account balance prior to the published payment deadlines. This program is also commonly known as Chapter 30. Application is made by completing VA Form 22-1990, Application for VA Education Benefits, online at https://va.gov/education/.

Montgomery GI Bill® -- Selected Reserve (MGIB-SR)
The MGIB-SR program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, and the Army National Guard and the Air National Guard. This benefit may be used at CACC for VA approved degree and certificate programs. Although this benefit does not cover tuition or fees, students receive a monthly allowance based on the number of eligible credit hours they are enrolled in each semester. Students will need to pay their account balance prior to the published payment deadlines. This program is also commonly referred to as Chapter 1606. Application is made by completing VA Form 22-1990, Application for VA Education Benefits, online at https://va.gov/education/.

Non-Resident Veterans Eligible for In-State Tuition Rates
In accordance with Section 702 of the Choice Act, out-of-state students receiving Chapter 30 or Chapter 33 VA benefits may be eligible for the in-state tuition rate. In addition, beginning August 1, 2022, Public Law 117-68 Title 38 USC 3679(c)(2)(A) added out-of-state students receiving Chapter 35 benefits to the definition of covered individuals who may be eligible for the in-state tuition rate.

The Post 9/11 GI Bill®
The Post 9/11 GI Bill® is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. This benefit provides up to 36 months of education benefits, may be used at CACC for VA approved degree and certificate programs, and pays a portion (up to 100%) of in-state tuition and

fees directly to the College. The student receives a monthly allowance based on the number of enrolled eligible credit hours per semester. This program is also commonly referred to as Chapter 33. Application is made by completing VA Form 22-1990, Application for VA Education Benefits, online at https://va.gov/education/.

Reserve Educational Assistance Program (REAP)
The REAP program that provides up to 36 months of education benefits may be available to you if you are a member of the Selected Reserve, Individual Ready Reserve (IRR), and National Guard, who are called or ordered to active service in response to a war or national emergency. This benefit can be used at CACC for VA approved degree and certificate programs. Although it does not cover tuition or fees, students receive a monthly allowance based on the number of eligible credit hours they are enrolled in each semester. Students will need to pay their account balance prior to the published CACC payment deadlines. This program is also commonly referred to as Chapter 1607. Application is made by completing VA Form 22-1990 (https://va/gov/education/); however, veterans who have not enrolled in school and applied for REAP benefits prior to November 2015 are no longer eligible for REAP benefits, but may be eligible for Post 9/11 GI Bill®.

Survivors and Dependents Educational Assistance Program (DEA)
DEA provides education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition, or who died while on active duty, or as a result of a service-related condition. The program offers up to 45 months of education benefits. This benefit can be used at CACC for VA approved degree and certificate programs. Although it does not cover tuition or fees, students receive a monthly allowance based on the number of eligible credit hours they are enrolled in each semester. Students will need to pay their account balances prior to the published payment deadlines. This program is commonly referred to as Chapter 35. Application is made by completing VA Form 22-5490, Application for Survivors and Dependents Education Assistance, online at https://va.gov/education/.

Tuition Assistance (TA)
Tuition Assistance (TA) is a Department of Defense (DOD) program for eligible civilians, Active Duty, National Guard, and Reserve soldiers. TA must be requested on a course by course basis and each course must be part of an approved degree program. Each branch of the military has its guidelines and website with information on how to apply and what benefits are available. In all cases, courses must be approved for payment by the Education Services Officer (ESO) at their assigned base. The information listed below is subject to change based on each branch of service policy and guidelines. Students should notify the CACC Financial Aid Office if requesting to use TA benefits. Additional information is found on each branch of service website.

- **Army Tuition Assistance** – MyArmy Benefits
- **Air Force Tuition Assistance** – https://www.afpc.af.mil/Career-Management/Military-Tuition-Assistance-Program/
- **Navy Tuition Assistance** – https://www.navycollege.navil.mil/

- **Marines Tuition Assistance** – https://www.marforces.marnes.mil/Staff-Sections/Special-Staff/Marine-Corps-Community-Services/Personal-Professional-Development/Voluntary-Education-Program/Tuition-Assistance/
- **Coast Guard Tuition Assis**tance – https/www.forcecom.uscg.mil/Our-Organizaton/FORCECOM-UNITES/ETQC/Voluntary-Education/Tuition-Assistance/
- **Spaceforce Tuition Assistance** - https://www.spaceforce.com/education/enlisted

Veterans Readiness & Employment
Veterans Readiness & Employment Programs help veterans with service connected disabilities to achieve employment and independence. This benefit pays for in-state tuition and fees directly related to college. The benefit also provides students with books and a monthly housing allowance based on the number of enrolled eligible credit hours per semester. Student MUST opt out of the First-Day Complete Book Program and contact the Financial Aid Office for information on using their book benefit. This program is also commonly referred to as Chapter 31. Application is made by completing VA Form 28-1900 online at https://www.va.gov/careers-employment/vocational-rehabilitation/how-to-apply/.

The GI Bill® Hotline (Federal Benefits Only) can be contacted by calling (888) 442-2551.

NOTE: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government website at https://www.benefitis.va.gov/gibill.

Academic Standards of Progress
VA students should follow the required Academic Standards of Progress as outlined under the Section entitled **"Academic Standards of Progress."** Some VA educational benefits may also require students meet the Financial Aid **"Satisfactory Academic Progress (SAP)."**

Additional VA Information
Additional information regarding benefits available to veterans and their dependents is available by calling the Department of Veteran Affairs at 1-888-442-4551 (toll free) or by reviewing the Department of Veteran Affairs website at http://www.gibill.va.gov.

