

UNIT PLAN

OUTCOMES

1

DOCUMENTATION

Lawson State COMMUNITY COLLEGE

It's All Here!



[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [LSCC Directory](#)

- ⋆ Home
- ⋆ Welcome
- ⋆ LSCC Mission/Goals
- ⋆ Guide to Disability
- ⋆ Student Services
- ⋆ Admissions
- ⋆ Financial Aid
- ⋆ Campus Library
- ⋆ Athletics
- ⋆ Residential Living
- ⋆ Testing Centers
- ⋆ Academic Calendar

- Educational Divisions**
- ⋆ Business Technologies
 - ⋆ Career Technical
 - ⋆ Health Professions
 - ⋆ Liberal Arts and Sciences
- Continuing Education**
- ⋆ Adult Education
 - ⋆ Workforce Development
 - ⋆ One Stop Center
 - ⋆ CDL Training
- Community Relations**
- ⋆ Public Relations
 - ⋆ Prospective Students
 - ⋆ Alumni and Friends
 - ⋆ Small Business Center
 - ⋆ GED Schedule
 - ⋆ Directions
 - ⋆ Job Vacancies
 - ⋆ Contact Us

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Bessemer, AL 35022

Birmingham Campus
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F-205.929.6316
3060 Wilson Road, SW
Birmingham, AL 35221

Offices of Admissions and Records

Mr. Darren Allen, Assistant Dean of Students

Mr. Jeff Shelley, Director of Admissions

Ms. Lori Chisem, Registrar

The Office of Admissions and the Records Office work in tandem with the Office of Student Recruiting, to provide efficient student enrollment services.

The Office of Admissions coordinates the admission of a qualified student body. The Office processes student applications, advises students of available program offerings, disseminates appropriate brochures, literature, etc. to interested students, verifies student qualifications for specific certificate and degree programs, evaluates transfer credit, and handles state residency verifications.

The Records Office primarily stores and maintains student academic records. This office provides transcripts of students academic records (official and student copies), facilitates registration each semester for credit classes, verifies and certifies student enrollment status. In addition, the office processes grade changes, certificates and degrees, and changes in student information. Specific registration information is contained in instructions distributed before each semester begins.

[LSCC Admissions / Records Forms](#)

[Tuition Management Information](#)

[Apply for Admissions On Line Here](#)

[Table of Tuition & Fees](#)

[Compass Placement Assessment](#)

[New Student Orientation Info.](#)

- Academic Bankruptcy
- Accelerated High School Program
- Adding and Dropping Courses
- Admission to Courses Creditable
- Adm. to Courses Not -Creditable
- Admission of First-Time
- Advanced Placement
- App of Standards of Progress
- Auditing a Course
- Change of Address
- Change of Program
- Class Attendance
- Classification

- Grades and Related Remarks
- Grade Points
- International Student Admissions
- Policy--Assur. of Compliance /Fed.
- Readmission Requirements
- Receipt of Diploma/Full Cert.
- Registration
- Repeating Courses
- Required GPA Levels/Attempted
- Requirement for Graduation
- Requirement for Graduation/Cert.
- Residency
- Retention of Student Records

- Standards of Honesty
- Standards--Transfer Students
- Stmt: Catalog Responsibility
- Statute of Limitations
- Student Course Overload
- Student Insurance
- Rights/Responsibilities
- Textbook Refund Policy
- Transcripts of Grades
- Transfer Student Admission
- Transferring/Another College
- Transferring /Lawson State
- Transient Student Admission

- Cond. Admission of First-Time
- Cost to Attend
- Course Load
- Credit /Non-Trad. Acad. Work
- Dual Enrollment
- Family Edu. Rights & Privacy Act
- Schedule of Classes
- Second Associate Degree
- Selective Services Registration
- Senior Citizen Admission
- Sexual Harassment Policy
- Standards of Academic Progress
- Tuition/Lawson State
- Unconditional Admission
- Withdrawal
- OTHER FEES**

REGISTRATION: Registration is held each semester according to scheduled dates and procedures published in the semester schedule. Students are responsible for registering each semester. Lawson State may withhold the privilege of registering for the following reasons:

- Unpaid Fees
- Overdue Loans
- Library Books
- Incomplete Admission Records

Students who experience academic difficulties (see Satisfactory Academic Progress) may be limited in their selection of courses and the number of credits for which they may register. These students must see the Retention Counselor to complete registration.

SCHEDULE OF CLASSES: A schedule of classes is published each semester and is available approximately four weeks before each registration date. Schedules are available in the Office of Admissions and Records and at other campus locations. Please note that fees, curricula, etc. can change at any time; therefore, it is recommended that EACH student be counseled by an advisor before planning class schedules each semester.

CLASSIFICATION:

Day	A student who is enrolled for the coursework scheduled before 5:00 p.m.
Evening	A student who is enrolled for the coursework scheduled after 5:00 p.m.
Full Time	A student who is enrolled for twelve or more semester hours.
Part Time	A student who is enrolled for fewer than twelve semester hours.
Freshman	A student who has completed 0-32 semester hours of coursework.
Sophomore	A student who has completed 33 or more semester hours of course work.

NOTE: Only course work taken at Lawson State Community College is used in computing grade point averages.

ADMISSION OF FIRST-TIME COLLEGE STUDENTS: Applicants who have not previously attended any regionally accredited postsecondary institution will be considered first-time college students or freshmen.

ADMISSION TO COURSES CREDITABLE TOWARD AN ASSOCIATE DEGREE: To be eligible for admission to courses creditable toward an associate degree, a first-time Lawson State student must meet one of the following criteria:

- Applicants who hold a diploma issued at a regionally and/or state accredited high school are eligible for admission.
- Applicants who hold a certificate or any other award issued in lieu of a diploma are ineligible for admission.
- Applicants who have attended a non-accredited high school may be admitted upon presentation of a transcript indicating successful completion of courses of study on the secondary level. In addition, the courses must be based on the minimum of Carnegie units required by the states educational agency at the time of award. These students must have

achieved a minimum score of 16 on the ACT test or equivalent score on the SAT or passage of the Alabama High School Graduation Exam (AHSGE).

- Applicants who cannot comply with either condition above may submit a Certificate of High School Equivalency.
- (GED Certificate) issued by Alabama or other state departments of education.
- All first-time students must take the English, Reading, and Mathematics Placement Test (COMPASS). *Contact the Office of Student Development Services for information on placement.*
- Lawson State may establish additional admission requirements to specific courses or occupational degree programs when student enrollment must be limited or to assure ability to benefit.

ADMISSION TO COURSES NOT CREDITABLE TOWARD AN ASSOCIATE DEGREE: Lawson State Community College, as mandated by the State Board of Education, has an open door policy. Lawson State admits students who do not have a high school diploma or a GED Certificate into certain programs. The courses taken in the programs are not creditable toward an associate degree when the student demonstrates an ability to benefit in the programs. Students admitted under these provisions shall be classified as Non-Degree Eligible students.

Under the ability to benefit provisions, applicants **MUST ENROLL IN COURSES NOT CREDITABLE** toward an associate degree. Therefore, the courses must reflect a career technical certificate program. All applicants must:

- Be at least 16 years of age.
- Not have been enrolled in secondary education program for at least one calendar year (or upon the recommendation of the local superintendent).
- Have specifically documented ability to benefit.
- Be a student without a high school diploma or GED Certificate, who wishes to enroll in designated ability to benefit programs and courses, must take an ability to benefit test. The GED coordinator arranges for an independent tester to administer the ability to benefit test to determine if the student can enter one of the designated programs. The students must achieve a minimum score to enter one of the designated ability to benefit programs.

