



CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE



**2018-2019**  
**Catalog and Student Handbook**

# Catalog and Student Handbook

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## 2018-2019

# Chattahoochee Valley Community College

2602 College Drive • Phenix City, Alabama 36869 • 334-291-4900

web: <http://www.cv.edu>

facebook: <http://www.facebook.com/ChattahoocheeValleyCC>

### Accreditation

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

The Associate Degree and Practical Nursing programs at Chattahoochee Valley Community College are accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, phone: 404-975-5000, fax: 404-975-5020, website: [acenursing.org](http://acenursing.org).

The Practical Nursing and Associate Degree Nursing programs are approved by the Alabama State Board of Nursing.

### Institutional memberships

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Alabama Community College Association

American Association of Community Colleges

**T**his *Catalog and Student Handbook*, effective August 16, 2018, is for information only and does not constitute a contract. **The College reserves the right to change, without notice, policies, fees, charges, expenses and costs of any kind and further reserves the right to add or delete any course offerings or information in this *Catalog and Student Handbook*.**

Policy statements and program requirements in this Catalog are subject to change. Except when changing their programs of study, students may follow requirements of the Catalog under which they enter the College for a period of four years. If they have not completed their programs of study, they must change to the current Catalog. Exceptions must be approved by the Vice President/Dean of Student and Administrative Services. **When students change**

their programs of study, they must change to the Catalog that is current at the time of the change.

## **Nondiscrimination policy**

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It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no person, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by Federal and State law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Chattahoochee Valley Community College is committed to this policy of nondiscrimination and complies with nondiscrimination regulations under Title VI and Title VII of the Civil Rights Act of 1964; Title IX Education Amendments of 1972; Sections 503 and 504, Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as well as all other applicable laws and regulations.

Title IX regulations specifically prohibit discrimination based on pregnancy or recovery from any pregnancy related medical condition. The college approaches students who are pregnant the same as it does students who have temporary medical conditions. Faculty acknowledge absences caused by a medical condition, such as childbirth or complications due to pregnancy, as excused absences. In addition, pregnant students are not excluded from participation in program or class activities unless such participation is deemed to create risks to fetal health or to an expectant mother.

Inquiries concerning ADA policies may be directed to the Student ADA Coordinator, Ms. Vickie Williams, Wilson Hall, 334-214-4803 or to the Employee ADA Coordinator, Ms. Debbie Boone, Wallace Hall, 334-291-4927. Inquiries related to Title IX policies should be made to the Student Coordinator, Ms. Vickie Williams, Wilson Hall, 334-241-4803 or to the Employee Title IX Coordinator, Ms. Debbie Boone, Wallace Hall, 334-291-4927. Additional inquiries can be made directly to the Vice President/Dean of Student and Administrative Services, Dr. David Hodge, Wallace Hall, 334-291-4928.

## **Universal human rights pledge**

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I believe that every individual has infinite and eternal worth.

I believe that recognition of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world.

I believe that every individual is entitled to dignity and respect, without prejudice toward race, color, gender, disability, language, religion, creed, national origin, property, age or other status.

I believe that every thought and every act of such prejudice is harmful. If it is my thought or act, then it is harmful to me as well as to others.

*Therefore, I will strive every day of my life to eliminate such prejudice from my thoughts and actions.*

I will discourage such prejudice by others at every opportunity.

I will treat all people with dignity and respect.

I will strive daily to honor this pledge, knowing that the world will be a better place because of my effort.

— *Adapted from the Birmingham Pledge and the Universal Declaration of Human Rights*

## **Drug-free workplace policy**

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In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants, the following policy is in effect for CVCC.