Additional information regarding State of Alabama benefits available to veterans and their dependents is available at the Alabama Department of Veterans website at https://va.alabama.gov.

Certification of Veteran Enrollment
The School Certifying Official (SCO) in the Financial Aid Office at Central Alabama is responsible for certifying the enrollment of veterans and their dependents electronically via the Department of Veteran Affairs certification program, Enrollment Manager. Upon the first semester of registration at CACC, in order to notify the College SCO of the veteran's or dependent's enrollment and to request certification of enrollment, students requesting to use VA (federal or state) benefits should electronically submit the VA Benefits Certification Request Form located

on the CACC Financial Aid website under Financial Aid Forms as soon as possible. Students who do not enroll in consecutive semesters will be required to submit a new VA Benefits Certification Form with all applicable documents to be certified. Prior to certification, veterans and/or dependents of veterans must complete all admission requirements for Central Alabama, complete the appropriate application for benefits, request certification for enrollment for the first semester registration, and should upload the following required documents, applicable, to the Office of Financial Aid:

- DD-214 Separation Papers – Certified or original copy of Member 4 for Chapter 30, OR
- Form 2384 Notice of Basic Eligibility (NOBE) for Chapter 1606, National Guard and Reserves, OR
- File number for veteran's dependents for Chapter 35 (typically the veteran's social security number), OR
- Certificate of Eligibility (COE) letter for Chapter 33 benefits.
- Authorization letter from the VA for Chapter 31 benefits.
- Documents to verify any state veteran benefits.

As of December 17, 2021, Enrollment Verification is a new requirement for all Post-9/11 GI Bill® (Chapter 33) students to verify that they have remained enrolled in the same courses or training every month during the semester of enrollment. Students who receive MHA/kicker payments and fail to verify enrollment for two consecutive months will have their payments withheld. In order to have payments released, the veteran will need to call the ECC at 1-888-GIBILL-1 to verify enrollment. To streamline the process, VA is providing the option to verify enrollment easily and securely via text message (call ECC to enroll) or e-mail.

The following criteria will be used for certifying veterans or eligible persons:

I. Certification will be granted for only those courses that are applicable to the declared program of study. Any deviation must be approved by the VA College SCO located in the Financial Aid Office.

II. Certification will not be granted for audited courses or courses in which a veteran has previously received a grade of "D" or higher.

III. The veteran or eligible person who has received credit at other institutions will be certified only for those courses necessary to complete the declared program of study at the College. **All veterans and eligible persons must submit official transcripts from any previously attended college. All active-duty service members and veterans must also submit an official Joint Services Transcript, which can be requested at jst.doded.mil.**

Please note: Eligible hour certification to the VA will not be submitted until after the drop/add/registration.

Stipend payments will be made to the student from the Department of Veterans Affairs based on the following payment schedule:

- Full-time payment (12 credit hours or more)
- Three-fourths payment (9-11 credit hours)
- One-half payment (6-8 credit hours)
- Less-than-half-time (5 or fewer credit hours) will not receive a monthly stipend; however, reimbursement will be made for tuition and fees only

Required Verification of Enrollment by Student
Students receiving MGIB-Active Duty (Chapter 30), REAP (Chapter 1607), or MGIB-Selected Reserve (Chapter 1606), must verify* their enrollment each month to receive payment for that month. Enrollment can be verified starting on the **last calendar day of the month** by using the Department of Veteran Affairs website. Students receiving benefits under DEA (Chapter 35) do NOT need to verify their attendance in this manner unless enrolled in a non-degree program. Enrollment may be certified by text message, e-mail, or online (preferred) at https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp.

Please note that "verifying" and "certifying" your enrollment are two different procedures. "Certification" is done by a school or training official and lets VA know how many hours or credits the student will be enrolled in so the VA can determine the student's payment rate. "Verification" is done by the student at the end of each month to let VA know that his/her enrollment information has not changed.

Change in Enrollment Status
Students should promptly notify the Financial Aid Office of any change in enrollment status as this could result in overpayment of VA benefits to the College and/or VA. If a student's change in enrollment status is due to extenuating/mitigating circumstances as defined by the Department of Veteran Affairs, the student should provide the VA with a statement regarding the extenuating / mitigating circumstances.

Return of Unearned Tuition Assistance Funds

Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded.

When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the Department of Defense policy, Central Alabama Community College will return any unearned Military TA funds on a proportional basis through at least the 60% portion of the term for which they were provided.

Schedule for Returning Unearned Tuition Assistance (TA)

16-Week Course Withdrawal

Week of Class	Return Amount
Before or During Week 1	100% return
During Week 2	90% return
During Week 3	80% return
During Week 4	70% return
During Week 5	60% return
During Week 6	50% return
During Week 7	40% return
During Week 8	30% return
During Week 9	20% return
During Week 10	10% return (60% of course is completed)
During Week 11-16	0% return

7 & 8-Week Course Withdrawal

Week of Class	Return Amount
Before or During Week 1	100% return
During Week 2	80% return
During Week 3	60% return
During Week 4	40% return
During Week 5	20% return (60% of course is completed)
During Weeks 6 – 8	0% return

Any unearned Military TA funds will be returned directly to the military service, not to the service member. The calculation of the return may result in the service member owing a balance to the College. If the service member withdraws due to a military service obligation, the College will work with the service member to identify a solution that will not result in a student debt for the returned TA portion.

If a service member withdraws after the 60% portion of the term, all military TA will be considered earned.

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