

General Information

General Information

2022-2023 College Calendar

2022 Fall Semester

August 15 (Monday)	College-wide Professional Development
August 16 (Tuesday)	• REGISTRATION FOR FALL SEMESTER • Advising Centers Open
August 17-22 (Wed-Mon)	Late Registration and Schedule Change Period
August 19 (Friday)	Classes Begin (Full Term & 1st Mini Term)
September 5 (Monday)	LABOR DAY/COLLEGE CLOSED
September 13 (Tuesday)	Mid-Term - 1st Mini Term
September 21-22 (Wed-Thu)	Registration for Minimester
September 22 (Thursday)	Classes Begin for Minimester
October 10 (Monday)	• Classes end - 1st Mini Term (Last day to drop classes - 1st Mini Term) • Mid-Term for Full Term
October 11 (Tuesday)	Final Examinations for 1st Mini Term
October 12 (Wednesday)	REGISTRATION FOR 2ND MINI TERM
October 13 (Thursday)	Classes Begin for 2nd Mini Term
October 24 (Monday)	SPRING 2023 PRIORITY ONLINE REGISTRATION (Students with 30 or more semester hours)
November 1 (Monday)	SPRING 2022 ONLINE REGISTRATION (All students)
November 4 (Friday)	Mid-Term - 2nd Mini Term
November 11 (Friday)	VETERANS DAY/COLLEGE CLOSED
November 21-22 (Mon-Tue)	Statewide Professional Development
November 23 (Wednesday)	Local Professional Development
November 24-25 (Thu-Fri)	COLLEGE CLOSED FOR THANKSGIVING
December 8 (Thursday)	Classes end - Full Term, 2nd Mini-Term, Minimester (Last day to drop classes - Full Term)
December 9-15 (Fri-Thu)	Final exams - Full Term & 2nd Mini Term
December 16 (Thursday)	Graduation (Sumiton & Jasper Campuses Combined) Graduation Ceremony Location: Sumiton Campus
December 17 (Friday)	Graduation (Fayette & Hamilton Campuses Combined) Graduation Ceremony Location: Fayette Campus
December 20-21 (Mon-Tue)	Advising Centers Close
December 22-January 2 (Wed-Sun)	COLLEGE CLOSED FOR CHRISTMAS AND NEW YEAR'S BREAK

2023 Spring Semester

January 3 (Tuesday)	• REGISTRATION FOR SPRING SEMESTER • Advising Centers Open
January 4-9 (Wed-Mon)	Late Registration and Schedule Change Period
January 6 (Friday)	Classes Begin for Full Term & 1st Mini Term
January 16 (Monday)	MARTIN LUTHER KING DAY/COLLEGE CLOSED
February 1 (Wednesday)	Mid-Term for 1st Mini Term
February 7-8 (Tue-Wed)	Registration for Minimester
February 9 (Thursday)	Classes begin for Minimester
February 27 (Monday)	• Classes End for 1st Mini-Term • Last Day to Drop 1st Mini-Term Classes • Mid-Term for Full Term
February 28 (Tuesday)	Final Exams for 1st Mini Term
March 1 (Wednesday)	REGISTRATION FOR 2ND MINI TERM
March 2 (Thursday)	Classes Begin for 2nd Mini Term
March 2-3 (Thu-Fri)	Late Registration and Schedule Change Period for 2nd Mini Term

March 20-24 (Mon-Fri)	SPRING BREAK - Advising Centers Closed
March 27 (Monday)	SUMMER & FALL 2023 PRIORITY ONLINE REGISTRATION (Students with 30 or more semester hours)
April 3 (Monday)	SUMMER & FALL 2023 ONLINE REGISTRATION (All Students)
April 3 (Monday)	Mid-Term for 2nd Mini Term
April 4 (Monday)	Mid-Term for 2nd Mini Term (Last Day to Drop with a Grade of "W" for 2nd Mini Term)
April 26 (Wednesday)	<ul style="list-style-type: none"> • Classes End for Full Term, Mini-Term, and Minimester • Last Day to Drop Classes for Full Term, Mini-Term, and Minimester
April 27-May 4 (Thu-Thu)	Final Examinations - Full Term & 2nd Mini Term
May 9 (Tuesday)	Graduation (Jasper & Sumiton Campuses Combined) Graduation Ceremony Location: Sumiton Campus
May 10 (Wednesday)	Local Professional Development
May 11 (Thursday)	Graduation (Hamilton & Fayette Campuses Combined) Graduation Ceremony Location: Fayette Campus

2023 Summer Semester

May 22 (Monday)	<ul style="list-style-type: none"> • REGISTRATION FOR SUMMER SEMESTER • Advising Centers Open
May 23-25 (Tue-Thu)	Late Registration and Schedule Change Period
May 25 (Thursday)	Classes Begin for Full Term & 1st Mini Term
May 29 (Monday)	MEMORIAL DAY/COLLEGE CLOSED
June 10 (Thursday)	Mid-Term for 1st Mini Term
June 19 (Monday)	JUNETEENTH/COLLEGE CLOSED
June 28 (Wednesday)	Classes End for 1st Mini Term (Last Day to Drop Classes 1st Mini Term)
June 29 (Thursday)	Mid-Term Full Summer Term Final Exams for 1st Mini Term
June 30 (Friday)	REGISTRATION 2ND MINI TERM
July 3 (Monday)	<ul style="list-style-type: none"> • Classes begin - 2nd Mini Term • Late Registration and Schedule Change Period for 2nd Mini Term
July 4 (Tuesday)	INDEPENDENCE DAY/COLLEGE CLOSED
July 19 (Wednesday)	Mid-Term - 2nd Mini Term
August 2 (Wednesday)	Classes End for Full Term & 2nd Mini Term (Last Day to Drop Classes Full Term & 2nd Mini Term)
August 3-7 (Tue-Mon)	Final Examinations - Full Term & 2nd Mini Term

Registration Dates

August 16, 2022	2022 Fall Term & 1st Fall Mini Term Registration - Advising Centers Open
October 12, 2022	2022 2nd Fall Mini Term Registration
October 24, 2021	Priority Online Registration - 2023 Spring Full Term & 1st Spring Mini Term
October 31, 2021	Online Registration - 2023 Spring Full Term & 1st Spring Mini Term
January 3, 2023	2023 Spring Full Term & 1st Spring Mini Term Registration - Advising Centers Open
March 1, 2023	2023 2nd Spring Mini Term Registration
March 27, 2023	Priority Online Registration - 2023 Summer & Fall Full Term & 1st Summer Mini Term
April 3, 2023	Online Registration - 2023 Summer & Fall Full Term & 1st Summer Mini Term
May 22, 2023	2022 Summer Full Term & 1st Summer Mini Term Registration
June 30, 2023	2022 Summer 2nd Mini Term Registration

School Holidays (College Closed)

September 5, 2022	Labor Day - State Holiday
November 11, 2022	Veterans Day - State Holiday
November 24-25, 2022	Thanksgiving - State Holidays
December 22, 2022-January 2, 2023	Christmas Holidays and Local Holidays
January 16, 2023	Martin Luther King Day - State Holiday
May 29, 2023	Memorial Day - State Holiday
June 19, 2023	Juneteenth - State Holiday
July 4, 2023	Independence Day - State Holiday

2021-2022 Graduation Rate/Student Right to Know Report

The 2018 cohort consisted of 606 first-time, full-time, degree/certificate-seeking students. After three years, 37% of these students had graduated from our institution or completed their programs and 14% had transferred to other higher education institutions. Below are the Student Right-to-Know four-year average percentages for completion/graduation and transfer out rates for Bevell State Community College.