These programs are as follows:

Automotive Body Repair
 Barbering
 Cabinetmaking
 Carpentry
 Clerical Technology
 Commercial Foods/Culinary Arts
 Cosmetology
 Fashion Merchandising
 Masonry
 Nail Care
 Plumbing
 Soft Home and Commercial Furnishings

Lawson State may establish additional requirements to specific courses or occupational degree programs.

UNCONDITIONAL ADMISSION OF FIRST-TIME STUDENTS: For unconditional admission, applicants must have completed the college placement exam and have on file the following documents:

- A completed application for admission.
- Completion of a college placement program.
- A Selective Service Verification Form (if appropriate)
- An official transcript from a regionally and/or state accredited high school and/or college.

- Must have completed any required high school prerequisites (for example: a student may not take English Composition until all required high school English courses have been completed) or an official GED Certificate.

For admission to courses not creditable toward an associate degree, applicants must have on file documented ability to benefit if he or she plans to receive financial assistant.

CONDITIONAL ADMISSION OF FIRST-TIME COLLEGE STUDENTS: Applicants who do not have on file an official transcript from the high school or college(s) attended or an official GED Certificate, but who have completed a college placement exam, may be granted conditional admission.

Applicants will not be allowed to enroll for a second semester unless the requirements for admissions are satisfied. If requirements are unsatisfactory, grade reports will not be issued.

ACCELERATED HIGH SCHOOL PROGRAM: Lawson State Community College offers qualified high school juniors and seniors the opportunity to enroll in a special academic program. During the junior and senior years in high school, a student may take college courses that will fulfill college requirements. Upon graduation from high school, the student may continue at Lawson State or transfer the college credits to another postsecondary institution.

Eligibility

- The student must have successfully completed the 10th grade.
- The student must submit a completed application for admission with an official transcript attached.
- The student must have completed any required high school prerequisites (for example: a student may not take English Composition until all required English courses have been completed).
- The student must have a minimum cumulative B average with certification from the principal and/or designee certifying the students GPA and recommending admission to the program.
- The student must meet the entrance requirements in order to receive transferable credits.
- The student may enroll in 3 semester hours per fall and spring semester and 6 semester hours during the summer.
- Parental permission to travel for courses offered off the high school campus during the normal school day will be administered under the auspices of local boards of education.
- The student must provide proof of a minimum of 16 ACT composite score if he/she is enrolled at a non-accredited high school.
- Students may enroll in career occupational/technical courses/programs in accordance with guidelines of the Department of Postsecondary Education.
- Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission from the students principal or superintendent.
- All college credit completed at Lawson State Community College prior to earning the high school diploma or GED is conditionally awarded. The students transcript will read **CONDITIONAL CREDIT** until the Office of Admissions and Records has received an official high school transcript showing the date of graduation.
- **EXCEPTIONS** may be granted for a student documented as gifted or talented according to the standards included in the State Plan of Exceptional Children and Youth. Exceptions apply only to bullets #1 and #3 above.

DUAL ENROLLMENT/DUAL CREDIT FOR HIGH SCHOOL STUDENTS: Lawson State Community College is authorized to establish Dual Enrollment/Dual Credit programs with local Boards of Education in the college service area. Courses offered by postsecondary institutions shall be of postsecondary level. Enrolled students must pay their college tuition as required. This program allows qualified high school students to earn dual credits for a high school diploma and/or a postsecondary degree.

- The student must in be grade 10, 11 or 12.
- The student must complete an Application for Admission with an official transcript attached.
- The student must have written approval from the appropriate principal and the local superintendent of education that the student be admitted in this program.
- The student must have a B average in completed high school courses.
- The student must meet the entrance requirements in order to receive transferable credits.
- The student must have six semester credit hours at the postsecondary level that equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between Lawson State and the local Board of Education.
- Parental permission and travel for courses offered off the high school campus during the normal school day will be administered under the auspices of local boards of education.
- Student may enroll in career occupational/technical courses/programs in accordance with guidelines of Department of Postsecondary Education.
- Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission from the students principal, superintendent, and President of Lawson State Community College.
- EXCEPTIONS may be granted for a student documented as gifted or talented according to the standards included in the State Plan of Exceptional Children and Youth. EXCEPTIONS apply only to bullets #1 and #3 above.

TRANSFER STUDENT ADMISSION: Admissions requirements for transfer students that provide for acceptance of coursework, completed at other regionally accredited colleges or postsecondary technical institutions, are as follows:

- Only those courses completed at other regionally accredited colleges or postsecondary technical institutions, with a minimum grade of C will be accepted for transfer.
- Credit extended to an applicant will be granted based on a comprehensive evaluation of the applicants demonstrated and documented competencies and formal training. All transfer students must complete at least 40% of the selected program of study at Lawson State to receive a degree or certificate.
- Transfer students whose cumulative grade point average is less than 2.0 on a 4.0 scale will be admitted ONLY on academic probation and will adhere to the same probation and suspension requirements as returning students at Lawson State.
- Any applicant who is on temporary academic suspension from another postsecondary institution may be considered for admission upon appeal to Admission/Appeal/Grievance Committee.
- Students from other institutions who are on permanent academic suspension after 12 months will be admitted on probation.
- Any applicant who has been suspended from another institution for disciplinary reasons will not be considered unless appealed to the Dean of Students.
- Transfer students are required to submit official transcripts from all regionally accredited postsecondary institutions attended.
- Students who have earned fewer than 24 semester hours or 36-quarter hours must also submit a high school transcript and meet freshman admission standards.
- Transfer students who hold a bachelor's degree must submit the transcript from the institution granting the degree.

Acceptance of credits and application of credits to a special degree program are two separate processes. Students MUST consult an academic advisor for degree applicability within the desired degree program. However, students must demonstrate completion of prerequisites before permitted to register in certain courses.

All admissions material must be on file in the Office of Admissions and Records by the end of the student's first semester of enrollment at Lawson State. Students will not be allowed to enroll the second semester until all requirements have been met.

TRANSIENT STUDENT ADMISSION: A student enrolled at another institution may secure

permission from that institution to enroll at Lawson State Community College as a transient student by submitting an Application for Admission and a Transient Student Form completed by an official of the primary institution. Transient students ARE NOT required to submit official transcripts of their previously earned credits at other postsecondary institutions.

SENIOR CITIZEN ADMISSION: Persons age 60 or over may receive tuition scholarships. Such persons must follow standard admissions procedures and meet all course prerequisites as stated in the catalog. Waivers apply ONLY to college-credit courses and **do not include books, fees, supplies, or tools.** Registration will take place during regular registration periods. Available space will not be assured until the last day of late registration. In the event space is no longer available such persons will be required to withdraw from the course.

INTERNATIONAL STUDENT ADMISSION: International students must meet the following admissions requirements:

- Present a minimum score of 500 (173 computer-based) on the Test of English as a Foreign Language (TOEFL). The TOEFL score may be waived for students from the following countries: Australia, Bahamas, Bermuda, Canada (verify from transcript), England, Ireland, Jamaica, New Zealand, Scotland, Antigua and Barbuda, Barbados, Grenada, Belize, Dominica, Malawi, St. Lucia, St. Kitts, Nevis, Nigeria, Tanzania, the Gambia, Tobago, Trinidad, and Virgin Islands. All other waivers must be submitted to the Chancellor for approval and substantial documentation.
- Satisfy the requirements for the Immigration and Naturalization Service and complete forms necessary for attendance at Lawson State Community College.
 - Present an F-1 Visa from another institution (for full-time status)..
- Purchase and maintain medical insurance coverage equivalent to \$50,000 in U.S. currency per injury or illness, including repatriation. (*Premiums to be paid in the Business Affairs Office at registration.*)
 - Provide notarized medical report from a physician attesting to good health of the international applicant.
 - Provide an F-2 Visa and meet admissions requirements. (*All documentation must be translated into English.*)
- Provide an F-1 Visa for **transient status.** The transient status will only be in effect for one semester under the following conditions:
 - The Visa **MUST** be presented in advance (before enrollment).
 - A letter must be received from the institution recommending and approving specific courses.
- F-1 Visa holders are required to be enrolled full-time (12 semester hours) and should be progressing satisfactorily toward a degree.
 - Tuition for international students is two (2) times that of residents of the state of Alabama.
- Lawson State Community College does not provide on campus residential housing; therefore all international applicants must secure private housing.
- The Dean of Students will make the final decision for acceptance of international students who have met the preceding conditions.
 - Applicants are responsible for all consulting costs incurred in processing immigration forms.
 - Applicants **MUST** take the COMPASS exam before being admitted to Lawson State and register for the appropriate
- English and reading courses during the first semester and each successive semester until all requirements are met.

