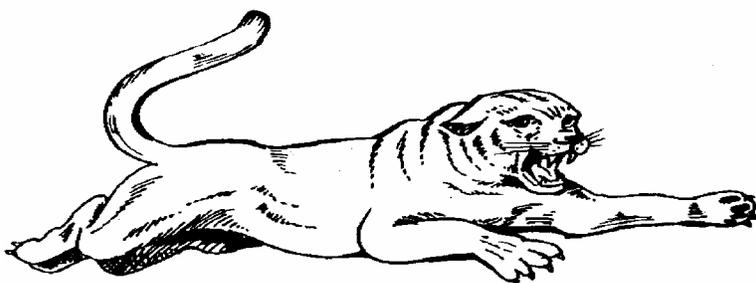




## STUDENT HANDBOOK

*“The Cougars”*



Dr. Cynthia Anthony, Dean of Students  
Mrs. Charlsie Cook, Dean of Student Life

Dr. Perry W. Ward, President

## STUDENT RESPONSIBILITY

Each student must assume complete responsibility for complying with the academic regulations, policies, and procedures set forth in the *Student Handbook*. Failure to read the student handbook does not excuse students from the policies and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures. All information contained in this student handbook is subject to change by the appropriate officials of Lawson State Community College without prior notice. Although changes may be made without actual notice to individual students, an effort will be made to keep students advised of such changes through the college website, publication in class schedules, and other printed materials.

Statements presented in this handbook are for information purposes only and do not represent the basis of a contract between a student and Lawson State Community College. The college assumes no responsibility for misinterpretation by a student of policies and procedures presented in this student handbook or other official documents. Any questions concerning the information contained herein should be referred to the Dean of Students or Dean of Student Life.

# LAWSON STATE COMMUNITY COLLEGE

## STUDENT HANDBOOK

### **Bessemer Campus Address**

Lawson State Community College  
1100 Ninth Avenue SW  
Bessemer, AL 35022  
205.426.4391

### **Birmingham Campus Address**

Lawson State Community College  
3060 Wilson Road, SW  
Birmingham, AL 35221  
205.929.2515

### ACCREDITATIONS

- Lawson State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees:

#### **Southern Association of Colleges and Schools**

1866 Southern Lane  
Decatur, Georgia 30033  
404.679.4501

- The Associate Degree Nursing Program and the Licensed Practical Nursing Program are approved by the Alabama Board of Nursing and accredited by the National League for Nursing Accrediting Commission. For more information, you may contact:

#### **Alabama Board of Nursing**

RSA Plaza – Suite 250  
770 Washington Avenue  
Montgomery, Alabama 36130  
334.242.4060

#### **National League for Nursing Accrediting Commission**

61 Broadway – 33<sup>rd</sup> Floor  
New York, New York 10006  
212.363.5555

- The Business and Information Technologies Program is accredited by the Association of Collegiate Business Schools and Programs:

#### **Association of Collegiate Business Schools and Programs**

7007 College Boulevard, Suite 420  
Overland Park, Kansas 66211  
913.339.9356

#### **Council on Occupational Education**

41 Perimeter Center East, NE  
Suite 640  
Atlanta, Georgia 30346  
770.396.3898

#### **Air Conditioning and Refrigeration Institute**

4100 North Fairfax Drive, Suite 200  
Arlington, VA 22203  
703.524.8800

#### **American Dental Association**

211 East Chicago Avenue  
Chicago, IL 60611-2678  
312-440-2500

#### **American Welding Society**

41 Perimeter Center East, NE  
Suite 640  
Atlanta, Georgia 30346  
770.396.3898

#### **National Automotive Technicians Education Foundation, Inc. (NATEF)**

101 Blue Seal Drive  
Suite 101  
Leesburg, Virginia 20175  
703.669.6650

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## DIVISION OF STUDENT SERVICES



**DR. CYNTHIA ANTHONY, DEAN OF STUDENTS**  
Lawson State Community College  
3060 Wilson Road  
Birmingham, Alabama 35221

**Phone:** 205-929-6386  
**Fax:** 205-929-2112

**MRS. CHARLSIE COOK, DEAN OF STUDENT LIFE**  
Lawson State Community College  
3060 Wilson Road  
Birmingham, Alabama 35221

**Phone:** 205-929-6352  
**Fax:** 205-929-6447

**canthony@lawsonstate.edu**  
**ccook@lawsonstate.edu**

### OFFICE OF STUDENT SERVICES

#### Web Site:

<http://www.lawsonstate.edu/studentinfo/index.html>

- Up-to-Date News
- Testing Information
- Career Services
- Student Activities
- Student Government
- Counseling
- Recreational Activities
- Alumni
- TRIO

## GENERAL INFORMATION

The Student Services Division is committed to helping each student at Lawson State Community College achieve his/her goals. The division assists students with admissions, advisement, counseling services, registration, orientation, academic support services, special needs services, student activities, and career planning. Professionally trained staff is available to assist the individual student in evaluating his or her potential for success as he or she selects a program of study.

### MISSION AND GOALS

The mission of Student Services is to provide an educational environment that maximizes the opportunity for student achievement by establishing provisions for personal, social, and intellectual growth collaboratively with the instructional division. Student Services emphasizes a student-centered approach to individual student success and offers comprehensive and diverse opportunities that enable students to attain stated goals.

Student Services long range goals are:

- To aid students in developing their full potential.
- To help students develop decision-making abilities which will aid them in their personal and academic planning.
- To help students achieve an understanding and acceptance of themselves.
- To provide financial services and options to students.
- To provide orientation, counseling and academic support services that promotes student success.
- To support academic advising for all students.
- To coordinate student retention measures.
- To provide a dynamic student life experience enhanced by social, cultural, service and athletic activities.

### ORIENTATION - PSY 100

All full-time and part-time degree seeking students and full-certificate students are required to enroll in PSY 100 during their first semester at Lawson State Community College.

Transfer students with fewer than 12 semester hours on their transcript are required to enroll in PSY 100 during their first semester at Lawson State Community College. Transfer students with 12 semester hours or more on their transcript will not be required to enroll in PSY 100 at Lawson State Community College.

The Orientation Program is designed to provide information that will aid a new student in his/her transition to college and stimulate an excitement for learning. New students are introduced to college policies, procedures, requirements, and services as well as knowledge of the physical environment of the campus and the college community. Services provided through the Orientation Program include individualized counseling, monitoring of students' progress to ensure early identification of those having problems, individualized assistance with academic and personal adjustment issues, and group activities to address study/test-taking strategies and to provide intervention.

Students are encouraged to make wise use of all services made available in the Office of Student Services. Every student enrolled is assigned a faculty advisor. Students are encouraged to discuss their plans, problems, and needs with their faculty advisors or other members of the counseling staff.

#### ACADEMIC ADVISEMENT

The primary purpose of academic advising is to support students in their pursuit of meaningful educational programs that will assist them in fulfilling goals. Academic advisement is provided for each student at Lawson State Community College. Each student is expected to meet with his/her academic advisor at least once each semester to arrange a schedule of classes for the subsequent semester. Visits with the academic advisor not only facilitate matching a student's interests, strengths, and goals with career needs, but also provides the advisor an opportunity to become familiar with each student enrolled in his/her program area. The advisor can also assist with awareness of resources and opportunities that can enhance a student's chance of academic success.

Students are assigned to their advisors through the Office of Admissions and Records with input from the department chairperson of their respective program of study. Designated Student Services staff also provides academic advisement services.

One of the goals of the college is to teach each student to assume responsibility for his/her academic career. In order to accomplish this goal, the following guidelines have been adopted to assist the student in reaching his/her academic goal.

The responsible student should:

1. Be familiar with the contents of the Lawson State Community College Student Handbook and General Catalog.
2. Be familiar with written college policy statements that must be followed in order to complete degree or certificate requirements.
3. Verify that his/her high school and/or college transcripts have arrived in the Registrar's Office and that appropriate written requests have been completed for transfer of credits and/or advanced placement.
4. Be familiar with the current academic calendar (days classes meet, approved holidays, deadlines for drop/add, and final exam dates).
5. Be familiar with the attendance policy.
6. Consult his/her advisor about his/her degree or certificate plans.
7. Be familiar with the requirements of his/her major program and develop a long-range graduation plan. A student should also be aware of any developmental course prerequisites that may be required. (See COMPASS planning sheet provided after assessment.)
8. Pre-register for classes each term in order to insure a place in class. (Registration is not complete unless all tuition and fees are paid.)
9. Monitor the accuracy of his/her grade report each term and report errors to his/her advisor and/or instructor. (An incomplete grade that is not removed within the first six weeks of the following term automatically becomes an "F".)
10. Inform the Registrar if a change of name or address occurs. Each student is expected to maintain current and accurate information on file in the Registrar's Office and to respond promptly to all communications from the college. All changes should be submitted to the Registrar.
11. Notify the Student Services staff if he/she is unable to keep scheduled appointments or if he/she is unable to contact his/her advisor for assistance.

The responsible advisor will:

1. Post specific office hours.
2. Be familiar with the contents of the Student Catalog and Handbook.
3. Be available to listen to a student's concerns and to discuss options with a student.
4. Provide guidance and referrals as he/she assists a student with choices of a major and career options.
5. Provide information about the requirements for the major program, curriculum options, and graduation.
6. Verify that each student is eligible to enroll and provide guidance in course selections, as it relates to

- a student's COMPASS placement scores and completion of prerequisites.
7. Approve and sign schedules for the upcoming semester/term.
  8. Provide interpretation and clarification of college policies.
  9. Act as a referral agent to other college support services.
  10. Assist with job placement and follow-up.

### COUNSELING SERVICES

The counseling staff provides professional guidance and counseling services. The guidance program is committed to the establishment of an environment where a student is provided the opportunity to become a responsible, self-directed learner and to maximize his/her potential for growth. A student is provided information and support in the achievement of realistic career and educational goals in agreement with his/her expressed interests and abilities. It is recommended that students meet with a counselor or advisor on a regular basis to review degree plans and academic progress.

Some of the counseling services provided are personal counseling, career and academic advisement, assessment (achievement, aptitude, career, interest, personality, self-directed search, and values inventory), college transfer information, student activities information, tutorial services, and academic placement.

### ASSESSMENT SERVICES

Each college in the Alabama College System shall require a comprehensive assessment of students upon admission to the college and prior to enrollment in associate degree or certificate programs. Students shall not be allowed to enroll for more than four credit hours or eight weekly contact hours before being assessed with a comprehensive assessment instrument.

All first-time students who enroll in associate degree or certificate programs and who enroll for more than four credit hours or eight weekly contact hours per semester will be assessed through the administration of the COMPASS computerized assessment instrument, and placed at the appropriate developmental level as indicated by the assessment results. The following exemptions from the assessment requirement may apply for:

1. Students scoring 480 or above on the SAT verbal and 526 or above on the SAT math, and 20 or above on the ACT English and math provided they enroll in a System college within three years of high school graduation.
2. Students who have an associate degree or higher.

3. Students who transfer degree-creditable college-level English or mathematics courses with a grade of "C" or better.
4. Senior citizens, undeclared, and other non-award seeking majors who are taking classes for vocational reasons only.
5. Students in certain short certificate programs having no English or mathematics requirements.
6. Students who have completed required developmental coursework at another Alabama College System institution within the last three years.
7. Students auditing English or mathematics courses.
8. Students who can provide documentation of COMPASS assessment within the last three years; and transient students.
9. Students who are transient.

It is the student's responsibility to have ACT, SAT, or COMPASS scores on file with the assessment coordinator or the Admissions Office at Lawson State. The assessment coordinator on the Birmingham Campus is located in the Leon Kennedy Student Center (Room F221). Assessment services on the Bessemer Campus is located in the Student Services Center, Room 182.

### ACCOMMODATIONS FOR THE DISABLED

Lawson State Community College is committed to providing a quality environment to support and assist its students throughout the academic process. In compliance with *Section 504 of the Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, special services and accommodations are given on an individual basis once supporting documentation is provided. It is the responsibility of a student to notify the college of a disability that requires assistance. Requests for accommodations should be made prior to enrollment. All students requesting assistance should contact Janice Williams, Leon Kennedy Student Center (Birmingham Campus) or Renay Herndon, Student Services Center, Building A, Room 183 Bessemer Campus).

For TDD users in Alabama, the Alabama Relay Center is available by calling 1-800-548-2545 (TT only) or 1-800-548-2547 (voice only).