COLLEGEWIDE:

GRADUATION - 29%

TRANSFER - 15%

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.
- Demonstrating accountability in all actions, obligations, and duties.
- Developing leadership by example.
- Facilitating collaboration among all stakeholders.
- Striving for excellence in all endeavors.

Strategic Goals

GOAL #1: CONNECT

Bevill State will CONNECT with both internal and external stakeholders through recruitment and enrollment activities, community partnerships, and workforce initiatives.

GOAL #2: COMPLETE

Bevill State will enhance programs and services that empower both credit and non-credit students to COMPLETE their intended educational goal.

GOAL #3: CONTRIBUTE

Bevill State will CONTRIBUTE to local communities by providing a highly skilled workforce that enhances economic development, community engagement, and generosity among alumni.

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** - Abby Parker, Ext. 5102; **Hamilton Campus** - Abby Parker, Ext. 5102; **Jasper Campus** - Hannah Tingle, Ext. 5901; **Sumiton Campus** - Hannah Tingle, Ext. 5901 and **College Coordinator** - Beth Roberts, Ext. 5770.
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.
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 Bevell 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.

Bevill 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.

Title IX Sexual Harassment Procedures

Title IX Sexual Harassment Complaint Procedures

INTRODUCTION

Bevill State Community College is committed to providing a workplace and campus community free of sexual misconduct and harassment. As required by Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs and activities. This includes discrimination affecting employees of the College and applicants for employment, students and applicants for admission, or members of the public. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others, whether on College premises or at any College owned off campus location and while participating in any educational program or activity of the College.

Sexual harassment, which includes sexual misconduct and sexual assault, is a form of sex discrimination which is prohibited under Title IX of the Education Amendments of 1972 and the Violence Against Women Act. This policy is intended to reaffirm the College's commitment to address sexual harassment and take steps to prevent its reoccurrence and preserve or restore equal access to the College's education programs and activities. Dating violence, domestic violence, and stalking may also be considered forms of sexual discrimination. Due to the seriousness of these offenses, the College has adopted specific policies and procedures, outlined in the Student Handbook, employment policies, and webpage, to address alleged instances of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, and stalking. The College believes that no person should bear the effects of sexual harassment alone. When such conduct occurs, the College's paramount concern is for the safety and well-being of those impacted. To support and assist students, the College provides a range of resources that include a trained counselor.

Under Title IX, individuals reporting allegations related to sexual harassment and/or sexual violence, have the right to a resolution of their complaint, to have the College conduct a prompt, thorough and impartial investigation, and to receive supportive measures to ensure the safety and wellbeing of the individuals involved and the College community.

When allegations of sexual harassment and/or sexual violence in any form are brought to the attention of the Title IX Coordinator, and if a responding party is found to have violated this policy, serious sanctions will be used to prevent its reoccurrence. Bevill State Community College does not tolerate or condone retaliation. Individuals wishing to report sexual harassment and/or sexual violence and/or to make inquiries concerning the application of Title IX at the College may contact:

Mary Kinard
Director of Human Resources

1411 Indiana Avenue Jasper, AL 35501
Phone: 205 387 0511 Ext. 5784
Email: mary.kinard@bscc.edu

and/or

Assistant Secretary
U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
Fax: 202-453-6012; TDD: 800-877-8339
Email: OCT@ed.gov (mailto: OCR@ed.gov)

Information regarding the Title IX Coordinator and their role will be provided to all faculty, staff, students, applicants for admissions, and applicants for employment. Also, this information is available on the College website at www.bscc.edu under the Title IX webpage.

POLICY

The U.S. Department of Education's [Office for Civil Rights](#) (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

DEFINITIONS RELATING TO SEXUAL HARASSMENT

Many terms are used in the context of sexual harassment. The following will provide some common definitions and examples.

Actual knowledge: The notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College shall be deemed actual knowledge on the part of the College.

Complainant: is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. For the purposes of this procedure a Complainant may be an individual applying for admission or employment, an employee, a student or an individual otherwise participating in or attempting to participate in the College's education programs and activities.

Respondent: is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal complaint: is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. Note: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an educational program or activity of the College at which the formal complaint is filed.

Consent: “Consent” must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether or not a person has

taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

Incapacitation: An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntarily consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

Sexual Misconduct: Committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined below or under Alabama state law.

Harassment: The striking, shoving, kicking, or otherwise touching or making physical contact in regard to another for the purpose of harassing, annoying or alarming; and/or directing abusive or obscene language or making an obscene gesture toward someone for the purpose of harassing, annoying, or alarming. Example: Making or using persistent derogatory comments, epithets, or slurs that place a person in a hostile or fearful environment or where the person's safety is in jeopardy.

Sexual harassment: Conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning education benefits on participating in unwelcome sexual conduct (i.e. quid pro quo);
- Unwelcomed conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Stalking, dating violence, or domestic violence.

Definitions of Sexually Based Offenses

Sexual abuse in the first degree:

(a) A person commits the crime of sexual abuse in the first degree if:

- (1) They subject another person to sexual contact by forcible compulsion; or
- (2) They subject another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.

(b) Sexual abuse in the first degree is a Class C felony (Alabama Code 13A-6-66).

Sexual abuse in the second degree:

(a) A person commits the crime of sexual abuse in the second degree if:

- (1) They subject another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or
- (2) They, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.

(b) Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony (Alabama Code 13A-6-67).

Rape in the first degree:

(a) A person commits the crime of rape in the first degree if:

- (1) They engage in sexual intercourse with a member of the opposite sex by forcible compulsion; or
- (2) They engage in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
- (3) They, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.

(b) Rape in the first degree is a Class A felony (Alabama Code 13A-6-61).

Rape in the second degree:

(a) A person commits the crime of rape in the second degree if:

- (1) Being 16 years old or older, a person engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.
- (2) They engage in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.

(b) Rape in the second degree is a Class B felony (Alabama Code 13A-6-62).

Sodomy in the first degree:

(a) A person commits the crime of sodomy in the first degree if:

- (1) They engage in deviate sexual intercourse with another person by forcible compulsion; or
- (2) They engage in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
- (3) They, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.

(b) Sodomy in the first degree is a Class A felony (Alabama Code 13A-6-63).

Sodomy in the second degree:

(a) A person commits the crime of sodomy in the second degree if:

- (1) They, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old.
- (2) They engage in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.

(b) Sodomy in the second degree is a Class B felony (Alabama Code 13A-6-64).

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 cohabitating with or has cohabitated with the victim as a spouse, 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 (34 U.S.C.12291(a)(8)).

In Alabama, domestic violence includes felony and misdemeanor crimes of violence committed by a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant (Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees).

Dating Violence:

Means violence committed by a person –

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship will 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 (34 U.S.C.12291(a) (10).

