



ADMISSIONS & RECORDS

OFFICE OF ADMISSIONS AND RECORDS

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OFFICE OF ADMISSIONS AND RECORDS

Division of Student Services

Hours of Operation:

NOTE: *The Office of Admissions and the Records Office are located in the Student Services Center, Building A on the Bessemer Campus. *The Offices of Admissions and Records use a combined office on the Second Floor of the Administration Building A on the Birmingham Campus.*

Monday - Thursday
8:00 a.m. – 7:00 p.m.

Friday
8:00 a.m. – 5:00 p.m.

OFFICE OF ADMISSIONS

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 qualified student body. The Office processes student applications, advise students of available program offerings, disseminates appropriate brochures, literature, etc. to interested students, verifies student qualifications for specific certificate and degree programs.

RECORDS OFFICE

The Records Office primarily stores and maintains student academic records. This office provides transcripts of student 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.

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, Records Office 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.

CLASSIFICATIONS

Day	A student who is enrolled for a majority of course work scheduled before 5:00 p.m.
Evening	A student who is enrolled for a majority of course work 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.

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 state's 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 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:

- Air Conditioning and Refrigeration
- Automotive Body Repair
- Automotive Mechanics
- Barbering
- Cabinetmaking
- Carpentry
- Commercial Foods Service
- Commercial Sewing
- Cosmetology

- Diesel Mechanics
- Graphics and Printing
- Home Health Aid
- Masonry
- Nursing Assistant
- Plumbing
- Sewing in Soft Interior Furnishings
- Sewing in Tailoring and Alterations
- Welding

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 assistance. (See previous section *Admission To Courses Not Creditable Toward An Associate Degree.*)

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 student's 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 student's principal and superintendent.
- All college credit completed at Lawson State Community College prior to earning the high school diploma or GED is conditionally awarded. The student's transcript will read "CONDITIONAL CREDIT" until the Office of Admissions 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 be in 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 applicant's demonstrated and documented competencies and formal training. All transfer students must complete at least 25% 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 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:

- Submit a completed *Application for Admission*
- Present a minimum score of 500 (173 computer-based or 61 internet-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. An official translated copy of the student's high school transcript (and college transcript, if applicable). These documents must be reviewed by Educational Credential Evaluators, Inc. www.ece.org or World Education Services, Inc. www.wes.org in the United States, at the expense of the applicant. An official report should be forwarded directly to 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. Provide notarized medical report from a physician attesting to good health of the international applicant.
- 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.
- The Assistant Dean for Admissions and Records 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 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.

CHANGE OF PROGRAM

Students may change their program by completing a "Program Change Form", which is available in the Records Office. The division dean/director for the new program will be asked to evaluate the student's transcript. Following the evaluation, the student's permanent record will indicate a change of program. Only Lawson State Community College grades, accepted through the Vice President's or Divisional Administrator's 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 Records Office.
- 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 for 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 Records Office before it is official.

STATUTE OF LIMITATIONS FOR COURSES

Acceptance of some courses that were taken five years of more may be recommended for approval by the appropriate departmental chairperson to the Vice President for Instructional Services.

WITHDRAWAL FROM A COURSE

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 the semester schedule. ("WP" or "WF" grades will be assigned for courses(s) withdrawn after the deadline specified in the semester schedule. The Vice President must approve "exceptions" to this policy).

Withdrawal procedures must be initiated in the Records Office. The withdrawal form must be submitted to the Records Office 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 student's responsibility to withdraw officially by completing the withdrawal form in the Records Office by the deadline date published in the semester schedule.

CREDIT BY EXAMINATION

A maximum of 20 hours of non-traditional credit may be awarded and applied toward graduation. Applicants must have their test scores sent directly to the Office of Admissions from the appropriate testing agency.

Credit By Examination - Nursing

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 student's record will indicate credits by examination. Quality points are computed for the grades.

CREDIT THROUGH PRIOR LEARNING ASSESSMENT

1. Credit for prior learning may be awarded only after an assessment of prior learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course or courses.

2. Course credits earned through prior learning shall be noted on the student's transcript as having been awarded through Prior Learning Assessment (PLA).

3. Credit for academic transfer courses awarded through PLA may only be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY). Credit for experiential learning (portfolio review) may not be awarded for academic transfer courses.

4. In the process of determining if credit can be awarded for prior learning, colleges shall charge students only for the cost of the PLA services and not for the amount of credit awarded.

5. There shall be a charge of \$25 for each portfolio reviewed to assess experiential learning for college credit. Documentation must be provided for each course for which credit through experiential learning is requested, and the \$25 fee applies to each review of the documentation (e.g., an individual is charged \$50 if the person is seeking credit through experiential learning for two courses, and thereby requires portfolio reviews relative to those two courses). Students seeking credit for academic transfer courses through examination or nationally recognized guidelines are not charged fees for PLA or for credits awarded through PLA.

6. Not more than 25% of total credit required for any program may be awarded as a result of PLA. Credit awarded through PLA does not count toward the minimum of 25 percent of semester credit hours that must be completed at the college granting the degree.

7. Before receiving course credit through PLA, an individual must meet enrollment requirements of the course.

8. Credit may not be awarded twice for the same learning.

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	9-11

(3/4 allowance)	
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 or appropriate dean.

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 President's designee must approve a student's 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 25% of the credit hours required for their award 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 State's Admissions Appeal and Grievance Committee. Such applicants should have a complete *Application for Admission* and all supporting documentation submitted at least thirty (30) days prior to the desired term of enrollment.
- Students from other institutions who are on permanent academic suspension may, after twelve month's duration, be considered for admission upon appeal to Office of Student 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 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: **suspended—one 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 student's status is clear.

