

## General Information

### General Information

# 2018-2019 College Calendar

## 2018 Fall Semester

August 14	REGISTRATION FOR FALL SEMESTER
August 15-20 (Tue-Mon)	Late Registration & Schedule Change Period - Full Term & 1st Mini Term
August 16	Classes Begin (Full Term & 1st Mini Term)
September 1-2 (Sat-Sun)	Weekend classes will not meet
September 3 (Monday)	LABOR DAY/COLLEGE CLOSED
September 11 (Tuesday)	Mid-Term - 1st Mini Term (Last day to drop with a grade of "W" - 1st Mini Term)
October 5 (Friday)	Classes end - 1st Mini Term (Last day to drop classes - 1st Mini Term)
October 5 (Friday)	Mid-Term - Full Term (Last day to drop with a grade of "W" - Full Term)
October 8 (Monday)	Final exams - 1st Mini Term
October 9 (Tuesday)	REGISTRATION FOR 2ND MINI TERM
October 10 (Wednesday)	Classes begin - 2nd Mini Term
October 10-11 (Wednesday-Thursday)	Late Registration & Schedule Change Period - 2nd Mini Term
November 2 (Friday)	Mid-Term - 2nd Mini Term (Last day to drop with a grade of "W" - 2nd Mini Term)
November 5-30	ADVANCE REGISTRATION FRO SPRING SEMESTER
November 12 (Monday)	VETERANS DAY/COLLEGE CLOSED
November 17-18 (Saturday-Sunday)	Weekend classes <i>will</i> meet
November 19-20 (Monday-Tuesday)	Statewide Faculty Professional Development (No Classes)
November 22-23 (Thursday-Friday)	THANKSGIVING/COLLEGE CLOSED
November 24-25 (Sat-Sun)	Weekend classes will not meet
December 5 (Wednesday)	Classes end - Full Term (Last day to drop classes - Full Term)
	Classes end - 2nd Mini Term (Last day to drop classes - 2nd Mini Term)
	Advance Registration for Spring Semester Ends
December 6-12 (Thur-Wed)	Final exams - Full Term & 2nd Mini Term
December 20-January 1 (Thu-Tue)	Final exams - Weekend classes

## 2019 Spring Semester

November 5 - November 30	ADVANCE REGISTRATION FOR SPRING SEMESTER
January 3 (Thursday)	REGISTRATION FOR SPRING SEMESTER
January 7 (Monday)	Classes Begin for Full Term & 1st Mini Term
January 4-8 (Friday-Tuesday)	Late Registration and Schedule Change Period for Full Term and 1st Mini Term
January 19-20 (Saturday-Sunday)	Weekend Classes <i>will</i> meet
January 21 (Monday)	MARTIN LUTHER KING DAY/COLLEGE CLOSED
January 31 (Thursday)	Mid-Term for 1st Mini Term (Last Day to Drop with a Grade of "W" for 1st Mini Term)
February 25 (Monday)	Classes End for 1st Mini Term (Last Day to Drop Classes for 1st Mini Term)
February 26 (Tuesday)	Mid-Term for Full Term (Last Day to Drop with a Grade of 'W' for Full Term)
	Final Examinations - 1st Mini Term
February 27 (Wednesday)	REGISTRATION FOR 2ND MINI TERM
February 28 (Thursday)	Classes Begin for 2nd Mini Term
February 28-March 1 (Thursday-Friday)	Late Registration and Schedule Change Period for 2nd Mini Term
March 25-29 (Monday-Friday)	SPRING BREAK

March 30-31 (Saturday-Sunday)	Weekend Classes <i>will not</i> meet
April 1-April 19	ADVANCE REGISTRATION FOR SUMMER SEMESTER
April 1 (Monday)	Mid-Term for 2nd Mini Term (Last Day to Drop with a Grade of "W" for 2nd Mini Term)
April 13 (Saturday)	Instructional Makeup (in case of inclement weather)
April 25 (Thursday)	Classes End for Full Term (Last Day to Drop Classes for Full Term)
	Classes End for 2nd Mini Term (Last Day to Drop Classes for 2nd Mini Term)
April 26-May 2 (Friday-Thursday)	Final Examinations - Full Term & 2nd Mini Term
May 6 (Monday)	Graduation - Hamilton Campus
May 7 (Tuesday)	Graduation - Fayette Campus
May 9 (Thursday)	Graduation - Sumiton Campus
May 10 (Friday)	Graduation - Jasper Campus

## 2019 Summer Semester

April 1-April 19	ADVANCE REGISTRATION FOR SUMMER SEMESTER
May 20 (Monday)	REGISTRATION FOR SUMMER SEMESTER
May 21-22 (Tuesday-Wednesday)	Late Registration and Schedule Change Period for Full Term & 1st Mini Term
May 22 (Wednesday)	Classes Begin for Full Term & 1st Mini Term
May 27 (Monday)	MEMORIAL DAY/COLLEGE CLOSED
June 10 (Monday)	Mid-Term for 1st Mini Term (Last Day to Drop with a Grade of "W" 1st Mini Term)
June 25 (Tuesday)	Classes End for 1st Mini Term (Last Day to Drop Classes 1st Mini Term)
June 24 (Monday)	Mid-Term for Full Term (Last Day to Drop with a Grade of "W" Full Term)
	Final Exams - 1st Mini Term
June 25 (Tuesday)	REGISTRATION 2ND MINI TERM
June 26 (Wednesday)	Classes begin - 2nd Mini Term
June 26-27 (Wednesday-Thursday)	Late Registration and Schedule Change Period for 2nd Mini Term
July 4 (Thursday)	INDEPENDENCE DAY OBSERVED/COLLEGE CLOSED
July 8-July 25	ADVANCE REGISTRATION FOR FALL SEMESTER
July 15 (Monday)	Mid-Term - 2nd Mini Term (last day to drop with a grade of "W" 2nd Mini Term)
July 30 (Tuesday)	Classes End for Full Term & 2nd Mini Term (Last Day to Drop Classes Full Term & 2nd Mini Term)
July 31 (Tuesday)	Last Day of Fall Advance Registration for Fall
July 31-August 1 (Wednesday-Thursday)	Final Examinations - Full Term & 2nd Mini Term

## Registration Dates

July 9-31, 2018	2018 Fall Term & 1st Fall Mini Term Advanced Registration
August 14, 2018	2018 Fall Term & 1st Fall Mini Term Registration
October 9, 2018	2018 2nd Fall Mini Term Registration
November 5-30, 2018	2019 Spring Full Term & 1st Spring Mini Term Advanced Registration
January 3, 2019	2019 Spring Full Term & 1st Spring Mini Term Registration
February 27, 2019	2019 2nd Spring Mini Term Registration
April 1-April 19, 2019	2019 Summer Full Term & 1st Summer Mini Term Advanced Registration
May 20, 2019	2019 Summer Full Term & 1st Summer Mini Term Registration
June 25, 2019	2019 Summer 2nd Mini Term Registration
July 8-July 25, 2019	2019 Fall Full Term & 1st Fall Mini Term Advanced Registration

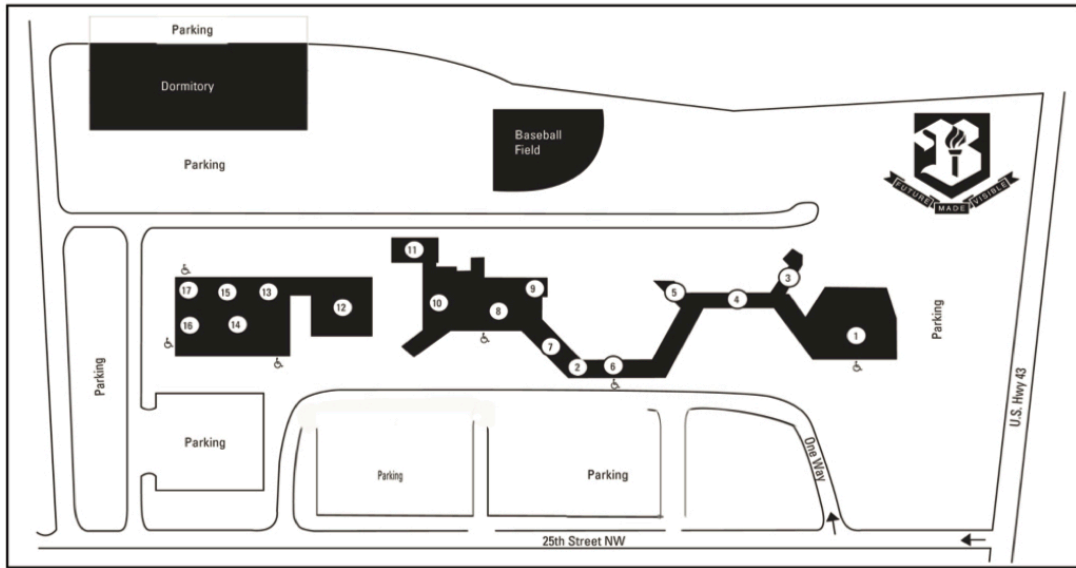
## School Holidays (College Closed)

September 3, 2018	Labor Day - State Holiday
November 12, 2018	Veterans Day - State Holiday
November 22-23, 2018	Thanksgiving - State Holidays
December 20, 2018-January 1, 2019	Christmas Holidays and Local Holidays
January 1, 2019	New Year's Day - State Holiday
January 21, 2019	Martin Luther King Day - State Holiday
May 27, 2019	Memorial Day - State Holiday
July 4, 2019	Independence Day Observed - State Holiday

## Campus Maps

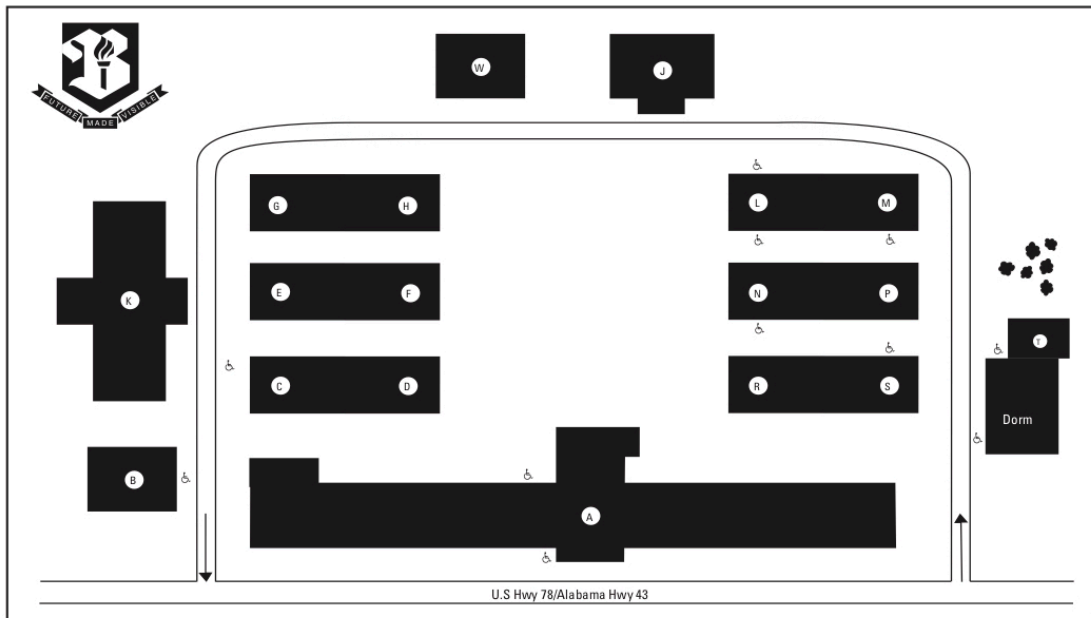
# CAMPUS MAPS

## FAYETTE CAMPUS - Fayette, AL



- |                                      |                               |   |                                |
|--------------------------------------|-------------------------------|---|--------------------------------|
| 1. Library/ Learning Resource Center | 5. Administrative Offices     | 9. Bear's Den/Student Center<br>Business Office/Bookstore | 13. Adult Education classrooms |
| 2. Testing Center                    | 6. Office of Student Services | 10. Wellness Center                                       | 14. Tom Bevell Center Bldg     |
| 3. Science Wing                      | 7. Student Support Services   | 11. Maintenance   | 15. Alabama Career Center      |
| 4. Classrooms                        | 8. Gymnasium                  | 12. Health Science Wing                                   | 16. Earl McDonald Auditorium   |
|                                      |                               |   | 17. Cafeteria                  |

## HAMILTON CAMPUS - Hamilton, AL



- |                                    |                                     |                             |                                   |
|------------------------------------|-------------------------------------|-----------------------------|-----------------------------------|
| Building A: Admin Services/Library | Building E: Air Conditioning        | Building K: Health Sciences | Building R: Drafting              |
| Building B: Bevell Building        | Building F: Welding                 | Building L: Lecture Hall    | Building S: Alabama Skills Center |
| Building C: Bookstore              | Building G/H: Automotive Technology | Building M: Wellness Center | Building T: Dorm                  |
| Building D: Electronics            | Building J: Cosmetology/Barbering   | Building N/P: Machine Shop  | Building W: Warehouse             |

# 2017-2018 Graduation Rate/Student Right to Know Report

The 2014 cohort consisted of 757 first-time, full-time, degree/certificate-seeking students. After three years, 19% of these students had graduated from our institution or completed their programs and 17% had transferred to other higher education institutions. Below are the four-year average percentages for graduation and transfer out rates for Bevell State Community College.