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited by CVCC on any property owned, leased or controlled by or on behalf of CVCC. A “controlled substance” shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code of Alabama, Section 20-2-1, et seq.).
2. CVCC has and shall maintain a drug-free awareness program to inform employees about:
  - a. the dangers of drug abuse in the workplace;
  - b. CVCC’s policy of maintaining a drug-free workplace;
  - c. any available drug counseling, rehabilitation and employee assistance program; and
  - d. the penalties that may be imposed upon employees for drug abuse violations.
3. All employees of CVCC shall comply with paragraph 1 above.
4. Any employee who is convicted by any federal or state court of an offense that constitutes a violation of paragraph 1 above shall notify the President of CVCC in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in P.L. 100-690, shall mean “a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both.” Failure to notify the President of CVCC of such a conviction shall be considered insubordination as well as a violation of this policy.
5. In the event of a report of a conviction pursuant to paragraph 4 above where the employee is working in a project or a program funded through a Federal contract or grant, CVCC shall notify in writing within ten (10) days any Federal agency or agencies to whom such notification by CVCC is required under P.L. 100-690.
6. In the event an employee violates paragraph 1 above or receives a conviction as described in paragraph 4 above, the respective employee shall be subject to appropriate disciplinary action which may include, but is not limited to, termination of employment. CVCC shall also reserve the right to require said employee, as a condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of a reasonable duration and nature.
7. CVCC shall make a good faith effort to ensure that paragraphs 1-6 above are followed.
8. Each employee of CVCC shall receive a copy of the CVCC Drug-Free Workplace Policy, and after reading it, shall sign a statement acknowledging having read and received a copy of this policy.



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# **Academic Calendar**



# Chattahoochee Valley

## Academic Calendar

### 2018 -2019

**Fall Semester, 2018 (August 13, 2018 – December 20, 2018)**

**87 Faculty Duty Days; 78 Instructional Days**

August 13 – 14	Registration
August 15	Faculty Duty Day
August 15	Application for Fall 2018 Graduation/Certificate begins
August 16	Local Professional Development for Faculty and Staff
August 17	Faculty Duty Day
August 20	Regular Term and Term I Classes Begin
August 20 – 21	Schedule Adjustment
September 3	Labor Day (College Closed)
October 11	Last Day to Withdraw from Term I
October 12	Last Day to Apply for Fall 2018 Graduation/Certificate
October 15	Term I Classes End (Grades due by Noon)
October 16	Term II Classes Begin
October 16 – 17	Term II Schedule Adjustment
November 5	Application for Spring 2019 Graduation/Certificate
November 5 – 9	Spring 2019 Advising/Advance Registration
November 12	Veteran’s Day Holiday (College Closed)
November 16	New Student Experience
November 19 – 20	State Professional Development (No Classes)
November 21	Faculty Duty Day
November 22 – 23	Thanksgiving Holiday (College Closed)
November 30	New Student Experience
December 6	Last Day to Withdraw from Term II and Regular Term
December 10	Last Day of Classes: Term II and Regular Term
December 11 – 14	Final Exams
December 17	Faculty Duty Day (Grades due by Noon)
December 18	Faculty Off; Staff Duty Day
December 21 – January 1	Christmas Holidays (College Closed)

# Chattahoochee Valley

## Academic Calendar

### 2018 -2019

#### Spring Semester, 2019 (January 2, 2019 – May 17, 2019)

**88 Faculty Duty Days; 78 Instructional Days**

January 1	New Year's Day (College Closed)
January 2	Local Professional Development for Faculty and Staff
January 3 – 4, 7	Registration
January 8	Faculty Duty Day
January 9	Regular Term and Term I Classes Begin
January 9 –10	Schedule Adjustment
January 11	Last day to Apply for Spring 2019 Graduation/Certificate
January 21	Martin Luther King Jr./Robert E. Lee Holiday (College Closed)
February 28	Last Day to Withdraw from Term I
March 5	Term I Classes End (Grades due by Noon)
March 6	Term II Classes Begin
March 6 – 7	Term II Schedule Adjustment
March 25 – 29	Spring Break (No Classes); Faculty Off; Staff Duty Days
April 1	Classes Resume
April 8 – 12	Summer 2019 Advising/Advance Registration
April 12	New Student Experience
April 26	New Student Experience
April 26	Last Day to Withdraw from Term II and Regular Term
April 30	Last Day of Classes: Term II and Regular Term
May 1	Faculty Duty Day
May 2 – 3, 6 – 7	Final Exams
May 8	Faculty Duty Day (Grades Due by Noon)
May 9 – 10	Faculty Duty Day
May 10	Graduation
May 13	Faculty Duty Day
May 14 – 17	Faculty Off; Staff Duty Days
May 17	College Closed; Four-day Work Week