### PLACEMENT TESTING FOR TRANSFER STUDENTS

Transfer students who have not taken reading, English, and mathematics courses will be required to take the placement test administered to new students at Lawson State Community College.

### ACT WORKKEYS SERVICE CENTER

Lawson State Community College is licensed by American College Testing (ACT) as an ACT WorkKeys Employment Center. The Center is a comprehensive system for measuring, communicating, and improving the common skills required for success in the workplace. It allows these skills to be quantitatively assessed for both individual persons and in actual jobs. Therefore, WorkKeys can correctly identify individuals who have the basic skills required to be successful in a given position or career. ACT's rigorous approach has guaranteed that the WorkKeys assessment and job profiling systems are EEOC compliant and legally defensible.

Job profiling is the process of determining the basis skills that a person needs to do a specific job successfully. An ACT trained and licensed profiler is available on campus to perform this task. The profiler meets with actual employees, subject matter experts, and others involved in the job assignment. Together, the team develops a list of tasks required to perform job assignments within a company.

Lawson State Community College students in career/technical programs take the WorkKeys assessment during their first semester at the college. If their assessment scores fall below the scores needed for work in their field of study, they are encouraged to take advantage of targeted instruction to build their skills while they are enrolled at the College. KeyTrain software is available in labs on both campuses and is used by students to practice skills associated with the WorkKeys employment system. The software provides review topics in each WorkKeys skill area and practice problems similar to those on the actual WorkKeys assessment. It is a fully interactive computer-based training system. The curriculum is based on WorkKeys *Targets for Instruction*; thus guaranteeing that all of the important skills measured in the WorkKeys assessments are covered.

Students finishing career/technical programs with degrees or certificates also take an exit WorkKeys assessment. Thus, in addition to their technical competencies, they will have documentation of their workplace skills.

### CAREER/JOB PLACEMENT SERVICES

Job Placement and the Career Education Center function as a bridge between the student's academic preparation and the world of work. The Center has numerous activities, including career counseling, maintaining a career information library, receiving and publishing job vacancy notices, arranging for prospective employers to

visit the campus, interviewing applicants, mailing students credentials to prospective employers, and publicizing campus interviews.

### TRIO PROGRAMS

The TRIO programs at Lawson State Community College are federally funded by the United States Department of Education. The programs identify qualified youth or adults who are low income and first-generation college students. Participants are selected according to their potential for academic success.

TRIO at LSCC is comprised of three programs: Upward Bound, Student Support Services and Upward Bound Math and Science Initiative. The ultimate goal of each TRIO program is to assist participants in postsecondary education. Each program has specific goals, objectives and criteria for students served based on its respective grant proposal approved by the Department of Education.

**CONTACT PERSONS**—For further information regarding the TRIO programs at Lawson State Community College, contact the TRIO program coordinators:

► *Mr. Elijah Anthony*  
Director of Student Support Services  
eanthony@lawsonstate.edu  
205-426-7416

► *Mrs. Mattie Crawford*  
Coordinator of Upward Bound  
mcrawford@lawsonstate.edu  
205-929-6339

► *Mrs. Janice Orange*  
Coordinator of Upward Bound, Math and Science  
jorange@lawsonstate.edu  
205-929-6449

► *Ms. Sandra Howard*  
Coordinator of Student Support Services  
showard@lawsonstate.edu  
205-929-6397

# OFFICE OF ADMISSIONS AND RECORDS

**MR. DARREN C. ALLEN, ASSISTANT DEAN FOR  
ADMISSIONS AND RECORDS**  
dallen@lawsonstate.edu

**MR. JEFF SHELLEY, DIRECTOR OF ADMISSIONS**  
jshelley@lawsonstate.edu

**MRS. LORI CHISEM, REGISTRAR**  
lchisem@lawsonstate.edu

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

**Birmingham Campus**  
3060 Wilson Road  
Birmingham, Alabama 35221

Admissions: (205) 426-7332  
FAX: (205) 426-7437

\*(205) 929-6309  
FAX: (205) 923-7106

Records: (205) 425-7325  
FAX: (205) 426-7427

## **Web Site:**

<http://www.lawsonstate.edu/admissions/index.html>

- Admission Forms
- Admission Requirements
- College Costs
- Policies and Procedures

**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.*

## **Hours of Operation**

**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. Registration information is contained in instructions distributed before each semester.

## **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.

### CLASSIFICATION

<b>Day</b>	A student who is enrolled for a majority of course work scheduled before 5:00 p.m.
<b>Evening</b>	A student who is enrolled for a majority of course work scheduled after 5:00 p.m.
<b>Full Time</b>	A student who is enrolled for twelve or more semester hours.
<b>Part Time</b>	A student who is enrolled for fewer than twelve semester hours.
<b>Freshman</b>	A student who has completed 0-32 semester hours of coursework.
<b>Sophomore</b>	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 Art
- Commercial Foods Service
- Commercial Sewing
- Cosmetology
- Diesel Mechanics
- Graphics and Printing
- Masonry
- 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 10<sup>th</sup> 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:

- 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 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.troyst.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 are 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

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.

For Constant Updates, Please Check  
Our Web At:

[www.lawsonstate.edu](http://www.lawsonstate.edu)



### 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 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 Office of Student Services.
- 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) 425-7325  
FAX: (205) 426-7427

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

**Support Our Cougars**—Check the Web for the Sports Schedule:

<http://www.lawsonstate.edu/athletics05/index.html>



## 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		
<b>A</b>	Excellent	(90 – 100)
<b>B</b>	Good	(80 – 89)
<b>C</b>	Average	(70 – 79)
<b>D</b>	Poor	(60 – 69)
<b>F</b>	Failure	(59 and below)
<b>AU</b>	Audit	
<b>I</b>	Incomplete	
<b>W</b>	Withdrawal	
<b>WF</b>	Withdrawal Failing	
<b>WP</b>	Withdrawal Passing	

Grading Scale for the Nursing Program		
<i>No rounding of test scores is done (ex. 78.6 is 78.6)</i>		
<b>A</b>	Excellent	(90 – 100)
<b>B</b>	Good	(80 – 89)
<b>C</b>	Average	(75 – 79)
<b>D</b>	Poor	(60 – 74)
<b>F</b>	Failure	(74.9 and below)
<b>AU</b>	Audit	
<b>I</b>	Incomplete	
<b>W</b>	Withdrawal	
<b>WF</b>	Withdrawal Failing	
<b>WP</b>	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.

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 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		
<b>A</b>	4	grade points per hour
<b>B</b>	3	grade points per hour
<b>C</b>	2	grade points per hour
<b>D</b>	1	grade points per hour
<b>F</b>	0	grade points per hour
<b>WF</b>	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

<b>"F" Grade</b>	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.
<b>"I" Grade</b>	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.
<b>"W" Grade</b>	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.
<b>"WP"</b>	Indicates the student withdrew from the course or

<b>Grade</b>	courses after the twelfth week and was making satisfactory progress. The credit hours will not be computed as hours attempted.
<b>"WF" Grade</b>	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.
<b>"AU" Grade</b>	(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.
<b>"S" Grade</b>	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.
<b>"U" Grade</b>	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.

### REQUIREMENTS FOR GRADUATION IN FULL 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.

### RECEIPT OF FULL CERTIFICATE

In order to receive a full certificate from Lawson State Community College, a student must complete the following:

1. Submit a formal application for graduation in accordance with institutional policy and pay the graduation fee.
2. Fulfill all financial obligations to the College.
3. 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.

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 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. Statute 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 attended.

- 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) 426-7335).*

## 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.

**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.

- The refund policy is applicable to tuition, Instructional fees and facility renewal fees only.
- 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. All eligible students at all campuses of Lawson State Community College are covered for the activities while under the care and direction of the school, including, on a limited basis, intercollegiate athletics.

#### IN-STATE STUDENTS TUITION AND FEES SUMMARY

- A per semester 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.

*The tuition rate for online courses is \$90 per credit hour.*

No. of Credit Hours	Basic Tuition	Facility Fee	Technology Fee	Total
1	\$72	\$9	\$9	\$90
2	\$144	\$18	\$18	\$180
3	\$216	\$27	\$27	\$270
4	\$288	\$36	\$36	\$360
5	\$360	\$45	\$45	\$450
6	\$432	\$54	\$54	\$540
7	\$504	\$63	\$63	\$630
8	\$576	\$72	\$72	\$720
9	\$648	\$81	\$81	\$810
10	\$720	\$90	\$90	\$900
11	\$792	\$99	\$99	\$990
12	\$864	\$108	\$108	\$1,080
13	\$936	\$117	\$117	\$1,170
14	\$1,008	\$126	\$126	\$1,260
15	\$1,080	\$135	\$135	\$1,350
16	\$1,152	\$144	\$144	\$1,440
17	\$1,224	\$153	\$153	\$1,530
18	\$1,296	\$162	\$162	\$1,620
19	\$1,368	\$171	\$171	\$1,710
20	\$1,440	\$180	\$180	\$1,800
21	\$1,512	\$189	\$189	\$1,890
22	\$1,584	\$198	\$198	\$1,980
23	\$1,656	\$207	\$207	\$2,070
24	\$1,728	\$216	\$216	\$2,160
25	\$1,800	\$235	\$235	\$2,250

# STUDENT FINANCIAL SERVICES

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**Ms. Cassandra Matthews, Director**  
Office of Student Financial Services  
Lawson State Community College  
3060 Wilson Road  
Birmingham, Alabama 35221

**Phone:** 205-929-6380  
**Fax:** 205-929-6436

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**cmatthews@lawsonstate.edu**

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## OFFICE OF STUDENT FINANCIAL SERVICES

### Web Site:

[www.lawsonstate.edu/financialaid/finaid.htm](http://www.lawsonstate.edu/financialaid/finaid.htm)

- Financial Aid Forms
- Up-to-Date News
- General Information
- Priority Dates
- Federal Pell Grants
- Federal Supplemental Grants
- WIA Information
- Veterans Information

### Hours of Operation:

**Monday –Thursday**  
8:00 a.m. – 7:00 p.m.  
**Friday**  
8:00 a.m. – 5:00 p.m.

### GENERAL INFORMATION

Lawson State Community College offers financial assistance to students who are in need of help to pay the cost of their education. Financial aid is designed to supplement the family's ability to finance the student's educational expenses.

Lawson State is approved for the following:

- Federal Financial Assistance
- Veterans Benefits
- Vocational Rehabilitation Training
- Alabama Student Assistance Program
- Alabama Prepaid Affordable College Tuition (PACT)
- Institutional Scholarships
- Private Scholarship Programs
- Scholarship for Disadvantaged Students (SDS)

Title IV Federal Financial Aid Programs that are available include the following:

- Federal Pell Grant
- Federal Work-Study (FWS)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Alabama Student Assistant Program (ASAP)

Lawson State Community College does not participate in any Federal and State Loan Programs. Lawson State is, however, approved for deferment of previous loans.

### APPLYING FOR FINANCIAL AID PRIORITY DATE

Lawson State Community College awards financial assistance on a rolling basis for the entire year. Upon receipt of the original SAR (Student Aid Report) or electronic ISIR (Institutional Student Information Record), consideration for other financial aid can be made. Those students who submit documents by July 1, for the coming fall semester, who demonstrate the greatest need for assistance will receive priority consideration for other financial aid which is distributed on a first-come, first-served basis. These programs are the Federal Supplemental Educational Opportunity Grant, Federal Work-Study and Alabama Student Assistance Program.

Students applying for financial aid must first adhere to the following:

- Complete an Application for Federal Student Aid (FAFSA) for the current academic year. The FAFSA is available from high school guidance counselors, colleges, universities and libraries. You may also file a FAFSA through the Internet by accessing [www.fafsa.edu.gov](http://www.fafsa.edu.gov) and follow the instructions there.
- Apply for admission to the College. If currently not enrolled or accepted for admission, you should apply immediately. An application for Federal Financial Aid cannot be acted upon until you have been accepted for admission as a degree/certificate-seeking student.

### QUALIFYING FOR FEDERAL FINANCIAL AID

Students applying for Federal Financial Assistance must:

- Generally have a financial need; the financial need is determined by the U. S. Department of Education, which will determine the student's **Expected Family Contribution** (EFC) from the application documents submitted.
- Have a high school diploma, GED or have passed an independently administered test approved by the U. S. Department of Education.
- Be an U. S. citizen or eligible non-citizen (must provide documentation to verify their eligibility).
- Submit signed copies of certain financial documents for the student and student's spouse or student's parent if dependent if they are selected for the process called verification. Contact the Office of Student Financial Services to find out which documents are required. Approximately 1/3 of all financial aid applications are

selected by the federal government for a process called verification.

