



Office of Admissions & Enrollment Management Policies and Procedures Manual

2022-2023

Lawson State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4907: Telephone number 404-679-4501) to award associate degrees and certificates.

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State Board of Education Policies and Guidelines

Office of Admissions and Enrollment Management Forms

Lawson State Community College Office of Admissions and Enrollment Management

General Supervision

Admission policies at Lawson State Community College (LSCC) are administered by the Division of Students Services, which operates under the direction of the Dean of Students and the Assistant Dean of Students.

The Office of Admissions and Enrollment Management, under the supervision of the Director of Admissions and Enrollment Management, is responsible for interpreting and implementing Alabama Community College System Board of Trustee Policies, as well as local policies in regard to admission of students to the college. The Director of Admissions and Enrollment Management recommends requirements and procedures for admission to the College for review by the Admissions/Appeals Committee. The Committee reviews policies and procedures at such interval designated by the Colleges administration. The Office of Admissions / Enrollment Management coordinates all aspects of student recruitment and the admission of a qualified student body. The Office processes student applications, advises students on available program offerings, disseminates appropriate brochures, literature, etc. to interested prospective students, and verifies student qualifications for specific certificate and degree programs.

Mission

The mission of the Office of Admissions and Enrollment Management is to provide for students' access to a college education and to assist with seamless entry. It is the policy of the Alabama Community College System, its Board of Trustees, and Lawson State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment.

Non-Discrimination Policy

It is the policy of the Alabama Community College System, its Board of Trustees, and Lawson State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment. Lawson State Community College also prohibits discrimination due to ethnic origin, marital status, parental status, economic status, sexual orientation, gender identity, genetic information, citizenship, veteran status or disability, reasonable accommodations or any other protected class as defined by federal and state law. The college has zero tolerance for harassment, retaliation, violence, physical bullying, cyber-bullying, and hazing.

This nondiscrimination policy covers employment, admissions, training, organizational affiliation, student housing, and advisory boards in all college programs and activities. This policy is enforced by Federal law under Title IX of the Education Amendment of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Section 504, of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of

1990 as amended in 2008. If you have questions regarding compliance with these statutes or you need to file a complaint, please contact the Acting Dean of Students (205) 929-6361 or the Director of Human Resources (205) 929-6313.

Requesting Disability Student Services: Potential Applicant seeking or requesting Disability support services during the admission process should contact the Office of Disability Support Services.

Accessibility and Accommodation Services

The primary mission of Lawson State Community College's ADA Services is to ensure that all qualified students with disabilities have equal access to educational programs and services. For general questions email counseling@lawsonstate.edu

Bessemer Campus
Dr. Renay Herndon
1100 9th Avenue SW
Building A/Room 183
Bessemer AL 35022
herndon@lawsonstate.edu
(205) 929-3419

Birmingham Campus
Janine McCoy Jones
3060 Wilson Road
ASC 2nd Floor/Suite 220
Birmingham, AL 35221
jmccoy@lawsonstate.edu
(205) 929-6396

Admissions Policies

Admission Application Procedures: Applicants applying for general admissions to Lawson State Community College should utilize the online application process. Lawson State utilizes TargetX a Salesforce product as the customer relation management and applicant tracking system.

Residency

In-State vs. Out-of-State

Lawson State Community College receives public support 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 admission 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 or must have established more substantial connections with Alabama than any other state for residency. This is documented via a residency appeal form and is reviewed after three appropriate types of documentation have been provided with a fully completed residency appeal form.

Admissions Requirements

All students must complete the application for admission. All requested information on the application must be provided.

- A. Degree seeking students** -admission application, proof of high school graduation by way of official high school transcript or GED score report, and the official transcript(s) – all other colleges attended, ACT scores (for placement purposes only).
- B. Non-degree seeking students: (High School Graduate / GED Recipient)** - admission application, proof of graduation, official transcript - high school or GED®, official transcript - all other colleges (if attended), students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution.
- C. Non-degree seeking students: (Non-High School Graduate / No GED)** - Admission application, official transcript - high school (if attended), official transcript - all other colleges attended (if attended), required assessment score (State Board Procedure 801.01: Admission: Non-High School Graduate), students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution.

In keeping with the mission of the Lawson State Community College and the Alabama Community College System, applicants with less than a high school diploma or GED may be admitted to courses not creditable toward an associate degree or programs comprised exclusively of courses not creditable toward an associate degree, provided that he/she meet following criteria: the applicant is at least 16 years of age and has not been enrolled in secondary education for at least one calendar year, and has specifically documented ability-to-benefit based on an assessment approved by the federal government. Students admitted under the “Ability to Benefit” provision may enroll in one of the following programs at the short certificate award level: Nurse Assistant, and Plumbing. However, such students may proceed beyond the short certificate award if the GED (General Equivalency Diploma), the Alabama High School Diploma, or its equivalent is acquired.

Admission Acceptance Status

There are two types of admission acceptance statuses: 1) **unconditional** and 2) **conditional**. Students who have submitted all required documentation may be admitted as unconditional status. Students who have not submitted all required documentation may be admitted as conditional status. Failure to provide documentation by the end of the first semester, as determined by local institution calendars, will prevent a student from future registration and official transcript release. Transient and International students will maintain a pending acceptance status until all admissions requirements have been satisfied.