## **COLLEGEWIDE:**

GRADUATION - 19%

TRANSFER - 17%

## History Of The College

Bevell State Community College is a part of the State of Alabama's system of community, junior, and technical colleges authorized by the Alabama Legislature under Act No. 93, approved May 3, 1963. Alabama Code -Section 16-60-111 (G) vested the authority and responsibility for the operation and maintenance of Alabama's two-year colleges with the Board of Trustees beginning summer 2016.

Bevell State Community College was created in 1992 by the consolidation of two premier two-year colleges which were a part of the original legislation: Walker State Technical College (Sumiton), formerly a vocational/technical institution which opened in 1966, and Brewer State Junior College (Fayette), a two-year academic transfer institution, created in 1969. The Hamilton Campus of Northwest Alabama Community College, primarily a vocational/technical campus which was created in 1966, merged with Bevell State in 1993 as one of its main campuses. Walker College (Jasper), established in 1938 as a two-year academic transfer college, completed the Bevell State four-campus college in 1998. In 2007, the College built the Pickens County Educational Center in Carrollton.

Bevell State offers academic transfer courses, career technical education, health sciences programs, adult education classes, and workforce solutions at its four main campuses and one instructional site. Bevell State's service area spans over 4600 square miles in a seven-county area, reaching more than 200,000 people from the Birmingham city limits to the Mississippi state line.

## Institutional Mission Statement

Bevell State Community College is an accredited, learning-centered institution dedicated to student success by providing quality educational and training opportunities that enrich lives intellectually, economically, and culturally.

## Vision Statement

Bevell State Community College will set the standard of excellence for education, workforce training, partnerships, and economic development.

## Values

- Acknowledging the dignity, self-worth, and uniqueness of each individual.
- Providing service for our students and the community.
- Fostering a culture of integrity.
- Demonstrating accountability in all actions, obligations, and duties.
- Developing leadership by example.

- Facilitating collaboration among all stakeholders.
- Promoting diversity.
- Instilling an ethic of professionalism.
- Striving for excellence in all endeavors.

## 5 Bold Goals

- Develop One-Stop Centers on all campuses
- Re-imagine developmental education
- Engage in strategic enrollment management
- Reinvent BSCC Workforce Solutions, community and economic development
- Rethink all financial strategies

## General Education Core Competencies

Graduates of Bevill State Community College will demonstrate effective communication, critical thinking, and cultural awareness. Communicating effectively is the ability to engage in effective written and oral communication. Critical thinking is an intellectual process that involves discovering and analyzing information to overcome obstacles and find solutions. Cultural Awareness is an understanding of diverse human traditions.

## Statement Of Catalog Responsibility

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

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

## Disability Services/ADA Accommodations

The College seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It is the policy of the College that a good faith effort shall be made to meet the accommodation requests of persons with disabilities. Persons requesting accommodation may contact the campus Disability Services Coordinator. The 504/ADA accommodations request process for persons with disabilities is as follows:

1. Disclosure of a disability is voluntary.
2. All students who take the College placement exam are invited to request information for students with disabilities on their test answer sheets. Students who request information are given the name of the campus coordinator and an ADA Fact Sheet/Accommodations Request Form and are invited to contact the Disability Services Coordinator for additional information.
3. All new students who attend the required Orientation course are given a copy of the ADA Fact Sheet/Accommodations Request Form and the name of the campus Coordinator and are informed of the accommodations request process.
4. The accommodations request process begins when a student contacts the campus Disability Services Coordinator: **Fayette Campus** -Andria Carlisle, Ext. 5137; **Hamilton Campus** - Gail Wooldridge, Ext. 5372; **Jasper Campus** - Stephanie Maddox, Ext. 5901; **Sumiton Campus** - Stephanie Maddox, Ext. 5409 and **College Coordinator** - Jill

Preuninger, Ext. 5385.

5. The student and the Coordinator work together to determine the student's campus-related accommodation needs. A good faith effort is made to provide appropriate accommodations and to fully comply with Section 504 and ADA guidelines.
6. An Accommodations Request Form must be completed, identifying accommodations requested and other pertinent information. Forms are available from the Disability Services Coordinator, the placement test center, the Office of Student Services, in the Orientation Workbook and at [www.bscc.edu](http://www.bscc.edu).
7. Accommodations will not be considered until the student has submitted the ADA Fact Sheet/Accommodations Request Form and any required documentation to the Coordinator. If accommodations are granted they begin on or after the date of approval. Under no circumstances will accommodations be granted retroactively.
8. If official documentation is required, information release forms are available from the coordinator to assist the student in obtaining official documentation of disability from physicians or other agencies.
9. Once a student meets with the Disability Services Coordinator to request classroom accommodations and provides any needed documentation of disability, the Coordinator will send a Documentation of Disability Form to each of the student's instructors to inform them of the accommodations that must be met in their classroom.
10. The student must meet with the Coordinator at the beginning of each academic term for which classroom accommodations are requested so that the instructors for each term can be notified of the accommodations.
11. The student will then meet with each instructor to discuss the implementation of each authorized accommodation. Instructors will not initiate accommodations without the student's consent.
12. Non-classroom accommodation requests are forwarded by the Coordinator to the appropriate College official for implementation.
13. Completed Accommodations Request Forms and any documentation of disability are confidential and are stored in a locked file separate from the student's permanent student record.

## Nondiscrimination Policy Compliance Assurance

It is the policy of the Alabama Community College System, its Board of Trustees, and Beville State Community College, a postsecondary institution under its control, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, but not limited to, race, color, disability, sex, religion, creed, national origin, or age, or any other protected class as defined by state and federal law.

No employee or applicant for employment or promotion, including applicants for presidential, full-time faculty, and other administrative and supervisory positions, shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, sex, age or any other protected class.

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. Inquiries regarding compliance with these statutes may be directed to the Title IX Senior Coordinator, at 1411 Indiana Avenue, Jasper, Alabama, 35501.

Beville State Community College complies with federal regulations that guarantee the right of privacy and access to student records/information as established by the Family Educational Rights and Privacy Act (FERPA) of 1974 and its amendment.

Conscious effort is made to assure that all College regulations are within the scope of the lawful mission of public higher education. It is recognized that it is not a lawful mission of the College to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States. However, the Administration will take direct and appropriate action in any case involving the integrity of the College and the well-being of the students.

## Harassment/Sexual Harassment

### I. Introduction

The Alabama Community College System is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, disability, or any other protected class. Such harassment is a violation of Alabama Community College System policy. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site, or in any division, or department by any

employee, student, agent, or non-employee on any institution's property and while engaged in any institutionally sponsored activities.

It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the community are respected, that harassment of students and employees is unacceptable conduct and shall not be tolerated at Bevill State Community College.

A nondiscriminatory environment is essential to the mission of Bevill State. An abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee and creates a hostile work/learning environment. It is essential that institutions maintain an environment that affords equal protection against discrimination, including sexual harassment. Bevill State Community College shall take all the necessary steps to ensure that harassment, in any form, does not occur. Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate by the investigating authority as to the severity of the offense with final approval from the President.

Employees and students of Bevill State shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure professionally functioning institutions and to guarantee equal educational opportunities for all students.

Grievances against students will be handled according to usual and customary student discipline procedures as outlined in the handbook; with the exception of students charged with violating the SEXUAL ASSAULT AND VIOLENCE POLICY. A student charged with this conduct violation will be immediately referred to the Grievance Procedures and Resolution of Harassment, Discrimination and Sexual Violence Complaints section of the college catalog. Sanctions for this violation may range from probation to expulsion, depending on the severity of the incident.

## II. Definitions of Harassment

For these purposes, the term "harassment" includes, but is not necessarily limited to: Slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, disability, or any other protected class.

Any contact solicited during non-traditional business hours may be perceived as harassment by recipient unless it is specifically associated with work related duties.

Harassment of employees or students by non-employees is also a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the appropriate institution official. Failure to act, which includes initial investigation, shall be deemed in direct violation of this policy.

Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical contact if perceived as such by the recipient.

Sexual harassment, including sexual violence, is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or the same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when perceived by the recipient that:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment;
- Any incident of harassment shall be reported to the grievance officer as promptly as possible after the harassment occurs.

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher



grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature.

Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:

- Physical/sexual assault;
- Rape;
- Sexual battery;
- Sexual coercion;
- Direct or implied threats that submission to or rejection of requests for sexual favors will affect a term, condition, or privilege of employment or a student's academic status;
- Direct propositions of a sexual activity;
- Subtle pressure for sexual activity;
- Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following: (i) comments of a sexual nature or (ii) sexually explicit statements, questions, jokes, or anecdotes;
- Repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed, including one or more of the following: (i) touching, patting, pinching, hugging, or brushing against another's body; (ii) commentary of a sexual nature about an individual's body or clothing; or (iii) remarks about sexual activity or speculations about previous sexual experience(s);
- Intimidating or demeaning comments to persons of a particular sex, whether sexual or not;
- Displaying objects or pictures which are sexual in nature and that would create a hostile or offensive employment or educational environment and serve no educational purpose related to the subject matter being addressed.

Sexual violence refers to physical acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Further stated sexual violence includes the following definitions as put forth by the Violence Against Women Reauthorization Act (VAWA effective March 7, 2014)

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim:

- By a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with;
- The victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Violence committed by a person:

A. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

B. Where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

A. Fear for his or her safety or the safety of others; or

B. Suffer substantial emotional distress.

### III. Sexual Assault and Violence Policy

Bevill State Community College does not tolerate sexual misconduct such as sexual harassment, sexual assault, stalking, and intimate partner violence. Sexual violence refers to physical acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

The following behaviors are prohibited and are considered acts of sexual misconduct as put forth by the Violence Against Women Reauthorization Act (VAWA effective March 7, 2014). All forms of sexual misconduct are serious offenses and will be subject to appropriate College disciplinary procedures. Sexual misconduct involving force, duress, or inducement of incapacitation, or where the perpetrator has deliberately taken advantage of another person's state of incapacitation, will be deemed especially obvious and may result in academic expulsion, or termination of employment. The consumption of alcohol or the use of illegal substances does not constitute a mitigating circumstance when it contributes to a violation.

Non-Consensual Sex (Rape) or Sexual Activity:

- Consent is a voluntary agreement to engage in sexual activity;
- Someone who is incapacitated cannot consent;
- Past consent does not imply future consent; silence or an absence of resistance does not imply consent;
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another;
- Consent can be withdrawn at any time; and
- Coercion, force, or threat of either invalidates consent.

Domestic Violence Includes:

- Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim;
- Committed by a person with whom the victim shares a child in common;
- Committed by a person who is cohabitating with or has cohabitated with, the victim as a spouse;
- Committed by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction; or
- Committed by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

### Retaliation:

Any attempt to seek retribution against, or cause harm or undue discomfort to an individual or group of individuals involved in filing a complaint or report under this policy, filing an external complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation. Retaliation can take many forms, including abuse or violence, threats, and intimidation. Actions in response to a good faith report or response under this policy are considered retaliatory if they have a materially adverse effect on the working, academic or College controlled living environment of an individual; or if they hinder or prevent the individual from effectively carrying out their College responsibilities. Any individual or group of individuals can engage in retaliation and will be held accountable.

Violence Against Women's Act (VAWA) did not affect, in any way, Title IX of the Education Amendments of 1972. Title IX prohibits discrimination on the basis of sex or gender at Bevill State Community College. The College will respond to complaints or reports about conduct prohibited under this policy with measures designed to stop the behavior, eliminate any such gender discrimination, prevent the recurrence of the prohibited conduct, and remediate any adverse effects of such conduct on campus or in college related programs or activities.

The College has an obligation to make reasonable efforts to investigate and address complaints or reports of sexual misconduct, whenever it becomes aware of such complaint or report. Once made aware, the College must conduct an investigation regardless of how the information was brought to the College's attention or the extent to which the complainant wishes to participate or be involved. All individuals have access to resources that they may use for support and guidance without initiating college action. Retaliation against anyone involved in the internal disciplinary process, or opposing in a

reasonable manner an act believed to constitute a violation of this policy, is prohibited and will not be tolerated. In light of these commitments, the College will follow the Grievance Procedures and Resolution of Harassment, Discrimination and Sexual Violence Complaints, which includes investigation and disciplinary procedures that will be followed in response to allegations of sex or gender discrimination, including sexual misconduct such as sexual harassment and sexual assault, intimate partner violence, stalking, and related retaliation.

## Policy Terminology

**Victim:** A person who has been the subject of prohibited conduct, regardless of whether that individual makes a complaint or seeks disciplinary action.

**Complainant:** An individual who has made a complaint of a violation or on whose behalf a complaint was made or a disciplinary action was initiated.

**Alleged Offender:** The alleged offender refers to the individual who has been accused of prohibited conduct.

**Third Party:** The term third party refers to any individual who is not a college student, a faculty member or a staff member (e.g., vendor alumni, or local residents). Being a third party does not preclude a person from coverage by this policy. A third party who is a victim shall have the right to report and have investigated any complaint made. A third party who is an alleged offender found to have violated the policy may be permanently barred from the College campuses and/or activities of the College.