In Alabama, dating violence is covered under Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees.

Stalking:

Means 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 34 U.S.C.12291(a)(30).

In Alabama, stalking is when a person intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm (13A-6-90 Stalking in the first degree) or a person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct (Section 13A-6-91 Stalking in the second degree).

Sexual assault:

Means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting systems of the Federal Bureau of Investigation 20 U.S.C.1092 (f)(6)(A)(v).

Victims Option to Report

Students and employees who are victims of crime including rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking, are encouraged by the College to report but do have the option not to report the incident to campus law enforcement, or local law enforcement. In those cases, the victim may still seek assistance confidentially from Crisis Services of North Alabama or any other victim service agency of their choosing.

Formal Complaint Process

INITIAL STEPS

Any student or employee of the College or applicant for employment or admission who has a complaint against a student or a member of the College faculty, staff, or administration concerning sexual harassment (Title IX of the Educational Amendments of 1972) or has knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned by the College or controlled by the College should report the complaint to the campus Title IX Coordinator. An educational program or activity of the College includes, but is not limited

to locations, events or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.

REPORTING A COMPLAINT

Any individual may report sexual harassment incident to Title IX Coordinator in person, by email, by telephone, or in writing. The report must include the names of the Complainant(s) and Respondent(s), approximate date of incident, facts of the incident, and contact information for the person submitting the complaint.

The Title IX Coordinator will respond in writing to the person submitting the complaint as soon as practicable, but not exceeding five (5) business days. If the person submitting the complaint is not the Complainant, the Title IX Coordinator will also contact the Complainant within five (5) business days.

If after a discussion with the Complainant, the Title IX Coordinator determines that the complaint does not qualify as a Title IX Complaint, the Title IX Coordinator will notify the Complainant in writing and may redirect the Complaint to the appropriate committee.

If after a discussion between the Complainant and the Title IX Coordinator, the Title IX Coordinator determines that the complaint meets the criteria of a Title IX Complaint and the Complainant requests to file a formal complaint, the Title IX Coordinator will initiate the formal complaint process.

SUPPORTIVE MEASURES

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures

Supportive measures will be offered to the Complainant within five (5) business days of receipt of the complaint.

Supportive measures will be offered to the Respondent simultaneously with the Notice of Allegations.

STANDARD OF EVIDENCE FOR DETERMINING RESPONSIBILITY

For the purposes of College Title IX procedures, the College will use a "preponderance of evidence" standard for determining responsibility. Preponderance of the Evidence means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is evidence which as a whole shows that the fact sought to be proved is more probable than not.

FORMAL COMPLAINT PROCESS

A formal complaint must be submitted in electronic (email) or written format to the Title IX Coordinator and must be signed by the Complainant. In the event that under the circumstances a formal complaint should be pursued notwithstanding a Complainant's desire not to file a formal complaint, the Title IX Coordinator may sign the complaint. The complaint must include the following:

- the date of the original complaint,
- names of Complainant and Respondent,
- facts and description of the complaint, and
- the request to investigate complaint.

A Complainant must be participating in or attempting to participate in a College sponsored program or activity at the time the complaint is filed.

DISMISSAL OF FORMAL COMPLAINT

The College may dismiss a formal complaint or allegations therein if:
the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the formal complaint or allegations therein,
the Respondent is no longer enrolled or employed by the school, or
specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

The College must dismiss a formal complaint or allegations therein if:

- the allegations do not meet the definitions of sexual harassment
- the alleged conduct did not occur within the United States, or
- the alleged conduct did not occur within a College sponsored program or activity.
- If the College determines the formal complaint or allegations therein will be dismissed, the Title IX Coordinator will provide written notice to both parties of the dismissal of allegations, and the reason for dismissal within five (5) business days of the decision to dismiss the complaint.

NOTICE OF ALLEGATIONS

The Title IX Coordinator will provide simultaneous written notice of allegations, including sufficient details, and intent to investigate to the Complainant and Respondent no later than ten (10) calendar days after receipt of the formal complaint. The Title IX Coordinator will also provide both parties with the formal complaint, grievance and appeal process, possible sanctions and remedies, and availability of advisors. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct, that the parties and their advisors may review and inspect evidence, and advise the parties of the provisions of the College Code of Conduct relating to making false statements or submitting false information during the grievance process.

The Title IX Coordinator will additionally notify the Title IX investigator of the pending investigation and provide a copy of the formal complaint.

ADVISORS

In addition to providing the Complainant and Respondent with written notice of allegations and intent to investigate, the Title IX Coordinator will inform the parties of the availability of advisors. Both parties shall have the right to retain, at the respective party's own cost, the assistance of legal counsel or other personal representative advisor. In the alternative, either or both parties may also request an advisor provided by the College.

Only an advisor may conduct cross-examination during the live hearing.

Neither party may dismiss a College appointed advisor.

INVESTIGATION PROCEDURE

The Title IX investigator is responsible for conducting an investigation of the submitted formal complaint. The Title IX investigator will have received Title IX investigator training within the current academic year.

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the College and not on the parties.

The Title IX investigator will notify the Complainant and Respondent in writing of the intent to investigate within five (5) business days of receipt of the formal complaint and will commence interviews within ten (10) business days of receipt of the formal complaint. The Title IX investigator will notify the Complainant and Respondent and their respective advisors in writing of all individuals the investigator intends to interview.

Either party may identify other witnesses with relevant information for interview or other evidence for review by the investigator.

The Title IX investigator will conduct a factual investigation of the formal complaint and shall research applicable statutes, regulations, and/or policies, if any. The Title IX investigator will notify any interviewees in writing of the intent to interview. Interviewees will have at least five (5) business days' notice of an interview. Notice will include the participants, date, place, purpose, and time of the interview.

The College will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory (tending to establish fault or guilt) and exculpatory (clearing or tending to clear from alleged fault or guilt) evidence. Creditability determinations may not be based on a person's status as a complainant, respondent or witness.

The College will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the College may establish restrictions regarding the extent to which the advisor may participate in proceedings, as long as the restrictions apply equally to both parties.

The College will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The College will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal access opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Prior to the completion of the investigative report, the Title IX investigator will submit all reviewed evidence to the Title IX Coordinator.

The Title IX Coordinator will provide copies of all evidence reviewed during the investigation to the Complainant, Respondent, and their respective advisors. All parties will have ten (10) business days to review the evidence and respond in writing to the Title IX Coordinator.

Subsequent to the ten (10) business day review period, the Title IX Coordinator will direct any responses from the Complainant, Respondent, or their respective advisors to the Title IX Investigator for additional review. The Title IX Investigator will submit a final report and the reviewed evidence to the Title IX Coordinator. At least 10 days prior to the live hearing, the Title IX Coordinator will simultaneously provide the Complainant, Respondent, their respective advisors, with the final report and all reviewed evidence for their review and written response. The President will select a Hearing Officer to conduct the live hearing. The Hearing Officer shall be provided a copy of the investigative report and reviewed evidence.