Transcripts

A student having earned a Baccalaureate degree is only required to submit a final transcript from the degree granting institution. The College does require official transcripts of other undergraduate

coursework earned elsewhere if that coursework is to be used toward earning an award or fulfilling pre-requisites. However, potential transfer credit is awarded only from original transcripts from each previously attended college or university. The official transcript(s) should be mailed directly to the Office of Admissions and Enrollment Management, Lawson State Community College, Bessemer Campus, 1109 9th Avenue S.W., Bessemer, AL 35022 or Admissions and Enrollment Management, Lawson State Community College, Birmingham Campus, 3060 Wilson Road, SW, Birmingham, AL 35221. Official transcripts can also be sent through official transcript credentialing service providers.

If the student is currently in high school, he/she may submit a current transcript. The student will be admitted conditionally pending receipt of a final *official transcript after her/his high school graduation. High school transcripts will be accepted hand delivered by a student **only if** received in a sealed envelope. (*One receiving the Alabama High School Diploma or its equivalent from another state). The final high school transcript must include a date of graduation.

An applicant who did not complete high school must submit official General Educational Development (GED) score report documentation indicating passage of the GED assessment. The documentation may be an official certificate or actual GED results/ score reports provided via U.S. mail or mailed electronically to the college by the granting testing agency. GED documentation will be accepted from the student **if** received in a sealed envelope.

A student who did not complete high school and who has not earned a high school diploma or GED certificate may be admitted under the “Ability to Benefit” provision as assessed by ATB testing. A student admitted under the “Ability to Benefit” provision may only enroll in courses not creditable toward an associate degree. The Office of Admissions and Enrollment Management publishes and the Division of Instructional Services provides a list of qualified programs as outlined in LSCC’s current Academic Course Inventory.

A transfer student must have an official transcript from each previously attended college / university mailed directly to LSCC’s Office of Admissions and Enrollment Management by the respective institution(s). If hand delivered, transcripts will be accepted from the student **only if** received in a sealed envelope. If a baccalaureate degree has been earned, only the transcript from the institution granting the degree is required. However, transcripts from the institution(s) granting the credit are required if one wishes to have credits applied towards a degree or certificate. For unconditional admission, these must be received.

A student who earned credit at a foreign college or university may submit evaluated documents for consideration of credit. These documents must have been translated into English (if necessary) and must have been evaluated in terms of the applicability of credit at U.S. institutions of higher education. The following credentialing services may be used: World Education Services, Inc. www.wes.org, Educational Credential Evaluation, Inc. www.ece.org, and Josef Silny & Associates www.jsilny.com. Evaluations should be forwarded directly to LSCC from one of these services providers. A student should inquire about using other credentialing services prior to submitting documents.

A student seeking a degree or collegiate award at other institutions may enroll at LSCC as a transient (rather than transfer) student. A transient letter or letter of good standing is required from the degree-granting institution before a student may register at LSCC as a transient student.

A student who has earned a baccalaureate degree and seeks to take additional undergraduate courses without pursuing a degree or collegiate award may be admitted as a non-degree seeking student.

Admissions Classifications & Requirements

First Time Student - A student who has no prior post-secondary experience, attending any institution for the first time. A student, who has no prior post-secondary experience, attending any institution for the first time, must apply for admission, and an official copy of the high school transcript or GED score report. A first-time student who does not have on file the official high school transcript or GED score report and any additional documents required may be granted conditional admission. No first-time student shall be allowed to enroll for a second semester unless all required admissions records have been received prior to registration for the second semester. If all required admissions records have not been received prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

Re-admission / Returning Students- Prospective students who were previously enrolled are required to complete the following steps to reapply for admission to Lawson State Community College:

- Submit an updated Application for Admission if the student has not attended a fall or spring term within the academic year. An updated Application will not be required for students who enrolled during spring but did not enroll for the following summer term.
- Retake placement exam if placement scores are more than five years old.
- Request transcripts from other colleges and universities attended since leaving LSCC. Transcripts should be sent to the Office of Admissions & Enrollment Management at Lawson State Community College, if such transcripts are not in the student's academic record.

A student who has a break in enrollment may be required to study under the catalog currently in use at the time of re-admission.

**A returning student who is on academic or disciplinary suspension from any other college(s) must appeal in writing to the Admissions Appeals/Grievance Committee in care of the Director of Admissions & Enrollment Management.*

Transfer - A student entering the institution for the first time, having previously attended a post-secondary institution. The student may transfer without credit. Acceptance of transfer credits is based upon Lawson State Community College policy. An applicant who has previously attended another duly accredited postsecondary institution will be considered a transfer student. To be classified as degree

eligible, a transfer student must have applied for admission and official transcripts from all duly accredited postsecondary institutions attended and any other documents required for first-time students. Transcripts from all previously attended institutions are required for recipients of federal student aid. A duly accredited institution is accredited by one of the six regional accrediting bodies recognized by the U.S. Department of Education.

A transfer student who does not meet the requirements in the previous paragraph will be classified as a non-degree eligible student/ability to benefit student or conditional. An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree. However, potential transfer credit deemed equivalent to Lawson State Community College courses may be applied to our curricula once official transcripts have been received from each college or university a student previously attended.

A transfer student who does not have on file official transcripts from all postsecondary institutions attended and any additional documents required may be granted conditional admission. No transfer student shall be allowed to enroll for a second semester unless all required admissions records have been received prior to registration for the second semester. If all required admissions records have not been received prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on CLEAR academic status. A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on Academic Probation. The transcript will read **ADMITTED ON ACADEMIC PROBATION**. An applicant who has been academically suspended from a duly accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the institution for "native" students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read **ADMITTED UPON APPEAL--ACADEMIC PROBATION**.