## Sexual Assault Victim Bill of Rights

### 1. The Right to Human Dignity

Victims shall:

- Be treated with fairness and respect for their dignity;
- Have their privacy honored;
- Have their allegations of sexual assault or misconduct treated seriously;
- Be free from any suggestion that they are responsible for the assault or other misconduct committed against them;
- Be free from any threats of retaliation or other attempt to prevent the reporting of sexual misconduct;
- Be free from unwanted pressure from college personnel to report sexual assaults or other misconduct if they do not wish to do so. Report sexual assaults as less serious offenses. Refrain from reporting sexual assaults or other sexual misconduct for any reason, including the fear of unwanted personal publicity.

### 2. The Right to Resources On and Off Campus

Victims of whom the College has become aware shall:

- Receive notice describing options to pursue a criminal complaint with the appropriate law enforcement agency, to pursue the College's disciplinary process, or to pursue both processes simultaneously;
- Be notified of existing campus and community – based medical, counseling, mental health services for victims of sexual assault whether or not the assault is formally reported to the college, campus or civil authorities;
- Have the right to know there will not be a charge for filing criminal or college disciplinary complaints;
- Be informed of and assisted in exercising any rights to confidential or anonymous testing for sexually transmitted infections, HIV, and pregnancy, and any rights that may be provided by law to obtain the communicable diseases test results of sexual assaults suspects.

### 3. The Right to Campus Judicial Proceedings

Victims have the right to:

- Written and advance notice about a disciplinary hearing involving the person or persons accused of sexually

assaulting them or engaging in other misconduct toward them is covered by this policy;

- Have the opportunity to present witnesses and other evidence, to receive notice of the process, information about procedures, and written notice of the outcome in a manner that is equivalent to the process of the accused;
- Have a person of their choice accompany them throughout the disciplinary hearing;
- Remain present during the entire proceeding, whenever possible. Alternative arrangements may be made for those who do not want to be present in the same room as the accused during the disciplinary hearing;
- Be heard at the proceeding;
- Be assured that their irrelevant past sexual history will not be discussed during the hearing;

#### 4. The Right to Law Enforcement and Campus Intervention

Reports of sexual assault will be subject to being investigated and evaluated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported. Victims shall receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.

Victims shall receive full, prompt and victim sensitive cooperation of campus personnel in obtaining, securing and maintaining evidence, including a medical examination when it is necessary to preserve evidence of a reported sexual assault. A “no contact order” shall be issued promptly and in writing to all parties of a reported sexual assault after the College receives notice of a complaint.

Campus personnel shall take reasonable and necessary actions to prevent further unwanted contact by any victim’s alleged assailant.

Victims shall be notified of the options for and provided assistance in changing academic situation if such changes are reasonably available.

## Other Policy Statements

### Confidentiality

Above all, confidentiality of victims must be protected. Identifying information of a victim will be protected as much as possible. This means that a victim’s name will not be published or otherwise publicized without her/his permission. When a person makes an official complaint to authorities, all possible protections will be afforded this individual, whether or not she/he participates in any investigation. When the College needs to act to protect the safety of others, absolute confidentiality may not be possible. For absolute confidentiality, contact the National Sexual Assault Hotline at 1800656-HOPE or chat online at <http://hotline.rainn.org>.

### Reporting Options

#### Emergency Situations Contact

Bevill State has APOST certified police officers at all campuses. Certified police officers carry weapons and have arrest authority on and off campus by authority of the Code of Alabama as amended 16-22-1, 16-22-2. These certified police officers are vested with all powers, authority, and responsibilities of any state law enforcement officer.

**In emergency situations, if there is a suspected crime in progress, or imminent or serious threats to the safety of anyone, students, faculty, and staff members must immediately call 9-1-1 then contact the College Police Department:**

Dispatcher:	205-387-0549 or 387-0511, ext. 5866
Fayette:	205-438-1733
Hamilton:	205-442-1567
Jasper:	205-438-1734
Sumiton:	205-282-1346
Pickens Co.:	205-259-0673

After office hours call 911.

## Non-Emergency Situation Contact

In non-emergency situation, students, faculty and staff must promptly report suspected violations to the appropriate officials as follows: Director of Facilities & Security Randy Stults, 205-387-0511 Ext. 5844; Fayette Campus Director of Student Services Sherry Terry, 205-932-3221 Ext. 5103; Hamilton Campus Director of Student Services Jill Preuninger, 205-921-3177 Ext. 5385; Jasper Campus Director of Student Services Beth Roberts, 205-387-0511 Ext. 5770; Sumiton Campus Director of Student Services Jana Kennedy, 205-648-3271 Ext. 5201; Pickens County Educational Center Director Steven Koon, 800-648-3271 Ext. 5632; Director of Human Resources: Mary Kinard, 205-387-0511 Ext. 5784.

## Timely Warnings

Any timely warning that is broadcast through Bear Alert, websites or emails for the safety of our community will not identify a victim by name.

## Support Resources

A complainant or witness has many options, including external counseling, filing an internal complaint, and/or filing a criminal complaint. The College recognizes that deciding among these options can be difficult. Complainants and witnesses are encouraged to seek assistance before deciding how to proceed.

## No Contact or Protective Orders

The College will honor any protective order that an individual may have acquired through the local courts. A copy of any such court order should be given to the College Police for their information and enforcement. In addition, an administrative “no contact order” may be created by the Title IX Coordinator once the incident is reported to that office.

## Preserving Physical Evidence

It is extremely important to preserve all evidence of an assault. Individuals should go to a local hospital as a result of a rape to have a medical examination performed which will collect evidence. As required by VAWA, the College will rely upon the preponderance of evidence in sexual violence cases.

## Fair and Impartial Investigation and Resolution

The College investigation will offer a fair and just procedure as the Title IX Coordinator follows the process outlined in this policy. All members of the College community are expected to cooperate fully with the investigation and disciplinary procedures, including the preservation of all material evidence by the alleged victim. The College recognizes that an individual may be reluctant to participate in the process; nevertheless, any student or member of the faculty or staff who refuses to cooperate in an investigation may be subject to discipline. Refusal to cooperate includes delaying or failing to acknowledge requests from College officials for information, and delaying or failing to make oneself available for meetings with College officials.

It is understood that there may be circumstances in which a complainant wishes to limit their participation. The complainant retains this right and will not be subject to discipline, although the College may be obligated to conduct an investigation regardless of the complainant’s wishes.

If an alleged offender chooses not to answer any or all questions in an investigation for any reason, the College process will continue, findings will be reached in accordance with the preponderance of evidence standard with respect to all available

credible evidence in support of or contrary to the alleged conduct, and the College will take such action or actions as are appropriate to findings supported by the evidence. The College will not, however, draw any adverse inference from an alleged offender's silence.

## Community Resources

Since Bevell State does not offer mental health counseling to students or employees, it is important to be aware of community resources that are both free and confidential. The Northwest Mental Health Center may be contacted 24-hours a day, 1-800-489-3971.

## IV. Definitions of Personal Conduct

The employees of Bevell State Community College determine the ethical and moral tone for the institution through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between institution personnel of different ranks, including that of instructors and students, which involve partiality, preferential treatment, or the improper use of position shall be avoided. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel shall be aware that any romantic relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who shall be held accountable for unprofessional behavior.

This policy encourages faculty, students, and employees who believe that they have been the victims of harassment or reprisals to contact the Title IX Coordinator.

This policy shall be distributed, communicated and implemented in a manner which provides all interested parties the opportunity to be informed of this policy. A system wide educational program shall be utilized to assist all members of the college community to understand, prevent and combat harassment.

A harassment educational program may consist of seminars, workshops, videos, and/or printed materials. Through dissemination of this policy and by providing a training program, this policy seeks to achieve the following goals: (1) ensure that all administrators, faculty, students, and employees are made aware of their rights concerning sexual harassment; (2) notify individuals of conduct that is prohibited; (3) inform administrators and supervisors about the proper procedures in addressing complaints. This program must be administered annually. The Chancellor will issue guidelines to ensure the adherence to, implementation of, and enforcement of this policy.

## Grievance Procedures & Resolution of Harassment, Discrimination, and Sexual Violence Complaints Against Employees

This grievance procedure is established to provide recourse for any student, prospective student, employee or member of the community who feels that his/her civil rights have been violated as set out in the following legislation:

- 1) Title VI and Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act)
- 2) Title IX of the Educational Amendments of 1972
- 3) Section 504 of the Rehabilitation Act of 1973
- 4) The Americans with Disabilities Act of 1990

## 5) Violence Against Women Act 2014

The purpose of this procedure is to secure at the lowest possible level, equitable solutions to problems that may arise affecting students or employees in their dealings with Beville State Community College. These proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. For the purpose of this procedure, a grievance is a claim by a student, prospective student, employee or community member who cites a failure of the institution to comply with civil rights legislation.

## Informal Grievance Process - Procedures

1. Any member of the College community who believes that he or she has been the victim of sexual harassment or illegal discrimination should immediately bring the matter to the attention of the Title IX Coordinator, or to any academic or administrative officer, dean, director, supervisor, or advisor, who will then forward the complaint to the Title IX Coordinator or the person designated by the President to coordinate the investigation of such complaints. The Title IX Coordinator will determine the Dean or Administrative representative to participate in the investigatory process. Upon receipt of the complaint, the Title IX Coordinator shall meet and interview the complainant. During this initial meeting, in addition to gathering the additional information needed to initiate an investigation into the complaint, the Title IX Coordinator shall explain the procedure and shall present a copy of this Harassment and Discrimination Policy. The President shall be promptly notified of the complaint.
2. The complainant should present the complaint as promptly as possible after the alleged sexual harassment or discrimination occurs, preferably within thirty (30) calendar days of the incident. The complainant should submit a written statement of the allegations.
3. It is the intention of this policy to resolve complaints of sexual harassment and illegal discrimination as promptly as possible after the complaint and/or report is made. All complaints and/or reports will be investigated and resolved within forty-five (45) calendar days of receipt, except in extraordinary cases that require more time for completion of the investigation. Both the complainant and alleged offender shall be given periodic updates as to the status of the investigation.
4. The investigation record shall consist of formal and/or informal statements from the alleged victim, the alleged offender, witnesses identified by the victim or offender, and others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. All witnesses who provide relevant information should submit a written, signed statement attesting to their knowledge of the incident. The investigation will afford the accused a full opportunity to respond to the allegations.
5. Complaints may be resolved through informal or formal procedures. Informal means are encouraged at the beginning point, but the choice of where to begin rests with the complainant. If the Title IX Coordinator, or the person designated by the President to handle the complaint, believes that the matter is sufficiently grave because of the nature of the alleged offense, or because the complainant seeks to have a sanction imposed, then formal procedures shall be initiated.
6. The complainant may, if he or she chooses, attempt to resolve the matter directly with the alleged offender and report to the Title IX Coordinator. However, if the complainant does not feel safe in confronting the alleged offender concerning the behavior or if the behavior does not stop, he/she shall immediately report such behavior to the Title IX Coordinator.
7. The Title IX Coordinator may notify the alleged offender of the complaint and take whatever steps deemed appropriate to affect an informal resolution that is acceptable to both parties. The informal action stage will last no more than fifteen (15) calendar days, unless extended by the consent and agreement of the complainant.
8. If the complaint is resolved informally, no record of the complaint will be entered in the alleged offender's personnel file or student record. However, the Title IX Coordinator will keep a record of the complaint and the resolution. A copy of the record will be forwarded to the President. All such records will remain confidential.
9. If the results of the investigation and informal resolution of the complaint are accepted by the alleged victim and he or she desires no further action against the alleged offender, then the complainant will sign a statement requesting that no further action be taken. The alleged offender will receive a statement explaining the resolution of the investigation as conducted under this policy and procedure and will sign a statement documenting his or her receipt of the resolution.
10. Some reports of sexual harassment and discrimination may not be appropriate for informal resolution and may require a formal investigation at the discretion of the Title IX Coordinator, or the person designated by the President to coordinate the investigation of the complaint. Substantial weight will be given to the wishes of the complainant when determining whether to investigate a complaint; however, BSCC may investigate a complaint without the complainant's and/or alleged offenders consent when circumstances so warrant.

## Formal Grievance Process - Procedures

1. If the complaint cannot be resolved on an informal basis within fifteen (15) calendar days or such extended time as agreed to by the complainant, the complainant may file or pursue a formal complaint. Each complainant has the right to proceed with or withdraw from the formal complaint procedure once it has been submitted. The issues involved in the complaint should not be changed once the charge has been made. However, administrative procedures may be revised to accommodate issues arising during the investigation which were not known to the complainant or the institution when the initial complaint was filed.
2. If the formal complaint is against an employee of the College, it shall remain with the Title IX Coordinator for investigation and disposition pursuant to applicable law and grievance/discipline procedures. The Title IX Coordinator will determine the Dean or Administrative representative to participate in the investigatory process.
3. In the event of complaints against employees and/or students, the Title IX Coordinator will notify the alleged offender in writing of the complainant's decision to take formal action. Formal action will consist of the Title IX procedures as set forth:

A. The original and two copies of Grievance Form A must be filed with the Title IX Coordinator within thirty (30) calendar days following the date of the alleged violation(s). The alleged violation(s) must be clearly and specifically stated. Complainant is advised to keep a copy of all forms.