LIVE HEARING PROCEDURE

Upon receipt of the final investigative report, the Hearing Officer will convene a Decision Maker panel and schedule a live hearing. The panel will consist of three (3) individuals selected by the Hearing Officer who have completed Decision Maker training during the current academic year. The Hearing Officer will designate one of the Decision Makers as Primary Decision Maker. Hearing Officer will notify the Complainant, Respondent, their respective advisors, Title IX Coordinator, Title IX Investigator, witnesses named in the final report, and the Decision Makers of the live hearing date within five (5) business days of receipt of the final investigative report. The live hearing date must provide the Complainant, Respondent, and their respective advisors with no less than ten (10) business days to review the final investigative report and all supporting evidence.

The hearing must be a live, recorded hearing with the opportunity for both advisors to conduct cross-examinations. The hearing shall be recorded by either a court reporter or on audio or video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

Upon request, the Complainant and Respondent may participate in the hearing via on-campus video conferencing provided that all parties, including the Decision Making Panel, are able to see and hear the party or witness answering questions in

real-time.

The Hearing Officer, Decision Makers, Complainant, Respondent, and their respective advisors will attend the hearing. The Title IX investigator, Title IX Coordinator and witnesses will be called to provide testimony if requested by the Decision Makers, parties or their respective advisors.

If a party does not have an advisor present at the live hearing, the College shall provide without fee or charge to that party, an advisor of the College's choice, who may be, but is not required to be an attorney.

The hearing process will consist of:

- Opening statement by Hearing Officer
- Review of hearing procedures, formal complaint and notice of allegations by Hearing Officer
- Review of potential hearing outcomes and sanctions by Hearing Officer
- Complainant Testimony
- Cross-examination of Complainant by Respondent advisor
- Testimony of Witnesses of Complainant
- Cross-examination of Complainant Witnesses by Respondent advisor
- Respondent Testimony
- Cross-examination of Respondent by Complainant advisor
- Witnesses of Respondent Testimonies
- Cross-examination of Respondent Witnesses by Complainant advisor
- Decision Maker inquiries
- Review of appeal process by Hearing Officer
- Closing statement by Hearing Officer
- Dismissal of parties
- Decision Maker deliberations

At the hearing, the Hearing Officer shall read the hearing procedures, notice of allegations, formal complaint, potential hearing outcomes, and potential sanctions. After the Hearing Officer concludes opening statements, the Complainant shall have the opportunity to present such oral testimony and offer such other supporting evidence as deemed relevant to the formal complaint. Subsequent to Complainant testimony, the Respondent advisor may conduct cross-examination. The Decision Makers may question the Complainant after the cross-examination.

The Complainant may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Respondent advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

The Respondent shall then be given the opportunity to present such testimony and offer such other evidence as deemed relevant to the Respondent's defense against the formal complaint. Subsequent to Respondent testimony, the Complainant advisor may conduct cross-examination. The Decision Makers may question the Respondent after the cross-examination.

The Respondent may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Complainant advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

Only relevant cross-examination and other questions may be asked of a party or witness.

During cross-examination, the advisor will pose each question orally to the Primary Decision Maker. The Primary Decision Maker will determine if the Complainant, Respondent, or witnesses may respond to the question. If the Primary Decision Maker chair determines that the question is not relevant, the Primary Decision Maker will explain the rationale for dismissing the question. Rape shield protection is provided for Complainants which deems irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged misconduct or if the questions and evidence concern specific incidents of Complainant's prior sexual behavior with respect to the Respondent and offered to prove consent.

If a witness or party is not available or declines cross-examination, the decision makers must not rely on any statement of that witness in reaching a determination regarding responsibility; provided, however, that the decision makers cannot draw an inference about the determination regarding responsibility based solely on a party or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Upon conclusion of the presentation of the evidence and cross-examinations, the Hearing Officer shall read the appeal process and closing statements. The Complainant, Respondent, their respective advisors and all witnesses shall be dismissed.

The Decision Makers will deliberate to determine if the Respondent is deemed responsible and submit a written hearing report which contains:

- identification of the allegations potentially constituting sexual harassment;
- a description of the procedural steps taken from the receipt of the formal complaint through determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- findings of fact supporting the determination;
- conclusions regarding the application of the College's code of conduct to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
- the College's procedures and permissible bases for the complainant and respondent to appeal.

The Primary Decision Maker will submit the hearing report to the Hearing Officer within ten (10) business days of the live hearing.

The Hearing Officer will submit the hearing report simultaneously to the Title IX Coordinator, Complainant, Respondent, and their respective advisors within three (3) business days of receipt of the hearing report.

The College must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator will retain the recording of the hearing, the hearing report, the investigative report, and all evidence obtained during the investigation and all evidence offered at the hearing.

APPEAL PROCEDURE

Appeals of a determination regarding responsibility and from the College's dismissal of a formal complaint or any allegations therein are available to both parties on the following grounds: (1) procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available at the time the decision regarding responsibility or dismissal was made, that could affect the outcome; and/or (3) the Title IX Coordinator, Investigator, or a Decision Maker had a conflict of interest or bias that affected the outcome.

The President of Beville State Community College or his/her designee shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Decision Maker Panel. The President or his/her designee shall not be bound in any manner by the recommendation(s) of the Decision Maker Panel, but shall take it (them) into consideration in rendering his/her decision.

Either party may file a written request with President requesting that the President review the decision of the Decision Maker Panel. The written request must be filed within ten (10) business days following the party's receipt of the hearing report. If the appeal is not filed by the close of business on the tenth (10th) business day following the party's receipt of the report, the party's opportunity to appeal shall have been waived.

As to all appeals, the College will:

- notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.
- ensure the decision-maker(s) for the appeal complies with the standards set for in 34 C.F.R. § 160.45(b)(iii);
- give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- issue a written decision describing the result of the appeal and the rationale for the result; and
- provide the written decision simultaneously to both parties.

A decision on a party's appeal shall be rendered within 30 calendar days of the initiation of the appeals process. The time for decision may be extended for exigent circumstance or as may be otherwise agreed by the parties.

If the Respondent is also an employee of the College, the individual may also file a claim with the Equal Employment Opportunity Commission within 180 days of the alleged discriminatory act.

Informal Resolution. The College may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the College may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the College may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the College does the following:

- provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- obtains the parties' voluntary, written consent to the informal resolution process; and
- does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

RETALIATION PROHIBITED

Neither the College nor other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated in any manner an investigation, proceeding, or hearing conducted under this policy. Complaints alleging retaliation may be filed according to the grievance procedures included in the formal complaint process. The College shall keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness except as may be permitted by FERPA statute, 20 U.S.C. 1232g or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Range of Possible Sanctions – On final determination of responsibility the following sanctions may be imposed against a respondent:

For Students:

- Reprimand (verbal or written)
- Probation
- Loss of Privileges
- Suspension
- Expulsion
- No Contact Order
- Other penalties which may be set forth by the College

For Employees:

- Written Reprimand
- Probation
- Education and/or Remediation
- No Contact Order
- No Trespass Order
- Suspension
- Dismissal / Termination

For individuals other than employees or students:

- Verbal or Written Warning
- No Contact Order
- No Trespass Order
- Restitution
- Termination of Contractual Agreements

At any time in the grievance process the College may impose a temporary delay or limited extension of timeframes for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

Neither the College assigned Investigator or Decision Makers and any person who facilitates an informal resolution process shall require, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The College's Title IX Coordinators, Investigators, Decision Makers shall all have received training for their respective roles prior to participating in a Title IX complaint or grievance process. All materials used to train the Title IX Coordinators, Investigators, Decision Makers and any person who facilitates an informal resolution process may be found on the College's website at www.bscc.edu.