- Have a valid social security number.
- Not be in default on a federal loan or owe a refund on a Grant received for attendance at any postsecondary institution.
- Have certified Selective Service registration status (if appropriate).
- Have all official transcripts on file.
- Must be enrolled as a student in an eligible program, making satisfactory academic progress.

**\*\*Technical classes require clock-hour conversion to receive Title IV funds.**

- Not be convicted of drug possession or drug sale.

#### RENEWAL OF FINANCIAL AID

Financial assistance is awarded annually (August-May). Students who applied for financial aid in the prior year will receive a Renewal Application by mail from the Federal Processor in December of each year. **Awards are not automatically renewed from year to year.**

#### STUDENT RIGHTS AND RESPONSIBILITIES

A student attending Lawson State 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 determined by 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.

#### FINANCIAL AID COURSE LOAD REQUIREMENT

To receive the amount of Federal Pell Grant as indicated on a Financial Aid Award notification, students must enroll for a full-time course load (**a minimum of 12 credit hours**).

Students who enroll (each semester) in fewer than 12 credit hours will have their Pell Grant Award adjusted according to their registration status. Students enrolling in 9 to 11 credit hours are considered **three-quarter (3/4) time**, 6 to 8 credit hours are **half (1/2) time**, and 1-5 credit hours are **less than half time**. Questions regarding the enrollment status of adjusted credit hours should be directed to the Office of Student Financial Services.

#### DISBURSEMENT OF FINANCIAL AID FUNDS

The Business Affairs Office has the responsibility for disbursement of grants, scholarship checks, and FWS paychecks.

When students receive a Financial Aid Award Notification, it is his or her indication that the financial aid award has been established. The award notification contains data on students' budgets, expected family contribution, award categories and students' rights and responsibilities. The Financial Aid Awards are usually made on an annual basis. The annual award is divided into two equal installments, which are posted to the student's account (**WORK-STUDY IS EXCLUDED**). If the financial aid award and/or cash payments exceed college expenses/charges, the student is eligible to receive a refund. Refunds are processed by the Business Affairs Office and will be disbursed fourteen (14) days after the first day of class in the Business Affairs Office. Students who drop classes will have their financial aid adjusted accordingly.

## RETURN OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS

### Definitions:

**Federal Financial Grant Recipient** – Students who receive one or more of the following: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study money received by the student is affected.

**Complete Withdrawal** – The withdrawal date is the date the student submits a completed schedule change form (dropping all classes) to the Records Office or the appropriate instructional site. In those cases where a student unofficially withdraws (stops attendance without completing withdrawal process), the withdrawal date is the mid-point (50%) of the term.

**Repayment** – This is money that the student must return to the U. S. Department of Education. The amount of repayment will be based upon a formula, prescribed by law, that considers the date of withdrawal and the amount of federal aid (excluding work-study) received. Students who fail to repay the U. S. Department of Education will not be eligible to receive federal aid at Lawson State Community College or any other institutions.

Return of Title IV Funds is a financial assistance policy, which affects students receiving federal assistance.

Students completely withdrawing from college will have their financial aid adjusted; however, there are consequences for withdrawing from the college effective fall semester 2000. The U. S. Department of Education requires an institution to return all unearned Title IV funds to the appropriate Title IV program. When a student of Title IV aid withdraws on or before completing 60% of the period of enrollment, the College must calculate the amount of Title IV Aid the student did not earn and return it to the Title IV Programs. This action may require a student to repay funds issued directly to them. The non-payment of Title IV aid will also be reported to the U. S. Department of Education for collections and the overpayment of grants will be reported to the Student Loan Data System as required by federal law.

In addition, withdrawal from College affects the Satisfactory Academic Standard of progress and may affect the future receipt of Federal Financial Aid.

### MINIMUM STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Federal and state regulations require that all students at Lawson State Community College meet minimum standards of satisfactory academic progress to receive financial aid. Each student must adhere to the following:

- **ENROLLMENT STATUS/TIME FRAME** – Eligible students may receive Title IV Federal Financial Aid for a period of time. The time allowed MUST not exceed 1.5 time the normal length of a specific program (the “normal length” of a specific program will vary depending upon the enrollment status of the student). A two-year program

of study (six semesters) must be completed within three years (nine semesters) of attendance.

- **QUALITATIVE MEASURES** – Each student on Title IV Federal Financial Aid must earn, each academic year, two-third (2/3) of the minimum number of hours required to complete a program and are expected to meet or exceed the following Grade Point Average (GPA) at the indicated points in their program of study:

Students enrolled in a full certificate or Associate degree program requiring more than 26 hours must achieve a cumulative grade point average of

- 12 – 21 Hours 1.50 GPA
- 22 – 32 Hours 1.75 GPA
- 33 Hours and Above – 2.0 GPA

Students enrolled in a short certificate program equal to 26 hours must achieve a cumulative grade point average of:

- 12 – 17 Hours 1.50 GPA
- 18 or more Hours 2.0 GPA

- **QUANTITATIVE MEASURES** – Although a student is maintaining a high GPA by withdrawing from every course they are attempting after the first year would meet qualitative standard, the student is not progressing towards graduation. Each student must pass at least one-half (50%) of the hours attempted during the academic year. The student must complete their degree or certificate within 150% of the length of the program. For instance, if the length of the undergraduate program is 64 credit hours, the maximum time frame allowed to earn a degree/certificate will not exceed 96 attempted hours.

*Example:*

### Quantitative Standards Complete Percentage

Hours Attempted	Hours Earned Percentage	Completion
12	06	50
25	12	55
57	34	60
72	48	67

The number of hours attempted will be counted as of the beginning day of record of each semester. All periods of enrollment at Lawson State Community College, including transfer hours accepted, will be counted in the completion percentage. Students who do not earn a degree/certificate within the specified time will not be eligible for federal aid.

- A Title IV Federal financial aid recipient enrolled in a developmental (remedial) course MAY NOT repeat the course more than three (3) times and continue to receive financial assistance. A Title IV financial aid recipient may not be paid for more than 30 credit hours of developmental work.
- The appeals process is provided in accordance with Federal regulations (Contact the Office of Student Financial Services). Students **cannot** drop courses for

which they are registered simply by not attending class. An **official** withdrawal form **MUST** be submitted to the *Records Office*. If the student is receiving financial aid, a notification of the amount of aid **TO BE REPAID** or **REFUNDED TO THE ACCOUNT** will be sent to the student.

## **FEDERAL FINANCIAL AID PROGRAMS**

### **FEDERAL PELL GRANT**

Federal Pell Grant is a part of a federal program that requires interested students to apply directly to the government for funds. A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are only awarded to undergraduate students who have **not** earned a bachelor's or professional degree. Any full, three-quarter, or half time student, who is a U.S. Citizen and has not received a bachelor's degree, is eligible to apply. The amount of each Federal Pell Grant depends on the student's need, the cost of his or her education and enrollment status (full-time, 12 semester hours or more; three-fourth time, 9-11 semester hours; half-time, 6-8 semester hours; and less than half-time, 1-5 semester hours).

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT**

Federal Supplemental Educational Opportunity Grant is designed to assist students who demonstrate an exceptional financial need—students with the lowest Expected Family Contributions (EFCs). Priority is given to Federal Pell Grant recipients who apply early (prior to July 1 for the coming fall semester).

### **FEDERAL WORK-STUDY**

Federal Work-Study provides on-campus work opportunities for students needing financial assistance to attend college. Students working under this program earn at least minimum wages and are paid monthly for work performed. To be eligible, a student must be enrolled, demonstrate a need, and be capable of maintaining satisfactory progress while employed part-time on campus.

### **ALABAMA STUDENT ASSISTANCE PROGRAM**

The Alabama Student Assistance Program (ASAP) is designed to assist exceptionally needy students. The program consists of the Federal State Student Incentive Grant funds and funds appropriated by the Alabama Legislature. ASAP funds are gifts that do not have to be repaid.

### **VOCATIONAL REHABILITATION**

The state of Alabama provides certain benefits for students through the Department of Rehabilitation Services (DRS). Please contact DRS for more information.

## **BENEFITS FOR VETERANS AND DEPENDENTS OF VETERANS**

Before a veteran can make application for educational benefits, he or she must complete the following procedure:

- Apply for admission to Lawson State and complete his or her admissions file.
- Provide a certified copy of DD-214 or Certificate of Eligibility (Doc# 2384, Chapter 106) to the Office of Veterans Affairs.

Documents pertaining to the Alabama Veterans program may be obtained by contacting the State Department of Veterans Affairs •• 809 Green Springs Highway, Suite 100 •• Birmingham, Alabama 35209.

### **Documentation of Veterans**

Documents required by the Veterans Administration and Lawson State are as follows:

- Certified copy of DD-214 (separation papers) or Certificate of Eligibility (Doc# 2384). *Dependents must have a copy of their Certificate of Eligibility and Entitlement.*
- Transcripts from all institutions previously attended.
- Certified copies of divorce papers from any previous marriage by either the veteran or spouse.
- Certified copy of the marriage certificate for current marriage.
- Certified copies of birth certificates of all children.
- Official document of dependency, Form 21-509, if parents are claimed as dependents.

### **Certification of Veterans**

The following criteria will be used for certifying veterans or eligible persons:

- Certification will be granted for only those courses that are applicable to the declared program of study (major). The appropriate instructional officer must approve any deviation in writing.
- Certification may be granted for basic institutional credit courses and developmental courses if such courses are necessary for the student to reach his or her objective. Developmental courses will be certified on a semester to semester basis.
- Certification will not be granted for audit courses.
- The veteran must be re-certified for educational benefits when he or she re-enters Lawson State after an interruption of his or her educational program.
- The veteran who has received college credit at other institutions will be certified for only those courses necessary to complete the declared program of study at Lawson State Community College.
- Payments for benefits will be based upon the following schedule:
  - Full-time payment (12 credit hours or more)
  - Three-fourths payment (9-11 credit hours)
  - One-half payment (6-8 credit hours)

- Reimbursement for tuition and fees (5 or fewer credit hours)
- Should a veteran register for a course not in his or her program of study and not approved by the appropriate instructional officer, his or her benefits may be reduced at any time during the semester. **This action may occur without notification to the student.**
- Veterans may be certified for only one semester if he or she has prior credit that has not been received and evaluated. Re-certification is contingent upon the receiving of transfer credit information.
- Benefits may not be paid for courses previously passed unless a better grade is required in the degree objective, or for courses in which an "I" (Incomplete) was previously received.

*All veterans should contact the Veterans Assistant during registration in order to complete proper certification with the Veterans Administration.*

#### CLASS ATTENDANCE OF VETERANS

**ALL** students attending Lawson State Community College are required to attend classes. For veterans, failure to attend class may result in a reduction or elimination of benefits. Should the veteran accumulate excessive unexcused absences, the reduction of benefits to the veteran will be made effective the first day of attendance in class.

#### WITHDRAWAL FROM CLASS OR CLASSES BY VETERANS

Veterans may adjust their schedule, without penalty, only during the late registration period. A veteran who withdraws after this period, must demonstrate extenuating circumstances, or he or she will suffer loss of payments under the VA educational assistance program.

#### JEFFERSON COUNTY WIA INDIVIDUAL REFERRAL PROGRAM

The Workforce Investment Act (WIA) Individual Referral Program is designed to train individuals eighteen years of age or older in a selected academic and career field. The student

may be placed in any selected program where there is available space. However, the applicant must first be certified WIA eligible by the Employment Service Intake Unit. Upon determination that the individual is eligible and that training is appropriate, the individual will be referred to the institution.

It is the purpose of the WIA to establish programs to prepare youths and unskilled adults for entry into the labor force. WIA affords job training to those economically disadvantaged individuals and other individuals facing serious barriers to employment who are in special need of such training to obtain productive employment.

The ultimate goals of WIA training programs are to:

- Increase employment and earnings of participants.
- Increase educational and occupational skills.
- Reduce welfare dependency.