SELECTIVE SERVICES REGISTRATION POLICY: All males between the ages of 18 and 26 are required by Act No. 9-584, effective January 1, 1992, to register with the Selective Service prior to enrollment at Lawson State Community College. Submission of proof of registration with the Selective Service is a prerequisite to enrollment.

READMISSION REQUIREMENTS: Prospective students who were previously enrolled are required to complete the following steps to reapply for admission to Lawson State Community College:

- Update information on the Application for Admission Form if information is no longer accurate.
- Retake COMPASS placement exam, if needed.
- Request transcripts from other colleges and universities attended to be sent to the Office of Admissions and Records at Lawson State Community College, if such transcripts are not in the student's academic record.
- Submit Selective Service verification if appropriate.
- Assignment of appropriate catalog.

A returning student who is on academic or disciplinary suspension from any other college(s) must appeal to the Dean of Students.

Policy and Procedures

STATEMENT OF CATALOG RESPONSIBILITY: Generally, the student is bound to the program requirements in effect at the time of the student's initial registration at the College. However, if the student is not enrolled for a semester or more (excluding summer semester), the catalog which is current when the student returns to the College will become the catalog in effect. When a student changes his or her program, the catalog at the time of the change becomes the catalog in effect. As courses and program requirements are revised to the extent that it becomes impossible for the student to meet the requirements of the original catalog in effect, it may become necessary for the student to conform to the requirements published in the most recent edition of the catalog.

The *Catalog* is the official announcement of the program requirements and regulations of Lawson State Community College. Students enrolling in the college are subject to the provisions stated herein. Statements regarding programs, courses, fees, and conditions are subject to change without advance notice.

STUDENT RIGHTS AND RESPONSIBILITIES: A student attending Lawson State Community College on financial aid has certain rights and responsibilities pertaining to his/her award.

The student has the right to ask the college:

- What financial assistance is available, including information on all federal, state, and institutional financial aid programs.
- What the deadlines are for submitting applications for each of the financial aid programs available.
- What the cost of attending the college is, and what the refund policy is.
- What criteria it uses to select financial aid recipients.
- How financial need is determined. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in the budget.
- What resources (such as family contribution, other financial aid, assets, etc.) are considered in the calculation of need.
- How much of the financial need, as the institution, has been met.
- To explain the various programs in the student aid package. If a student believes he/she has been treated unfairly, he/she may request reconsideration of the award which was made.
- What portion of the financial aid received must be repaid, and what portion is grant aid.
- How the school determines whether a student is making satisfactory academic progress, and what happens if he/she is not.

The student has the responsibility to

- Review and consider all information about a school's program before enrolling.
- Pay special attention to the application for student financial aid. Complete it accurately and submit it on time to the appropriate place. Errors can result in delays in a student's receipt of

financial aid. Intentional reporting of false information on application forms for federal financial aid is a violation of law and is considered a criminal offense, subject to penalties under the *Criminal Code of the United States*. The Inspector General's office will be notified in such cases.

- Return all additional documentation, corrections, and/or new information requested by either the Office of Student Financial Services or the agency to which the application is submitted.
- Read, understand, and keep copies of all forms that he/she is asked to sign.
- Accept responsibility for all agreements he/she signs.
- Notify the lender of changes in his/her name, address, or school status for each loan.
- Perform the work that is agreed upon in a satisfactory manner when accepting a Federal Work Study assignment.
- Know and comply with the deadlines for application and reapplication for aid.
- Know and comply with the school's refund procedure.
- Notify the Registrar's Office, in writing, whenever there is a change of name, address, or telephone number.
- Submit documents verifying the information submitted on the *Free Application for Federal Student Aid* if requested.

CLASS ATTENDANCE: Attendance is expected at all classes. Instructors' expectations are high and classes are challenging; therefore, students who are absent may experience difficulty in meeting expected outcomes of the course.

Students are expected to attend class on time and are expected to remain in class for the duration of the published class time. Student absences are calculated from the first day of classes. For the purpose of financial aid, attendance the first day of class is a must. When a student registers late the classes that the student missed from the first scheduled class date are counted as absences.

If a student has an absence deemed excusable by the instructor, the instructor may give the student an opportunity to make up the work missed. The manner in which make-up work is administered is left to the professional discretion of the instructor. The instructor's policies regarding make-up work shall be clearly defined in the syllabus to be distributed on the first day of class. **Any missed material may not be re-taught by the instructor.**

The student is responsible for providing documentation of the reason for absence, if such is required by the instructor. The absence will be considered excused only if extenuating circumstances are documented. A student must be able to verify such extenuating circumstances as sickness, death in the immediate family, military, or certain legal obligations. Work-related excuses, child-care, and travel are not generally considered as excused absences.

Some programs require attendance for program accreditation or certification. Students should consult departmental policies or guidelines for details.

A student participating in approved College activities should make every effort to arrange class responsibilities around the schedule of approved activities so that no hardship is placed on other class members or the instructor. Instructors are not required to "re-teach" classes for students who miss class for any reason. Since many events are scheduled ahead of time, the Dean of Students and the coach or sponsor of the activity may notify instructors at the beginning of the semester of all absences.

Attendance at final examinations is mandatory. Such examinations are administered in all academic subjects at the end of each semester in accordance with an examination schedule issued by the Dean or designee. Any student who must miss a final examination has the responsibility of notifying his or her instructor to make arrangements to take the final examination on an alternate date, if possible.

Withdrawal from class or removal from the registration database can affect eligibility for federal financial aid. For more information, a student may contact the Office of Financial Aid.

STANDARDS OF HONESTY: Lawson State Community College is conducted on the principle of honesty. Lawson State regards dishonesty, cheating, plagiarism, or knowingly furnishing false information to Lawson State, as serious offenses. It is expected that cases of dishonesty will first be considered at the department-faculty level, the matter will follow procedures in accordance with the Code of Student Conduct.

CHANGE OF PROGRAM: Students may change their program by completing a "Program Change Form", which is available in the Office of Admissions and Records. The division dean/director for the new program will be asked to evaluate the students transcript. Following the evaluation, the students permanent record will indicate a change of program. Only Lawson State Community College grades, accepted through the Vice President or Divisional Administrators evaluation, will be considered in computing the Lawson State Community College grade point average. Credits successfully earned, prior to the change, will be applied toward the new program.

Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned in computing grade point averages for admission or other purposes. For more information, log on to AGSC/STARS Home Page at: <http://stars.troy.edu>

AUDITING A COURSE

- Registration for an audit course must be declared by the end of the registration period and may not be changed thereafter. To change the registration for a course from credit to audit the following procedures is used:
- The student must have the approval of the instructor and the appropriate divisional administrator.
- When the request to change to audit is approved, the student must officially notify the Office of Admissions and Records.
- Class attendance and work requirements are the same as for students taking the course for credit. The student is not required to take the final examination.
- Students who satisfactorily complete a course for audit will be assigned the grade of AU.
- The cost of auditing a course is the same as taking it for credit.