Transient - A student enrolled at another college or university who is taking classes at an Alabama Community College System institution for the express purpose of transferring back to the home college or university. A transfer student who attended another postsecondary institution and who seeks credit at for transfer to that parent institution may be admitted to Lawson State Community College as a transient student. The student must apply for admission and an official letter from the institution which certifies that the credit earned at the institution will be accepted as a part of the student's academic program. Such student is not required to file transcripts of previously earned credits at other postsecondary institutions. A transient status student must re-apply for admission each anticipated semester / term of enrollment. Any student from another college may attend LSCC as a transient student during any semester. A transient student is a student attending the college utilizing a letter of transience or letter of good standing. The letter should contain the courses approved for enrollment by the student's parent institution and a notation that the courses will be accepted in transfer. The letter of transience is valid for the single semester towards which it was issued. A transient student is ineligible

for student financial aid or scholarships. A student wishing to enroll in an additional semester without a letter of transience must meet the criteria for transfer students as stated in the college catalog.

Accelerated - A high school student who is earning college credit while still in high school. Accelerated High School program may not substitute for high school credit. The Accelerated High School program allows high school students the opportunity to earn college credit while still in high school. College credit earned through the Accelerated High School program may not substitute for high school credit. A student is eligible for early admission if the student meets all of the following criteria:

- The student has successfully completed the 10th grade;
- The student provides certification from the local principal and/or his or her designee certifying that the student has a minimum cumulative "B" average and recommends the student be admitted under this policy;
- Students may enroll in academic, career and technical, or health profession courses/programs in accordance with guidelines issued by the Chancellor of the Alabama Community College System.
- The student may enroll only in postsecondary courses for which high school prerequisites have been completed (for example: a student may not take English Composition until all required high school English courses have been completed.) The student must also take the ACCUPLACER or have an appropriate ACT or SAT score.
- Credit completed under these provisions is held in escrow until the student provides proof of high school graduation (submission of final high school transcript with date of graduation. A transcript issued prior to a student's high school graduation will be labeled as conditional credit. Upon proof of high school graduation, the notation will be removed from the transcript.
 - Home-schooled students are ineligible for the Accelerated High School Program unless they are under the auspices of an umbrella organization and can provide proper documentation of all items noted above.

Dual Enrollment and Dual Credit - A high school student who is earning college credit while still in high school. Dual enrollment credit may be applied toward a high school diploma. Lawson State Community College admits students from within its service area for dual enrollment/dual credit. Courses offered are on the postsecondary level and enrolled students must pay normal tuition as required by the College, or as stipulated in a contract for services between the College and the student's school system. A student is eligible for dual enrollment/dual credit if the student meets the following criteria:

- The student must meet the entrance requirements established by Alabama College System institutions;
- The student must have a 2.5 grade point average in completed high school courses;
- The student must have written approval of the appropriate principal and the local superintendent of education;
- The student must be rising 10, 11, or 12, or have an exception granted by the participating institution upon the recommendation of the students' principal and superintendent and in accordance with Alabama Administrative Code 290-8-9-.17 regarding gifted and talented students.
- Students may enroll in 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 of the students' principal, superintendent, and the President of the College.
- Ten quarter/six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between College and the local board of education.
- The student may enroll only in postsecondary courses for which high school prerequisites have been completed (for example: a student may not take English Composition until all required high school English courses have been completed.) The student must also take the ACCUPLACER or have an appropriate ACT or SAT score.
- Credit completed under these provisions is held in escrow until the student provides proof of high school graduation (submission of final high school transcript with date of graduation. A transcript issued prior to a student's high school graduation will be labeled as conditional credit. Upon proof of high school graduation, the notation will be removed from the transcript.

International - A student who is a citizen of another country. For admission to Lawson State Community College, an international applicant must provide:

1. Submit a completed Application for Admission
2. A VISA recognized and accepted by the United States Government.
3. A certified original, translated and evaluated copy of the student's high school and college transcript. These documents must be reviewed by Educational Credential Evaluators, Inc. www.ece.org, World Education Services, Inc. www.wes.org or by a member-agency of the National Association of Credential Evaluation Services (NACES) www.naces.org in the United States, at the expense of the applicant. An official report should be forwarded directly to Lawson State Community College.
4. A minimum score ranging from 5.5 on the IELTS (International English Language Testing System) as determined by the college, or a total score of 61 on the Internet-based TOEFL, a 2A on the Step EIKEN Test in Practical English Proficiency, or a total score of 500 on the paper-based TOEFL. Institutions may admit students to an established ESL program in preparation for the English Language Exam. However, students may not enroll in regular college courses until the English Language requirement is met.
5. Signed, notarized statement verifying that the student or a sponsor adequate financial support while attending college. (Recent bank statements indicating sufficient funds to cover financial obligations must be included.) Please note that the College offers no financial assistance or scholarships for international students.
6. Documentation demonstrating adequate health and life insurance, inclusive of a repatriation benefit, which must be maintained during enrollment.
7. English as a Second Language exam may be waived for students from the following countries: Anguilla, Antigua and Barbuda, Australia (Australian English), the Bahamas, Barbados, Bermuda, Belize (Belizean Kriol), the British Indian Ocean Territory, the British Virgin Islands, Canada (verify from transcript), the Cayman Islands, Dominica, the Falkland Islands, Gibraltar, Grenada, Guam, Guernsey, Guyana, England, Ireland, Isle of Man, Jamaica, Jersey, Montserrat, Nauru, Pitcairn Islands, Saint Helena, St. Vincent, New Zealand, Scotland, , ,

Malawi, St. Lucia, St. Kitts and Nevis, Nigeria, Tanzania, Singapore, South Georgia and the South Sandwich Islands, the Turks and Caicos Islands The Gambia, the United Kingdom, Tobago and Trinidad, Zambia, U.S. Virgin Islands and the United States.