# Chattahoochee Valley Academic Calendar 2018 -2019

**Summer Semester, 2019 (May 20, 2019 – August 8, 2019)**

**54 Faculty Duty Days; 50 Instructional Days**

*(Note: CVCC works a four-day work week during the summer semester. The four-day work week begins on May 13, 2019 and ends August 9, 2019.)*

May 13	Four-day Work Week begins
May 20	Faculty Duty Day
May 21	Application for Summer 2019 Graduation/Certificate begins
May 21 – 22	Registration
May 23	Regular Term and Term I Classes Begin
May 23	Schedule Adjustment
May 27	Memorial Day (College Closed)
May 28	Schedule Adjustment
June 5	Last day to Apply for Summer 2019 Graduation/Certificate
June 27	Last Day to Withdraw from Term I
July 1	Term I Classes End (Grades Due by Noon)
July 2	Term II Classes Begin
July 2 – 3	Term II Schedule Adjustment
July 4	Independence Day observed (College Closed)
July 8 – 11	Fall 2017 Advising/Advance Registration
July 11	New Student Experience
July 23	Last Day to Withdraw from Term II and Regular Term
July 25	Last Day of Classes: Term II and Regular Term
July 25	New Student Experience
July 29 – 31	Final Exams
August 5	Faculty Duty Day; Grades Due by Noon
August 6 – 8	Faculty Off; Staff Duty Days
August 9	College Closed; Four-day Work Week Ends





# **The College**





# The President's Message

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It is my pleasure to welcome you on behalf of the Chattahoochee Valley Community College (CVCC) Family! I am proud to serve as the sixth President of the College, and I am pleased that you have chosen to join us as we embark upon a new chapter in the College's history.

CVCC is a jewel in this community and an excellent educational resource for the citizens in the Chattahoochee Valley region. We are proud to offer adult education, workforce development, academic transfer preparation, and career and technical educational training.

Whether you are returning to our College or enrolling with us for the first time, we are elated to have you as a student, and we are

willing and ready to serve you. Our goal is to be as accessible and resourceful as possible, so we encourage you to let us know your needs.

The College offers a friendly, nurturing environment, and we support our students from start to finish. We are committed to excellence in customer service as well as educational delivery. The College has positioned itself to engage our students in the classroom and empower them by being willing and eager participants in their educational pursuits. We are preparing our students to enter the labor market, advance to four-year colleges and universities, become leaders and providers for their families, and be responsible citizens in the community.

We take our jobs as educational leaders very seriously, and we are dedicated to providing the best possible service to the citizens of this area. We assure you that you are in the right place at the right time!

Again, welcome to CVCC, and thank you for choosing to be a part of the Pirate Family!

A handwritten signature in black ink, appearing to read 'J. Screws', written in a cursive style.