ADDING AND DROPPING COURSES: Students may receive permission from his or her advisor to change from one class to another only when it is determined that:

- The schedule has conflicting classes.
- The student does not have the required course prerequisites.
- The student is enrolled in a course not acceptable in his or her program of study.
- The student already has credit in the course and does not wish to repeat it.
- Administrative actions justify such changes. Appropriate signatures must be secured and the Drop/Add Form must be returned to the Office of Admissions and Records before it is official.

STATUTE OF LIMITATIONS FOR COURSES: Acceptance of some courses that were taken five years or more may be recommended for approval by the appropriate departmental chairperson to the chief academic officer.

WITHDRAWAL: A student may withdraw from a course and receive a grade of W at any time during a given semester subject to the last day to withdraw to receive a W. The deadline for withdrawals is specified in semester schedule. (WP or WF grades will be assigned for courses withdrawn after the deadline specified in semester schedule. The Vice President must approve exceptions to this policy).

Withdrawal procedures must be initiated in the Office of Admissions and Records. The withdrawal form must be submitted to the Office of Admissions and Records with appropriate signatures before it is official.

Students who stop attending classes for any reason should not expect the instructor to withdraw them. It is the students responsibility to withdraw officially by completing the withdrawal form in the

Office of Admissions and Records by the deadline date published in the semester schedule.

CREDIT FOR NON-TRADITIONAL ACADEMIC WORK:

Credit By Examination: Students who wish to enter the Nursing Education Mobility Program and seek college credit for nursing courses by examination, may write the ACT PEP Examination in Fundamentals of Nursing and Maternity Nursing. Successful completion is to receive a minimum score of 45 on each examination. Credit for the course(s) will be given and the grade recorded depends upon the score. The student may take the examination **only once**. Credits by examination will be applied toward graduation requirements. The students record will indicate credits by examination. Quality points are computed for the grades.

ADVANCED PLACEMENT: A student may be granted advanced placement by presenting scores on the College Board Advanced Placement Examination. Students with a minimum score of 3 will be given college credits (but no academic grade) for beginning courses.

COURSE LOAD Students are classified according to the following minimum schedule:

Credit-Hour Loads	Semester Hrs.
Minimum Full-time Load	12
Normal Full-time Load	13-18
Financial Aid and Veterans Benefits	12
Financial Aid and Veterans Benefits (3/4 allowance)	9-11
Financial Aid and Veterans Benefits (1/2 allowance)	6-8
International Students (F-1 Visa)	15
Social Security Benefits	12

Students who plan to register for 20 or more credit hours must secure approval from their academic advisor and the Vice President and Dean of Instruction.

All hours including physical education, internship, seminar and on-the-job-training will be counted toward the maximum load.

Each credit hour taken usually requires a minimum of two hours of outside study each week. A student employed full-time should not attempt to carry more than three courses per semester. A student working part-time should carry a course load in proportion to hours of employment.

STUDENT COURSE OVERLOAD: The student course load for a full-time student will be 12 to 19 credit hours per semester. Credit hours above 19 credit hours will constitute a student overload. The President or the Presidents designee must approve a students course overload. No student will be approved for more than 24 credit hours in any one term for any reason.

TRANSFERRING TO LAWSON STATE FROM ANOTHER COLLEGE: Any applicant who has previously attended another college will be considered a transfer student and will be required to furnish an official transcript of all work attempted at all institutions before he or she will be considered for admission.

- Courses completed at other regionally accredited postsecondary institutions with a passing grade of C or better will be accepted for transfer.
- Credit extended to an applicant for graduation requirements will be granted based on the

applicability of previous courses accepted for the requirements of the degree pursued. All transfer students must complete at least 26 semester hours at Lawson State.

- Transfer students whose cumulative grade point average is less than 2.0 on a 4.0 scale will be admitted only on academic probation and will be subject to the same probation and suspension regulations as returning students at Lawson State. Transfer students admitted on academic probation will have course grades of C or better accepted for transfer.
- Any applicant who is on temporary academic suspension from another post-secondary institution may be considered for admission to Lawson State upon appeal to Lawson States Office of Student Development Services.
- Students from other institutions who are on permanent academic suspension may, after twelve months duration, be considered for admission upon appeal to Office of Student Development Services.
- Any applicant who has been suspended from another institution for disciplinary reasons will not be considered for admission to Lawson State except upon appeal to the Office of Student Development Services.

STANDARDS OF PROGRESS FOR TRANSFER STUDENTS:

- A transfer student who is admitted on clear academic status is subject to the same standards of academic progress as a Lawson State student. Grades accrued at other regionally accredited post-secondary institutions are not included in GPA calculations.
- A transfer student who is admitted on academic probation retains that status until the student has attempted at least 12 credit hours at the institution. If, at the conclusion of the semester, in which the student has attempted a total of 12 or more credit hours at the institution, the cumulative GPA (at the institution) is below 1.5, the student is suspended for one semester. The transcript will read: **suspendedone semester**.
- If at the conclusion of the semester, in which the transfer student is admitted on academic probation has attempted a total of 12 or more credit hours at the institution, the cumulative GPA at the institution is 1.5 or above, the students status is clear.

TRANSFERRING TO ANOTHER COLLEGE FROM LAWSON STATE: Counselors and other members of the Colleges staff will advise and assist any student planning to transfer to a four-year institution. However, it is the students responsibility to follow the admissions requirements closely. These requirements are indicated in the particular institutions catalog. Reference copies of various catalogs are available in the various offices at Lawson State.

Because of the highly specialized nature of courses in career programs, many of the courses are not designed for transfer to a four-year institution. Students also should note that courses with numbers below 100 usually do not transfer.

Students are strongly recommended to see an advisor regularly if they are planning to transfer to a four-year college or university. Representatives from four-year colleges often visit the campus to help Lawson State Community Colleges students plan their transfer programs.

TRANSCRIPTS OF GRADES: Information on a students academic performance is available on a semester basis via direct mailings and transcript records.

Transcripts are sent only upon written request of the student. No transcript will be furnished for any student or alumnus who has a financial obligation to Lawson State such as unpaid fees or overdue library books. Transcripts may also be held for incomplete admissions records.

Request for transcripts should include the following information:

Full Name (First, Middle, Last)*Please include any former names*
Social Security Number

Mailing Address
 Daytime Telephone
 Name and Address of Institution or Agency to Which Transcript Should be Mailed
 *Signature
 Current Date

NOTE: Transcripts will not be released without a signature.

Requests may be mailed to:

Lawson State Community College
 Office of Admissions and Records
 3060 Wilson Road, SW
 Birmingham, AL 35221

Requests may be faxed to: (205) 923-7106

It is the policy of Lawson State Community College not to issue transcripts of other colleges and schools. Official transcripts will be mailed to other institutions by written request only.

RESIDENCY:

In-State vs. Out-of-State: Lawson State Community College is supported by the taxpayers of Alabama. Students who are not state residents **MUST** pay out-of-state fees. A student's official residency is determined at the time of registration according to the residency policy of the state of Alabama.

To qualify for in-state tuition, a legal residence must have maintained residency in Alabama for at least the twelve months immediately preceding the date of first enrollment in an institution of higher education in Alabama.

CHANGE OF ADDRESS: A student should report a change of address on forms available in the Office of Admissions and Records.