8. Transient or transfer international students must submit a Transient/Transfer Clearance Form signed by the foreign student advisor at the institution from which the prospective student comes. Further, transfer students must submit a copy of the Form I-20 from the institution from which the student transfers.
9. Receipt of payment of I-901 Student and Exchange Visitor Information System (SEVIS) Fee.
10. A medical health history with proof of vaccination. (Please use the forms on website.)

International students in this country with an F-1 visa from another institution may be accepted for full-time study at LSCC. If a prospective student has an F-2 visa, he or she is eligible for admission to LSCC if he or she is able to meet admission requirements outlined above under admission requirements for international students. Students with F-1 visas may be accepted for transient status for one semester if they present, in advance, before enrollment, a letter of transience from their home institution recommending and approving specific courses for transfer.

F-1 visa holders are required to be enrolled full-time (12 semester hours or more) and should be progressing satisfactorily toward a degree. International students must meet all Department of Naturalization and Immigration Services requirements and complete forms necessary for attendance at LSCC. International students waive financial responsibility for the college and present a complete financial statement including bank statements from the sponsor(s).

International students must purchase a health insurance policy through the College. Students are required to pay for one semester of coverage upon the first period of registration. International student tuition is two (2) times that of residents of the state of Alabama. All international student applicants must secure private housing, as LSCC does not provide residence halls or on-campus residential communities.

The final decision for acceptance of international students who have met the preceding conditions will be made by the Assistant Dean of Students. International students must take the ACCUPLACER test before being admitted to the college. International students **MUST** then register for appropriate English and reading courses during the first and each successive semester until all English and reading requirements are met.

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. *Admission to Lawson State Community College does not ensure admission to any individual program or course.*

Change of Record/Major

Students may change their program by completing a Change of Record Request Form, which is available on the Records forms section of the College's website, as well as, in the Admissions & Enrollment Management Office or the Student Records Office. The student's permanent record will reflect a change of program upon submission of the signed form to the Office of Admissions and Enrollment Management. Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned in computing grade point averages for admission or other purposes. For more information, log on to AGSC/STARS Home Page at: <http://stars.troy.edu>.

Storage and Retrieval of Student Information

All applications, transcripts, and supporting documentation submitted to the College for consideration for admission becomes the property of the College. As such, the Office of Admissions and Enrollment Management uses such documentation to make appropriate admission decision. The College uses a digital imaging system for the storage and retrieval of documents related to a student's admission file. Beginning fall 2005, office personnel on both campuses began the scanning of admission applications, transcripts, G.E.D. certificates/transcripts, and other supporting documentation. Admission documents are transferred into the custody of the Office of Student Records upon enrollment into credit programs. Documents within the permanent files of re-admitted students are retrieved from the Office of Student Records, scanned into the digital imaging system as former students apply for admission to the College.

Credit for Prior Learning and Non-Traditional Academic Work

The College recognizes that learning occurs in a variety of ways. Individuals can master course competencies through employment, training, and other experiences. Such non-traditional learning experiences are termed prior learning. College credit can be awarded for prior learning from which the skills that comprise courses (terminal objectives) are mastered at an acceptable degree of proficiency provided the individual can document skill mastery. Policies governing prior learning assessment (PLA) are listed below; however, specific procedures for implementing this policy at LSCC may be obtained from the Office of the Vice President for Instructional Services. Such credit is reviewed and potentially awarded using the Alabama Community College System's Best Practices Guide.

These guidelines are not applicable to secondary/postsecondary articulation agreements or dual enrollment. Students may not earn credits through non-traditional academic work for any courses in which grades have previously been received.

Recognition of Prior Learning

To seek college credit for experiential learning, the student must first apply to the Office of the Vice President for Instructional Services for permission to attempt alternative means of instruction. If permission is granted, the Department Chair will appoint an instructor to supervise the assembly of an experiential

portfolio by the student, or to administer a departmental examination.

The portfolio must contain evidence of scholarship or work experience, which involved the mastery of the expected learning outcomes of the course for which credit is applied.

In each case, the portfolio will be an individually assembled body of evidence, which supports the claims of course learning mastery. When completed, a committee in the specific discipline will review the portfolio; and, if the portfolio is accepted, the appropriate credits will be granted.

Students who wish to avail themselves of this program should contact the Vice President for Instructional Services. There is a pre-credit evaluation fee for each portfolio evaluated. The fee is the equivalent cost of one (1) semester hour.

Departmental examination credit is awarded at the discretion of the department chairperson in concurrence with the Vice President for Instructional Services. The student must contact the appropriate department chairperson who, after interview and upon approval, will appoint a member of the department faculty to conduct an examination in the course for which credit is requested. The fees for these examinations are based on a per credit charge for each course requested.