#### ALLOWABLE COSTS

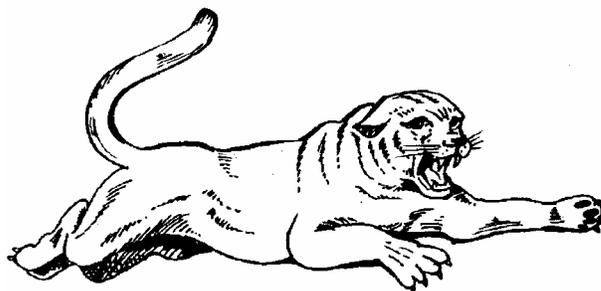
Lawson State will determine the participants' expenses of attending school and whether he or she is eligible for a Pell Grant. All income sources such as the Pell Grant will be deducted from the participant's budget to determine remaining need.

WIA will pay the following expenses to the extent needed to supplant the shortfall as described below:

- The published tuition rate for the training to be provided as shown in the edition of the College catalog (in effect) during the semester being billed.
- Appropriate fees.
- Required books and training supplies purchased on account through Lawson State's bookstore up to various amounts as per program.
- Repeat courses will be the responsibility of the participant. WIA funds shall not be used, under any circumstance, to pay for a repeat course (i.e. a failing grade, a dropped course for which the SDA was billed for any portion of training, etc).
- A maximum of three (3) remedial courses may be reimbursed using WIA funds if deemed appropriate by Lawson State.

#### SCHOLARSHIPS

Lawson State Community College offers numerous scholarships in the form of tuition waivers. Listings of scholarships from external organizations, foundations, or companies, are available at local libraries through the office of student financial services and at various web sites on the Internet.



# STUDENT INFORMATION

## Activities and Organizations

### STUDENT ACTIVITIES

Lawson State Community College is dedicated to the total development of the individual. Therefore, the variety of activities at Lawson State represents a diversity of student interests. These activities are under the direction of the Dean of Student Life and staff in the Office of Student Services.

All student organizations are open to students of this institution who qualify for membership.

**NO STUDENT MAY BE DENIED MEMBERSHIP TO ANY STUDENT ORGANIZATION BY REASON OF RACE, RELIGION, SEX NATIONAL ORIGIN, OR HANDICAPPING CONDITIONS.**

### STUDENT GOVERNMENT

The governing body of the students is the Student Government Association (SGA). The SGA is composed of officers elected by the entire student body, the presidents of the freshman and sophomore classes, the Inter-Club Council, and elected representatives from two classes.

### CAMPUS ORGANIZATIONS

*Afro-American History Club* seeks to enlighten students about their Afro-American Heritage and the contributions made to the American society.

*Alpha Sigma Mu* is an organization for Veterans. Each member must have a service record with the armed forces of the United States. He or she also must maintain a scholastic average of 2.5 throughout the membership in the fraternity. Each year the fraternity gives a \$200 scholarship to a graduating senior who is the child of a veteran. In addition to other activities, Alpha Sigma Mu sponsors a book exchange at the beginning of each semester and solicits the support of all veterans on campus.

*Alpha Theta Phi Library Society* is an organization that promotes an interest among students in the use of books and libraries. Membership is open to all interested persons. The organization promotes activities during National Library Week and sponsors literary programs during the year.

*American Dental Assistants Association* offers students the opportunity to attend the annual meeting of the

Alabama Dental Assistants Association and participate in demonstration, essay, and poster contests sponsored by the Birmingham Dental Assistants Society. The dental assistant class elects officers each September. The president of the class serves as the representative to the Executive Board of the Birmingham Dental Assistants Society.

*American Welding Society (AWS)* is a multi-faceted, non-profit organization whose major goal is advancing the science, technology, and application of welding and related joint disciplines. AWS has led the way in supporting welding education and technology development to ensure a strong, competitive, and comfortable way of life for America and its people. Membership included a subscription to the *Welding Journal*, the most current welding handbook, discounts on AWS technical publications and educational programs, membership in a local AWS Section, membership certificate, card and insignia, electronic forums, and computer-based research.

*Association of Information Technology Professional* is the professional association comprised of career minded individuals who seek to expand their potential—employers, employees, managers, programmers, and many others. The organization seeks to provide avenues for all their members to be teachers as well as students and to make contacts with other members in the IT field, all in an effort to become more marketable in rapidly changing, technological careers. The organization is comprised of computer science students.

*Human Services Club* seeks to strengthen students in their work to improve humanity intellectually, morally, and religiously. Good citizenship and perpetuation of the concept of human services are encouraged.

*Inter-Club Council* coordinates all clubs on the campus. The Council's membership is composed of all club presidents. This organization co-sponsors with the Student Government Association, all activities, and identifies ways to improve the club program.

*Kappa Beta Delta International Honor Society (KBD)* is for the students who rank in the top 20 percentile in the Business and Information Technologies Department. Member institutions are accredited through the Association of Collegiate Business Schools and Programs (ACBSP). ACBSP was established in 1988 as an accrediting body for business programs. An Associate Degree Commission established standards in 1991 for accrediting programs at two-year institutions. Kappa Beta Delta membership is available exclusively to business students enrolled at schools accredited by ACBSP.

Kappa Beta Delta's purposes are to encourage and recognize scholarship and accomplishment among students of business pursuing associate degrees; and to encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind.

**Mu Beta Chi Phi** is the science-mathematics club that seeks to broaden the science-mathematics experiences of Lawson State Community College's science-mathematics students. Ideas and experiences are shared with the College family and with other students and teachers. The Club's further purpose is to assist in developing greater awareness of the academic areas and their relationship to daily life in the local community. Through field trips, seminars, workshops, and special assemblies, the club provides opportunity for active participation of all its members.

**Pep Squad** seeks to promote school spirit and provide more student involvement in all school-sponsored athletic activities. Any student at Lawson State can be a part of the Pep Squad.

**Phi Beta Lambda (PBL)** is an organization sponsored by the Business and Information Technologies Department. The objective is to develop strong, aggressive leadership so that future businessmen and women may participate more effectively in the business and community life of which they are a part. Members learn to lead and participate in group discussions, preside at meetings and conferences, work on committee assignments, engage in group problem conferences, and work in other activities that contribute to the development of desirable leadership qualities. Phi Beta Lambda is opened to all majors.

**Phi Theta Kappa Honor Society** has as its objective to promote scholarships among students with superior achievement.

**Skills USA (VICA)** seeks to promote progressive leadership in the field of trade, industrial, and technical education that is competent, aggressive, self-reliant, and cooperative. Skills USA (VICA) is a national organization serving high school and college students and professional members who are enrolled in technical, skilled, and service occupations, including health occupations.

**Society of Manufacturing Engineers (SME)** is an international organization whose purpose is to serve the professional enrichment needs of varied practitioners that make up the manufacturing community. Membership includes access to SME's database of more than 15,000 papers, articles, and periodicals that relate to the varied manufacturing disciplines; an opportunity to network

through conferences and seminars; recognition through certification; employment and resume database assistance; and the development of personal relationships through participation in the Birmingham Area Senior Chapter activities.

**Student Alabama Education Association** seeks to acquaint the student with the objectives and goals of education in the American society. During American Education Week, this club sponsors special programs such as lectures, field trips of educational interest, and a social hour for respected educators. Membership in the SAEA is open to all students who plan to enter the teaching profession.

**Student Nurses Association** seeks to promote a spirit of citizenship, leadership and fellowship; it encourages responsibility for maintaining the high ideals for the nursing profession.

**Students in Free Enterprise (SIFE)** is a non-profit organization sponsored by individuals, foundations and corporations. SIFE's mission is to the performance of the American economy by establishing and directing student-generated free market educational programs at the colleges and universities to bring America's collegians and her citizens to a better understanding of current economic issues and a greater appreciation for the free enterprise system.

#### ALL-COLLEGE ANNUAL STUDENT ACTIVITIES

Students are advised and encouraged to participate in annual activities designed to set the cultural, spiritual, moral, and academic tone of the institution.

Such activities include: SGA Election, Installation of SGA Officers Convocations, Annual Christmas Musical, Afro-American History Month, Career Day, Blue and Gold Week, Blood Drive, Martin Luther King, Jr. Celebration, Vocational Education Week, Health Fair, Homecoming, Art Exhibition, Honors Convocation, Graduate/Alumni Banquet, President's Brunch, and Commencement.

### RECREATION AND ATHLETICS

Lawson State is committed to providing quality intercollegiate and intramural programs designed to foster the personal growth of each student. These programs encourage individual and team achievement and strive to enhance the academic success, social development, and physical and emotional well being of each student. There are a variety of athletics and recreational facilities available for students. The Arthur Shores Fine Arts Building is equipped with a modern fitness center, hardwood court gym, swimming pool, and locker facilities. Students may participate in basketball, baseball, volleyball, field and track, cross-country, tennis, golf and swimming.

### STUDENT ID CARDS

Student registration is not complete until an ID card is issued. ID cards should be worn at all times and are required for using equipment in the library; being admitted to social, cultural, and athletic events; voting in student elections; etc. Lost or stolen cards should be reported to the Student Services office immediately. Students desiring an identification card should contact the Business Office. A fee of \$25 is assessed for the second ID.

### ALUMNI ASSOCIATION

After a student has completed a course or a program of study at Lawson State Community College, he or she becomes a member of the Lawson State Community College's Alumni Association.

The purpose of the association is to establish and maintain a mutually beneficial relationship between the alumni and the College and to work actively and effectively in advancing the interests of Lawson State Community College, its faculty, students, alumni, and surrounding community.

Benefits of this membership include life-time career services and job placement assistance, the use of College facilities such as the bookstore, library, and physical education facilities, and communication through various College publications.

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*Contact Information: Janice Orange, Counselor and Coordinator of Alumni Activities—205-929-6396*

### DRESS CODE

Students' dress and grooming are to reflect the high standards of personal conduct so that each student may share in promoting a positive, healthy and safe atmosphere within the college community. Students' dress and grooming will be the responsibility of the individual within the following guidelines:

1. Dress and grooming will be clean and in keeping with sanitary and safety requirements.
2. All students must wear shoes, boots, or other types of footwear made for outside wear.
3. Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student.
4. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period, in the interest of maintaining safety standards.
5. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.
6. Hats and/or head coverings are not to be worn in the buildings and are not to be visible during instructional time.
7. Shirts/tops must be worn at all times while in public or common areas of the college.
8. Attire must not display obscene, profane, lewd, illegal or offensive images or words.
9. Dress must be in good taste and appropriate for the occasion or setting.
10. Pajamas, stocking caps, wave caps or "do-rags", hair rollers and bedroom slippers shall not be worn while in public or in common areas of the college.
11. Females must not wear undergarments as shirts or skirts or shorts; dresses, shorts, and skirts must be worn at an appropriate length and in consideration of the activities attending on campus and/or representing the college; females must not wear low cut shirts or blouses which overexpose.

In many programs, a student may be encouraged to purchase clothing applicable to the trade or occupation related to his/her training. In some programs, protective eye glasses and protective footwear are required.

### ELECTRONIC DEVICES

Using devices such as tape players, radios, beepers, cell phones, or other electronic devices in the student center, hallways, lecture rooms, classrooms, library, or any other place which will interfere with normal activity of the college is prohibited.

## RETENTION/STUDENT SUCCESS CENTER

The retention/student success program is a college-wide retention plan designed to assist students with their persistence and success here at Lawson State. Every faculty and staff member becomes knowledgeable of retention problems affecting our campuses and collectively work toward providing the best customer service LSCC has to offer.

Student success centers provide a variety of academic support that will help students improve their basic skills. The Center offers a variety of instructional and tutorial services free of charge to enhance student's success. Counselors in the Center help students plan an individualized, self-paced, course of study for the successful completion of their program. The Center is equipped with computers and a wide selection of software that will supplement and reinforce classroom instruction. All LSCC students are invited to visit the Center.

## STUDENT HEALTH SERVICES

Lawson State Community College is committed to providing direct, basic health care to all students following an assessment of illness or injury by a licensed staff member.

Wellness is an integral component of our student health services. Every effort is made to increase health awareness among students with each contact, health pamphlets, health fairs, and films relating to health issues (AIDS, alcohol, drugs, teenage pregnancy, etc.).

Health services are provided for all students on the Birmingham East Campus. Whenever there is a medical emergency, the student health nurse and security should be called.

The student's parents, spouse, guardian or any other person designated will be contacted as soon as possible to inform them of the student's condition and any other vital information needed. Expenses incurred for care beyond that provided by Lawson State Community College's insurance provider is the responsibility of the student.

