

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 or 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 ("WP" or "WF" grades will be assigned for courses(s) withdrawn after the deadline specified in the semester schedule.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.