Accreditation

Bevill State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Bevill State Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

ADDITIONAL ACCREDITATIONS AND CERTIFICATIONS

The Associate Degree Nursing Program is approved by the Alabama Board of Nursing.

The Associate Degree Nursing Program at Bevill State Community College at the Jasper campus located in Jasper, Alabama is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326, (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program is Continuing Accreditation.

-View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

The Practical Nursing Program is approved by the Alabama Board of Nursing.

The Practical Nursing Program at Bevill State Community College at the Jasper campus located in Jasper, Alabama is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400 Atlanta,

GA 30326, (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical Nursing program is Continuing Accreditation.

-View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Surgical Technology Profession. The program received continuing accreditation in September 2018 and the next accreditation reaffirmation will be in 2023.

The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (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 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.

The Machine Tool Technology Program is accredited by the National Institute of Metalworking Skills (NIMS), 10565 Fairfax Boulevard, Suite 10, Fairfax, VA 22030. The program received initial accreditation in 2017.

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 Tana Collins-Allred, Director of Enrollment Management, Public Relations, and Recruiting, Bevill State Community College, P.O. Box 800, Sumiton, AL 35148; email: tana.collins@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 Tana Collins-Allred at tana.collins@bscc.edu.

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. A student will be conditionally admitted until identification documentation is received.

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 Beville State should follow these steps:

- Complete a Beville State application for admission and provide appropriate identification documentation. Students can apply online at www.bscc.edu/students/apply-online
- Request an official transcript from high school and any previously attended colleges.
- Students with an earned Associate or Baccalaureate Degree or higher may submit the transcript from the degree granting institution for admission purposes.
- Students with an earned Associate or Baccalaureate Degree or higher do not require a high school transcript.
- Contact the Office of Student Services to schedule an appointment to complete the placement test, if needed.

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.

Admission Status

There are two types of admission status: unconditional and conditional. All first-time freshmen, readmit, transfer, & dual/accelerated students are considered conditionally admitted when an application is submitted. Transient students are held on a pending status until all required documents are received.

- **Unconditional status (UA):** Students who have submitted all required documentation may be admitted unconditionally.
- **Conditional status (CA):** Students who have not submitted all required documentation may be admitted as conditional status. Students with a conditional admission status are not eligible for federal financial aid.

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 a Truck Driver Training program under this provision. In addition, Truck Driver Training applicants must be at least eighteen (18) 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 considered as "conditional credit" until the student provides proof of high school graduation or meets program admission requirements.

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 290-8-9.12 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, online 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, homeschool, or private school, 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 290-8-9.12 regarding gifted and talented students.

- The student must have a 2.5 GPA average for Academic coursework or the program specific GPA requirement for Career Technical coursework, as defined by board 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.
- Students must meet all applicable pre-requisites prior to enrolling in courses. Dually enrolled students registering for college-level English or math courses must be placed into courses using the current approved placement guidelines. Students who do not register for college-level English or math courses are not required to take any English or math placement test, regardless of their grade levels. Developmental courses (those numbered below 100) are not offered through dual enrollment. This includes developmental co-requisite courses which are required to be taken along with college-level English and math courses.

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 an associate 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 associate 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. However, 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.” A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 credit hours at the institution.
- 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 Bevill State Community College. If the transfer student is admitted upon appeal, the student will enter Bevill 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;
- Provide one primary form of identification;
- 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, final high school GPA and/or course grades, 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.

Registration

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

Registration procedures are as follows:

- Bevill State students must consult with an academic advisor for the purpose of selecting coursework appropriate for their program of study.
- Remove all financial obligations (e.g., tuition, fees, library fees, and bookstore charges) from previous enrollment.
- Complete the registration process by registering online at 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 Director 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 may change their schedules by accessing their OneACCS Account. 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 **must** drop a course by the published last day to drop classes for the course as noted on the College Calendar. A grade of “W” will be assigned for withdrawals submitted prior to the published deadline.

Withdrawal from the College

Students withdrawing from the College must complete a [Drop/Withdrawal form](#) to drop all courses for which they are registered. [The Drop/Withdrawal form](#) can be found on the College website. A grade of “W” will be assigned for withdrawals submitted prior to the published deadline.

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 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. 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 Bevill State. 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.

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.

Co-Enrollment Eligibility for Adult Education Students

Co-Enrollment is an opportunity for adult education students to enroll in both adult education classes and specific Career Technical Education courses (CTE) at Beville State Community College. Through Co-Enrollment, students can apply for and receive Pell Grant funding before achieving a high school equivalency credential.

ELIGIBILITY:

- Student must be enrolled in adult education classes.
(Minimum 12 hours attendance)
- Student must score a level 5 or 6 on the TABE assessment in all three subjects.
(Reading, Math, and Language)
- Student must take the ACCUPLACER assessment and meet the minimum scores for Co-Enrollment and college placement.
- Student must meet with a Co-Enrollment Representative to assist with financial aid and college admissions requirements.
- Student must choose approved courses from **one** of the following Co-Enrollment Programs:
 - Air Conditioning & Refrigeration
 - Modern Manufacturing
 - Machine Tool Technology
 - Salon & Spa Management
 - Vehicle Technology & Repair
 - Welding Technology
- Once the student fulfills all requirements above and is accepted as a Co-Enrollment student, to remain eligible:
 - Student must complete a **minimum of 20 hours** of instruction in adult education **each semester**.
- The student will exit Co-Enrollment once he/she obtains a GED or Non-Traditional High School Diploma.

Financial Information

Tuition And Fees

Title 38 United States Code Section 3679(e) School Compliance Form

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	ACCS Enhancements Fee	Total
1	\$125	\$1	\$9	\$9	\$0	\$10	\$10	164
2	250	2	18	18	0	20	20	328
3	375	3	27	27	15	30	30	507
4	500	4	36	36	15	40	40	671
5	625	5	45	45	15	50	50	835
6	750	6	54	54	15	60	60	999
7	875	7	63	63	15	70	70	1,163
8	1,000	8	72	72	15	80	80	1,327
9	1,125	9	81	81	15	90	90	1,491
10	1,250	10	90	90	15	100	100	1,655
11	1,375	11	99	99	15	110	110	1,819
12	1,500	12	108	108	15	120	120	1,983
13	1,625	13	117	117	15	130	130	2,147
14	1,750	14	126	126	15	140	140	2,311
15	1,875	15	135	135	15	150	150	2,475
16	2,000	16	144	144	15	160	160	2,639
17	2,125	17	153	153	15	170	170	2,803
18	2,250	18	162	162	15	180	180	2,967
19	2,375	19	171	171	15	190	190	3,131
20	2,500	20	180	180	15	200	200	3,295
21	2,625	21	189	189	15	210	210	3,459
22	2,750	22	198	198	15	220	220	3,623
23	2,875	23	207	207	15	230	230	3,787
24	3,000	24	216	216	15	240	240	3,951

* Reserve Fee is a non-waivable fee

NOTE: The institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Nonresidents of Alabama

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:

- 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.
- Anyone using educational assistance under chapter 31, Vocational Rehabilitation/Employment (VR&E), also be charged the resident rate. Effective for courses and terms beginning after **March 1, 2019**, a public institution of higher learning must charge the resident rate to chapter 31 participants, as well as the other categories of individuals described above. When an institution charges these individuals more than the rate for resident students, VA is required to disapprove programs of education sponsored by VA.
- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679 as amended.
- 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).
- 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).
- 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.