GRADES AND RELATED MARKS: The following letter symbols are used to indicate the student's level of achievement in courses taken:

Grading Scale for the Programs		
A	Excellent	(90 100)
B	Good	(80 89)
C	Average	(70 79)
D	Poor	(60 69)
F	Failure	(59 and below)
AU	Audit	
I	Incomplete	
W	Withdrawal	
WF	Withdrawal Failing	
WP	Withdrawal Passing	

Grading Scale for the Nursing Program
No rounding of test scores is done (ex. 78.6 is 78.6). Only the final course grade is rounded: 0.5 or higher is raised to the next whole number.

A	Excellent	(90 - 100)
B	Good	(80 89)
C	Average	(75 79)
D	Poor	(60 74)
F	Failure	(74.9 and Below)
AU	Audit	
I	Incomplete	
W	Withdrawal	
WF	Withdrawal Failing	
WP	Withdrawal Passing	

NOTE: Some programs and/or courses may require a higher numeric range than the standard noted above.

A,B,C are letter grades which represent levels of accomplishment sufficient to allow students to progress satisfactorily toward graduation and/or prerequisite requirements.

D is a letter grade which indicates minimum level accomplishment. Some courses/programs require a minimum of a "C" grade to progress to the next course or to remain eligible for continuation in a program of study. Senior colleges and universities may or may not grant credit for a course in which the student has made a grade of "D".

F is the letter grade assigned to students who fail to meet minimum course requirements.

W, WP, and WF are letter grades assigned when a student withdraws from a course/courses after the designated drop/add period. The grade of **W** is assigned to a student who officially withdraws from a course(s) by the date designated in the semester schedule. The grade of **WP** may be assigned after the date set for withdrawals and indicated the student is passing the course at the time of withdrawal. The **WF** is may be assigned after the date set for withdrawals and indicates the student is failing at the time of withdrawal. The grade is punitive and will be calculated as an "F" in the grade point average. Withdrawal from course(s)/program(s) should be initiated by the student. Students must notify the Office of Admissions and Records of their intent to withdraw from a course, courses, or programs.

Withdrawal from class or removal from the registration database can affect eligibility for federal financial aid. For more information, a student may contact the Office of Financial Aid.

I is a letter grade which indicates incompleteness of course requirements; thus an "I" is not a satisfactory completion and will not allow a student to progress to the next course level. An "I" is awarded only under extenuating circumstances. An "I" typically is used to signify that an instructor has granted permission to a student to complete work or that the Dean or designee has approved the student to take her/his final examination late. Other circumstances as approved by the instructor and/or Dean of designee may be granted. The student must be aware that he is not to sign up for the course again, but to see the instructor promptly and complete the course requirements. The grade "I" may affect eligibility for federal financial aid. For more information, a student may contact the Office of Financial Aid.

Regardless of the circumstances, a grade of **I** must be changed by the end of the following semester or it will be converted to an **F**. [NOTE: By policy, a shorter period for make-up work may be designated by the institution; however, most schools use the end of the semester. At LSCC, if a student is seeking federal financial aid, all "I"s must be removed prior to the awarding of federal financial aid.]

AU as a grade indicates audit and is a course taken for non-credit. Credit hours will not be averaged into the grade point average. Audit must be declared by the end of the registration period.

and may not be changed thereafter.

GRADE POINTS: A student's academic standing or grade point average is a means to evaluate the overall quality of work being done. In order to perform this measure, the following grade points are assigned:

Grade Points		
A	4	grade points per hour
B	3	grade points per hour
C	2	grade points per hour
D	1	grade points per hour
F	0	grade points per hour
WF	0	grade points per hour

The student's grade point average is obtained by dividing the total grade points earned by the total number of semester hours for which the grades of A, B, C, D, F or WF are assigned. *Marks of S, U, W, WP, I, and AU do not affect the grade point average but may affect financial aid.*

A final grade is the instructors evaluation of the students work and achievement throughout the course. Grades and marks are given at the discretion of the instructor. Grade changes may occur if legitimate calculation errors are made. The "Change of Grade Form" must be obtained from the Office of Admissions and Records.

Factors upon which the final grade may be based are class participation, recitation, written and oral quizzes, reports, papers, final examination, and other class activities. At the beginning of each course, it is the responsibility of each instructor to notify students in writing the grading practices that will be used.

WHAT THE GRADES MEAN:

F Grade	The grade F is recorded if the student has failed the combined evaluation of work through the semester. A student who makes an F on the first semester of a sequence series of a course is not permitted to register for the succeeding sequences of the course before he or she has made up the failure.
I Grade	When a student has failed to complete the requirements of a course, the student may be given an Incomplete or I grade. The I grade is given only to a student whose work in a course has been qualitatively satisfactory (completed at least 75% of course requirements). All requirements to remove an I must be completed within six weeks of the following semester in which the grade was given. If requirements are not completed within the six weeks period, the grade of F will be assigned.
W Grade	A student who wishes to withdraw from a

	course or courses within the first twelve weeks of the semester may do so without the credit hours being computed as hours attempted.
WP Grade	Indicates the student withdrew from the course or courses after the twelfth week and was making satisfactory progress. The credit hours will not be computed as hours attempted.
WF Grade	Indicates the student withdrew from the course or courses after the first twelve weeks and was failing. The grade will be counted as a grade of F earned and computed in the grade point average.
AU Grade	(Audit) Courses taken for no credit. Credit hours will not be averaged into the grade point average. A course that is being audited must be declared by the end of the registration period and may not be changed thereafter. The fees are the same as for regular college credit.
S Grade	S indicates satisfactory completion of course work numbered 0-99 which carry institutional credit and are not acceptable toward degree or certificate requirements. Credit hours are not averaged into the grade point average.
U Grade	U indicates unsatisfactory progress in the course, numbered 0-99 which carry institutional credit and not applicable toward degree or certificate requirements. A student is not allowed to progress to the next course in the sequence until he or she has earned a satisfactory grade.

A student who receives a grade of U for two semesters may not take the course a third semester until he or she received special academic advising. The student must appeal through the institutional appeal process before being allowed to enroll in the course for the fourth time. Credit hours are not averaged in the grade point average.

Note: *Withdrawal from a class or removal from the registration can affect eligibility for federal financial aid. The grade of I may affect eligibility for federal financial aid. For more information, a student may contact the Office of Financial Aid.*

STANDARDS OF ACADEMIC PROGRESS: These standards of progress shall apply to all students unless otherwise noted.

Exceptions: 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.

Selected transfer students will be placed on academic probation upon admission and must transition to these standards of academic progress.

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

REQUIRED GPA LEVELS ACCORDING TO HOURS ATTEMPTED AT LAWSON STATE:

The following applies to required GPA for attempted hours:

- Students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 cumulative grade point average.
- Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 cumulative grade point average.
- Students who have attempted 33 or more semester credit hours at the institution must maintain a 2.0 cumulative grade point average.

INTERVENTION FOR STUDENT SUCCESS: When a student is placed on academic probation, one-term academic suspension, or one-calendar year academic suspension, college officials may provide intervention for the student by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

APPLICATION OF STANDARDS OF PROGRESS:

- When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is Clear.
- When a student's cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on academic probation.
- When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at the institution, but the semester GPA is 2.0 or above, the student remains on academic probation.
- When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at the institution and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read **suspended one semester**.
- 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**.
The student who is readmitted upon appeal re-enters the institution on academic probation.
- A student who is on academic probation, after being suspended for one semester, will remain on academic probation until the required GPA for the total number of hours attempted is sufficient.
- A student returning from a one semester suspension that has failed to obtain the required GPA for the number of hours attempted, and has failed to maintain a semester 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 Probation One Year, One Term Suspension Readmitted On Appeal, Or One-Year Suspension Readmitted On Appeal**.