## STUDENT FACILITIES

The Leon Kennedy Student Center on the Birmingham campus houses the bookstore, cafeteria, and Chief of Police offices on the first floor, Student Services office, SGA Conference Room, Recreation Room, Upward Bound on the second floor. The Office of Student Life is located in Academic Building Room B100 and houses

the Dean of Student Life, Retention Counselor and Student Success Center.

The Student Services Center (Building A) on the Bessemer campus houses the offices of Admissions, Records, Student Financial Services, Counseling Services, Student Assessment, Career Services, and the Dean of Students office. The cafeteria is also located in Building A, adjacent to the Student Services Center.

## LEARNING LIVING RESIDENTIAL CENTER

Plan now to become a part of the new and exciting experience at Lawson State Community College! Opening soon will be Phase I of the Learning Living Residential Center. 120 units will be available to students on a first come, first serve basis.

## LOST AND FOUND

The college's centralized Lost and Found Service is located in the Bookstore on the Birmingham and Bessemer campuses. Articles found and left with Lost and Found will be inventoried, dated, and held for a period of 90 calendar days during which time they may be claimed upon identification. After 90 calendar days, the college is not responsible for articles turned into the Lost and Found Service.

## VISITORS

All visitors to Lawson State Community College, regardless of the nature of their visit, are requested to obtain a Visitor's Pass and a Visitor's Parking Permit from the Campus Police or Security Office on duty at the entrance to the campus and to discard same upon leaving the campus. The visitor's pass must be in the possession of the individual at all times during the visit. Unauthorized visitors will not be permitted on campus.

## CHILDREN ON CAMPUS

In order to maintain the proper environment for the effective delivery of college-level instruction, students are not permitted to bring children to classrooms, labs, or shops at Lawson State Community College. Nor should students leave unattended children in any building or on any grounds of the College at any time. From time to time, activities that minor children may be invited to attend are scheduled at LSCC.

In addition, in the interest of safety, if a person under the age of 18 (who is not a student of Lawson State Community College or another participating college) is a participant in a Lawson State Community College sponsored activity, an adult must supervise or accompany the young person at all times while on the

College campus. It is not permissible for any person to leave a child in custodial care on the premises of Lawson State. It is recommended that Lawson State students, and visitors leave their children in the care of an appropriate childcare provider while attending any class, function, or other college activity that may prevent their personal supervision of their children.

Lawson State Community College will not be liable for any injury or property loss/damage suffered by any part as a result of a violation of this policy.

### **LIBRARY/LEARNING RESOURCE CENTER**

The Learning Resource Center (LRC) serves as a support system; providing services and resources to sustain the mission and goals of the college. With innovative technology, print and non-print materials and instruction in library use, the library is a matrix of educational activity and gateway to information. The library is located in Building D of the West Campus (Birmingham) and Building A on the Bessemer campus. All students are entitled to free use of the LRC.

The library maintains open stacks on both campuses to allow direct access to approximately 60,000 books, more than 400 periodical subscriptions, 1000+ videocassettes and 10,000 microfilm and microfiche of back issues of magazines and newspapers. The collection may be accessed through the "Athena" on-line public access catalog which locates materials by using subject, title, author and keyword searches. It is available from any internet compatible computer through the library's web page, campus network and any remote location. The Center also provides public access to the Internet through work-stations with World Wide Web browsers, Microsoft Office software and information via CD-ROM and on-line databases. A collection of scholarly, essential, electronic information resources is accessed through the Alabama Virtual Library. Home access to the Alabama Virtual Library is provided for students and faculty through the Lawson State Community College LRC. Passwords and User ID's are available at the circulation desk.

Books are circulated for a 14 day loan period with one renewal. Reserved books, articles and audio-visual materials loan periods vary according to faculty recommendations. Failure to return books and other library materials can delay grades, and transcripts, until the library records are cleared. The student's name is referred to the Office of Admissions and Records.

Lawson State Community College's Learning Resource Center on the Bessemer campus includes the Library and Curriculum Services. Students may use the Learning Resource Center to improve proficiency in any subject

for which software is available. The center houses multi-media workstations with Internet access., a large study room and computer labs.

Information Literacy is provided to all incoming students through Psychology 100 orientation classes, individual instruction and classes tailored to specific disciplines. Orientation to the library includes teaching new users how to access bibliographic information and other learning resources. The library also provides students with opportunities to learn how to access information in different formats so that they can continue lifelong learning. Professional librarians work closely with faculty members and other information providers in assisting students in the effective use of resource materials.

Library services include:

- Photo Copiers and Printers
- Borrowing privileges with cooperating colleges in the local area
- Electronic Classrooms
- Research and reference assistance
- Document delivery
- Interlibrary loan services
- Course reserve list and materials
- Courier delivery between campuses
- Meeting rooms and auditoriums

### **Alternative Delivery Services**

The following guide outlines services available for students enrolled in alternative delivery courses. Since information requirements may vary with location or circumstance, alternative learning students are encouraged to contact library services, 426-7302 or 929-6333.

Alternative delivery students may borrow books both on campuses during regular library hours and via mail. Requests for books delivered by mail will be filled within two business days. Policies for the circulation of materials will be the same for all students regardless of location. Alternative delivery students may borrow books utilizing the following methods:

Phone: (205) 426-7302, 929-6333 fax: (205) 424-5119, 929-6324 for assistance.

### **Document Delivery**

Document delivery may be requested by mail or e-mail. Documents will be delivered via e-mail whenever possible. Documents delivered via mail will be sent within two business days.

## Electronic Resources

An excellent collection of electronic resources is available to all Lawson State students and faculty consisting of the Alabama Virtual Library and other full text databases. Electronic books are also available to the college community. Distance learning students may obtain passwords and user ID's from the library circulation desk for access to all electronic resources. In addition to the Alabama Virtual Library, a free service to all residents of Alabama. You may access all electronic resources through the college's web page; [www.lawsonstate.edu](http://www.lawsonstate.edu).

## Interlibrary Loan Services

Interlibrary Loan is a service provided to all students and faculty of Lawson State Community College for access to materials in other libraries by request. A small fee is charged for photo copies of articles.

## Research and Reference

Research and reference assistance is available during regular library hours by visiting the campus, by phone: (205) 929-6333 or (205) 426-7302; by e-mail: [reference@lawsonstate.edu](mailto:reference@lawsonstate.edu)

## Library Hours

8:00 a.m. to 8:30 p.m. Monday through Thursday  
8:00 a.m. to 4:00 p.m. Friday  
8:00-12:00 noon Saturday

## MOTOR VEHICLE INFORMATION

### General Campus Parking and Traffic Regulations

Lawson State Community College provides on-campus parking to handle as many vehicles as possible. However, rules and regulations are necessary to assure maximum usefulness and convenience. It is required that all students cooperate in seeing that these rules and regulations serve their intended purpose – to make parking spaces available to as many vehicles as possible, and, to assure a safe, smooth traffic flow on the campus.

The use of motor vehicles on the campus should be regarded as a privilege to park on campus. Each student and employee of the college should become familiar with and make every effort to comply with these rules and regulations.

### Vehicle Registration/Parking Decals

All motor vehicles operated on campus by students and employees alike must be registered with the Office of

Safety and Security. Motor vehicles including motorcycles, motor scooters and motorbikes must be registered. It is further required that owners of these motor vehicles carry appropriate liability insurance on such vehicles. Vehicle registration decals can be obtained from the College Bookstore, located in the Leon Kennedy Student Center (Birmingham Campus) or the College Cashier on the Bessemer Campus. To properly register a motor vehicle, all students and employees must present a current college ID and a current vehicle tag number in order to complete the vehicle registration and receive a parking decal.

Parking decals are valid for one year only. All decals expire yearly at the end of the Summer Semester and must be renewed annually. Parking decals are not transferable from one vehicle to another or from one individual to another.

All parking decals must be permanently affixed to the driver's side of the front window of all motor vehicles, except motorcycles and motorbikes. The parking decal must be easily seen. Only a current decal should be displayed.

Parking decals should be removed if a motor vehicle is sold or traded. All changes in motor vehicle ownership must be reported to the Office of the Chief of Police. The individual under whose name a vehicle is registered, and to whom a parking decal is issued, will be responsible for all violations, regardless of who is driving the vehicle.

### Parking and Traffic Restrictions/Regulations

All students and employees of the college are required to adhere to the following applicable parking and traffic restrictions while operating a motor vehicle on campus: Students and employees must park in designated areas as follows:

<b>Curb/Parking Slot Color:</b>	<b>Type Parking:</b>
Unpainted	Student
Green	Faculty and Staff
Red	Administrators
White	Visitors
Blue	Handicapped
Yellow	No Parking

- All parking will conform to mark off areas and shall be in accordance with curb/parking slot colors and parking signs.
- Improper parking will not be permitted anywhere on campus.
- Double parking is prohibited at all times.
- Parking on or over a line curb is prohibited.

- All parallel parking will be within twelve inches of the curb.
- In all lots marked with parking spaces, motor vehicles will be parked headed into the parking space.
- Driving or parking on the grass or sidewalks and parking or standing at crosswalks, loading zones or yellow curbing is prohibited at all times.
- Motorcycles, motor scooters, motor bikes and bicycles must not be parked on yellow curbs, or sidewalks, or in driveways so that they block entrances or exits to parking areas, sidewalks, or buildings.
- Employees of the college may not authorize students to park in any other parking zone other than those specifically designated for student parking.
- All traffic regulation signs on campus must be obeyed, including stop signs, yield, crosswalk one way, and speed limit signs.
- The speed limit on all campus roadways and in all parking areas is 15 mph, but any speed not safe for the conditions of the road, including vehicle and pedestrian congestion during peak periods of the day, is prohibited.
- Motor vehicles must yield to pedestrians in designated crosswalks.
- The use of the track as a roadway by any vehicle, including bicycles, is prohibited.
- If a motor vehicle must be left on campus overnight, the Office of Safety and Security should be notified.

### Fines and Citations

Each violation of the Parking and Traffic Restrictions or Regulations stated above will result in a citation, and a fine will be assessed as follows:

#### Standing Violation Fines:

No Decal	\$5.00
Parking in a Prohibited Zone	\$5.00
Double Parking/Blocking Traffic	\$5.00
Improper Parking	\$5.00
Warning	No Fine
Handicap Parking Violation	\$50.00

#### Moving Violation Fines:

Driving wrong way on one-way lane	\$10.00
Speeding	\$10.00
Improper Passing	\$5.00
Following Too Closely	\$5.00
Running a Stop Sign	\$10.00

### Enforcement of Disciplinary Actions

Police and Security Officers patrol the campus and, where necessary, warnings and tickets will be issued.

Students who receive citations for serious traffic violations such as speeding or reckless driving may be referred to the Disciplinary Committee.

Payment of all Lawson State Community College fines must be made through the Business Affairs Office within seventy-two (72) hours of violation. Failure of a student to pay a fine will result in the student's inability to register for a new semester, to graduate, or receive a transcript. In the case of repeated parking or traffic violations, a written notice will be sent to the violator prior to revocation of permit. Any unauthorized vehicle parked on campus may be towed away at the owner's expense.

All City of Birmingham fines must be made through the Traffic Citation Division of Birmingham Municipal Court located at 710 20<sup>th</sup> Street North, City of Birmingham, by the court date at the bottom of the citation to avoid doubling of fines or warrants being issued.

### Appeal

Any student or employee of the college who wishes to discuss and to appeal a traffic/parking citation shall contact the Chief of Security within three school days. If not, the right of appeal is waived. Individuals shall have their appeals processed within thirty days of citation. Appeals for City of Birmingham citations are made at Traffic Citation, 710 20<sup>th</sup> Street North, after three school days.

### Termination of Parking Authorization

Authorization to park on campus will be terminated when:

- A student or employee is no longer enrolled or employed at the college.
- A student or employee is officially prohibited from coming on campus.
- There is a change in control of ownership to the motor vehicle.
- Parking privileges are revoked due to repeated parking or traffic violations.

## SAFETY AND SECURITY

Lawson State Community College provides a safe environment for students, faculty, staff and other campus visitors. The college maintains a staff of uniformed Campus Police/Security officers 24 hours a day. Selected areas on campus are under video surveillance as well. A student should report suspicious activity, safety hazards, or security concerns to the Campus Police/Security Office.

A person who is not enrolled at the college; who is not an officer or employee of the college; or who is not otherwise authorized to be on the campus or at any other facility owned, operated, or controlled by the governing board of the college and who does not have legitimate business on the campus or facility or has no license or invitation to enter or remain on the campus or facility may be directed by any officer of the college to leave the campus or facility.