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)

Late Registration Fee	\$25
Returned Check Charge	\$30
Parking/Traffic Violation	\$15
Parking in Disabled Parking Space	\$50
Orientation Fee	\$30
Parking Decal (required)	\$10
Each Additional Decal	\$10
Health Sciences Drug Testing Fee	\$33
Fee for Additional Diploma	\$10
Nursing Liability Insurance	\$13
Nursing Testing Fee (per semester)	\$530
EMS Liability Insurance	\$55
SUR Liability Insurance	\$13
SUR Lab Fee (102)	\$100
SUR Testing Fee (103)	\$95

SUR Testing Fee (104)	\$247
EMS Testing Fee	\$35
Paramedic National Registry Testing Fee	\$152
Advanced EMS National Registry Testing Fee	\$136
Basic EMS National Registry Testing Fee	\$98
Health Science Background Check	\$50
Compliance Certification	1 yr \$35 / 2yrs \$40
HESI	\$44
BSCC Transcript Fee	\$5
Stop Check Fee	\$35-\$42
Administrative Fee	5%
ACT On Campus Fee	\$63

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 Fayette Campus.

Payment Of Tuition And Fees

All tuition and fees required of any student at Beville 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

Refunds are issued by the Central Business Office on designated dates each term.

All refunds that process via eRefund will be sent directly to the checking or savings account of the students choosing. All eRefund recipients will receive e-mail notification of the processing deposit. Deposits are made available within 3 – 5 business days, depending on your financial institution’s guidelines, Beville State Community College does not place holds of any kind on student refunds.

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

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.*

For calculating refunds during the fall and spring sixteen-week terms, a “week” is defined as seven calendar days. Refunds of tuition for terms shorter than sixteen weeks, such as summer terms, mini-terms, split terms, and weekend terms, will reflect a prorated week based on the number of days in the term.

*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.

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

NOTE: Paper checks will be mailed to the active address on student accounts. Paper checks can take up to 10 days to receive and stop payment fee's will be assessed for any check not received by recipient. Please see Stopped Check Policy for more information.

Administrative Fee

An administrative fee not to exceed 5% of tuition and other institutional charges shall be assessed for each withdrawal.

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.

Stopped Check Policy

When a stop payment has to be initiated on a check issued to a student, a fee as allowable by Alabama law may be charged to the student before a new check is issued. The current fee is \$36 to \$42. The stop payment process can begin no earlier than 4 weeks after the dated issued on the check, allowing time for the check to be returned to the college.

Delinquent Accounts

A student who has a delinquent account at the College for any tuition, fees, or other charges may not complete registration until his/her account has been satisfied. A service charge will also be applied to the student's account. In the event of delinquent student payments, no college credits, transcripts, or diplomas shall be issued or released. A student with a delinquent account shall not be enrolled in subsequent semesters, and all accounts will be turned over to a collection agency. The student will be responsible for all associated collection fees charged by the collection agency.

Financial Aid

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, Bevill 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, or enroll in an eligible career pathway program and meet one of the ability to benefit alternatives;
- Have a valid Social Security Number.

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.

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 <https://studentaid.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. Students must be enrolled in at least 6 credit hours to be eligible.

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.

Alabama Student Assistance Program (ASAP)

Funds are awarded to eligible Alabama residents who demonstrate need and who are enrolled in at least 6 credit hours. Students must be eligible for Federal Pell Grant. There is no special application for these funds and the funds are very limited for this program.

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. The college is not able to recommend, promote or endorse any specific loan products or lenders. Students should discuss all aid options before enrolling in any student loan program and should borrow conservatively. 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.

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 Bevill 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 334-694-4900.

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.

Satisfactory Academic Progress (SAP)

In addition to meeting the College's required progress standards as outlined in this publication, students receiving federal financial aid must also meet the following standards of progress. Students who fail to meet these standards will be ineligible for federal financial aid. SAP is measured at the end of each term for all enrolled students.

Qualitative-Grade Point Average (GPA)

GPA requirements for long-term certificate and degree seeking students

- If the student has attempted 0-21 hours, they must maintain a 1.5 GPA.
- If the student has attempted 22-32 hours, they must maintain a 1.75 GPA
- If the student has attempted 33 or more hours, they must maintain a 2.0 GPA.

GPA requirements for short-term certificate (24-29 credit hours) students

- If the student has attempted 0-12 hours, they must maintain a 1.5 GPA.
- If the student has attempted 13 or more hours, they must maintain a 2.0 GPA.

Grades for developmental courses, Incompletes, and periods where Academic Bankruptcy was applied must be factored into the GPA calculation.

Repeated Courses: The first repeat shall not be factored into the GPA calculation; however, all additional attempts shall be factored into the GPA calculation.

Quantitative -Pace of Progression (PACE)

Completion rate (attempted class hours) required by long-term certificate and degree seeking students

- If the student has attempted 0-21 hours, they must maintain a 58% completion rate.
- If the student has attempted 22-32 hours, they must maintain a 62% completion rate.
- If the student has attempted 33 or more hours, they must maintain a 67% completion rate.

Completion rate (attempted class hours) required short-term certificate (24-29 credit hours) students

- If the student has attempted 0-12 hours, they must maintain a 58% completion rate.
- If the student has attempted 13 hours or more they must maintain a 67% completion rate.

Transfer courses accepted by the institution, developmental courses, incompletes, periods where Academic Bankruptcy was applied, and forgiven courses must be factored into the completion rate calculation.

Quantitative-Maximum Timeframe (MAX)

- The maximum timeframe for the completion of an undergraduate degree program is defined as no more than 150 percent of the normal timeframe required to complete the degree program. Example: For degree programs that require 64 credit hours to graduate, maximum timeframe is 96 attempted credit hours.
- All attempted courses, to include transfer credits accepted by the institution, incompletes, periods where Academic Bankruptcy was applied, forgiven courses, and developmental courses, must be factored into the calculation for Maximum Timeframe.

Warning Semester

- If a student fails to meet the Qualitative Standard-Grade Point Average (GPA) and/or the Quantitative Standard -Pace of Progression (PACE) for Satisfactory Academic Progress they should be placed on a one semester warning.
- If a student fails to regain good standing, satisfying both the Qualitative Standard - Grade Point Average (GPA) and/or the Quantitative Standard - Successful Completion Rate - (PACE), during their warning semester they will be placed into a Failing SAP Status and will be ineligible for continued aid. Students must follow the institution's financial aid appeal policy if they wish to be reconsidered for possible continued eligibility.
- There is no warning semester for Maximum Timeframe.

A 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 federal financial aid. A federal financial aid recipient may not be paid for more than 30 hours of developmental (remedial) work.