B. The Title IX Coordinator will conduct whatever inquiry he/she deems necessary and will arrange conferences with the complainant, the alleged offender, and any other appropriate persons. The investigation will afford the accused an opportunity to respond to the allegations and offer any witnesses or evidence which are relevant to the resolution of the complaint. The Title IX Coordinator will make a record of the case, including a record of their decision, and a copy of that record will be retained as confidential files. Within forty-five (45) calendar days following the receipt of Grievance Form A, the Title IX Coordinator shall notify the complainant and the alleged offender of the outcome of the investigation; however, that information should be treated by both parties as confidential and private. Said notification shall be mailed to his/her home address by certified mail, return receipt requested.

C. Within fifteen (15) calendar days following receipt of the findings, a complainant or accused not satisfied with the resolution achieved by the formal procedures may seek an appeal by the completion and submission of Form B with the Title IX Coordinator and the President. If a notice of appeal is filed, appeal Form B must be used. Complainant or accused must state clearly and specifically on Form B the objections to the findings and/or decision. Copies of Form B must be provided to the Title IX Coordinator and the President or President's designee. If complainant or accused fails to file notice of appeal by the end of the 15th calendar day following receipt of the findings, the right to further appeal will be forfeited.

D. The President will have thirty (30) calendar days following date of receipt of notice of appeal to investigate and study allegations and the written report of findings. At the completion of the President's review, the complainant and alleged offender shall be provided with a written report and disposition. Said notice shall be mailed to his/her home address by certified mail, return receipt requested. In addition, a copy of the written report and disposition shall be provided to the Title IX Coordinator. The decision of the President is final.

## Remedial Action

Based on the findings and the decision of the President of Beville State and the Chancellor of the Alabama Community College System, disciplinary action will be imposed as appropriate, depending on the severity of the findings.

## Retaliatory Harassment

After the conclusion of the grievance process (formal or informal) should the complainant believe that he or she has become the victim of retaliatory harassment, the Title IX Senior Compliance Coordinator should be immediately notified.

NOTE: It is the intent of the Policy to provide for a prompt and thorough investigation of any complaints. The time limits set forth within these guidelines are subject to change as needed to ensure satisfactory conclusion of the investigation.

NOTE: Grievances against students will be handled according to usual and customary student discipline procedures as outlined in the handbook; with the exception of students charged with violating the SEXUAL ASSAULT AND VIOLENCE



POLICY. A student charged with this conduct violation will be immediately referred to the Grievance Procedures and Resolution of Harassment, Discrimination and Sexual Violence Complaints found in Section III of this catalog. Sanctions for this violation may range from probation to expulsion, depending on the severity of the incident.

## Accreditation

Bevill State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Bevill State Community College.

## ADDITIONAL ACCREDITATIONS AND CERTIFICATIONS

The Associate Degree Nursing Program is approved by the Alabama Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3433 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 or [www.acenursing.org](http://www.acenursing.org); telephone number (404) 975-5000. The program received continuing accreditation in July 2017.

The Practical Nursing Program is approved by the Alabama Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3433 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 or [www.acenursing.org](http://www.acenursing.org); telephone number (404) 975-5000. The program received continuing accreditation in July 2017.

The Surgical Technology Program is accredited by the Accrediting Review Committee on Education and Surgical Technology, 7108-C South Alton Way, Centennial, CO 80112-2106; telephone number (303) 694-9262.

The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession (CoAEMSP). The program received continuing accreditation in September 2018 and the next accreditation reaffirmation will be in 2023.

The Cosmetology Program is licensed by the Alabama State Board of Cosmetology, RSA Union Building, 100 North Union Street, Suite 320, Montgomery, AL, 36130-1750.

The Automotive Technology Program on the Hamilton Campus and the Auto Body & Diesel programs on the Sumiton Campus are accredited by the National Automotive Technicians Education Foundation (ASE), 101 Blue Seal Drive, Suite 101, Leesburg, Virginia 20175.

The Air Conditioning & Refrigeration Technology Program on the Sumiton Campus is accredited by the Partnership for Air Conditioning, Heating, Refrigeration Accreditation (PAHRA), 4100 North Fairfax Drive, Suite 200, Arlington, VA 22203. Accreditation/certification was received in November 2007.

The Air Conditioning & Refrigeration Technology Program has been accepted by the Alabama Board of Heating, Air Conditioning and Refrigeration as an approved training program for the Alabama contractor's license exam.

## Copyright Infringement

Bevill State Community College has designated a copyright agent to receive notification of claimed copyright infringement on the College's website as required by the Digital Millennium Copyright Act. If a person believes his or her work is being infringed on Bevill State's website, he or she should notify Tyrone Webb, Assistant Dean for Library/Learning Resources, Bevill State Community College, P.O. Box 800, Sumiton, AL 35148; email: [tyrone.webb@bscc.edu](mailto:tyrone.webb@bscc.edu); telephone number: (205) 648-3271.

According to the Digital Millennium Copyright Act, the notification of claimed infringement must include 1) identification of the copyrighted work claimed to have been infringed (include ISBN, title, etc.); 2) identification and URL of the material that is claimed to be infringing; 3) information sufficient to contact the complaining party, such as an address, telephone number, fax number, and electronic mail address; and 4) other information relating to the claim. Any copyright concerns or questions about the Bevill State website should be directed to Tyrone Webb at [tyrone.webb@bscc.edu](mailto:tyrone.webb@bscc.edu).

## Admissions Information

# Admissions Information

For admission to any Alabama Community College System institution, applicants must provide one primary form of identification documentation listed below:

- Unexpired Alabama Driver's License or instruction permit
- Unexpired Alabama identification card
- Unexpired U.S. Passport
- Unexpired U.S. Permanent Resident Card
- Resident Alien Card -Pre-1997
- Unexpired Driver's License or instruction permit from another state or U.S. Territory that verifies lawful presence, dated 2000 and beyond
- U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
- BIA or tribal identification card with photo
- I-797 Form with expiration date
- Voter identification card from a state that verifies lawful presence

If appropriate documentation is not provided during the application process, the application is considered incomplete with a pending admission status and applicant will not be allowed to register at Bevill State.

Documentation may be presented in person or a legible copy sent via US mail, fax or email to the Office of Student Services.

Students seeking admission to Bevill State should follow these steps:

- Complete a Bevill State application for admission and provide appropriate identification documentation. Students can apply online at [www.bscc.edu](http://www.bscc.edu).
- Contact the Office of Student Services to schedule an appointment to complete the placement test.
- Request an official transcript from high school and any previously attended colleges. Students with an earned Baccalaureate Degree or higher may submit the transcript from the degree granting institution for admission purposes.
- Male students between the ages of 18 and 26 must document that he has registered with the U.S. Selective Service System in accordance with section 36-26- 15.1 of The Code of Alabama of 1974 (as amended). Register with the U.S. Selective Service at [www.sss.gov](http://www.sss.gov).

Applicants who have not provided all the necessary required documents by the required date will be placed on hold for future registration and official transcript release.

Admission to the College does not guarantee acceptance or admission to certain Health Science programs such as Nursing, Emergency Medical Services and Surgical Technology, which may have additional standards for admission. Students should refer to the program descriptions in this Catalog for additional information. Any and all elements of admission requirements are subject to change without prior notice.

## Associate Degree Admission Requirements

An applicant who has not previously attended any duly accredited postsecondary institution or Council on Occupational Education institution will be designated a first-time college student or native student. A first-time college student must provide a valid high school transcript documenting graduation or an official transcript of GED scores issued by the appropriate state education agency.

# Non-Degree (Certificate) Programs Admission Requirements

An applicant to a course not creditable toward an associate degree and programs comprised exclusively of courses not creditable to an associate degree may be admitted provided the applicant is 1) at least seventeen (17) years of age; 2) has not been enrolled in secondary education for at least one calendar year or provides written recommendation from the local superintendent of education; and 3) has achieved sufficient scores on an approved assessment.

Bevill State offers Truck Driver Training and Welding Technology programs under this provision. In addition, Truck Driver Training applicants must be at least twenty-one (21) years of age and hold a valid driver's license.

According to the Federal Motor Carrier Safety Regulations, Truck Driver Training applicants must have the ability to read and speak the English language efficiently, to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on report and records. They must pass the DOT physical (administered at student's expense) and a drug screening. The College will acquire a Motor Vehicle Report on each Truck Driver Training student. The report, which lists all accidents and moving violations within the last five years, will be obtained from the Alabama Department of Public Safety. A copy will be given to the student and a copy will be kept on file, according to Department of Transportation regulations. Applicants for the Truck Driver Training program are required to submit their applications along with payment of tuition to secure placement in the next available class.

A student shall be classified as non-degree eligible and shall not be allowed to enroll in a course creditable toward an associate degree unless appropriate conditions are met. The College may establish higher or additional admission requirements for a specific program or service when student enrollment must be limited.

## High School Dual Enrollment

All credit for coursework completed under these provisions is held in escrow until the student provides proof of high school graduation or meets program admission requirements. Transcripts issued prior to a student's high school graduation will be labeled "CONDITIONAL CREDIT." Upon proof of high school graduation, this notation will be removed from the transcript.

**Accelerated Credit High School Students** may enroll in college classes concurrently with high school classes and receive college credit. Bevill State Community College admissions, course placement, and course sequencing are applicable in addition to eligibility requirements listed below.

- The student has successfully completed the 10th grade or have an exception granted by the participating postsecondary institution upon the recommendation of the student's principal and superintendent and in accordance with Alabama Administrative Code 290-8-9.17 regarding gifted and talented students;
- The student provides certification from the local principal and/or designee certifying that the student has a minimum cumulative 3.0 GPA average and recommending the student be admitted under this policy;
- The student may enroll only in postsecondary courses for which high school prerequisites have been completed (e.g., a student may not take English Composition until all required high school English courses have been completed).

**Dual Credit High School Students** may enroll in college classes concurrently with high school classes, either on the College campus or at the high school and receive both high school and college credit. There must be on file at Bevill State Community College a formal written agreement between the student's local school board and Bevill State Community College before approval for Dual Credit/Dual Enrollment admission is granted. To be eligible the student must meet the following requirements:

- The student must be in grade 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the student's principal and superintendent and in accordance with Alabama Administrative Code 290-8-9.17 regarding gifted and talented students.
- The student must have a 2.5 GPA average, as defined by local board of education policy, in completed high school courses.
- The student must have written approval of the appropriate principal, counselor, or career and technical education program representative (if applicable). Student access to Dual Credit/Dual Enrollment is dependent upon both

academic readiness and social maturity. Approval from the appropriate counselor, principal and superintendent indicates that the student has demonstrated both.

- The student must meet admission requirements established by the College.
- Students who are enrolled in grades 10, 11, or 12 may be deemed eligible to participate in Dual Credit/Dual Enrollment in occupational/technical courses pending demonstrated ability-to-benefit as documented by successful completion of placement.
- Students who meet the criteria for initial admission for a Dual Enrollment for Dual Credit program will maintain continuous eligibility so long as they earn a grade of C or better in all attempted college courses.
- Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one-term suspension may not be served during the summer. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum grade point average requirements for Dual Credit/Dual Enrollment.

## Transfer Student Admission

An applicant who has previously attended any duly accredited postsecondary institution or duly accredited Council on Occupational Education institution will be considered a transfer student and will be required to furnish official transcripts of all work attempted at all institutions. The College may also require the transfer of student documents required of first-time college students. A transfer student who meets requirements for admission to a course creditable toward an associate degree shall be classified as a degree-eligible student. A transfer student who does not meet these requirements shall be classified as a non-degree eligible student.

A transfer student who has been academically suspended from another institution will not be considered for admission until the appeal of academic suspension is complete as outlined in the Academic Progress Standards found in Academic Information.

### Unconditional Admission of Transfer Students

- A transfer student must have submitted to the College an application for admission and official transcripts from any duly accredited postsecondary institution or Council on Occupational Education institution attended, and, as designated by the College, any other documents required for first-time college students.
- An applicant who has completed a baccalaureate degree or higher will be required to submit only the transcript from the institution granting the baccalaureate degree. In order to receive college credit for courses taken at an institution not granting the baccalaureate degree, an official transcript from the college must be on file.

### Conditional Admission of Transfer Students

- A transfer student who does not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the College 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 by the College prior to registration for the second semester.
- If all required admission records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcripts, 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. Students will not be allowed to register for a second term until all required admission records are on file.

### Initial Academic Status of Transfer Students

- 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 any duly accredited postsecondary institution or Council on Occupational Education institution may be admitted as a transfer student only after following the appeal process established at Beville State Community College. If the transfer student is admitted upon appeal, the student will enter Beville State Community College on Academic Probation. The transcript will read "ADMITTED UPON APPEAL-ACADEMIC PROBATION."

## General Principles for Transfer of Credit

- Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the degree program, with course content and level of instruction resulting in student competencies equivalent to those of students enrolled in Bevill State's undergraduate degree programs. In assessing and documenting equivalent learning and qualified faculty, the College may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, and the American Association of Collegiate Registrars and Admissions Officers.
- A course completed at a duly accredited postsecondary institution with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
- A transfer grade of "D" will only be accepted when the student's cumulative GPA from transfer institutions is 2.0 or higher.
- Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous training.

## Transient Student Admission

A student enrolled at another institution may secure permission from that institution to enroll at Bevill State as a transient student by submitting an Application for Admission and certification from the primary institution which certifies that the student is in good standing and/or that the course(s) will be accepted as a part of the student's academic program. Transient students are not required to submit official transcripts of their previously earned credits at other postsecondary institutions. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.