Any person committing any act tending to interfere with the normal, orderly, peaceful, or efficient conduct or activities of such facility, may be directed by an official of the college to leave the campus or facility. If the person fails to do so, trespassing charges may be made by the college through the appropriate local law enforcement agency or court.

### Emergency Assistance

Assistance is available any time that Campus Police/Security can help a student with problems, such as keys locked in vehicle, starting problems, or an accident on campus. Campus Police/Security can be reached from 8:00 a.m. to 5:00 p.m., Monday through Friday by calling the Switchboard Operator, and at night and on weekends by calling 925-3587.

### Emergency Messages

Telephone messages will only be delivered to students in the event of an emergency such as illness in the family, death, an accident, or the like.

### Emergency Procedures

#### Evacuation Plan

The purpose of an established *Emergency Procedures and Evacuations Plan* is to provide a system of alerting and moving students and employees to safe areas during a fire, impending tornado, or any situation that may occur that poses a threat of bodily harm.

**Note:** All faculty members will be responsible for notifying and/or assisting the hearing, visually, or physically impaired of the evacuation signal.

#### Fire Evacuation Procedures

Evacuation Routes are posted throughout the campus and identify the location of fire exits. Students should become familiar with Evacuation Routes.

Fire drills will be conducted in each building at least once per term by the Safety Officer. When a fire alarm signal is heard, each person should immediately make his or her way to the nearest exit and meet. A brief check of the building will be conducted to determine compliance with the fire exit drill procedures. At the conclusion of the drill, an "All Clear" signal will be given, and participants may return to the building. All students, faculty, staff, and guests are required to participate in the fire exit drills.

#### When a fire occurs:

1. Report the fire to the Campus Police/Security Office or Switchboard Operator by dialing "0" from any college telephone. The college dispatcher will notify the Fire Department.
2. Activate the building alarm. If the building is not equipped with an alarm/signal, notify by voice.
3. Begin evacuation of the immediate area. The instructor is responsible for evacuating the classroom, turning off all equipment and lights, and closing all doors and windows before leaving the classroom, lab, or shop, when feasible. **DO NOT LOCK DOORS!**
4. Assist the disabled in exiting the building! Remember, smoke is the greatest danger in a fire, so stay near the floor where the air is less toxic.
5. Assemble in groups by classes at least 50 yards away in designated safe locations. Safe locations are predetermined by each instructor. Once assembled, the instructor will call roll and report any missing students to the administrator on the scene. Students must remain clear of fire lanes, hydrants, and walkways for emergency vehicles and crews.
6. Do not return to an evacuated building unless instructed to do so by the Campus Police, Security Officer or designee.

It is the policy of the college to evacuate only the building(s) that contain the fire. When the fire department arrives, the fireman in command will order the evacuation of additional buildings should it become necessary.

If trapped in a building during a fire and a window is available, place an article of clothing outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **REMAIN CALM!**

### Tornado Evacuation Procedures

The college will utilize the E-Warn notification system as the primary source of information regarding dangerous weather conditions. This system notifies selected administrators via e-mail and radio as dangerous weather conditions develop. However, close attention should be paid to the Emergency Management sirens, which are sounded for severe weather warnings or other emergencies that require shelter.

The college operator, Campus Police/Security Officer, or administrator will alert the faculty and staff, visitors, etc., in the event of a tornado warning. Should it be necessary to evacuate some areas of the campus, a verbal command will be issued, and students and employees will move to the identified shelter areas. Students and instructors should proceed to these areas in groups and remain in groups until instructed to return to classes by a college administrator.

Everyone should be familiar with the *Emergency Evacuation Procedures* and safe locations within each department/ building. Remember, a safe location is the predetermined area decided upon by the instructor. If unaware of the predetermined area, get as far away from the affected building as possible.

For persons with disabilities, the landings inside of each stairwell and protected elevator lobbies are considered safe areas. It is routine procedure for emergency personnel (i.e., fire department and police) to check these areas for individuals with disabilities and/or injured persons. Individuals with disabilities should be escorted to the closest stairwell, and a staff member should remain with that person until emergency personnel arrive.

### **Inclement Weather**

#### Policy Statement

The safety and well-being of students and employees are primary considerations during inclement weather. The college has an established procedure to be followed during adverse weather conditions. However, weather, road conditions, and power outages tend to vary within the college's service area. Accordingly, the final decision to travel during adverse weather conditions when the college remains open must be made by the individual college employee or student.

The Campus Police/Security officer on duty will observe and monitor weather conditions at the college and contact the appropriate college officials if conditions become inclement.

### Authorization to Close the College

The President of the college is the only person authorized to close the college. During his absence, this authority is transmitted to the Vice President or designee. The Evening Coordinator has the responsibility for dismissing evening classes early after receiving approval from the President or Vice President. Should it be necessary to close classes during the day, night classes will also be canceled unless otherwise directed.

### Instructional Days Missed Due to College Closing

The college attempts to design the annual calendar with professional development days at the end of the spring semester/ term to be used to make-up instructional (class) days lost when the college is closed due to inclement weather. Because a specific number of instructional (class) days are required each semester/term, accounting for class days lost due to inclement weather must be documented. In the event that class days are lost due to inclement weather, it will be necessary for the college calendar to be revised to account for those days. Students will be notified of changes to the calendar and are expected to attend classes as scheduled.

### Notification Procedure

As travel advisories are issued, a decision to implement the *Inclement Weather Plan* will be made. The plan includes notification of all major radio and television stations in the area. If a student is uncertain of the status of the college (open or closed), he/she should call the college for current information.

### **Protection of Valuables**

The college cannot be responsible for personal property. All valuable articles should be locked in a car trunk or a locker. Serial numbered items should have numbers recorded and kept in a separate location. Students are encouraged to keep purses, handbags, and the like in their possession at all times.

### **Safety Goggles**

Alabama Law: SS16-1-7

Eye protective devices for pupils and teachers participating in certain courses.

1. Every pupil and every teacher in the public schools shall wear industrial quality eye protective devices while participating in the following courses:
  - a. Vocational or industrial arts, shops, or laboratories involving experience with:
    - (1) Hot molten metals

- (2) Milling, sawing, turning, shaping, cutting or stamping of any solid materials;
  - (3) Heat treatment, tempering or kiln firing of any metal or other materials;
  - (4) Gas or electric arc welding;
  - (5) Repair or servicing of any vehicle;
  - (6) Caustic or explosive materials.
2. Chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.

### College Policy

It shall be the policy of Lawson State Community College that all persons, instructors as well as students, wear protective eye wear while participating in laboratory/shop experiences as described in Alabama Law SS16-1-7.

### **Student Incident Procedure**

Lawson State Community College faculty and staff will provide immediate attention to a student in the event of an incident, injury, or severe illness occurring on campus.

All student accidents, injuries, and severe illnesses must be reported as soon as possible to the instructor or nearest college personnel. Immediate notification provides the opportunity for an on-the-scene investigation, insures prompt preventive action, and also provides the individuals with assistance in matters of medical attention and insurance.

All incidents and injuries require the instructor/responsible person to complete the Lawson State Community College *Accident/Incident Report Form*. To proceed with the correction of any safety hazards or deficiencies, the instructor or responsible person must complete the form quickly and accurately.

The *Incident Report* must be completed when a student is injured. The report will be used by the appropriate college personnel to investigate the injury. It is important that all questions be answered in as much detail as possible.

In the event an injured individual refuses medical attention or transport, the attending staff member will complete and have the injured individual sign the *Refusal of Medical Services and/or Transport* form. Every student is expected to comply with all emergency procedures.

### **Utility Failure**

In the event of a utility failure occurring during regular working hours, immediately notify the Switchboard Operator by dialing "0" from any college telephone.

If the utility failure occurs after hours, weekends, or holidays, notify Campus Police/ Security at 925-3587.

### **TELEPHONES**

Pay phones are provided for students use. The college phones are not to be used by a student except in case of an emergency.

## **GENERAL POLICIES**

### **CHANNELS OF COMMUNICATION**

Each student has the right to express opinions, make suggestions, and submit grievances. Channels of communication are always open to a student with legitimate problems. For the simplest, most direct, and best action, a student should use the channels in the order presented in this student handbook/ catalog. Otherwise, a student may forfeit his/her right to seek resolution of his/her complaint.

If a student will first take his/her complaint to the person or group of persons who have the authority to deal with such complaints, much misunderstanding and ill feeling can be eliminated. The channels of communication are as follows:

1. Instructor
2. Division Chairperson
3. Dean
4. Vice President
5. President

For additional information, contact the Dean of Students.

### **CHANNELS OF COMMUNICATIONS**

A request that a student report to an administrative or faculty office may be made by letter, telephone, or e-mail. Failure to comply with such a request may result in disciplinary action.

Communications to the entire student body are considered properly delivered when they are sent via college e-mail, placed on official campus bulletin boards and/or displayed on the video information centers. Each student is responsible for checking their college e-mail, the bulletin boards and video information centers regularly and giving proper action to such communications.

### COMPUTER CRIME ACT

The provisions of the Alabama Computer Crime Act are applicable at Lawson State Community College. This act provides for criminal prosecution of any persons who knowingly, willingly and without authorization destroy or manipulate intellectual property. The act in its entirety is available in the Business Office.

### DRUG- AND ALCOHOL-FREE CAMPUS

As required by Section 22 of the *Drug Free Schools and Communities Act of 1989* (Public Law 101-226) and in recognition of this institution's responsibility to serve as a beneficial influence on its students, its employees, and the community at large, Lawson State Community College is designated as a drug- and alcohol-free campus and will comply with all the provisions of Public Law 101-226:

- The college expects its students and employees to obey all federal, state and local laws concerning the possession, use, distribution, and sale of alcohol and illegal drugs and will consider violation of such laws as grounds for appropriate sanctions up to and including expulsion of students and termination of employees when such violations occur on campus or during an activity officially approved by the college.
- The college also expects its students and employees to be aware that abuse of alcohol and illegal drugs has serious negative consequences to the health of the abuser including, but not limited to, cardiovascular disease, liver failure, and death.
- The college expects its students and employees to be aware that they may seek information about alcohol and drug abuse and may seek aid in the form of referrals to appropriate treatment programs and support groups by contacting a college counselor.
- The college reserves the right to require students and employees who violate the statutory laws or policies of the college concerning alcohol and drug abuse to take part at their own expense in an appropriate counseling or treatment program as a condition of continued enrollment or employment at the college.
- Nothing in this policy may be construed in such a way as to deny any other constitutional or civil protection, nor should anything in this policy be construed in such a way as to conflict with statutory law.

### EQUAL OPPORTUNITY STATEMENT

It is the official policy of the State Board of Education, Alabama Department of Postsecondary Education, and Lawson State Community College that no person on the grounds of race, color, national origin, religion, age, disability, marital status or gender be excluded from participation in, be denied the benefits of or be subject to

discrimination under any program, activity, employment practice, or other educational service.

### FEDERAL STATUTES RELATING TO NONDISCRIMINATION

Lawson State Community College complies with the following nondiscriminatory regulations:

1. *Titles VI and VII of the Civil Rights Act of 1964*, as amended in 1972 and 1991.
2. *Title IX of the Education Amendments of 1972*, as amended (20 U.S.C., subsections 1681-1683, 1685-1686), which prohibits discrimination on the basis of sex. Section 106.8 provides protection against acts of sexual harassment.
3. *Section 504 of the Rehabilitation Act of 1973*, as amended (29 U.S.C., subsection 794), which prohibits discrimination on the basis of a disability.
4. *Pregnancy Discrimination Act of 1978*.
5. *The Americans with Disabilities Act of 1990 (ADA)*, which provides that no otherwise qualified person shall be discriminated against in the provision of an educational service or benefit on the basis of disability. Lawson State Community College endeavors to provide reasonable accommodations to qualified students with a disability.

For more information, contact the Coordinator of ADA, Section 504, Title II and Title IX for Employees, Dr. Debbie Marcus, Dean of Administrative Services, or Coordinator of ADA, Section 504, Title II, and Title IX for Students, Ms. Renay Herndon, Counselor, Bessemer Campus, or Ms. Janice Williams, Counselor, Birmingham Campus.