A student may receive federal financial aid for any repetition of a course as long as the student has never passed the course. Federal financial aid will apply to only one paid repeat of a course 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 their federal financial aid may do so by submitting a Financial Aid Appeal Packet to the Financial Aid Services Central Processing Center. 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 under forms and publications. Students who want to continue on federal financial aid must have documented circumstances explaining their reasons. Submission of an appeal is not an automatic approval for federal financial aid. The student will be notified and can review the committee's decision on their oneACCS account. The decision will be final. Students who have reached their 600% Lifetime Eligibility for Federal Pell Grant are not eligible to appeal.

Administrative Fee

An administrative fee not to exceed 5% of tuition and other institutional charges shall be assessed for each withdrawal.

Return of Title IV Funds - Disbursed

In cases where any Title IV refunds (referring to PELL Grant or SEOG funding) are rejected via eRefund or those returned by mail to the College, Bevill State Community College will make additional attempts to disburse those funds by contacting those affected students no more than 45 days after receiving notice of the original failed attempt. Based on Federal Rules and Regulations, the Department of Education states, at 240 days of the original issued date, all attempts will cease, and all unclaimed credit balances will be returned to the Department of Education, making those funds no longer available to be claimed by the student. All unclaimed balances must be returned, there is no amount too minor to merit consideration.

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 program, 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 after all end of term processing is complete. Diplomas not picked up 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 cap, gown, Associate Degree hood, and honor cords.

Graduation Honors

Graduation Honors for Degrees

Calculation of the grade point average (GPA) for graduation honors shall be identical to the method used to calculate the GPA to fulfill graduation requirements for a degree or certificate which is based on the student's overall cumulative GPA. 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.

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

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 30 semester hours, and a minimum 3.75 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 at spring commencement of the Most Outstanding Student from the among the graduates of 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. 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. 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 taken at BSCC 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 30 hours or fewer are classified as freshmen. Those who have earned 31 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 aid 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 -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.

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/OneACCS.

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	0 quality points
Grade of W, 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.

Grading Scale

A	Excellent (90-100)
B	Good (80-89)
C	Average (70-79)
D	Passing (60-69)
F	Failure (Below 60)
I	Incomplete
W	Withdrawn Prior to Midterm
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 by the published deadline.

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 the **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.

Required GPA not achieved, but current semester GPA 2.0 or over Academic Probation continues
Required GPA not achieved and current semester GPA Under 2.0. 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

(Whether suspension served or Readmitted Upon Appeal)

Required GPA for hours attempted not achieved but current term GPA 2.0	Students Remain on Academic Probation
Required GPA for hours attempted not achieved current semester GPA under 2.0	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 issued to the student. If the student

disagrees with the committee's decision, a written appeal may be submitted immediately to the appropriate Collegewide Dean or Director (Academic Transfer, Career Technical, or Health Sciences). The Dean or Director 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 or Director will attempt to notify the student by phone of the final decision. An official letter stating the decision will also be issued 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 aid recipients must meet additional satisfactory academic progress (SAP) requirements.

NOTE: Financial aid recipients who are readmitted upon appeal must also appeal to the Financial Assistance Committee for reinstatement of financial aid 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, 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. Approval of academic bankruptcy status at the college does not guarantee other institutions will honor that status. Students should consult with their transfer institution for clarification.
- 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:

- **Virtual Learning** The class has required specific times to meet online with the instructor and class.
- **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 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 virtual, hybrid, 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.

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 who place in developmental level courses may not enroll in more than 12 credit hours.

Continuing Education Courses

Bevill 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.

Adult Education Program

The Adult Education program offers free academic remediation instruction for adults 16 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.

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.

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

Bevill State has GED classes located at each of its locations and throughout its service area, at various off-campus sites. After completion of the GED, students are awarded one free college course at Bevill State Community College.

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).

GED® Classes

In-Person

Bevill State has GED classes located at each of its locations and throughout its service area, at various off-campus sites. After completion of the GED, students are awarded one free college course at Bevill State Community College.

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. After completion of the GED, students are awarded one free college course at Bevill State Community College.

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 job placement. The Alabama Career Readiness Certificate reports an individual's Applied Mathematics, Graphic Literacy, and Workplace Document 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.

Testing

GED Tests

Bevill State has Pearson Vue approved GED® testing centers located on the Fayette (ext. 5137), Hamilton (ext. 5372), and Jasper (ext. 5901) Campuses.

WorkKeys Tests

WorkKeys® is to industry as ACT is to college. Many employers find WorkKeys® scores helpful in determining job placement. The Alabama Career Readiness Certificate reports an individual's Applied Mathematics, Graphic Literacy, and Workplace Document 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. Contact Adult Education for more information. Fayette & Pickens counties 800-648-3271 ext. 5169; Lamar & Marion counties 800-648-3271 ext. 5363

Training & Education

BEVILL STATE COMMUNITY COLLEGE WORKFORCE SOLUTIONS DIVISION

WORKFORCE SOLUTIONS ENROLLMENT PREREQUISITES/REQUIREMENTS

Due to state laws, federal laws, governing board regulations, or company mandates, some Workforce Solutions classes may have enrollment requirements. Please note that this may not constitute a complete list of all such classes. Some classes have a limited number of seats available. Enrollment is not finalized until:

- Registration enrollment form is completed in full.
- Payment is made for the class or funding has been approved.

- Workforce Solutions has confirmed that your request for enrollment is made at a time when there is a seat available.

STIPULATIONS FOR INDIVIDUAL CLASSES

CDL Third Party Testing (if you are taking test, but have not completed BSCC training)

FEE SCHEDULE

Applicant uses own vehicle	\$200
Applicant uses BSCC vehicle	\$350
Retest fee	\$75

- To register, you must contact Bevill State at least 48 hours in advance of any test
- You must hold a CDL Learner's Permit at least 14 days prior to test
- You must bring your Driver's License and CDL Learner's Permit in order to test
- If you are testing in your own vehicle
 - You must provide current proof of insurance on vehicle
 - Vehicle must have current tag
 - Vehicle must be deemed safe to operate upon inspection by Bevill State employee
- You must have the proper CDL Learner's Permit (i.e., Class A, Class B, etc.) for vehicle used in test
- If you have a restriction on Driver's License (i.e., eyewear), you must be in compliance with restriction to test
- Upon arrival, if any applicant does not meet the requirements to test, Bevill State reserves the right to deny applicant's test without a refund

If applicant fails to contact Bevill State within 24 hours to cancel test, Bevill State reserves the right to deny refund and will require applicant to pay full testing fee if another test date is requested

Certified Nursing Assistant

- Age 18 and over
 - High school diploma or GED recommended, not required
 - Must pass a background check by BSCC and/or clinical affiliate
 - Must pass all drug and alcohol screens
 - Must adhere to stringent attendance policy
- Bring to first day of class:
- Copy of current Alabama Driver's License
 - Social Security number
 - Documentation of up-to-date vaccinations
 - Documentation of current flu shot
 - Documentation of TB skin test
 - Documentation of Hepatitis B profile