The College, through written examination or portfolio evaluation, will determine if a student has sufficient knowledge to be granted credit for one or more classes. Students wishing to gain credit in this manner will be asked to document prior learning. In no case will more than 25% of the credit of a designated program be awarded for experiential learning. The college reserves the sole right to determine experiential learning applicability to LSCC courses.

Awarding Credit through Prior Learning Assessment

The items below are excerpts from the Lawson State Community College Prior Learning Best Practices Guide:

1. Credit for prior learning may be awarded only after an assessment of prior learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course or courses.
2. Course credits earned through prior learning shall be noted on the student's transcript as having been awarded through Prior Learning Assessment (PLA).
3. Credit for academic transfer courses awarded through PLA may only be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTEs, Challenge Exams, ACE PONS / CREDIT, ACE / MILITARY). Credit for experiential learning (portfolio review) may not be awarded for academic transfer courses.
4. In the process of determining if credit can be awarded for prior learning, colleges shall charge

students only for the cost of the PLA services and not for the amount of credit awarded.

5. Credit awarded through nontraditional means for non-academic transfer courses may be awarded through portfolio review by a prior learning assessment specialist through Instructional Services, through statewide articulation agreement for career and technical students or other statewide programs identified by the Department. There shall be a charge of \$25 for each portfolio reviewed to assess experiential learning for college credit. Documentation must be provided for each course for which credit through experiential learning is requested, and the \$25 fee applies to each review of the documentation (e.g., an individual is charged \$50 if the person is seeking credit through experiential learning for two courses, and thereby requires portfolio reviews relative to those two courses). Students seeking credit for academic transfer courses through examination or nationally recognized guidelines are not charged fees for PLA or for credits awarded through PLA.

6. Not more than 25% of total credit required for any program may be awarded as a result of PLA. Credit awarded through PLA does not count toward the minimum of 25 percent of semester credit hours that must be completed at the college granting the degree. Nontraditional credit is not applicable for the 25 percent semester credit hours that a student completing a program must be earn at Lawson State. Before receiving course credit through PLA, an individual must meet enrollment requirements of the course. Credit may not be awarded twice for the same learning.

Credit by Examination

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

College-Level Examination Program (CLEP)

Lawson State awards credit for CLEP Subject Examinations with a minimum of 50% or higher earned on each exam. Students may receive CLEP credit instead of enrolling in the equivalent course by submitting official CLEP scores to the Office of Admissions and Enrollment Management. Approved subject examinations and their Lawson State equivalents are:

<u>History and Social Sciences</u>	<u>LSCC Equivalent</u>	<u>Hours Awarded</u>
American Government	POL211	3
American History I	HIS101	3
American History II	HIS 102	3
Introductory Psychology	PSY200	3
Human Growth & Development	PSY210	3
Principles of Macroeconomics	ECO231	3
Principles of Microeconomics	ECO232	3
Introductory Sociology	SOC200	3
Western Civilization I	HIS101	3

Western Civilization II	HIS102	3
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<u>Foreign Languages</u>	<u>LSCC Equivalent</u>	<u>Hours Awarded</u>
Introductory Spanish I	SPA101	3
Introductory Spanish II	SPA102	3

<u>Composition and Literature</u>	<u>LSCC Equivalent</u>	<u>Hours Awarded</u>
English Composition I	ENG101	3
English Composition II	ENG102	3
American Literature I	ENG251	3
English Literature II	ENG252	3

<u>Science and Mathematics</u>	<u>LSCC Equivalent</u>	<u>Hours Awarded</u>
Pre-calculus Algebra	MTH 112	3
Pre-calculus Algebra/Trig.	MTH 113	3
Calculus I	MTH 125	3

<u>Information Systems/Technology</u>	<u>LSCC Equivalent</u>	<u>Hours Awarded</u>
Introduction to Computer Information Systems	CIS130	3

<u>Business</u>	<u>LSCC Equivalent</u>	<u>Hours Awarded</u>
Introduction to Accounting I	BUS241	3
Introduction to Accounting II	BUS242	3
Principles of Management	BUS275	3
Principles of Marketing	BUS285 OR MKT235	3

Advanced Placement Test (AP)

Lawson State awards credit for Advance Placement courses taken in high school with scores of 3 or higher earn on the national examinations of the College Entrance Examination Board Advanced Placement Program. A student may be granted advanced placement by presenting scores on the College Board Advanced Placement Examination. A student must have her / his official AP score report sent to the Office of Admissions and Enrollment Management by the College Board. The following Advance Placement courses and examinations are recognized by LSCC:

AP Course and Examination	LSCC Equivalent Hours Awarded	Semester Hours Awarded
Art History	ART100	3
Art Studio	ART113	3
Biology	BIO101, BIO102	8
Calculus AB	MTH125	4
Calculus BC	MTH126	4
Chemistry	CHM104	4
English Language Composition: Score of 3	ENG101	3
English Language Composition: Score of 4 or 5	ENG101, ENG102	6
European History	HIS101, HIS102	6
Government and Politics (US)	POL200	3
History (US)	HIS201, HIS202	6
Music Theory	MUS111	3
Music Listening & Literature	MUS101	3
Physics B	PHY201, PHY202	8
Psychology	PSY200	3
Spanish Language: Score of 3	SPA101	3
Spanish Language: Score of 4 or 5	SPA101, SPA102	6

Nursing Credit by Exam

LPN to RN Mobility students may earn credit by examination for NUR 111 and NUR 271 by achievement of a score of 45 or higher on the ACT-PEP Test 403--Fundamentals of Nursing, 559--Maternity Nursing. A score of Satisfactory on Clinical Skills Performance will earn credit for NUR 121. (For more information, refer to the Department of Health Professions.)