## Senior Citizens Admission

Individuals age 60 or over may receive tuition scholarships. They 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, tools or repeated courses. Registration will take place during regular registration periods, but, to assure available space, will not be finalized until the last day of late registration. In the event space is no longer available, senior citizens will be required to withdraw from the course.

## Readmission Requirements

Prospective students who were previously enrolled are required to complete the following steps to reapply for admission to Bevill State:

- Complete an Application for Admission;
- Retake placement exam, if needed;
- Request transcripts from other previously attended colleges and universities to be sent to the Office of Student Services at Bevill State Community College, if such transcripts are not in the student's academic record.

NOTE: A returning student who is on academic or disciplinary suspension from any college should refer to the appropriate section of the Catalog.

## Placement Testing Policy

### **PLACEMENT TESTING POLICY**

All entering students who enroll in associate degree or certificate programs will be assessed at the appropriate level as indicated by the assessment results.

The following students are exempt from the placement test:

- Any student with acceptable ACT scores, within five years of enrollment. However, students who wish to improve their course placement may take the state placement test;
- Any student who has an associate degree or higher;
- Any student who transfers degree-creditable, college-level English or mathematics courses with a grade of “C” or better from an accredited institution;
- Any student who has successfully completed required developmental coursework at another Alabama Community College System college or an accredited college. Course descriptions from institutions outside of the Alabama Community College System must be reviewed;
- Any student who scores 165 or higher on the Mathematical Reasoning or Reasoning Through Language Arts subject tests of the 2014 series GED;
- Any transient student with documentation;
- Any student who is enrolling for personal enrichment purposes only.
- Any student who is enrolling in short term certificate programs having no English, Reading, or Math requirements.
- Any student who is enrolling in a certificate program that requires MAH101 and COM100.

NOTE: In addition to retaking the placement test and making a satisfactory score, student may also bypass ENG or MTH courses not in his/her degree plan by meeting the pretesting requirements by the end of the add/drop period. Please contact your instructor for details.

## Registration

Registration dates are listed in the calendar section of the College Catalog.

Registration procedures are as follows:

- During the registration period, Bevill State students must make an appointment with his/her academic advisor for the purpose of selecting coursework appropriate for his/her program of study.
- Remove all financial obligations (e.g., tuition, fees, library fees, and bookstore charges) from previous enrollment.
- Complete the registration process during the advising session with an advisor or by registering online at [www.bscc.edu](http://www.bscc.edu). Students must be authorized by their advisor to register online.
- Pay all tuition and fees. Students are not registered until tuition and fees are paid or financial assistance has been arranged. If all tuition and fees are not paid by the end of registration, students will be assessed a \$25 late fee.
- Students who do not pay charges for all tuition and fees will be removed from course rosters.

NOTE: Students are required to have all necessary documentation in their academic record files prior to the beginning of their second term. Students who fail to provide the required documentation will not be allowed to register for a second term at Bevill State.

## Course Overload

Special approval from the appropriate collegewide Dean or his/her designee is required for students who desire to register for more than 19 credit hours. Students may not register for more than 24 credit hours during any term. The student must have a cumulative 2.0 GPA to request over 19 hours.

## Schedule Changes/Drop And Add

All schedule changes must be made during the official schedule change period. Students should contact their program advisor to initiate a schedule change. Students receiving financial aid should contact the Office of Student Services if there is a change in total number of credit hours.

## Withdrawal From A Course

After the schedule change period, a student who drops a course may do so by completing a Change/Withdrawal Form in the Office of Student Services. Prior to midterm, a grade of "W" will be assigned. After midterm, a grade of "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) will be assigned, dependent upon whether the student is passing or failing at the time he or she drops.

NOTE: Students dropping a class after midterm must do so by the last regularly scheduled day of class.

## Withdrawal From The College

Students withdrawing from the College may do so by completing a Change/Withdrawal Form and dropping all courses for which they are registered. This process must be completed in the Office of Student Services. A grade of "W" will be assigned for withdrawals prior to midterm. After midterm, a "WP" (Withdrawn Passing) will be assigned if a student is passing or a grade of "WF" (Withdrawn Failing) will be assigned if the student is failing at the time of withdrawal.

NOTE: Students dropping a class after midterm must do so by the last regularly scheduled day of class.

## Administrative Withdrawals

The College may withdraw a student from course rosters for the following reasons:

- Student has not met prerequisite requirements for a course.
- Student has not attended course within the first two weeks.
- Student has not cleared all tuition and/or fees for courses.
- Student disciplinary action.

## Non-Traditional College Credit

Bevill State recognizes some types of non-traditional experiences and credit by examination: Credit for Prior Experiential Learning, Advanced Placement (AP), College Level Examination Program (CLEP), Subject Proficiency Examinations, Articulated Programs, Credit for Specialized Military Service (SMT), and other special credit awards. The total number of credit hours awarded from all non-traditional sources may not exceed 40 percent of the total credit hours required by the program. Credit is awarded only in areas offered within the current curriculum of the institution and must be appropriately related to the student's educational programs. Non-traditional credits which are awarded by the institution do not count toward fulfilling the 25 percent residency requirement for graduation for degree programs.

### Credit for Prior Experiential Learning

Bevill State recognizes that learning takes place in a variety of situations and circumstances. Many students have experiences/training which may lie outside the traditional academic environment provided. Credit will be awarded for prior experiential learning only for documented learning which demonstrates achievement of all outcomes for specific courses in an approved degree program. Credit will be awarded only to matriculated students and will be noted on the transcript. A fee of \$25 per course evaluation is charged to complete transfer course review. Experiential learning credits will not be awarded for academic transfer coursework.

### Advanced Placement

A student who has completed college-level courses offered by high schools through the College Board Advanced Placement Program and have passed the National Examination(s) of the College Board Advanced Placement Program with scores of three (3) or higher may be awarded advanced placement credit in equivalent courses at Bevill State. The student should be aware that acceptance of a score of three (3) does not assure that another postsecondary institution will award advanced credit for the course credited by Bevill State. Therefore, the student should confer with the Director of Student Services for procedural practices related to that discipline. Advanced Placement scores must be received from the College Board after the

student applies for admission but prior to the beginning of the term in which the student wishes the credit to be applied. It is the student's responsibility to request forwarding of an official score report by the College Board to the appropriate Office of Student Services.

## College Level Examination Program (CLEP)

Bevill State honors credit earned through CLEP examination from an approved CLEP testing site, provided appropriate scores are earned and adequate documentation is provided. A minimum score of fifty percent on the subject examinations is required in order for specific course credit to be awarded.

Credit awarded by any other accredited postsecondary institution under the College Level Examination Program (CLEP) for a score of less than fifty percent will not be accepted by this institution. Test scores must be documented by the official score sheet for the College Level Examination Program in the Office of Student Services. Requests for CLEP credit should be submitted to the Office of Student Services.

Students may receive a maximum of 3 hours of credit awarded in each academic area. Students may receive English credit only for ENG 101-English Composition I. In mathematics, students may not receive credit for a mathematics course higher than MTH 113, Precalculus Trigonometry. Students may not receive CLEP credit for courses in biology, chemistry, physics or other laboratory courses. It should be noted that credit may be awarded only in areas offered within the current curriculum of the institution.

## Articulated Credit Program

Students who have participated in programs articulated with Bevill State programs may be granted credit as provided for in the respective articulation agreements. Articulated program credit is not necessarily transferable to other colleges or universities. For proper placement in an articulated program, students should obtain an Articulated Credit Recommendation Form from the Office of Student Services. Once the course requirements are completed, students must provide official documentation supporting the high school articulated credit to the Office of Student Services.

## Military Service

Students who have enrolled at Bevill State may receive credit for specialized military training. Military credit is awarded on the basis of recommendations published by the American Council on Education in its latest Guide to the Evaluation of Educational Experience in the Armed Services. Documentation of military courses must be submitted to the Office of Student Services for evaluation. Students must request official transcripts at <https://jst.doded.mil/official.html> for Army & National Guard, Coast Guard, Marine Corps, and Navy.

## Other Special Credit Awards

The College may award credit for some courses in the specialized portion of an Associate in Applied Science Degree program to a student who successfully completes specific course examinations. The student must obtain approval of his/her instructor in order to take a challenge examination, and the results must be approved by the Office of Instruction.

## Financial Information

### Tuition And Fees

The following financial information is subject to change by action of the Alabama Community College System Board of Trustees. The information printed below is current at the time of publication. Any changes will be updated and publicized on the College website prior to the start of each term. All tuition and fee payments are due at the time of registration.



## In-State Tuition

Students who meet the specific criteria of Policy No. 803.01, as Alabama residents, are eligible to pay the following tuition and fees:

Cr Hrs	Tuition	Bond Reserve Fee	Facilities Renewal Fee	Tech Fee	Library Fee	Building Fee	Total
1	\$129	\$1	\$ 9	\$ 9	\$0	\$10	\$158
2	258	2	18	18	0	20	316
3	387	3	27	27	15	30	489
4	516	4	36	36	15	40	647
5	645	5	45	45	15	50	805
6	774	6	54	54	15	60	963
7	903	7	63	63	15	70	1,121
8	1,032	8	72	72	15	80	1,279
9	1,161	9	81	81	15	90	1,437
10	1,290	10	90	90	15	100	1,595
11	1,419	11	99	99	15	110	1,753
12	1,548	12	108	108	15	120	1,911
13	1,677	13	117	117	15	130	2,069
14	1,806	14	126	126	15	140	2,227
15	1,935	15	135	135	15	150	2,385
16	2,064	16	144	144	15	160	2,543
17	2,193	17	153	153	15	170	2,701
18	2,322	18	162	162	15	180	2,859
19	2,451	19	171	171	15	190	3,017
20	2,580	20	180	180	15	200	3,175
21	2,709	21	189	189	15	210	3,333
22	2,838	22	198	198	15	220	3,491
23	2,967	23	207	207	15	230	3,649
24	3,096	24	216	216	15	240	3,807

NOTE: The Library Fee is assessed to students who are enrolled for three (3) or more credit hours, taking coursework at a main campus or instructional site.

## Nonresidents of Alabama & Foreign Students

All full-time and part-time students who do not meet specific criteria are required to pay out-of-state tuition at a rate of two (2) times the in-state rate. All other fees are the same. Students should contact the Office of Student Services for further information regarding appropriate tuition rates.

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill -Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
  - Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in

the school prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code

- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679 as amended.

## Truck Driver Training Program

Tuition and Fees: \$1,566.00

Additional expenses: \$217.50

(Drug testing, physical exam, written test, permit and license fees)

**Total Tuition, fees and expenses \$1,783.50**

Effective January 1, 1995, the Department of Transportation regulations required that all truck driving students undergo drug screening. Since the test is conducted by an independent health service, the student must be prepared to pay a screening fee (cash or money order only). The test will be conducted the first day of the class.

## Other Charges and Fees

(For all students, where applicable)

<b>Late Registration Fee</b>	\$25
<b>Returned Check Charge</b>	30
<b>Parking/Traffic Violation</b>	15
<b>Parking in Disabled Parking Space</b>	50
<b>Orientation Fee</b>	30
<b>Parking Decal (required)</b>	10
<b>each additional decal</b>	10
<b>Health Sciences Drug Testing Fee</b>	32
<b>Fee for Additional Diploma</b>	10
<b>Nursing Liability Insurance</b>	13
<b>Nursing Testing Fee (per semester)</b>	450
<b>EMS Liability Insurance</b>	55
<b>SUR Liability Insurance</b>	13
<b>SUR Lab Fee (102)</b>	100
<b>SUR Testing Fee (103)</b>	95
<b>SUR Testing Fee (104)</b>	247
<b>EMS Testing Fee (per semester)</b>	35
<b>Paramedic National Registry Testing Fee</b>	125
<b>Advanced EMS National Registry Testing Fee</b>	115
<b>Basic EMS National Registry Testing Fee</b>	80
<b>Health Science Background Check</b>	33.50
<b>Compliance Certification</b>	20
<b>HESI</b>	38

# Student Housing

Applications for housing and residence hall rent/fee information may be obtained in the Office of Student Services and the Business Office. Housing is available on the Hamilton Campus and the Fayette Campus.

## Payment Of Tuition And Fees

All tuition and fees required of any student at Bevill State are due at the time of registration. A student is not officially registered until tuition and fees are paid or assumed by financial assistance.

## Refund Policy

To request a refund, a **Change/Withdrawal-Refund Form** must be submitted to the Office of Student Services. Refunds are issued by the Business Office on designated dates each term.

## Partial Withdrawal During the Schedule Change Period

A student who officially drops a course during the Schedule Change Period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, plus all refundable fees. After the Schedule Change Period, no refunds are issued for partial withdrawal.

## Withdrawal from the College - Full Term\*

A student who officially withdraws before the first day of class from **ALL** courses will be refunded the total tuition, plus refundable fees. A student who officially withdraws from the College (all courses) during the first seven calendar days of class (inclusive of Saturday and Sunday) will receive 75 percent of refundable tuition, plus refundable fees.\* Students who officially withdraw from the College after the first seven calendar days after the beginning of the term and on or before the fourteenth calendar day after the beginning of the term will receive 50 percent of refundable tuition, plus all refundable fees. Students who officially withdraw from the College after the fourteenth calendar day after the beginning of the term and on or before the twenty-first calendar day after the beginning of the term will receive 25 percent of refundable tuition, plus all refundable fees.\*

\*A portion of the tuition is earmarked by the Community College System Board of Trustees for retirement of debt and cannot be refunded. This non-refundable tuition is \$37 for students taking 9 or more hours, \$30 for students taking 6-8 hours, and \$22 for students taking fewer than 6 hours.