Dental Assistant

- Age 18 and over
 - High school diploma or GED required
 - Must pass a background check by BSCC and/or clinical affiliate
 - Must pass all drug and alcohol screens
 - Must adhere to stringent attendance policy
- Bring to first day of class:
- Copy of current Alabama Driver's License
 - Social Security number
 - Documentation of up-to-date vaccinations
 - Documentation of current flu shot
 - Documentation of TB skin test
 - Documentation of Hepatitis B profile

HVAC Fast Track

- Age 18 and over
- Social Security number

Industrial Maintenance Technician Online Refresher classes

- Social Security number
- Five classes are available as part of the Online Industrial Maintenance Technician Online Refresher. Individuals may complete one or more classes. If choosing to complete all five, it is recommended they are completed in the following order:
 - Basic Electrical for Industrial Maintenance Technicians
 - Mechanical for Industrial Maintenance Technicians
 - Advanced Electrical for Industrial Maintenance Technicians
 - Fluid Power for Industrial Maintenance Technicians
 - Tool and Die for Industrial Maintenance Technicians

Manufactured Housing Installation Training

- Age 18 and over
- Social Security number
- Classes may move between classroom instruction and hands-on instruction at various locations. Transportation is the responsibility of the participant.
- Must be in sufficient physical condition to engage in manual labor associated with training

Mine Training – Surface New Miner

- Social Security number
- Must be in sufficient physical condition to engage in manual labor associated with training

Mine Training – Underground New Miner

- Must be age 18 and over
- Social Security number
- Must be in sufficient physical condition to engage in manual labor associated with training

MSSC

- Social Security number
- It is strongly recommended that participants enrolling in MSSC be able to work at a 9th grade level in Math and a 10th grade level in Reading

WORKFORCE SOLUTIONS REFUND POLICY

- Withdrawal from the class/test must be made in person; in writing, via letter; or an email from the email address used during enrollment/registration, to Workforce Solutions.
- Request for withdrawal must be made at least three business days prior to the class/test start date.
- CDL Third Party testing mandates that cancellation must occur within 24 hours of scheduled test
- Enrollee will receive a full refund if the request is made at least three business days prior to the start of class/test or if Workforce Solutions cancels the class/test.
- Enrollees who are released from class/test by Workforce Solutions will not receive a refund (i.e., positive drug screen, failed DOT physical, positive TB test, etc.).
- Please allow up to one month for the refund to be processed.

ONLINE WORKFORCE SOLUTIONS

Amatrol eLearning Courses

- After registration and payment, participants will receive an email with a link to the online classroom and login instructions.

CDL Third Party Testing (if you are taking test, but have not completed BSCC training)

- If using your own truck, you must be driven to test by licensed CDL driver
- You must bring your Driver's License and CDL Learner's Permit in order to test
- If you are testing in your own vehicle
 - You must provide current proof of insurance on vehicle
 - Vehicle must have current tag
 - Vehicle must be deemed safe to operate upon inspection by Beville State employee
- You must have the proper CDL Learner's Permit (i.e., Class A, Class B, etc.) for vehicle used in test
- If you have a restriction on Driver's License (i.e., eyewear), you must be in compliance with restriction to test
- Upon arrival, if any applicant does not meet the requirements to test, Beville State reserves the right to deny applicant's test without a refund
- If applicant fails to contact Beville State within 24 hours to cancel test, Beville State reserves the right to deny refund and will require applicant to pay full testing fee if another test date is requested

Certified Nursing Assistant

- After enrollment, you will be contacted by the program coordinator.

Dental Assistant

- After enrollment, you will be contacted by the program coordinator.

HVAC Fast Track

- After enrollment, you will be contacted by a program coordinator or instructor.

Industrial Maintenance Technician Online Refresher classes

- After registration and payment, you will receive an email with a link to the online classroom and login instructions.

Manufactured Housing Installation Training

- After enrollment, you will be contacted by the program coordinator or instructor.

Mine Training – Surface New Miner

- After enrollment, you will be contacted by a program coordinator or instructor.

Mine Training – Underground New Miner

- After enrollment, you will be contacted by a program coordinator or instructor.

MSSC

- After enrollment, you will be contacted by the program coordinator or instructor.

Non-Credit Online Classes

- Internet access and a working email address are required.

- Complete the registration process. Once you have completed the registration process, you will receive a letter with information you need to start your class.
- When your course starts, return to our Online Instruction Center. To begin your studies, simply log in with the username and password you selected during enrollment.

Health Related Professions

Certified Nurse Assistant (CNA)

The Certified Nurse Assistant (CNA) program is a non-credit training class that prepares you to take the CNA certification exam. CNAs care for patients of all ages in hospitals, clinics, nursing homes, assisted living facilities, and may be hired to provide in-home care. Available on the Fayette and Sumiton campuses, this 9-week program is \$1175, which includes supplies and testing. A high school diploma or GED is recommended, but not mandatory. The CNA program is approved for funding by WIOA, GI Bill, and Vocational Rehabilitation.

Dental Assistant

The Dental Assistant program prepares individuals for the Dental Assistant certification exam. A Dental Assistant may perform basic supportive dental procedures specified by the State of Alabama Dental Practice Act and under the direct supervision of a licensed dentist. This non-credit, 15-week training program is available in Jasper only. It includes a 50-hour externship and participants must have a high school diploma or GED. The cost is \$1400 plus books and funding is available for qualified applicants through WIOA, GI Bill, and Vocational Rehabilitation.

Customized Training for Business and Industry

Bevill State offers quality, full service training, assisting business and industry in making sound investments in their employees. Courses can be conducted on-site at Bevill State, at the business or industry facility, or a combination of both locations.

Computer Training

Workforce Solutions offers customized training to improve employee computer skills, from basic use to commonly used software such as Microsoft Office.

Employability Skills

Success depends upon a complex array of skills and knowledge that are often beyond those learned through degree programs or on the job. Employability skills are a critical component to organizational success. The need for these skills often becomes apparent over time. From Assertiveness Training to Marketing, Basics and Train-The Trainer, Workforce Solutions provides customizable and targeted training for continual employee development. Classes can be conducted on site at your facility or at a Bevill State campus.

Skills & Technical Training

Bevill State offers non-credit training in industry and job specific skills such as PLC, OSHA , welding, and commercial truck driving.

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.

Mining Technology/Alabama Mining Academy

Officially established by the Alabama Legislature in 1985, The Alabama Mining Academy at Beville State is the central agency for assistance to Alabama's miners and mine operators in Mine Safety and Health Training. The fundamental mission is to provide assistance to the mining industry, by developing and implementing effective Mine Health and Safety programs; and to improve and expand programs aimed at a safer, more productive mining industry.

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 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 or Director (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 course prerequisite has been approved by the appropriate instructional collegewide Dean or Director (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 course prerequisite requirements are not met for a course, a student will be removed from that course. Waiver of placement test scores is not allowed.

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) may replace the first grade in the computation of the cumulative grade point average.

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 request is made by the student. Official transcripts will not be released for students who have outstanding financial obligations to the College. Transcripts can be requested at <https://www.bscc.edu/students/transcripts-and-records>

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 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 Collegewide Division Chair for Distance Education for courses taught via Distance Education (web-based, hybrid, or virtual).

- 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 or Director 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 student can begin the Due Process for Student Academic Grievance outlined in the Student Handbook.

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 or Director, 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.