TRANSFERRING TO ANOTHER COLLEGE FROM LAWSON STATE

Counselors and other members of the College's staff will advise and assist any student planning to transfer to a four-year institution. However, it is the student's responsibility to follow the admissions requirements closely. These requirements are indicated in the particular institution's 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 College's students plan their transfer programs.

TRANSCRIPTS OF GRADES

Information on a student's academic performance is available on a semester basis via the web-based student information system and transcript records available in Student Services offices.

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:

Bessemer Campus
1100 9th Avenue, SW
Bessemer, Alabama 35022

Records: (205) 929-3409
FAX: (205) 929-3602

NOTE: For former students of the former Bessemer State Technical should clearly indicate dates of attendance, as well as, denoting that courses were taken through institution.

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 a 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 or the Records Office.

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	(Calculated the same as grade of "F")
WP	Withdrawal Passing	

Grading Scale for the Nursing Program		
<i>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 (ex. 74.5 = C / passing).</i>		
A	Excellent	(90 - 100)
B	Good	(80 - 89)
C	Average	(75 - 79)
D	Poor / Not Passing	(60 - 74)
F	Failure	(59 and below)
AU	Audit	
I	Incomplete	
W	Withdrawal	
WF	Withdrawal Failing	(Calculated the same as grade of "F")
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 Records Office of their intent to withdraw from a course, courses, or programs.

For more information, a student may contact the Office of Student Financial Services.

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 Student Financial Services.

Regardless of the circumstances, a grade of "I" must be changed by the designated date each semester or it will be converted to an F. At LSCC, if a student is seeking federal financial aid, all "I" grades 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 instructor's evaluation of the student's 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 Records Office.

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 receives 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 database 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 Student Financial Services.

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 Students 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 State’s 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 Average—The grade point average based on all hours attempted at the institution based on a 4.0 grading scale.

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

or

The status of a student who was on academic probation the previous term and whose cumulative GPA for that semester remained below the level required by 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 Suspension—The 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 Suspension—The status of a student who was: (1) on academic probation the previous term; (2) was suspended without since 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 Suspension—The 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 Records Office, 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 18 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 18 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. The respective transfer institution will make this determination. (A detailed chart that helps students determine the benefits, circumstances, and consequences of academic bankruptcy is printed on the *Request for Academic Bankruptcy Form* available in the Records Office.

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 or appropriate dean 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). Noncompliance with college regulations and policies may constitute grounds for dismissal.

HONORS LIST

President's List

The President's List is a semester honor roll for students attaining a grade point average of 4.0 consisting of a minimum course load of not fewer than twelve semester hours of 100 level courses or above.

Dean's List

In order to qualify for the Dean's List, a student must take a minimum course load of not fewer than twelve semester hours of 100 level courses or above, and maintain at least a 3.50 grade point average.

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

A student must:

1. 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.
2. 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.
3. Complete at least 25% of the credit hours required for the degree at Lawson State Community College.
4. Meet all requirements for graduation within a calendar year from the last semester of attendance.
5. Successfully complete all courses that are a part of the student's major program of study or degree plan with a grade of "C" or higher.

REQUIREMENTS FOR GRADUATION IN CERTIFICATE PROGRAMS

A student must:

1. Satisfactorily complete an approved program of study.
2. 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.
3. Complete at least 25% of the total semester credit hours required in the program at Lawson State Community College
4. Meet all requirements for graduation within a calendar year from the last semester of attendance.
5. Successfully complete all courses that are a part of the student's major program of study or degree plan with a grade of "C" or higher.

RECEIPT OF DIPLOMA/ CERTIFICATE

In order to receive a diploma and/or certificate from Lawson State Community College, the following must occur:

1. The student or academic advisor must submit a formal application for graduation in accordance with institutional policy and pay the graduation fee, if applicable.
2. The student must fulfill all financial obligations to the College.
3. The student must satisfy those requirements either 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.
4. The student must successfully complete all courses that are a part of the student's major program of study or degree plan with a grade of "C" or higher.

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 for Instructional Services 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 Student Financial Services.

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 Vice President for Instruction or appropriate dean for approval in advance. Statue of limitation is five (5) years.

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 Records Office 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 College's 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 Records Office will honor requests to fax transcripts to other institutions provided a written request by the student is received. Telephone requests are not honored. A student should be aware that the receiving institution has the right to decline faxed transcripts. The College does not charge a transcript fee.

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 current student catalog* 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 Registrar or other college records officers 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 Records Office has a list of educational records maintained by the College. The Registrar or other college records officers may require that a college official be present when a student inspects and reviews his/her educational records. A student should submit to the Registrar 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 Registrar 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 Registrar, 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 Registrar.

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 Registrar 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 Records Office 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 Registrar.

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 including 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 who 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 Records Office 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 504 of the Rehabilitation Act of 1973. *The 504 Coordinators for students are Mrs. Janice Williams (Birmingham Campus, Student Center Room 221; (205) 929-6383) and Ms. Renay Herndon (Bessemer Campus, Student Center Room 183; (205)929-3419).*

Cost to Attend

Lawson State's 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 \$75.50

Assessed to all first and/or second-level nursing students for malpractice insurance coverage (\$60.00 for ERI Total Testing Program; \$15.50 for Liability Insurance).

Graduation Fee \$40.00
Attire and associated expenses for those who plan to participate in the ceremony. There is a minimal charge for those graduates who wish to receive a diploma cover but do not wish to participate in the commencement exercises. The diploma, representing the certificate or degree, is provided at no cost to those who complete all requirements and are certified by the College as a graduate.

Late Registration Fee \$25.00

Replacement I.D. Card \$25.00

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 tuition and other institutional charges
- **Withdrawal during third week**
25% of 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.
- Drop/Add period for each semester is published in the College calendar.

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.