### NO DISCRIMINATION/NO HARASSMENT POLICY

Lawson State Community College (the "College") does not authorize and will not tolerate any form of discrimination or harassment of or by any employee (i.e., supervisory or non-supervisory) or non-employee based on race, sex, religion, color, national origin, age, disability or any other factor protected by law. An employee's race, sex, religion, color, national origin, age, disability or any other factor protected by law, may not be considered as a basis for making any employment decisions regarding the employee, including, but not limited to, any decisions relating to hiring, promotion, training, job assignments, compensation, discipline, discharge, and other terms and conditions of employment. The term "harassment" includes, but is not limited to, offensive language, jokes, or other verbal, graphic or physical conduct; or intimidating, threatening or offensive behavior relating to an employee's race, sex, religion, color, national origin, age disability, or other factors protected by the College's policy and law which

would make the reasonable person experiencing such harassment uncomfortable in the work environment or which could interfere with the person's job performance. This policy applies to each and every student and employee at the College. It is the College's policy that all employees and students have a right to work and learn in an environment free of discrimination, which encompasses freedom from any form of harassment. This includes the behavior of peers, superiors, subordinates, and visitors to the premises. Such conduct by an employee may result in disciplinary action up to and including dismissal.

### **Sexual Harassment**

Although it is not the only type prohibited, the most common form of harassment relates to sexual harassment. Specifically, no supervisor may threaten or insinuate, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's employment, evaluation, wages, advancement, assigned duties, work hours, or any other condition of employment or career development. Sexual harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the work place. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, offensive, and affects an individual's employment or work conditions.

Some examples of conduct that may constitute sexual harassment include: (a) making unwelcome sexual flirtations, advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature a condition of employment; or (b) creating an intimidating, hostile, or offensive working or educational environment by such conduct as:

1. sexual innuendo or sexually suggestive comments-including but not limited to-sexually oriented "kidding," "teasing," or "practical jokes;" jokes about gender specific traits, foul or obscene language or gestures;
2. subtle or direct pressure or request for sexual activities;
3. unnecessary touching of an individual, such as pinching, patting or brushing up against another's body;
4. graphic verbal comments about an individual's body or appearance;
5. sexually degrading words used to describe an individual;
6. the reading or displaying in the work place of sexually suggestive or revealing words, objects or pictures;

7. sexually explicit or offensive jokes;
8. physical assault; or
9. other explicit or implied conduct of a sexual nature which relates to or affects an individual's employment.

No employee, supervisor, manager, student or other person, whether employed by the College or not, shall threaten or suggest that an employee's or student's refusal to submit to sexual harassment will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, hours of work, grades, academic progress or any other terms or conditions of employment. Similarly, no employee – regardless of job title – shall promise, imply or grant any preferential treatment in return for another employee's or student's acceptance of conduct which is sexually harassing.

### **Other Harassment and Discrimination**

Statements, behavior or the display or use of words, objects or pictures that others could interpret as being insulting, derogatory or slurs towards persons based upon their race, color, national origin, religion, sex, age, disability or any other factor protected by law are also prohibited by this policy. Also prohibited are statements or actions that are threatening, intimidating, vulgar, or hostile. Such conduct may make a reasonable person uncomfortable in the work or educational environment or could interfere with an employee's or student's ability to perform his or her job or academic pursuits, regardless of whether the actions are from a fellow employee, supervisor, student or visitor.

Comments or actions of this type, even if intended as a joking matter among friends are always inappropriate in the work place and will not be tolerated. The conduct forbidden by this policy specifically includes, but is not limited to (a) epithets, slurs, negative stereotyping, kidding, teasing, joking or intimidating acts that are based on a person's protected status, and (b) written or graphic material circulated within the workplace or educational environment that shows hostility toward a person or group because of a person's protected status or characteristic(s).

No employee or student should participate in such behavior and every supervisor/instructor must take immediate action to stop those who are known to be or suspected of being involved in such conduct. The supervisor or instructor must also contact and report the information to the Dean of Administrative Services.

### **How to Report Instances of Alleged Discrimination or Harassment**

An employee or student who has a complaint or concern relating to any form of discrimination or harassment, or abusive, taunting or demeaning behavior, including concerns about such conduct from **non-employees**, should report the conduct to any one of the following: his or her supervisor, Dean of Students, Dr. Cynthia Anthony at (205) 428-6391, ext. 319, or the Dean of Administrative Services, Dr. Debbie Marcus at (205) 428-6391, ext. 383. If a complaint involves a manager or supervisor, the complaint should be filed directly with Dr. Marcus. An employee or student should report any such behavior or concerns even if the behavior complained of is not directed toward the employee who reports it. It would be a violation of this policy for an employee to make a complaint in bad faith.

### **How the College Will Investigate Complaints or Instances of Alleged Discrimination or Harassment**

Complaints or instances of alleged discrimination or harassment will be investigated by the College in a timely and confidential manner. The investigation will be conducted as impartially and confidentially as possible. In no event will information concerning a complaint be voluntarily released by the College to third parties or to anyone within the College who does not have a business need to know or who is not involved with the investigation. At the conclusion of the investigation, the College will advise the complaining employee or student of the results of the investigation and any disciplinary actions to be taken, if any.

Investigation of a complaint and/or instance of alleged harassment or discrimination will normally include conferring with the parties involved and any named or apparent witnesses. Employees shall be given impartial and fair treatment. All employees, as a condition of their employment, are required and agree to cooperate fully with any investigations, including disclosing all facts and evidence and identifying all witnesses and acts of wrong doing.

If it is determined that an instance of harassment or discrimination occurred, the College will take appropriate disciplinary action against the offender based on the severity of the harassment and the individual's employment history. Disciplinary action may include a written warning, suspension, demotion, and/or termination of employment.

### **No Retaliation**

It is also a violation of this policy for anyone to retaliate, threaten or seek any type of reprisal against an individual

acting in good faith who reports discrimination or harassment or who participates or cooperates in an investigation regarding discrimination or harassment. If an employee believes that reprisal, intimidation or retaliation has occurred, it should immediately be reported to the supervisor or the Dean of Administrative Services, Dr. Debbie Marcus. Anyone who feels that the College has not met its obligations under this policy should contact Dr. Marcus.

### **ACCEPTABLE USE POLICY**

Use of computer resources at Lawson State Community College is a privilege extended by the college to students, employees, and other authorized users as a means of promoting the mission of the college. These resources include, but are not limited to computers, network equipment, printers, software, and Internet access. Users of these resources are responsible for adhering to local, state, federal, and international laws. All users of the college's Internet services must abide by the terms and conditions of this policy. Violation of the policy may result in suspension of privileges, initiation of formal disciplinary procedures, or criminal prosecution under federal or state law.

Generally, college officials will not examine personal information transmitted over the network or stored on college computers. However, the college reserves the right to monitor the system when it has cause to believe laws and/or policy are being violated.

### **LIFE THREATENING ILLNESSES**

Lawson State Community College(LSCC) recognizes that students, faculty, and staff with life threatening illnesses (LTI), including but not limited to cancer, heart disease, diabetes, and HIV/AIDS, may wish to engage in as many of their normal pursuits as their condition allows, including work. As long as students, faculty, or staff are able to meet the same performance standards as those persons without LTI, and medical documentation indicates that their conditions are not a threat to others, administrators should be sensitive to their conditions and ensure that they are treated consistently with other students, faculty, and staff members. It is the policy of Lawson State Community College to provide a safe environment for all students, faculty, and staff. Policy guidelines are as follows:

1. LSCC will not undertake programs of mandatory testing of either employees or students for the presence of indicators of LTI. For health status testing and/or counseling, students, faculty, and staff should be aware of appropriate community health agencies.

2. The existence of conditions related to LTI in an applicant for LSCC admission or employment will not be considered in the initial admission or employment decision.
3. LSCC students with LTI conditions, whether or not symptomatic, will be allowed regular classroom attendance in an unrestricted manner, as long as they are able to attend classes.
4. LSCC faculty and staff who have LTI-related conditions, whether or not symptomatic, will be allowed to continue their work in an unrestricted manner, so long as they are able to perform the duties of their jobs, in compliance with LSCC employment policies and federal guidelines.
5. The access of LSCC students or employees with LTI or LTI-related conditions to LSCC public areas will not be restricted, in compliance with LSCC and federal guidelines.
6. There will be an ongoing program to educate students, faculty, and staff in regard to LTI.
7. Information regarding a patient diagnosed as having an LTI or LTI-related conditions will be maintained in the strictest confidence. Only people within the college with a legitimate need to know should be informed of the identity of students, faculty, or staff that has LTI or LTI-related conditions; this number should be kept to an absolute minimum. Individuals should be aware that medical information cannot be released to anyone outside the college without the specific written consent of the patient, except as required by law.
8. Any breach of the above guidelines will be handled as follows:
  - a. Breaches of these guidelines involving students, staff, or faculty should be reported to the Dean of Administrative Services.
  - b. Complaints regarding such breaches should be made in writing within seven (7) days of their occurrence.

### STUDENT CONDUCT

Lawson State Community College recognizes that enrolled students are both citizens and members of the academic community. Upon enrolling in the college, all students assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. It is expected that students are enrolled for serious educational pursuits and that they will conduct themselves so as to assume the responsibilities of citizenship in the academic community.

### Student Code of Conduct

The following Student Code of Conduct is relative to conduct on college property and at all college-sponsored activities held off campus. Categories of misconduct that may subject a student to discipline are as follows:

#### College Documents and Policies

1. Furnishing false or misleading information and/or forging, altering, or misusing college documents, records, or identification cards.
2. Disclosing records, files, or data in violation of the *Family Educational Rights and Privacy Act of 1974* and/or using or attempting to use college computers, computer facilities, or data without proper authorization. Deliberate installation of "viruses" on college computers is included in this provision.
3. Disclosing or otherwise misusing college computer access codes.
4. Writing, issuing, or attempting to negotiate a check on an account that has insufficient funds. Violations of this provision will result in a student being automatically withdrawn from the college unless the check, plus applicable service charges, is immediately paid.

#### College Sponsored Activities

1. Engaging in or sponsoring as an individual student or group of students any college activity on or off the campus that represents a clear and present danger to the normal educational process of the college.
2. Gambling in any form on campus or at any social function approved by the college.
3. Violating college policies, procedures or regulations concerning registration of student organizations, the use of college facilities, or the time, place, and manner of public expression.
4. Soliciting and/or selling on campus unless approved by the President.
5. Entering or occupying college buildings or property without proper authorization or bringing a guest or visitor to the college or to an approved college activity who fails to abide by the rules and regulations of the college. A student is responsible for obtaining a visitor's pass from the Student Services Center lobby for any guest or visitor he/she may bring on campus.

### College and Personal Property

1. Defacing, damaging, or maliciously destroying any college, faculty, or student property or the attempt to do such destruction. Violators may be required to make appropriate financial restitution.
2. Stealing property of the college or other individuals for personal use.
3. Selling stolen property of the college or other individuals to a member of the college community or a visitor to the campus.
4. Eating or drinking in unauthorized areas, especially in classrooms, shops, and laboratories.

### College Instruction

1. Conducting an activity on the part of any individual or group that causes disruption or interference with the teaching-learning environment or the regular operation of the college, including
  - a. occupying any building or campus areas for the purpose of disruption or interference.
  - b. preventing or attempting to prevent the entrance or exit of students, faculty, administration, staff, or authorized visitors to and from the campus or buildings.
  - c. failing to obey directions of faculty, administrators, or security officers in situations relating to the regular operation of the college.
2. Displaying any inflammatory or incendiary signs, posters or banners, or the distribution of literature, or the circulation of petitions or publications proposing any actions to disrupt the educational process or teaching-learning environment.
3. Failing to comply with a request to report to a faculty or staff member for a conference.
4. Failing to follow department rules, directives of instructors, or failing to carry out assignments.
5. Leaving scheduled classes or training sessions without permission of the instructor.
6. Cheating on tests, individual projects, and/or individual assignments.

### Firearms, Drugs, and Alcohol

1. Possessing, exhibiting, or using firearms of any kind, explosives (including all types of fireworks), live ammunition, obnoxious bombs, chemicals, or weapons already designated as illegal by city, county, state, or federal law. Duly authorized peace officers, who will be wearing or carrying guns, are required to display their official badges at all times while on campus.
2. Possessing, transporting, selling, and/or using any illegal or hallucinatory substances and/or drug paraphernalia while on campus and/or involved in any college activity.

3. Possessing, transporting, distributing, consuming, or being under the influence of alcoholic beverages and or illegal drugs while on campus or involved in approved college activities.