Military Training and Community College of the Air Force

The College may award credit for military training as recommended in the *Guide to the Evaluations of Educational Experiences in the Armed Services*. Courses are accepted if Lawson State offers an equivalent course. Students will be awarded credit for completion of Basic Training with the following courses: PED 105- Personal Fitness (1 semester hour) and PED 103- Weight Training 1 semester hour). Students must submit one of the following military records to the Office of Admissions and Enrollment Management for evaluation: AARTS Transcript, DD Form 295, DD 214, or Course Completion Certificates.

Police Academy

Official certification of completion of approved police academy work must be sent to the Office of Admissions and Enrollment Management. Certification must be either an academic transcript from an accredited college or a letter on official letterhead from the police academy completed. Upon completion of six semester hours of approved CRJ courses at Lawson State, students will be awarded credit for:

CRJ 110 Introduction to Law Enforcement (3)
CRJ 116 Police Patrol (3)

Transfer of Credit Principles

Whether a U.S. citizen or an international student, the following principles relating to the transfer of credit earned at one institution to another institution apply.

Transfer credit will be evaluated and recorded by the Records Office once all official transcripts are on file. Transfer credit for courses with a grade of "D" cannot be accurately determined until all official transcripts are on file and the cumulative grade point average has been calculated. Students should have all institutions attended forward official transcripts to our office immediately to facilitate this process. Students may check their transfer credits online through their Lawson State Community College Student Portal.

Transfer credit will be awarded based on the following criteria. Coursework transferred or accepted for credit toward a program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own degree and certificate programs. A course completed at other regionally, duly accredited post-secondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.

A transfer student from a collegiate institution not accredited by the appropriate regional association or duly accredited post-secondary institution may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above. A transfer grade of "D" will not be accepted regardless of whether the transfer student's cumulative GPA is 2.0 or above.

Courses included in the Approved Alabama General Studies Committee General Course Listing for which Lawson State Community College does not have an equivalent course will be accepted as a core requirement for the appropriate core area in the General Education Core.

The transfer course must be 6 or more quarter hours or 4 semester hours to satisfy the requirements of a 4

semester hour course at Lawson State; 4 or more quarter hours or 3 or more semester hours to satisfy the requirements of a 3 semester hour course at Lawson State; 3 or more quarter hours or 2 semester hours to satisfy the requirements of a 2 semester hour course at Lawson State; 2 or more quarter hours or 1 semester hour to satisfy the requirement of a 1 semester hour course at Lawson State. Exceptions must be requested by the student and approved by the advisor, appropriate chairperson/associate dean/dean and the dean of instruction.

The criteria for awarding credit for work completed at international colleges and universities are the same as for institutions within the United States. International students who earned credits at foreign colleges or universities may submit official, evaluated documents for consideration of credit. The following credentialing services may be used: World Education Services, Inc. www.wes.org or Educational Credential Evaluators, Inc. www.ece.org. Evaluations should be forwarded to LSCC directly from one of these providers. In addition, high school documents should be evaluated / translated by such services and forwarded to our office.

Credit may be awarded based on previous formal training. Examples include military training, Community College of the Air Force, Police Academy certifications.

Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in LSCC's undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, LSCC uses recognized guides, which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Office of Admissions Officers, and the National Association of Foreign Student Affairs.

1. A course completed at other regionally or Council on Occupational Education accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
2. A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
3. A transfer grade of "D" will not be accepted regardless of whether the transfer student's cumulative GPA is 2.0 or above.
4. A transfer student from a postsecondary institution which is not regionally accredited may petition the Records Office to have coursework evaluated for transfer credit after earning 15 semester hours at LSCC with a cumulative GPA of 2.0 or above. The Records Office along with the appropriate faculty will examine course descriptions from the respective college catalogs to ensure that the equivalency of course content, level of instruction, and student competencies to be achieved are comparable to courses offered at LSCC.
5. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training. (See Section on Prior Learning Assessment).
6. The Records Office evaluates and accepts transfer courses that are clearly equivalent to LSCC courses

based on historical precedent by matching course descriptions derived from appropriate college catalogs. However, certain program specific courses are referred to departments for evaluation and review before credit is posted. Departments are asked to verify equivalencies in writing.

Priority in Evaluating Transcripts

1. Every effort is made to review transcripts for transfer credit as they are received. However, due to the high volume of transcript received transcript will be evaluated in the following order of priority: presently enrolled degree seeking students, recently enrolled degree seeking students, and new student requests. Evaluations performed for prospective students prior to their enrollment are considered tentative and non-binding.
2. Transfer credit will be awarded based on the following criteria: Courses completed at other or postsecondary technical institutions with a passing grade or better will be accepted for transfer and applicability toward a degree. The Records Office along with the appropriate faculty will examine course descriptions from the respective college catalogs to ensure that the equivalency of course content, level of instruction, and student competencies to be achieved are comparable to courses offered at LSCC.
3. For a student admitted on probation or suspension, only courses in which the student has earned a grade of "C" or better will be accepted. Higher grades also may be required by Lawson State for selected courses provided higher grades are also required in said courses for native Lawson State students. Only those credits for which Lawson State has an equivalent course (must meet laboratories, required attendance at performances, and prerequisite requirements) will be counted toward graduation requirements.

Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought. Course work earned at a foreign institution may be accepted for transfer pending translation of the transcript and a detailed evaluation outlining recommendations for the awarding of credit. Each student is responsible for the costs involved in obtaining the evaluation from one of the recognized credentialing services previously listed. The criteria for awarding credit from the institutions will be the same as for other institutions within the United States including credits hours.

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 native student. Grades accrued at other regionally accredited postsecondary institutions, including other Alabama Community College System institutions, are not included in GPA calculation.
- A transfer student who is admitted on Academic Probation retains that status until the student

has attempted at least 12 semester credit hours at Lawson State Community College.

- If the Cumulative GPA at Lawson State is below 1.5 at the conclusion of the semester in which the transfer student has attempted a total of 12 or more semester credit hours, the student will be suspended for one semester. The transcript will read SUSPENDED--ONE SEMESTER.
- If the cumulative GPA at Lawson State is 1.5 or above at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 semester credit hours, the student's status will become CLEAR.

Placement Assessment (ACCUPLACER). Only ACT subject matter examinations are used for placement purposes. Composite ACT scores MAY NOT be used for placement in math and English courses. Placement scores were earned within five years of placement determination

		MATH Placement Guidelines			
Directions: Begin with Level 1 Screening FIRST, then Level 2, then Level 3 (in that order). Students: Contact your academic advisor if you have questions or call 205-929-2000.					
SCREENING LEVEL 1		SCREENING LEVEL 2		SCREENING LEVEL 3	
ACT PLACEMENT		HIGH SCHOOL GPA & MATH GRADE		ACCUPLACER Placement Test Results	
ACT Score*	Screening Level 1 Course Placement	GPA/High School Math Grade*	Screening Level 2 Course Placement	QAS Score*	Screening Level 3 Course Placement
ACT of 16 or lower	Move to SCREENING LEVEL 2 for Placement OR <i>Students can opt to enroll in MTH098, MTH116 or MAH101 depending on major. No Pre-Req.</i>	0.00-2.74 high school GPA	Move to SCREENING LEVEL 3 (Testing) for Placement OR	QAS 200-242	MTH 098, MTH116 or MAH101 <i>(Placement depends on students' major. MTH098 is for College Transfer; MTH116 is for Degree Seeking CTE students, and MAH101 is for CTE Certificate Seeking Students)</i>
ACT of 17	MTH 100 with MTH 099 <i>(If Degree Plan Requires MTH112)</i> OR *MTH 110 <i>(If Degree Plan Requires MTH110)</i>	2.75 or higher high school GPA and a "C" in Algebra II or other high school math classes listed below.	MTH 100 with MTH 099 <i>(If Degree Plan Requires MTH112)</i> OR *MTH 110 <i>(If Degree Plan Requires MTH110)</i>	QAS 243-252	MTH 100 with MTH 099 <i>(If Degree Plan Requires MTH112)</i> OR *MTH 110 <i>(If Degree Plan Requires MTH110)</i>
ACT of 18-19	MTH100 or MTH 110 or *MTH 112 <i>Refer to Degree Plan for Correct Math Course Track</i>	2.75 or higher high school GPA and an "A" or "B" in Algebra II or other high school math classes listed below.	MTH100 or MTH 110 or *MTH 112 <i>Refer to Degree Plan for Correct Math Course Track</i>	QAS 253-266	MTH100 or MTH 110 or *MTH 112 <i>Refer to Degree Plan for Correct Math Course Track</i>
ACT Score of 20+ or higher & passed high school Algebra I (only)	MTH100 <i>(if degree plan requires MTH112)</i> OR MTH110 <i>Refer to Degree Plan for Correct Math Course Track</i>	GED Placement Math GED Score Under 165=MTH098 Math GED Score at 165 or higher = MTH100 or MTH110 (Depending on Degree Plan)		QAS 267-300	MTH110 or MTH112
ACT Score of 20+ or higher & passed high school Algebra II (only)	MTH110, MTH112, MTH113, MTH115, MTH231, MTH232, MTH265 <i>Refer to Degree Plan for Correct Math Course Track</i>			Important Advising Note (Career Technical Students): Students enrolled in Career Technical classes (excluding Business) can satisfy math requirements by enrolling in MTH116 (for degree seeking programs) or MTH116 or MAH101 (for certificate programs). There are NO pre-requisites associated with these classes. Speak with your advisor for more information.	
ACT Score of 20+ or higher & passed high school PreCalculus or higher	MTH110, MTH112, MTH113, MTH115, MTH125, MTH231, MTH232, MTH265 <i>Refer to Degree Plan for Correct Math Course Track</i>			Important Advising Note (College Transfer Students): Depending on the student's major, he or she will tracked to take either MTH110 or MTH112. Please check Degree Works for math requirement before determining proper placement.	

*Scores may be used for placement up to **five years** from the date of test. Math grades and GPA may be used for placement up to **five years** from the high school graduation date. Math grades must be from Algebra II, **Elements of College Math**, Algebra II with Trigonometry, Pre-Calculus, or Calculus.

* Indicates that tutoring is **STRONGLY** recommended for course.



ENGLISH Placement Guidelines

Directions: Begin with Level 1 Screening FIRST, then Level 2, then Level 3 (in that order). **Students:** Contact your academic advisor if you have questions or call 205-929-2000.