**NOTE:** Refunds for Truck Driver Training tuition and housing payments are calculated at the same rate as noted above.

**NOTE:** Refund policy for financial assistance recipients is outlined in the Financial Assistance section of this catalog.

## Withdrawal from the College Mini Term\*

The refund policy for mini terms is a compressed version of the regular refund policy.

**NOTE:** A student who adds classes will be charged additional tuition and fees at the applicable rate.

\*A portion of the tuition is earmarked by the Alabama Community College System for retirement of debt and cannot be refunded. This non-refundable tuition is \$37 for students taking 9 or more hours, \$30 for students taking 6-8 hours, and \$22 for students taking fewer than 6 hours.

# Returned Check Policy

When a check for tuition and fees is returned, the Business Office will immediately notify the student. The student will be advised that if payment for tuition and fees is not made within five (5) days from the date of the notification, the student will be removed from all class rosters. There is a \$30 fee for each returned check.

If the student fails to respond within five (5) days, the Business Office will notify the Office of Student Services to remove the student from all class rosters. The instructor of each course will be notified by the Office of Student Services of the College's action to remove the student from his/her class roster. The student will not be allowed to re-enroll until all outstanding debts to the College are satisfied and will be placed on a cash-only basis. The instructor may not add a student back to his/her class roster until he or she is notified to do so.

# Delinquent Accounts

A student who has a delinquent account at the College for any fee or fine may not complete registration until his/her account has been satisfied. The College may withhold transcripts and diplomas until all indebtedness is paid.

# Financial Assistance

Although primary responsibility for financing a college education must be assumed by the student, the College subscribes to the theory that no student should be denied the opportunity of acquiring an education because of financial barriers. Through diverse grant, scholarship, and work programs, Beville State Community College has been able to offer educational opportunities to individuals who cannot, through their own resources, afford a postsecondary education.

## Eligibility

General eligibility for most financial assistance programs requires that a student:

- Be a U.S. citizen or permanent resident;
- Be enrolled as a regular student in an eligible program;
- Demonstrate financial need;
- Have no default on any federal loan nor owe a repayment on a Pell Grant, Supplemental Educational Opportunity Grant, or any federal grant at any institution;
- Maintain satisfactory academic progress.
- Have a high school diploma or GED.

## Application for Financial Assistance

Financial assistance for students may be in the form of scholarships, grants, employment, or a combination of any of these programs. Financial assistance is awarded annually; therefore, each student must apply each year. It is the student's responsibility to secure the necessary applications, complete them as directed, and submit them to the designated place at the appropriate time. Students who wish to be considered for need-based financial aid must complete the U.S. Department of Education's **Free Application for Federal Student Aid (FAFSA)**. Students are encouraged to apply as soon as possible after October 1 for the following academic year. All financial assistance applications may be obtained from the Office of Student Services or online at [www.bscc.edu](http://www.bscc.edu).

## Federal Pell Grant

The Pell Grant Program serves as a foundation of financial assistance to which aid from other federal and non-federal sources

may be added. To determine eligibility, students must complete a **Free Application for Federal Student Aid (FAFSA)**. Students may apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## Federal Supplemental Educational Opportunity Grant (FSEOG)

A limited number of Pell Grant recipients with the greatest financial need are given priority for the FSEOG program. Students do not need to complete any additional application for FSEOG. The Free Application for Federal Student Aid (FAFSA) serves as the application.

## Return of Title IV Funds

Bevill State is required to return unearned Federal grant funds to the U.S. Department of Education on the student's behalf if they completely withdraw prior to the 60% point of the semester. When this occurs, the student will owe a repayment of the unearned Federal grant funds to the College.

Complete withdrawal is defined as the date the student submits a completed schedule change form (dropping all classes) to the Office of Student Services or instructional site. In those cases when a student unofficially withdraws (stops attending without completing the withdrawal process), the withdrawal date is the mid-point (50%) of the term.

Repayment is defined as the unearned grant money the student must return to the College. The amount of repayment will be based on a formula prescribed by law that considers the date of withdrawal and the amount of federal grant funds (excluding work-study) received. Students who owe a repayment to the College will not be allowed to register for subsequent terms until outstanding charges are paid.

## Federal Work-Study Program (FWS)

Eligible work-study students are paid minimum wage as mandated by the Federal Fair Labor Standards Act for part-time employment on campus. Students work in a variety of offices and departments with their work schedules built around their academic schedules.

## Institutional Scholarship Program

Bevill State offers numerous scholarships including academic, leadership/service, foundation/need-based, athletics and performing arts. For more information contact the Office of Student Services.

## Private/Alternative Loans

Bevill State does not participate in the Federal Student Loan program. Students may wish to pursue a private/alternative loan option. Alternative Loans are private loans made through lending institutions based on the student's level of creditworthiness as determined by the lender. The student's level of creditworthiness affects the loan terms and if a co-signer is required. Students should decide upon a lender that best meets his or her needs. Private/alternative loans will be certified upon the request from the lender and the student. The loan amount may not exceed the student's Cost of Attendance. Students must complete a Private Loan Request Form. Students must be enrolled for a minimum of 6 credit hours to be eligible. Tuition and fees must be paid before the remaining loan balance will be disbursed. The balance will not be disbursed until the 14th day of class and is dependent upon student attendance.

## VA Benefits

Bevill State Community College is fully approved by the Veterans' Administration to offer training to veterans. Veterans or veterans' dependents planning to attend college should make application directly to the Veterans' Administration and acquire

prior approval before entering college.

For students receiving VA education benefits, any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

## Workforce Innovation and Opportunity Act (WIOA)

The WIOA program offers assistance to selected eligible individuals who enter approved training programs at Beville State Community College. Funds are generally provided for tuition, fees, books, and tools. Eligibility is determined by the local State Employment Office.

## Vocational Rehabilitation

The State of Alabama provides certain benefits for students through the Alabama Department of Rehabilitation Services. Information is available from the Director of Rehabilitation, State Department of Education, Montgomery, Alabama 36104. Telephone numbers are 800-441-7607 or 334-293-7500.

## Staff Financial Assistance Program (SFAP)

The Staff Financial Assistance Program is funded by College employees to assist students who may have immediate financial needs. Grants or loans are awarded for direct institutional costs only. The SFAP committee on each campus meets as necessary to determine these awards. Applications are available in the Office of Student Services.

## Financial Assistance Academic Progress Standards

In addition to meeting the College's required progress standards as outlined in this publication, students receiving Federal Financial Assistance must meet the following standards of progress:

1. When a student who is eligible for Title IV Federal financial aid is academically suspended, whether the student serves the suspension or is readmitted upon appeal, the student is not eligible to receive financial aid for the duration of the suspension. The student will not be eligible again to receive financial aid until he or she earns the cumulative GPA required for the number of credit hours attempted at the institution or the semester GPA is 2.0 or above (based on at least 12 credit hours or more attempted at the institution during that term).
2. Eligible students may receive Title IV Federal financial aid for a period of time not to exceed 1.5 times the normal length of a specific program.
3. Students on Title IV Federal financial aid must earn two-thirds of their scheduled hours.

Students who do not meet the above standards will be ineligible for Title IV Federal financial aid. A Title IV Federal financial aid recipient who is enrolled in a developmental (remedial) course may not enroll in the same course more than three times and continue to receive financial assistance. A Title IV Federal financial aid recipient may not be paid for more than 30 credit hours of developmental work. Satisfactory academic progress is evaluated each year prior to the next Financial Aid year.

A student may receive Title IV aid for any repetition of a course as long as the student has never passed the course. Title IV aid will apply to only one paid repeat of courses where a student has earned a "D" or higher.

## Due Process for Appeal of the Suspension of Title IV Financial Assistance

A student who desires to appeal the suspension of his/her financial assistance award may do so by submitting a Financial Aid Appeal Packet to the Financial Aid Services Central Processing Center (FASCPC). The Financial Aid Appeal Form outlines the

guidelines for completing the appeal process. The form is available in the Office of Student Services or at [www.bscc.edu](http://www.bscc.edu) under forms and publications. The completed appeal packet must be submitted no later than the date(s) outlined by term below:

## Priority Review Deadline:

2018 Fall Term: July 31, 2018

2019 Spring Term: November 30, 2018

2019 Summer Term: April 19, 2019

## Review Deadline:

2018 Fall Term: August 14, 2018

2019 Spring Term: January 3, 2019

2019 Summer Term: May 20, 2019

Bevill will consider the number of program changes when assessing an appeal request. Students are allowed two program/major changes for a total of three programs. Students who want to continue on financial aid must have documented circumstances explaining their reasons. Submission of an appeal is not an automatic approval for financial aid. The student may review the Committee's decision at [www.bscc.edu/MyBSCC](http://www.bscc.edu/MyBSCC). This decision will be final. Students who have reached their 600% Lifetime Eligibility for Pell Grant funds are not eligible to appeal.

## Academic Information

# Graduation

After completion of all program requirements, Bevill State will award the appropriate degree or certificate to students at the time they become eligible. Advisors are responsible for notifying the Director of Student Services when a student becomes eligible to receive certification. Students receiving an Associate in Arts or Associate in Science degree will only be awarded one degree based on the student's program of study at the time of completion. The Associate Degree requires completion of 60-64 semester hours, therefore; it is recommended that students follow the appropriate STARS guide for their program of study. Students pursuing an Associate in Applied Science, certificate, or short-term certificate program should follow the specific course requirements of their program of study. Students must meet the following requirements:

- Earn a 2.0 cumulative grade point average in all courses attempted at the College;
- Meet all program of study requirements for the certificate or degree. These requirements are stated in the appropriate programs of study section for each certificate or degree offered by the College;
- Complete at least 25 percent of the credit hours required for the degree/certificate at Bevill State Community College;
- Complete the orientation course.

In order to receive a printed diploma and/or participate in the annual commencement programs, students must also meet the following additional requirements:

- Complete an **Application for Diploma** and register for GRA 100 during their last term of enrollment;
- Remove all admissions and probation conditions;
- Clear all financial obligations to the College;
- Meet all program requirements outlined in the appropriate Catalog.

Certificates/degrees are awarded at the end of each semester. Diplomas will be available in the Office of Student Services for

one week after grades are processed. Diplomas not picked up during that time will be mailed to the graduate.

NOTE: Students may receive a short-term certificate, certificate, and degree in the same program of study. For each additional program of study diploma, students will be charged \$10.00. There is an additional cost for the Associate Degree hood and honor cords.

# Graduation Honors

## Graduation Honors for Degrees

Students must have completed a minimum of 24 semester credit hours at Bevell State to be eligible for graduation honors. Superior academic achievement by graduating students shall be recognized by the following designations:

Graduation with Honors (Cum Laude) 3.50 to 3.69 GPA

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

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

## Graduation Honors for Certificates

Graduation with Distinction 3.50 to 4.00 GPA

# Honors

The **President's List** is compiled at the end of each term. To qualify for this honor, a student must have taken a minimum of 12 credit hours in degree/certificate creditable courses with a 4.00 GPA. This achievement is noted on the student's transcript.

The **Dean's List** is compiled at the end of each term. To qualify for this honor, a student must have taken a minimum of 12 credit hours in degree/certificate creditable courses with a grade point average of 3.5 to 3.99 during the term. This honor is noted on the student's transcript.

Students who have taken a minimum of 12 credit hours in degree/certificate creditable courses and achieved a grade point average of 3.0 to 3.49 will be recognized for **Academic Achievement**. This designation will appear on transcripts.

NOTE: Developmental courses are not considered to be degree/certificate creditable courses.

Annually, the College recognizes students for outstanding academic achievement, leadership, and service. Students are nominated by College's faculty and staff, selected for recognition by the Honors Committee, and recognized at the annual Student Honors ceremony.

**Phi Theta Kappa** is the premier honor society in American junior and community colleges. Students who are inducted into the organization each year are honored for academic excellence and recognized for their demonstration of model citizenship.

The **Bevill Scholar Award** is awarded to superior students who excel in their academic disciplines. Students nominated for this honor must have attained academic excellence and must have completed a minimum of 24 semester hours, and a minimum 3.0 GPA.

The **National Technical Honor Society** has been established to recognize outstanding academic achievement among students enrolled in industrial education programs. Students selected for induction into this honor society must demonstrate both academic promise and leadership abilities applicable to their career goals.

The **Carl A. Elliott, Sr. Outstanding Student Award** is an annual recognition of the Most Outstanding Student from among the Fayette, Hamilton, Jasper, and Sumiton campuses. This award is presented in recognition of outstanding academic achievement, service to the community, and concern for the welfare of others.

The **National Society of Leadership and Success** is the nation's largest leadership honor society. Students are selected for membership based on either academic standing or leadership potential. Candidacy is a nationally recognized achievement of



honorable distinction. In addition to honorable distinction, the Society provides a step-by-step program for members to build their leadership skills.

## Academic Advisement

The focus of academic advisement is to assist the student in progressing toward his/her academic goal and to facilitate the successful and timely completion of program requirements leading to the student's desired outcome (i.e., Associate in Arts, Associate in Science, Associate in Applied Science, or Certificate). Academic advisors also facilitate the student's transfer to his/her selected senior institution. Academic transfer students are strongly encouraged to obtain STARS program guides available online at <http://stars.troy.edu/>.