If a student declares no contest of the facts leading to suspension, but wishes to request consideration for readmission, the student may submit a request in writing for an appeal for readmission to the Dean of Student Development Services within a designated published number of days of receipt of the notice of suspension. During the meeting, which shall not be considered a

due process hearing, but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision, together with the materials presented by the student, shall be placed in the Lawson States official records. Additionally a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

Definition of Terms: Standards of Progress

Grade Point Average (GPA)The grade point average based on all hours attempted during any one term at the institution based on a 4.0 grading scale.

Cumulative Grade Point AverageThe grade point average based on all hours attempted at the institution based on a 4.0 grading scale.

Clear Academic StatusThe status of a student whose cumulative grade point average is at or above the level required by this policy for the number of credit hours attempted at the institution.

Academic ProbationThe status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at the institution.

or

The status of a student who was on academic probation the previous term and whose cumulative GPA for that semester remained below the level required by the policy for the total number of credit hours attempted at the institution, but whose semester GPA for that term was 2.0 or above.

One Semester Academic SuspensionThe status of a student who was on academic probation the previous term but who has never been suspended, or since suspension, had achieved clear academic status. In addition, the cumulative GPA for that term was below the level required by the policy for the total number of credit hours attempted at the institution and whose semester GPA for that term was below 2.0.

One Year Academic SuspensionThe status of a student who was: (1) on academic probation the previous term; (2) was suspended without having achieved clear academic status; (3) whose cumulative GPA that term remained below the level required by the policy, for the total number of credit hours attempted at the institution; and (4) whose semester GPA for that term was below 2.0.

Appeal of SuspensionThe process by which an institution shall allow a student, suspended for one term or one year (whether a native student or a transfer student), to request readmission without having to serve the suspension.

ACADEMIC BANKRUPTCY: A student at Lawson State may declare academic bankruptcy only once. The student may request in writing, to the Office of Admissions and Records, declaration of academic bankruptcy under the following conditions:

- If fewer than three (3) calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during that one semester. The student MUST have taken a minimum of 20 semester credit hours of work since the bankruptcy semester occurred. All course work taken, even hours completed satisfactorily during the semester for which academic bankruptcy is declared, will be disregarded in the cumulative GPA.
- If three (3) or more calendar years have elapsed since the most recent semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during 1-3 semesters. The student MUST have taken a minimum of 20 semester credit hours of course work at Lawson State since the bankruptcy occurred. All course work taken, even hours completed satisfactorily, during semester(s) for which academic bankruptcy is declared, will be disregarded in the cumulative grade point average.

When academic bankruptcy is declared, the term **Academic Bankruptcy** will be reflected on the transcript for each semester affected. When academic bankruptcy is declared, the transcript will reflect the semester of its implementation and the transcript will be stamped **Academic Bankruptcy Implemented**.

Implementation of academic bankruptcy at Lawson State Community College does **not** guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution.

DISMISSAL FROM AN ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM AND CERTIFICATE PROGRAM: If the department chairperson determines that a student is not a safe and dependable practitioner in the lab, shop, clinic, or field area (in the progress of a course), the student may be dismissed from the program with the concurrence of the Vice President through the due process procedure.

Due to the fact that certain courses of many occupational programs are prescribed in a one or two-year sequential pattern and are offered only once during the sequence, a student has no opportunity to repeat one of these courses or to elect a substitution course. Therefore, a student who fails one of these courses will be dismissed from the program at the end of the semester in which the failure occurs.

Students dismissed from an occupational program under this policy may petition for enrollment in a later class. Re-enrollment may be based on availability of space. Dismissal from a degree or certificate program does not cause dismissal from the college.

GROUND FOR STUDENT DISMISSAL: Academic standards and compliance with accreditation and legal requirements are maintained through regulations and policies related to student behavior, both in and out of the classroom (matriculation for scholarly pursuit and citizenship regulations).

HONORS LIST:

Presidents List: The Presidents List is a semester honor roll for students attaining a grade point average of 4.0 consisting of twelve or more hours of work in any given semester (with no withdrawals and/or incompletes being recorded).

Deans List: In order to qualify for the Deans List, a student must take a minimum course load of not fewer than twelve semester hours, and maintain at least a 3.50 average with no grade lower than a B and with no withdrawals or incompletes being recorded.

REQUIREMENTS FOR GRADUATION IN AA, AS, AOT, AND AAS DEGREE PROGRAMS:

A student must:

- Satisfactorily complete a minimum of 60 semester hours of college credit for AA or AS degrees and 60-76 semester hours of college credit for AOT and AAS degrees in an approved program of study, including prescribed general education courses.
- Earn a 2.0 cumulative grade point average in all courses attempted at the College. All grades in repeated courses will be averaged into the grade point average; however, a course may be counted only once for the purposes of meeting graduation requirements unless specifically noted in the College Catalog that the course may be repeated for credit.
 - Complete at least 25% of the credit hours required for the degree at Lawson State Community College.
 - Meet all requirements for graduation within a calendar year from the last semester of attendance.

REQUIREMENTS FOR GRADUATION IN FULL CERTIFICATE PROGRAMS

A student must:

- Satisfactorily complete an approved program of study.
- Earn a 2.0 cumulative grade point average in all courses attempted at the College. All grades in repeated courses will be averaged into the grade point average; however, a course may be counted only once for the purposes of meeting graduation requirements unless specifically noted in the College Catalog that the course may be repeated for credit.
- Complete at least 25% of the total semester credit hours required in the program at Lawson State Community College.
- Meet all requirements for graduation within a calendar year from the last semester of attendance.

RECEIPT OF DIPLOMA/FULL CERTIFICATE: In order to receive a diploma and/or full certificate from Lawson State Community College, a student must complete the following:

- Submit a formal application for graduation in according with institutional policy and pay the graduation fee.
- Fulfill all financial obligations to the College.
- Satisfy those requirements with as stated in the current College Catalog at the time of graduation or as stated in catalog at the time of entry into the College.

Commencement exercises to award degrees and certificates to students in respective divisions are at the conclusion of the spring semester. A graduation fee is charged to each graduating student.

The student must be enrolled during the semester in which the degree is earned or with the approval of the Vice President within one calendar year of the last semester of attendance.

The specific date of the commencement exercise is listed in the College calendar (in front of this catalog).

Students must fulfill all financial obligations to Lawson State.

Graduation with Honors

Superior academic achievement by graduating students shall be recognized by the following designations on transcripts:

Graduation with Honors (Cum Laude 3.50 to 3.69)

Graduation with High Honors (Magna Cum Laude 3.70 to 3.89)

Graduation with Highest Honors (Summa Cum Laude 3.90 to 4.00)

Graduation with Honors for Certificate

Graduation with Distinction (3.50 to 4.00)

Calculation of the GPA for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements (degree, diploma, or certificate being earned). In addition, to be eligible for a graduation honor, the student must have completed a minimum of 32 semester credit hours at the college conferring the degree.

REPEATING COURSES: If a student repeats a course once, the second grade awarded (excluding grades of AU, W and WP) replaces the first grade in the computation of the cumulative grade point average. The grade and grade point average during the term in which the course was first attempted will not be affected.

When a course is repeated more than once, all grades for the course, excluding the first grade, will be employed in computation of the cumulative grade point average. Official records at the institution will list each course in which a student has enrolled. A repeated course will count only once toward the requirements for graduation.

Repeating courses may or may not affect federal financial aid. For more information, contact the

Office of Financial Aid.

SECOND ASSOCIATE DEGREE: A student may earn a second associate degree by completing (in residence with an average grade of "C" or better) at least 18 semester hours of work over and above work done for the first degree, including a new major. The first degree must be based on at least 64 semester hours of fully accredited work. All requirements for the second degree major must be complete. Second-degree programs should be submitted to the Dean of Instruction for approval in advance. Statute of limitation is five (5) years.