### Harassment

1. Harassing a student or students, faculty, staff, administration, or the college as an institution by a student or students, or by a non-student or non-students, including threats in any way expressed or implied against persons or property.
2. Assaulting physically or abusing any person on campus or at an approved college activity to the extent that such abuse would endanger or threaten the general health or welfare of the person abused or assaulted.
3. Conducting or expressing oneself in a loud, indecent, or profane manner on campus, on college-controlled property, or at approved college activities.

### Definitions of Disciplinary Actions

A student or group of students deemed to be in violation of the Student Code of Conduct is subject to the imposition of the following restrictions and/or actions:

1. *Warning:* Used for minor infractions of college regulations and consists of a restatement of the regulation violated with an official warning concerning future behavior. The restriction notifies a student that
  - a. Any further violation of college regulations will subject him/her to further disciplinary action.
  - b. He/she must maintain exemplary conduct during the period of restriction.
  - c. The restriction is generally for an indefinite period of time, but not less than one academic semester/term.
  - d. Termination of the restriction is generally based upon a student's cooperative attitude, academic progress, and positive contributions of service to the college.
2. *Probation:* A strong restriction designed to encourage and require a student to cease and desist from violating college regulations. A student under this restriction is notified in writing. A student on Disciplinary Probation is warned that:
  - a. Any further violations on his/her part while under probation will lead to an extension of his/her restriction, Disciplinary Suspension, or Disciplinary Dismissal.
  - b. He/she may not hold any office, elective or appointive, in any student organization.
  - c. The probation restriction is generally not less than one academic semester/term.

3. *Immediate Temporary Suspension*: Is imposed in a situation when a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the teaching- learning environment.
4. *Suspension*: The removal of a student from rolls of Lawson State Community College for a stated period of time, usually not less than one semester/term. At the end of the designated period, a student must make formal application for re-admission.
5. *Dismissal*: The strongest disciplinary restriction. A penalty this severe generally indicates that a student may not return to the college unless he/she is granted special dispensation from the President of the college. Disciplinary dismissal would apply to a student who is guilty of chronic violations or a major breach of conduct so that rehabilitation possibilities appear to be remote.

#### **DUE PROCESS RIGHTS OF STUDENTS**

The college recognizes the right of both substantive and procedural due process in any matter involving a student misconduct violation. A student is entitled to a notice, a hearing, and an explanation before receiving a suspension or expulsion from the college.

#### **Penalty Without Hearing**

In the event a student wishes to waive the right to a formal hearing or makes voluntary written confession of the allegation and waives the right to a hearing, the violation may be administratively disposed of if:

1. It is in the best interest of the college and the student concerned, and
2. The student concerned consents in writing to administrative disposition.

At a conference with the student in connection with the allegation, he/she shall be advised of his/her rights.

If a student accepts administrative disposition, he/she shall sign a statement that he/she understands the formal charges; his/her rights to a hearing, or to waive the same; the penalty imposed; and his/her waiver of the right to appeal.

In administrative disposition, the penalties imposed shall not differ from those penalties stated in *Definitions of Disciplinary Actions*.

Once a student has been informed of his/her rights and the penalty that could be imposed should a violation be found and has knowingly and voluntarily accepted in writing the authority of the administration to impose the

penalty, a student shall have waived the right to request a formal hearing.

#### **Formal Hearing**

In the event a student wishes a formal hearing

1. Notice of the charges and their implications will be given orally or in writing prior to the hearing.
2. The list of witnesses and their expected testimony will be given to the accused student prior to the hearing or at the hearing itself.

A Disciplinary Committee composed of college faculty, staff and two students will be convened to conduct the hearing. It is the duty of the Disciplinary Committee to hear all evidence presented concerning the alleged misconduct violation. Because the college is an academic institution and not a court of law, the Disciplinary Committee is not bound by the common laws of evidence or civil procedure. Therefore, hearsay may be used during the hearing. It is the committee's responsibility to render a fair and impartial decision from the evidence presented and to assure the student received due process in accordance with his/her constitutional rights.

At the hearing, a student has the right to present his/her defense against the charges and to produce other oral testimony or written affidavits of witnesses in his/her behalf. A student may be represented by counsel. If so, the college expects the courtesy of notification. The counsel will be allowed only to advise a student and not to actively participate in the hearing. The college is not required to provide the opportunity for cross-examination but may do so at the discretion of the chief hearing officer.

The Disciplinary Committee shall report findings within 72 hours of the hearing. The findings shall be reported to the President or his designee and said person will notify the student of the results of the hearing and the implications of the decision. Any student who is dissatisfied with the results of the hearing may file an appeal to the Disciplinary Appeal Committee. Further appeal may be made to the President of the College.

During the period of the student's appeal, the student shall not be present on the campus of Lawson State Community College.

#### **STUDENT GRIEVANCE PROCEDURE**

##### **Policy**

Lawson State Community College will make every effort to resolve any problem that develops among students, instructor and student, and college personnel. The

College recognizes that in order to efficiently and effectively carry out its mission, its employees and students must feel confident that any valid complaint or grievance an employee or student make concerning the College will be promptly addressed by the appropriate authorities. The organizational structure of the college is designed to facilitate immediate resolution of problems once they are identified; therefore, the college does not condone intimidation nor physical acts of one person against another.

The following procedures for resolving complaints and grievances have been adopted by Lawson State Community College.

### Procedure

Step 1: Any student of Lawson State Community College who wishes to make a complaint about an academic matter shall report that complaint in writing to the Vice President for Instructional Services. Other types of complaints shall also be reported in writing to the Dean of Student Life. If the complaint is about a specific occurrence, the complaint shall be made within ten (10) business days of the occurrence.

If, after discussion between the student and the respective College official, it is determined that the complaint can be resolved immediately, the College official will take action to resolve the complaint and will submit a report within ten working days of the filing of the complaint to the president, the College Grievance Officer, and other appropriate College official(s) as the President may designate, detailing the complaint and its resolution.

Step 2: If the student's complaint cannot be resolved immediately, but requires instead a "plan of resolution," the College official to whom the complaint was made shall submit a written report to the President, the College Grievance Officer, and such other appropriate College official(s) as the president shall designate. The report shall be submitted within ten (10) working days of the complaint and shall detail the complaint and the plan to resolve the complaint. Should the President, College Grievance Officer, or other respective designated official wish to assist in submitting the report, or instruct the submitting official to modify the "plan of resolution," the President, College Grievance Officer or other official shall inform the submitting official of his/her intention.

Step 3: If any student's complaint is not or cannot be resolved at the first level of supervision as described above, such as an unresolved complaint shall be termed a "grievance." A student who submits a complaint to the appropriate College official under the above stated steps and who is not informed of a satisfactory resolution, or plan of resolution, of the complaint within ten (10)

business days, shall have the right to file with the College Grievance officer a written statement detailing the grievance. The written grievance statement shall be filed using the format provided by the Grievance Officer and shall include at least the following information:

- Date the original complaint was reported;
- Name of person to whom the original complaint was reported;
- Facts of the complaint; and
- Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement may also contain other information relevant to the grievance which the Grievant wants considered by the Grievance Officer. If the grievance involves a claim of discrimination based on gender, race, age, national origin, religion, or disability, the complaining party should state with particularity the nature of discrimination and, if known, a reference to any statute, regulation, or policy which the Complainant believes to have been violated. The Complainant shall file any claim involving illegal discrimination within thirty (30) days of the occurrence of the alleged discriminatory act or of the date on which the Complainant knew or should have known that the alleged discriminatory act took place.

Step 4: The College shall have thirty (30) calendar days from the date of the receipt by the Grievance Coordinator of the grievance to conduct an investigation of the allegation (s), hold a hearing (if requested) on the grievance, and submit a written report to the complainant of the findings arising from the hearing. The Grievance Coordinator may recommend to the President that a grievance committee be assembled for the purpose of conducting an investigation and holding a hearing. The hearing findings shall be reported by the President (or his/her designee) to the Complainant by either personal service or certified mail.

### Investigation Procedures

The Grievance Coordinator, either personally or with the assistance of such other persons as the President may designate (grievance committee), shall conduct a factual investigation of the grievance allegations and shall research the applicable statute, regulation, or policy, if any. The factual findings of the investigation by the Grievance Coordinator shall be stated in a written report which shall be submitted to the Complainant and to the party against whom the complaint was made (the "Respondent") and shall be made a part of the hearing record, if a hearing is requested by the Complainant. Each of the parties shall have the opportunity to file written objections to any of the factual findings and to make their objections a part of the hearing record. Publications or verified photocopies containing relevant

statutes, regulations, and policies shall also be presented by the Grievance Coordinator for the hearing record. In the event that the Complainant does not request a hearing, the Grievance Coordinator's report and a recommendation for resolution of the Complaint shall be filed with the President, and a copy provided to the Complainant and Respondent.

### **Hearing Procedures**

In the event that the Complainant requests a hearing within the time frame designated by the Grievance Coordinator, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The hearing officer or committee shall notify the Complainant, and each Respondent, of the time and place of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall be open to the public unless both parties request in writing for the hearing to be conducted in private to the extent that there will be no violation of any applicable "sunshine law."

At the hearing, the Complainant and the Respondent shall be read the grievance statement. After the grievance is read into the record, the Complainant will have the opportunity to present such oral testimony and other supporting evidence as he/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such oral testimony and other evidence as he/she deems appropriate to the Respondent's defense against the charges. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the Respondent.

Any party to the grievance hearing shall have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorneys or personal representative, if any, shall not be allowed to address the hearing body or question any witnesses. In the event that the College is the Respondent, the College representative shall not be an attorney or use an attorney unless the Complainant is assisted by an attorney or other personal representative. The hearing shall be recorded either by a court reporter or on audio or video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

### **Report of Findings and Conclusions**

Following the hearing, there shall be a written report to the President of the findings of the hearing officer or the

chairman of the committee, and the report shall contain at least the following:

- Date and place of the hearing;
- The name of each member of the hearing committee;
- A list of all witnesses for all parties to the grievance;
- Findings of fact relevant to the grievance;
- Conclusions of law, regulations, or policy relevant to the grievance; and
- Recommendation(s) to the President arising from the grievance and the hearing thereon.

### **Procedure for Appeal**

1. The accused student may appeal the decision of the grievance committee by so stating in a letter to the President of the college and the chairperson of the grievance committee within two work days after the decision.
2. A student must be able to demonstrate to the President the following:
  - a. That certain relevant evidence was not reviewed.
  - b. That new evidence is available.
3. The appeal proceedings will be conducted by a review board appointed by the President. The board shall consist of a chairperson, a member of the grievance committee, and one other person, not necessarily an employee of the college.
4. An appeal shall be limited to reviewing the full report of the grievance committee or the hearing of new evidence relevant to the case and not available at the time of the hearing before the grievance committee. In the case of new evidence, the appeal board may order a new hearing before the grievance committee.
5. Within five days of the receipt of the appeal, the chairperson of the review board will set a time for the hearing and notify all parties involved.
6. The review board will send notice of its decision to the student, the chairperson of the grievance committee, and the President of the college within two workdays after the hearing appeal.
7. Once a student has applied for and has been granted a hearing by the review board, he/she must abide by the recommendations of the review board.

### **Final Approval**

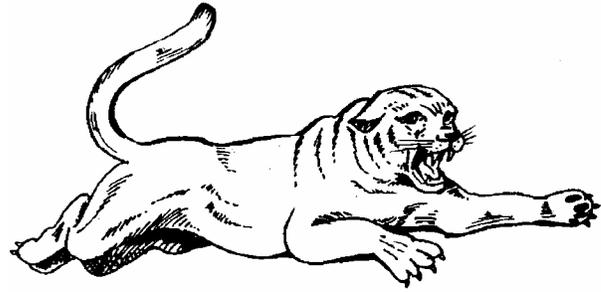
Final approval of the action of either the grievance committee or the review board will rest with the President of the college.

For additional information regarding the Student Grievance Procedure, contact the Dean of Student Life's Office.

**STUDENT RIGHT-TO-KNOW AND  
CAMPUS SECURITY ACT**

The *Student Right-To-Know and Campus Security Act of 1990* requires Lawson State Community College to disclose information about student outcomes, campus security, and crime statistics.

The college publishes an annual report to faculty, staff, and students to comply with the provisions of the law. This report provides projected graduation rates, program completion rates, licensure requirements, and campus crime statistics. Copies of this publication are available in the Admissions Office, Business Affairs Office, and Student Services offices.



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