## Advisor Assignment

Each student is assigned an academic advisor by the Testing Center/Student Services staff at the time of placement testing or at the time of application for admission if placement testing is not required. Entering students are required to meet with their assigned academic advisors prior to registering.

## Statewide Articulation Reporting System (STARS) Program Guides

Students who plan to transfer into four-year programs of study are strongly encouraged to obtain STARS program guides from the Internet (<http://stars.troy.edu>) and to take STARS guides with them to their advising appointments. Dated STARS guides are important documents which list required and accepted courses for specific programs of study and should be held by students until their four-year institution transfers are complete. Assistance with utilizing the STARS system is available in each campus Library/Learning Resource Center.

## Program/Advisor Change

Students who wish to make a program of study/major change must notify the Office of Student Services to complete the necessary paperwork and to receive an appropriate advisor assignment. Students who change their program of study/major are required to meet program requirements based on the course catalog in effect at the time.

## Student Survival Skills/Orientation 107

This one-semester, one-hour credit course introduces the entering student to college life, responsibilities, rules and regulations, college services, academic success skills, research skills, stress management, campus safety and security policies, career planning and job seeking skills, and the use of Canvas, an internet classroom program. **All entering students with a declared program of study are required to complete Orientation.** Orientation is not usually transferable. PSY 100 and ORI 101 will substitute for ORI 107 if previously earned credit.

## Attendance

Class attendance is considered an essential part of the educational process at Beville State Community College. The College subscribes to the philosophy that a student's academic success is directly proportional to class attendance. It is the responsibility of the student to attend all classes and perform assignments as prescribed by instructors and appropriate syllabi. Attendance requirements in Health Science and Career Technical programs may differ from the policy above.

## Classification Of Students

Students who have earned 31 hours or fewer are classified as freshmen. Those who have earned 32 hours or more are

classified as sophomores. Students are classified as full time or part time according to the number of credit hours attempted. A full-time student is enrolled for a minimum of 12 credit hours. Students are considered part time if they are enrolled for fewer than 12 credit hours. For purposes of Title IV financial assistance programs, a student must be enrolled for 9-11 credit hours to be considered three-quarter time and 6-8 credit hours to be considered half-time.

## Evaluation Of Students

The instructor will evaluate students through tests, quizzes (oral or written), projects, work assignments, and laboratory work. If a student misses a test or examination, it is the student's responsibility to make arrangements with the course instructor regarding make-up examinations based on that instructor's policy.

## Final Examinations

Final exams are held during the last week of each semester/term. A final examination schedule for the current term is published online at [www.bscc.edu](http://www.bscc.edu) -Current Students.

## Make-Up Examinations

Make-up exams may be given when the instructor is convinced that extenuating circumstances prevented the student from taking the exam. It is the student's responsibility to report to the instructor any condition that causes an absence from an exam.

## Grade Changes/Appeal Of Course Grade

Students are responsible for the review of their grades at the end of each semester. Students who appeal a grade must do so by the end of the schedule change period of the semester following the one in which the grade was assigned. No grades may be appealed after the schedule change period has ended. If the student feels that a grade is incorrect, he/she should contact the instructor for that course, who will initiate a **Change of Grade Form**, if necessary. If the instructor does not agree that the grade should be changed, the student can begin the Due Process for Student Academic Grievance outlined in the Student Handbook section of this catalog.

## Grade Reporting

At the end of each term, grades are processed and posted to each student's academic record. Students may access their grades online at [www.bscc.edu/MyBSCC](http://www.bscc.edu/MyBSCC).

## Grade Point Average (GPA)

Quality points for grades earned each term are awarded as follows:

Grade of A	4 quality points per credit hour
Grade of B	3 quality points per credit hour
Grade of C	2 quality points per credit hour
Grade of D	1 quality point per credit hour
Grade of I, F or WF	0 quality points
Grade of W, WP, AU, S, U or IP	0 quality points

## Grade Point Average (GPA) Computation

The Grade Point Average (GPA) is calculated by dividing the total quality points earned by the total credit hours attempted.

A	Excellent (90-100)
B	Good (80-89)
C	Average (70-79)
D	Passing (60-69)
F	Failure (Below 60)
I	Incomplete
IP	In Progress
W	Withdrawn Prior to Midterm
WP	Withdrawn Passing
WF	Withdrawn Failing
AU	Audit
S	Satisfactory
U	Unsatisfactory

A grade of “**I**” (**Incomplete**) is assigned when the quality of work has been passing, but the student has been prevented by illness or other justifiable cause from completing the required work, or from taking the final examination. If the cause is personal illness, the student must present a statement signed by the attending physician. A grade of “Incomplete” is calculated into the Grade Point Average (GPA) as an “F.” The “I” must be cleared before the end of the following term or it will be changed to an “F.” A student does not have to register for the course again in order to remove an incomplete grade. A grade of “**W**” (**WITHDRAWN**) is assigned without academic penalty when the student withdraws from class prior to midterm. A grade of “**WP**” (**WITHDRAWN PASSING**) is assigned without academic penalty when a student withdraws after the midterm and has maintained a passing grade. A grade of “**WF**” (**WITHDRAWN FAILING**) is assigned with academic penalty when the student withdraws after midterm and has not earned a passing grade. When a student must withdraw due to circumstances beyond his/her control, the student may appeal to the instructor for consideration of a grade other than “WF.”

# Academic Progress Standards

## Standards of Progress Policy

### Required Cumulative GPA Levels

Hours Attempted	GPA Required	Status If Successful	Status If Not Successful
12-21 Credit Hours	1.5	Clear	Probation
22-32 Credit Hours	1.75	Clear	Probation
33 or More Hours	2.0	Clear	Probation

*NOTE: All applicable academic designations except Clear will appear on the student's transcript.*

**Required Cumulative GPA Levels**, defines the consequence of failure to comply with the Standards of Academic Progress. Students who meet or exceed the Standards of Academic Progress are defined as having “Clear Academic Status.”

## Academic Probation

At the conclusion of any academic term, those students who have not met the minimum Academic Standards of Progress are placed on Academic Probation. Academic Probation is a warning that is intended to put the individual student on notice that his/her academic performance has fallen below the Academic Standards of Progress as summarized in **Academic Probation** table below. If the student wishes to continue and eventually graduate, the condition that caused the Academic Probation must be satisfied and the student must return to Clear Academic Status. The Academic Probation table defines what the student must accomplish in order to attain clear academic status. A transfer student admitted with less than a 2.0 overall GPA is automatically placed on Academic Probation for their first semester.

<b>Required GPA not achieved, but current semester GPA 2.0</b>	Required GPA not achieved and current semester GPA
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or over	Under 2.0.
<b>Academic Probation continues</b>	Suspension for one semester (may be appealed)

## Academic Suspension for One Semester

In order for a student on Academic Probation to clear probation, his/her cumulative GPA must meet the standard. A student on Academic Probation whose academic performance during the next semester is 2.0 or higher but the cumulative GPA is not sufficient to allow that student to meet the Academic Standards of Progress is allowed to continue enrollment but will remain on Academic Probation. A student whose academic performance during the next semester is below 2.0 will be placed on suspension for one semester. After the one-semester suspension, the student is allowed to return to school on Academic Probation. A student who feels that extenuating circumstances resulted in his/her poor academic performance has the right to appeal the academic suspension. **Suspension for One Semester** table below summarizes the appeal process.

Student Action	Student Status	Status Upon Readmission
No appeal filed	Serves suspension	Academic Probation
Appeal successful	Readmitted	Academic Probation

## Academic Suspension for One Calendar Year

A student readmitted after having served a one-semester suspension, or whose period of suspension was successfully appealed, will be subject to a one-calendar-year suspension if their semester GPA falls below 2.0. If the student's semester GPA is 2.0 or higher, but the cumulative GPA remains below 2.0, the student's enrollment status will remain on Academic Probation. A student who feels that extenuating circumstances resulted in his/her poor academic performance has the right to appeal the academic suspension.

## Re-Admission after Having Been Suspended One Semester

(Whether suspension served or Readmitted Upon Appeal)

<b>Required GPA for hours attempted not achieved but current term GPA 2.0</b>	Required GPA for hours attempted not achieved current semester GPA under 2.0
<b>Students Remain on Academic Probation</b>	Student suspended for one year. (This suspension may be appealed, and, if successful, the student will be readmitted on Academic Probation. If appeal is unsuccessful, student serves suspension and will be readmitted on academic probation.)

## Appeal of Academic Suspension

A student who is suspended for one semester or one calendar year may request consideration for readmission by submitting a letter outlining extenuating circumstances resulting in poor academic performance. The letter must be submitted to the Campus Director of Student Services no later than the day of registration for the requested readmission term. Appeals submitted after the deadline will not be considered until the next academic term. The Director of Student Services will convene an academic appeals committee consisting of Campus Division Chairs on the day classes begin for the term to review the student's petition for readmission. The Director of Student Services will attempt to notify the student by phone with the Committee's decision. An official letter stating the committee's decision will be mailed to the student. This letter, along with any supporting materials presented by the student, will be placed in the student's official record file. If the student disagrees with the committee's decision, a written appeal may be submitted immediately to the appropriate Collegewide Dean (Academic Transfer, Career Technical, or Health Sciences). The Dean will make the final decision, either confirming or reversing the committee's recommendation no later than noon on the last scheduled day of late registration. The Dean will attempt to notify the student by phone of the final decision. An official letter stating the decision will also be mailed to the student. If the student's petition for readmission is denied at all levels, the student must serve the remainder of the suspension (one term or

one year).

If the committee determines to allow the student readmission without serving the period of suspension, the transcript will read "Suspended One Semester (or One Calendar Year)/Readmitted Upon Appeal." The student is readmitted on academic probation.

NOTE: Title IV financial assistance recipients must meet additional academic progress requirements, which are outlined in the financial assistance brochure.

NOTE: Title IV financial assistance recipients who are readmitted upon appeal must also appeal to the Financial Assistance Committee for reinstatement of financial awards.

## 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 load limits, recommending a study skills course, and/or prescribing other specific courses.

## Academic Bankruptcy

Under this policy all college-level work done at an earlier date is eliminated from compilation of the GPA and none of it is applied toward a degree at the college attended. Such work, however, will not be removed from the student's records.

A student must complete an **Academic Bankruptcy Request Form** and submit it to the Director of Student Services to declare Academic Bankruptcy under the following conditions:

- Student must have completed a minimum of 12 semester credit hours at this institution with a grade of "C", "S", or higher in each course since the most recent semester they are requesting bankruptcy. Students may request to bankrupt either one (1), two (2) or three (3) semesters. Bankruptcy will apply to all coursework completed during the requested semester(s). All coursework completed during that semester will be disregarded in calculating GPA.
- Student will not be able to count any courses taken during the bankruptcy semester(s) toward graduation; however, courses completed may meet academic prerequisite requirements.
- Courses completed during the bankruptcy semester(s) remain on the student's transcript. The transcript will have an Academic Bankruptcy notation.
- Other institutions may not honor the bankruptcy policy.
- Academic bankruptcy may be declared only once. Under this policy all college-level work done at an earlier date is eliminated from computation of the GPA and none of it is applied toward a degree of the college attended. Such work, however, will not be removed from the student's records.

## Distance Education

Bevill State Community College addresses the enormous impact which technology has on higher education. This involves the application of varied strategies that deliver education to students who are in a different location other than that of the instructor. Three distinct approaches to distance education are utilized by the College:

- **Interactive Intercampus Television System (IITS)** An instructor can teach students at a local site and at remote sites simultaneously. The instructor and students can see each other and interact as though they are in the same classroom even though some are as far as sixty miles apart.
- **Web-Based Instruction** In order to achieve the goal of providing convenient courses to students at any time or place, the College offers web-based instruction. Students interested in enrolling in internet courses should visit the College website at [www.bscc.edu](http://www.bscc.edu) to obtain information concerning equipment/software and course requirements.
- **Hybrid Courses** Hybrid courses combine in-class activities such as exams, and/or labs with web-based

components. Time in class is reduced and is replaced with web-based coursework that is required to complete the course. Students must come to class as scheduled for lectures and exams, complete assignments, and work with others to complete group assignments or projects.

Academic Testing Centers are located on each campus to provide distance education students proctored testing in an environment conducive to testing. Faculty must contact the testing center to schedule appropriate times and dates for student testing. Students are responsible for scheduling exams in the academic testing center one week prior to the exam availability.

Successful distance education students are self-directed, mature, disciplined, and highly motivated people. Students who take IITS and web-based courses must be able to work independently with a minimum amount of face-to-face contact with faculty and a minimum amount of interaction with other students. Students assume full responsibility for developing a highly personalized study plan and adhering strictly to that plan to ensure individual learning.

## Evening Program

The evening/weekend program at Bevell State provides individuals who have daytime responsibilities an excellent opportunity to attend College classes on a full-time or part-time basis. Evening classes are offered at times convenient to the commuting student. Weekend classes meet on Friday evening, Saturday, and Sunday.

The evening/weekend program is similar to the day program in many ways. Several courses are taught each term by the full-time faculty. Others are taught by qualified adjunct faculty who meet state and accrediting agency requirements. Class sessions are arranged to give the evening/weekend student the same time for classroom instruction as those enrolled in the day program.

The policies for admission, registration, graduation, and course requirements are the same for evening, weekend, and day students. A schedule listing the courses offered in the evening/weekend program is available online each term. Additional information is available in the Office of Student Services.