POLICY STATEMENTS ASSURANCE OF COMPLIANCE WITH FEDERAL LAWS:

American with Disabilities Act (ADA): Lawson State Community College is committed to providing a quality environment to support and assist its students during the academic process. Counseling and other special assistance are available to students with disabilities, with emphasis on the unique needs of the student. The counselor acts as a liaison between Lawson State and the rehabilitation agency to assist the student in every way possible. We strive to create a welcoming environment and will work in good faith to meet the needs of our students. It is the responsibility of the student to notify the ADA Coordinator of his or her need(s) for accommodations and provide documentation of the disability. Prospective students are encouraged to contact the Office of Admissions and Records if assistance is needed in applying for college admission. *The ADA Coordinator is Mrs. Janice Williams. Her office is located in the Student Center Room 221 (205) 929-6383.*

Drug Abuse Workplace Policy: Lawson State is committed to the maintenance of a drug-free environment for both employees and students. Lawson State has in operation a drug abuse prevention program, which is accessible to all officers, employees, and students.

Drug Free Workplace Policy: As a recipient of Federal contracts and grants, Lawson State Community College complies with the requirements of Public Law 100-690 for a drug free workplace. Lawson States policy:

- The unlawful manufacture, distribution, dispensation, or use of a controlled substance is prohibited by Lawson State Community College or any property owned, leased or controlled by Lawson State Community College or during any activity conducted, sponsored or authorized by or on behalf of Lawson State Community College. A controlled substance shall include any substance defined as a controlled substance in Section 102 or the Federal Controlled Substance Act (21 U.S. Code 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.)
- Lawson State Community College has and shall maintain a drug-free awareness program to inform employees about:
 - The danger of drug abuse in the workplace.
 - Lawson State Community Colleges policy of maintaining a drug-free workplace.
 - Any available drug counseling, rehabilitation, and employee assistance program.
 - The penalties that may be imposed upon employees for drug abuse violations.
 (All employees of Lawson State Community College shall comply with bullet 1 above.)
- Any employee who is convicted by any federal or state court of an offense which constitutes a violation of bullet 1 above shall notify Lawson States President in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in PL 100-690, shall mean a finding of guilt (including a plea of nolo contendere) or imposition of sentence or both.
- Pursuant to bullet 4 above, if the President receives a report of conviction of an employee who is working in a project or program funded through a federal contract or grant, Lawson State Community College shall notify, in writing, within ten (10) days any federal agency to whom such notification by Lawson State Community College is required under PL 100-690.
- In the event that any employee violates bullet 1 above or receives a conviction as described in bullet 4 above, the employee shall be subjected to appropriate disciplinary action, which may include, but not limited to, termination of employment. As a condition of continued

employment, to complete satisfactorily, a drug rehabilitation program of a reasonable duration and nature must be in effect.

Lawson State Community College shall make a good faith effort to comply with bullets 1-6 above.

- Each employee of Lawson State Community College shall receive a copy of this policy. *The Drug and Substance Abuse Coordinator is Mr. Carl L. Davis. His office is located in the A. G. Gaston Building (East Campus) (205) 929-6353.*

EQUAL OPPORTUNITY POLICY: Lawson State Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI, VII, or the Civil Rights Act of 1964 and Regulation issue thereunder, to the end that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal Financial Assistance. Any person who believes himself or herself or any specific class of individuals to be subjected to discrimination prohibited by Title VI or by Title XI of the Act and Regulation issued thereunder may, by himself or by herself or by a representative, file with the United States Commissioner of Education or with this institution, or with both, a written complaint. *The Title IX Coordinator is Mr. Carl L. Davis. His office is located in the A.G. Gaston Building (East Campus) (205) 929-6353.*

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA) TRANSCRIPT POLICY

A. In accordance with the provisions of Public Law 93-380, the Family Educational Rights and Privacy Act (FERPA *[also known as the Buckley Amendment]*), the Office of Admissions and Records will release a transcript of a student's academic record only upon written request of the student. The request for the transcript release must bear the signature of the student along with identifying information. Official transcripts are not issued to the student but to the institution, official or agency listed on the request.

RETENTION OF STUDENT RECORDS:

B. **Facsimile (FAX) Transmission of Records.** The College will accept verified faxed transcripts from high schools within the Colleges service area as official. However, the College reserves the right to require an official transcript by mail. Students wishing to send transcript requests by fax must furnish the following information: full name and any previous names under which enrolled, social security number, approximate dates of attendance, school or organization where transcript is to be forwarded, daytime phone number, and a COPY OF DRIVER'S LICENSE (or an officially recognized form of identification).

The Office of Admissions and Records will honor requests to fax transcripts to other institutions provided a written request by the student is on file in the Office of Admissions and Records. Telephone requests are not honored. A student should be aware that the receiving institution has the right to decline faxed transcripts. Regular transcript fee is \$3.00. Lawson State Community College will accept a faxed transcript only as a working document pending the receipt of an official transcript with the seal imprint and Director of Admissions and Records signature from the forwarding institution.

C. Transcript requests will not be honored for any student who has outstanding academic or financial obligations in any of the administrative offices of the College.

D. Any student who withdraws from the College must have completed all admission credentials and have cleared all financial or other obligations in all of the administrative offices before being entitled to an official academic transcript.

E. The College will accept verified faxed transcripts from high schools within the College service area as official. However, the College reserves the right to require the official transcript by mail.

Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) of 1974, 20 U.S.C. 1232g, is a federal law that protects the confidentiality of student educational records. Lawson State Community College officials recognize their obligation to exercise discretion in recording and disseminating information about a student. To implement this law and to meet the obligation to the student, a written institutional policy governing student records has been formulated. Annual notification will be made to Lawson State Community College students to their rights relative to educational records by publishing the policy in the Student Catalog 2003-2006 and distributing copies of the policy at fall registration.

For purposes of this policy, a student is defined as an individual who has been admitted and is enrolled or has been enrolled at the College. A student has the right of access to his/her educational records and may inspect and review the information contained therein. Exceptions to a student's rights of access are stated in the College policy. Educational records refer to all records maintained directly pertaining to an individual as a student. At the postsecondary level, parents have no inherent rights to inspect a student's education records. The right to inspect is limited solely to the student.

Student Access to Records

A. The student has the following rights:

- To be provided with a list of the types of educational records maintained in the College.
- To inspect and review contents of these educational records.
- To be given responses by the Director of Admissions and Records to reasonable requests for explanation and interpretation of these records.
- To request amendment of any part of these records considered by the student to be inaccurate or misleading.
- To be afforded hearings, should the request to amend the records be declined.
- To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- To file a complaint with the U.S. Department of Education concerning alleged failures by Lawson State Community.
- College to comply with the requirements of FERPA.

B. *The student does not have access to the following records:*

- Financial records, including any information those records contain, of his/her parents.
- Confidential letters and confidential statements of recommendation placed in the educational record prior to January 1, 1975, as long as the statements are used only for the purposes for which they were specifically intended.
- Confidential letters and statements of recommendations placed in the file after January 1, 1975, if the student has waived his/her right to inspect and review those letters and statements and those letters and statements are related to the student's admission to an educational institution, application for employment, and receipt of an honor or honorary recognition.
- Instructional, supervisory, and administrative personnel records which remain the sole possession of the maker.
- Campus security records.
- Employment records, except when such employment requires that the person be a student.
- Alumni office records.
- Physical or mental health records created by a physician, psychiatrist, psychologist, or other recognized professionals.

Procedures for Access: The Office of Admissions and Records has a list of educational records maintained by the College. The Director of Admissions and Records may require that a college

official be present when a student inspects and reviews his/her educational records. A student should submit to the Director of Admissions and Records a letter that identifies the record(s) he/she wishes to inspect. If it is an inappropriate time to retrieve the record(s) on short notice, the Director of Admissions and Records will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Director of Admissions and Records, the student will be advised of the correct official to whom the request should be addressed. Any questions concerning a student's access to records should be directed to the Director of Admissions and Records.