SCREENING LEVEL 1		SCREENING LEVEL 2		SCREENING LEVEL 3	
ACT PLACEMENT		High School GPA and English IV Grade		ACCUPLACER Placement Test	
Score*	Course Placement	GPA/English IV Grade*	Course Placement	Score*	Course Placement
ACT of 16 or lower	Go to Screening LEVEL 2	A high school GPA that is less than 2.75	Go to Screening LEVEL 3. Student needs to take the Placement Test	0-3	ENR098
ACT of 17	ENG101 with ENG099	2.75 high school GPA and a "C" in English IV	ENG101 with ENG099	4	ENG101 with ENG099
ACT Score of 18 or higher	ENG101	2.75 high school GPA or higher and "A" or "B" in English IV	ENG101	5	ENG101
GED PLACEMENT					
English GED Score at or under 164=ENR098 English GED Score at 165 or higher =ENG101					

s may be used for placement up to **five years** from the date of test. English IV grade (including **Elements of College English**) and GP/ placement up to **five years** from the high school graduation date. Need help? Contact your advisor.

If a student wishes to enroll as a full-time or part-time student, he / she must complete the entire ACCUPLACER placement assessment unless exempt because:

- The SAT scores equal or exceed 480 verbal and 256 math and are no more than 5 years old.
- The Act composite, math, and English scores equal or exceed 20 and are no more than 5 years old.
- The student already has an associate degree or higher.
- The student will transfer degree creditable college level math or English courses. Transcripts must arrive prior to the beginning of the term in which the student plans to enroll.
- The student enrolls in a short certificate program having no English or math requirements not leading to an associate degree.
- The student completed developmental courses at another college within three years of enrollment at LSCC.
- The student wishes to audit a class.

- The student already took the ACCUPLACER placement assessment elsewhere within the last 3 years.
- The student will enroll as a transient student.
- The student will be dually enrolled and in high school while taking English or math courses.

Students will be referred to the Counseling Office via admissions correspondence to schedule ACCUPLACER placement assessments as necessary. Accommodations for placement testing will be provided for those students who contact Dr. Renay Herndon or Janine McCoy Jones. Appropriate documentation is required to receive accommodation services. For general questions email counseling@lawsonstate.edu

Bessemer Campus
 Dr. Renay Herndon
 1100 9th Avenue SW
 Building A/Room 183
 Bessemer AL 35022
rherndon@lawsonstate.edu
 (205) 929-3419

Birmingham Campus
 Janine McCoy Jones
 3060 Wilson Road
 ASC 2nd Floor/Suite 220
 Birmingham, AL 35221
jmccoy@lawsonstate.edu
 (205) 929-6396

Transferring to another Four-Year College / University from Lawson State Community College

Advisors 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.

Evaluation of Admissions Procedures

The Admission Appeals Committee is to recommend and evaluate admission policies and to review all selective admissions to the institution. The committee serves as a hearing committee for special admission cases such as students who have been suspended from the institution.

The Committee meets annually during the regular academic year to review admissions procedures. Minutes are kept and an annual report is filed. Emergency sessions are called when necessary. The Committee meets on an as needed basis when dealing with student issues. The Office of Admissions and Enrollment

Management is administratively placed within the Division of Student Services. However, the Office acts as an independent unit for Strategic Planning and Institutional Effectiveness. The Office has a mission statement, long-range goals and critical success factors. These are reviewed annually. Further, the Office sets Outcomes and Measurable Objectives annually in their Institutional Effectiveness Plan.

Appendix

State Board of Education Policies and Guidelines

1. [801.01 Admission General](#)
2. [801.02 Admission Accelerated High School Student](#)
3. [801.03 Admission Dual Enrollment Dual Credit](#)
4. [801.04 Admission International Students](#)

Office of Admissions & Enrollment Management - Printable and Interactive Forms

Form	Purpose of Form
<u>ACCUPLACER Study Guide (Placement Assessment)</u>	Used to prepare for the ACCUPLACER Placement Assessment in addition to the ACCUPLACER Boot Camp information on our website.
<u>Accelerated High School Student Form</u>	used to determine initial High School Accelerated Enrollment student eligibility
<u>Admissions Appeal Form</u>	Form for re-admitted/transfer students applying to Lawson State and currently serving a suspension from another college/university
<u>Eligibility for In-State Residency</u>	Used to demonstrate eligibility for in-state residency status.
<u>Dual Enrollment Eligibility Form</u>	Form used to determine initial High School Dual Enrollment student eligibility
<u>Dual Enrollment Acknowledgement Form</u>	Used to ensure enrolled DE students understand th
<u>GED Score Report Request</u>	Used to request your GED score report (Only for those taken in Alabama to be sent to LSCC.) - Admissions can assist you. Please contact <i>Ms. Streety</i> at 205-929-3415.
<u>International Student Transfer / Transient Clearance Form</u>	In compliance with the Immigration and Naturalization Service regulations and as a part of the College's admission process, all foreign transfer students are required to submit the following clearance statement with the admission application to Lawson State Community College.
<u>International Affidavit of Financial Support</u>	Affidavit of financial support for International Students.

Form	Purpose of Form
<u>International Student Medical History Form</u>	International student applicant must have notarized copy of medical history form mailed to Admissions Office.
<u>International Student Proof of Immunization Form</u>	Used to validate that an international student applicant has received all required immunizations.
<u>Request for Free Course Due to GED Acquisition</u>	Used to request 1 free course based on acquisition of GED on or after July 1, 2002.
<u>Transient Letter Request Form</u>	To request that a Lawson State Community College transient approval letter be forwarded to another institution.