## Developmental Education Courses

The Developmental Studies program is designed to assist students whose placement exam scores indicate the need for a review in one or more academic areas prior to students proceeding into the prescribed course sequences leading to higher level academics. Diagnostic testing and individualized programs of study allow students to progress at rates appropriate for their individual circumstances. The learning environment allows for variety and flexibility in the presentation of course content and offers a gradual transition to the more traditional lecture-style classroom.

Students who place in developmental courses must take that course (or courses) in their first term of enrollment at the College. Students must meet with the developmental studies advisor before registering for classes for any term in which a developmental class is required. Students who place in developmental level courses may not enroll in more than 12 credit hours.

## Continuing Education Courses

Bevell State awards the Continuing Education Unit (C.E.U.) for special, non-academic activities and courses offered by the College. As defined by the Southern Association of Colleges and Schools Commission on Colleges, the Continuing Education Unit is given for 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Continuing education courses are offered for purposes of personal enrichment, community service, professional development, and creative pursuits. Courses are developed and selected according to the needs and interests of area citizens and students and vary each term.

## Career Technical Education

The College provides a broad range of training, skills assessment and development, educational programs and other services. The goal of this area is to provide quality education while responding to the needs and goals of students.

# Skills Training Courses

Skills training courses are open to all persons who can benefit from the training, including those who do not possess a high school diploma or GED. The first priority of the skills training courses is the development of skills. Skills training courses are designed to be flexible. The majority of the skills training courses are WIOA approved and can be authorized through the Career Links/One-Stop Centers.

## Adult Education Program

The Adult Education program offers free academic remediation instruction for adults 17 years of age and older, not enrolled in secondary school, who are interested in improving their skills in reading, language and mathematics prior to taking the General Education Development Test (GED®), college entrance or pursuit of improved career opportunities. Classrooms are conveniently located throughout the college service area. GED® preparation instruction is also available online. English as a Second Language (ESL) classes are offered at the College for individuals who wish to learn to read, write and speak English. Ready to Work (RTW) courses prepare students for Career Readiness Certification and the Alabama Certified Worker Credential.

## GED® Testing

Bevill State has Pearson Vue approved GED® testing centers located on the Fayette, Hamilton, and Jasper Campuses.

## Adult Literacy

The adult literacy component of Adult Education strives to identify and train volunteers who are willing to work one-on-one with adults who desire to improve their reading abilities. Instructional materials are designed specifically for adults. The College offers adult reading instruction as well as private reading tutors.

## GED Preparation And College Readiness

Basic skills and GED® classes are designed to assess learner's academic strengths and weaknesses. Most learners enter the GED® Prep component to prepare for the GED®. Others have completed their high school education and are interested in upgrading their reading, math and language skills for work related reasons or before entering college. The GED® Prep program offers vouchers, to students who qualify, to defray the costs of both GED® Ready and the actual GED® tests.

## GED Online

For those seeking high school equivalency outside the traditional classroom, the Adult Education program offers GED® preparation classes in an online format. After students complete the required orientation in a convenient classroom location near them, they are allowed access to instructional software programs and communicate with an adult education instructor by email and message board within the software.

## Tuition Free College Courses

Bevill State Community College and the Alabama Community College System offer students who successfully complete the GED® exam one tuition-free college level class for up to 4 credits. Students who successfully complete the Ready to Work curriculum and earn the Alabama Certified credential, may also earn one college-level class for up to 4 credits.

## English as a Second Language Instruction (ESL)

Adult Education ESL instructors work with adults whose first language is not English. ESL classes help those not fluent and literate in English to communicate effectively by developing their listening, speaking, reading, and writing skills. Topics in citizenship, vocabulary building, employment training, personal paperwork, health, and emergency life skills are all part of the curriculum. ESL programs are designed to help adults acquire the skills they need to meet personal, vocational, academic, community and employment goals. (se habla español -800-648-3271 ext. 5380 or 5736).

## Ready To Work

Employers seek skilled employees that possess strong work ethics. Ready to Work is a free workforce development course designed to prepare students to be the best qualified applicants and to assist employers in filling their jobs with top candidates. The Ready to Work curriculum includes Workplace Ethics, Manufacturing, Problem Solving/Conflict Resolution, Computer Training, Customer Service, and Job Acquisition. Participants prepare for the Alabama Certified Worker credential which ensures employers that they have met the requirements of today's workforce. The College partners with area business and industry to provide the Ready to Work curriculum.

## Workkeys®/National Career Readiness Certificate

WorkKeys® is to industry as ACT is to college. Many employers find WorkKeys® scores helpful in determining applicants that demonstrate specific job skills. The Alabama Career Readiness Certificate reports an individual's Applied Mathematics, Locating Information, and Reading for Information skills in relation to the level of skills needed in 80% of the jobs and occupations contained the ACT's WorkKeys® national database. Certificate awards include Bronze, Silver, Gold, and Platinum certificates -each awarded based on assessment scores.

## Course Auditing

Students who desire to take College courses without earning credit may be admitted as audit students but must pay full tuition and fees for the course(s) audited. Students who audit courses will be listed on the official class rosters, but are not required to take tests or final examinations or make reports. A grade of "AU" (no credit) will be assigned for audited courses. Students who desire to change from credit to audit or audit to credit must officially request a status change before the end of the schedule change period. Audited coursework may not be counted toward a student's enrollment status for financial assistance or veterans' benefits.

## Course Cancellation

It is the policy of Beville State to offer courses within the College's academic inventory which meet the needs of the students enrolled in approved programs of study. Scheduled courses in a particular term may be cancelled by the College due to such reasons as insufficient enrollment, unavailability of a qualified instructor, or unavailability of instructional space, etc. Should a class be cancelled, students enrolled in the cancelled class will be notified for a refund of tuition and fees or placement into another class.

## Credit By Challenge Examination

Challenge examinations are administered prior to the last day of the add/drop period. To receive credit by challenge examination, students must score a "C" or above on the examination. Certain types of performance courses, such as Vocational Technical English I, English Composition I and II and Fundamentals of Public Speaking are not eligible for challenge credit. To obtain credit by challenge examination, the following procedures must be observed:

- Students receiving financial assistance must obtain approval from the Office of Student Services prior to challenging the course(s).
- Students should obtain approval from the instructor to challenge the class by examination and enroll in the course. Students are not allowed to challenge a course that has been attempted unsuccessfully.
- Instructors must obtain a **Request for Credit by Challenge Examination Form** from the Division Chairperson or Office of Student Services.



- The instructor should administer the exam prior to the last day of the add/drop period. If the student is successful, the instructor will submit a completed **Request for Credit by Challenge Examination Form** to the Director of Student Services. If the student is unsuccessful in passing the challenge exam, he or she should remain in the class to complete the necessary coursework to pass the course.
- Students may then add another course; however, if the additional course results in a load of more than 19 credit hours, the student should submit to the Director of Student Services the **Schedule Change/Withdrawal Form** for approval, along with **Request for Credit by Challenge Examination Form**.
- The Dean of Students or designee should sign the form and provide copies for the student, Central Financial Aid, and the instructor administering the examination.
- Quality points will be awarded for credit received by challenge examination. Credits received from successful completion of the challenge examination cannot be counted toward the student's enrollment status for Title IV financial assistance.

## Independent Study

Independent study is an atypical mode of instruction that must be undertaken only if the following guidelines are met and no other viable options are available.

- Independent study courses must be based on the same syllabi as the corresponding regular courses.
- Students taking independent study courses must complete exams and assignments equivalent to those required in regular classes.
- All independent study courses must be approved by the instructor, Division Chair, and the appropriate collegewide Dean (Academic, Technical or Health Sciences).
- Instructors must meet with students in independent study courses at least weekly.

## Prerequisites

Prerequisites for a course must be met before the course is taken unless permission to omit the prerequisite has been approved by the appropriate instructional collegewide Dean (Academic Transfer, Career Technical, or Health Sciences). A student who fails in the first course of a sequence cannot take the succeeding courses before making up the failure. If prerequisite requirements are not met for a course, a student will be removed from that course.

## Program Termination

All programs of study are periodically evaluated by the College according to guidelines set forth by the Alabama Community College System. Programs having insufficient enrollment, unsatisfactory completion rates, low job placement, or other deficiencies may be reviewed for termination. Should a program be terminated, currently enrolled students will be allowed to finish the program or to transfer to another program.

## Repeating Courses/Course Forgiveness

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 program completion. Students should be aware that some colleges do not honor course forgiveness.

Pell grant funds may not pay for some repeated courses. Contact a Student Services Specialist for your particular circumstances.

# Transcripts

Academic transcripts of student records cannot be sent to other institutions, prospective employers, or to the student unless an official written request is made by the student to the Office of Student Services. Official transcripts will not be released for students who have outstanding financial obligations to the College.

The College makes an effort to issue transcripts in a timely manner. However, during peak times such as registration, students should anticipate that requests will be processed within 48 hours of receipt of the request.

Students may view their college transcript online at MyBSCC and print an unofficial copy. The Office of Student Services will not copy or otherwise reproduce official student transcripts obtained from transfer institutions.

# Academic Conduct Code

Bevill State expects all members of its academic community to function according to the highest ethical and professional standards. The entire college community must be involved to ensure this quality of academic conduct.

# Academic Misconduct

Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist between the faculty and students in order for the College to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:

**Cheating:** use or attempted use of unauthorized materials, information, study aids, the answers of others, or computer-related information.

**Plagiarism:** claiming as one's own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, or copying another's ideas.

**Fabrication:** presenting as genuine falsified data, citations, or quotations.

**Abetting:** helping another student commit an act of academic dishonesty. Allowing a fellow student to copy quiz/examination answers or use one's work as his/her own are examples of abetting.

**Misrepresentation:** falsification, alteration, or misstatement of the contents of documents, academic works, or other materials related to academic matters, including works substantially done for one class as work done for another without receiving prior approval from the instructor.

In the event of suspected academic misconduct, the following procedure will be followed:

- Upon reaching the conclusion that academic misconduct may have occurred and that action is warranted, the instructor will inform the student of the charge within two (2) days, excluding Saturdays, Sundays and official College holidays. The student has the right to hear the instructor's reasons for making the charge, to inspect all relevant evidence in the instructor's possession, and to respond to the charge. Based on the student's response and all the evidence, the instructor will determine if a penalty is appropriate. If a penalty is deemed appropriate, the instructor will inform the student of the action to be taken. If the student is not in agreement with the findings or the penalty, the instructor will provide the student with a written statement of the action taken and the basis for that action. A copy of this written statement will be sent to the Campus Division Chair on the campus where the course was taught or the College wide Division Chair for Distance Education for courses taught via Distance Education (web-based, hybrid, or IITS).
- Within five (5) days, excluding Saturdays, Sundays and official College holidays, of this notification, the student may appeal the instructor's decision by letter to the Campus Division Chair or Collegewide Division Chair for Distance Education, as appropriate. The Campus Division Chair or Collegewide Division Chair for Distance Education, as appropriate, will take testimony from the student, the instructor, and all appropriate witnesses within five (5) days, excluding Saturdays, Sundays and official College holidays, and make a decision. If the Campus Division Chair or

Collegewide Division Chair for Distance Education, as appropriate, reverses the finding of academic misconduct, the instructor must re-examine the work in question and assign credit without prejudice. In the event that the Campus Division Chair or Collegewide Division Chair for Distance Education is the instructor, the appropriate Collegewide Dean will replace the Campus Division Chair or Collegewide Division Chair for Distance Education in the appeal process. The decision is final except for those cases in which the grade for the course is an "F."

- In those cases where the final decision concerning an academic misconduct charge is an "F" for the course, the instructor will send a letter to this effect to the student and to the Campus Division Chair or Collegewide Division Chair for Distance Education, as appropriate, on the campus where the course was taught. If the student chooses to appeal the grade of "F" to the appropriate Collegewide Dean (Academic Transfer, Career Technical, or Health Sciences), the student must submit a letter of appeal. All evidence and other information used to determine academic misconduct will be forwarded to the appropriate Collegewide Dean.

## Academic Penalties

The following is a list of penalties that may be imposed upon any student found guilty of academic misconduct by the instructor, the Campus Division Chair, or Collegewide Division Chair for Distance Education, as appropriate.

- Requirement to submit additional work or take additional examinations.
- A lower or failing grade on the assignment or examination.
- A lower or failing grade in the course.
- Removal from class.

## Possible Additional Penalties

The following is a list of penalties that may be imposed by the Collegewide Dean, in addition to those imposed by the instructor, the Campus Division Chair, or Collegewide Division Chair for Distance Education, as appropriate.

- **Reprimand:** A written statement from the College expressing disapproval of conduct. This reprimand will be placed and retained with the student's permanent record.
- **Probation:** The notice of probationary status will be placed and retained in the student's permanent record.
- **Suspension:** Suspension from the College for a period of one year. Suspension will be required if the student has two instances of academic misconduct. The notice of suspension will be placed and retained in the student's permanent record. After a period of one year the student may apply for readmission to the College, but will remain on probation. Suspension from specific programs of study may be mandated on the first offense. Students should consult the policies of the program of study in which they are enrolled to determine the circumstances under which suspension can occur.
- **Dismissal:** A permanent separation from the College. Students receiving this penalty are forever prohibited from readmission to the College. The notice of dismissal will be placed and retained in the student's permanent record.