Amendment of Education Records: A student may ask for amendment of a record that he/she believes is inaccurate or misleading. The student should make the request in writing to the Dean of Students, clearly identify the part of the record requesting to be changed, and specify why it is inaccurate or misleading. If the decision is not to amend the record as requested by the student, the Dean of Students will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Release of Directory Information: The College may release directory information to others without the necessity of obtaining permission from the student. Directory information is limited to the following:

- Student's name, address (local and permanent), and telephone number.
- Parents and Spouse.
- Date and place of birth.
- Major field of study.
- Participation in officially recognized activities and sports.
- Weight and height statistics for athletic team members.
- Dates of attendance.
- Degrees and awards received.
- Previous educational institution most recently attendance.
- Photographs.

If a student does not wish the directory information released, he or she may indicate by notifying the Director of Admissions and Records in writing at the time of registration, and the College will withhold the information during that particular semester. The request for nondisclosure of directory information should be renewed each semester.

Directory information will not be disclosed to private or profit making entities other than employers, prospective employers or representatives of the news media. Directory information will be released only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without prior written consent of the student. When directory information is disclosed to an institution, agency or organization, such information may be used by its officers, employees, and agents but only for the purposes for which the disclosure was made.

C. Release of Educational Records

The student may request release of copies of those educational records that are subject to release. The student must submit a written request in the Office of Admissions and Records and specify the following information:

- Records to be released.
- Purpose of disclosure.
- Party and address to which information is to be released.
-

All requests must have the student's signature (not printed name) in the space provided for the signature.

Copies of transcripts from other colleges or universities are not released to the student or other

parties. A student may request to view his/her educational records under the supervision of the Director of Admissions and Records. Student educational records may be released to the following without prior written consent from the student:

- School officials within the institution who have been determined by the College to have a legitimate educational interest.
- 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, College law enforcement officials, College attorneys, auditors, and a student serving on an official College committee.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
- Authorized representatives of the Comptroller General of the United States, the Secretary of Education, or state or local educational authorities.
- Appropriate authorities in connection with financial aid if the information is necessary to determine eligibility, amount of aid, conditions of aid, or to enforce the terms and conditions of the aid.
- State and local authorities if a state statute adopted before November 19, 1974, specifically requires disclosures to those officials.

Organizations conducting studies, for, or on behalf of, the College for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction and student life provided that the studies will not permit the personal identification of the student and his/her parents by individuals other than representatives of the organization and provided that the personally identifiable information furnished will be destroyed when no longer needed for the purposes for which the study was conducted.

- Accrediting organizations to carry out their functions.
- Officials to comply with a judicial order or lawfully issued subpoena with the understanding that the student will be notified in advance insofar as possible.
- Appropriate parties to protect the health and safety of the student or another individual in emergencies with the understanding that only information essential to the emergency situation will be released.
- No personal information about a student will be released without statements from the College to the parties receiving the information that no third parties are to have access to such information without the written consent of the student whose records are involved.
- The Office of Admissions and Records will maintain records of all requests and disclosures of personally identifiable information from the educational records of a student except for information requested in writing by the student and directory information. The student may inspect the record of requests, disclosures and the legitimate interests of the parties requesting or obtaining information.
- Any student who believes that his/her rights under the Privacy Act have been violated by the College may notify and request assistance from the Dean of Students and may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202-4605.

Lawson State Community College offers equal opportunity in its employment, admissions, and educational programs and activities in compliance with Section of the Rehabilitation Act of 1973. The 504 Coordinator is Mrs. Janice Williams. Her office is located in the Student Center Room 221 (205) 929-6383.

SEXUAL HARASSMENT POLICY: Lawson State Community College is committed to protect all persons from sexual harassment, intimidation, and exploitation of its students, staff, and campus visitors as prohibited by Title IX of the Education Amendments of 1972 and of Title VII (Section 703) of the Civil Rights Act of 1964. Any person who believes he or she is subjected to such sexual harassment, intimidation, and/or exploitation, should contact the Lawson State Title IX coordinator. The Title IX Coordinator is Mr. Carl L. Davis.

Cost to Attend

Lawson States Fees

Returned Check Fee \$25.00
Assessed to an individual or student whose check(s) is returned to Lawson State due to insufficient funds.

Nursing Liability Fee \$64.30
Assessed to all first and/or second-level nursing students for malpractice insurance coverage.

Graduation Fee \$40.00
Attire and associated expenses

Other Punitive Fees

Traffic Fines
Library Fines

****All college fees are subject to change****

REFUND POLICY PARTIAL WITHDRAWAL

Refund for Complete Withdrawal: Students who officially or unofficially withdraw from all classes before the first day of class will be refunded the total tuition and other institutional charges.

A student who officially or unofficially withdraws completely on or after the first day of class but prior to the end of the third week of class will be refunded according to the withdrawal date, as follows:

Withdrawal **during** first week - 75% of tuition and other institutional charges
Withdrawal **during** second week - 50% of the tuition and other institutional charges
Withdrawal **during** third week - 25% of the tuition and other institutional charges

Withdrawal **after** third week **NO REFUND**

Administrative Fee: Administrative fee not to exceed 5 percent of tuition and other institutional charges or \$100, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class ending at the third week of class.

Books and Supplies: Students who withdraw and who have purchased returnable books, and/or supplies from the College and return the items in new/unused condition by the end of the third week of the semester will be refunded the full purchased price. Books and/or supplies returned in used condition by the end of the third week of the semester will be refunded fifty percent (50%) of purchase price.

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

Refund in Compliance with Federal Regulations: All colleges shall comply with federal regulations relative to refund of tuition and other institutional charges for first-term Title IV recipients.

Refund for Alabama National Guard and Reservists Called to Active Duty: Students who are active members of the Alabama National Guard or reservists or who are active duty military who are

called to active duty in time of national crisis shall receive a full tuition refund at the time of withdrawal, if such student is unable to complete the term due to active duty orders or assignment to another location.

Additional Information:

- Pertinent dates affecting withdrawal and late registration are noted on the College calendar.
- When credit hours are added during the drop/add period, additional tuition and fees are charged.
- The refund policy is applicable to tuition, instructional fees and facility renewal fees only.
- Drop/Add period is referred to as registration in the College calendar. This period is specified by dates on a semester-to-semester basis.

TEXTBOOK REFUND POLICY: Students may return textbooks to the bookstore within two weeks of the first day of class. In order to be refunded for returned textbooks, one must present a cash register receipt. Merchandise must be returned within five (5) business days from the date of purchase to receive a refund. Merchandise must be in resell condition. Exchanges of equal or greater value will be made if there is not a receipt.

If the textbook was purchased new and has not been damaged or written in, the bookstore will exchange or refund the full purchase price. If the textbook has been damaged or written in, the bookstore will refund half the purchase price. It is up to the bookstore personnel to determine the condition of the returned textbooks.

Please also note the following: Optional textbooks are not returnable, and there will be no refunds on textbooks, general merchandise, supplies, and clothing during exam periods.

STUDENT INSURANCE: A mandatory accidental protection plan is approved for all students enrolled at Lawson State Community College. This plan is a 24-hour coverage for accidental physical and medical protection up to \$1,000 and \$150 for dental. Accidental Insurance fee is \$10 per semester.

IN-STATE STUDENTS TUITION AND FEES SUMMARY:

- A one time charge of \$10 will be added for student insurance.
- Out-of-State residents shall be charged two (2) times the above basic tuition rates.
- Fees will remain the same per credit hour.