Jacqueline B. Screws  
President

# Contacts

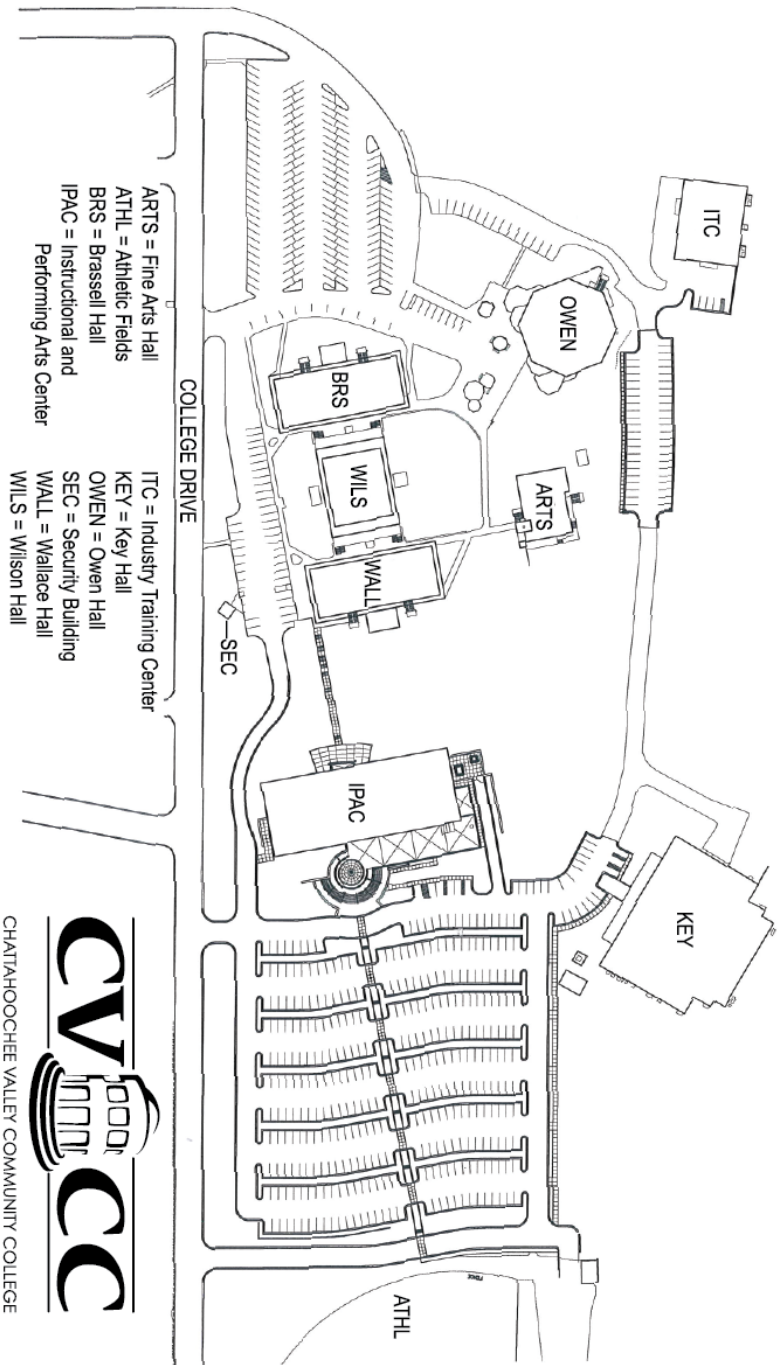
AREA OR CONCERN	LOCATION		NUMBER TO CALL
	Department	Room #	
Academic Divisions:			
Applied Technology	Applied Technology	Owen Hall 101	334-214-4853
Business and Social Sciences	Business and Social Sciences	IPAC 208	334-291-4965
Computer and Information Technology	Computer and Information Technology	IPAC 201	334-214-4866
Health Sciences	Health Sciences	IPAC 312	334-214-4818
Humanities	Humanities	IPAC 116	334-291-4974
Math	Math	Brassell Hall 219	334-291-4973
Public Safety	Public Safety	Key Hall 101A	334-291-4963
Science	Science	Brassell Hall 120	334-291-4953
Accreditation	Institutional Advancement and Effectiveness	Wallace Hall	334-291-4913
Activities, Student	Student Development	Wilson Hall	334-214-4803
Admissions Office	Admissions and Records	Wallace Hall 201	334-291-4929
Adult Education/GED	Workforce Development	Owen Hall 106	334-214-4849
Americans with Disabilities Act (ADA) Coordinator – Students	Student Development	Wilson Hall	334-214-4803
Americans with Disabilities Act (ADA) Coordinator – Employees	Human Resources	Wallace Hall	334-291-4927
Athletics	Athletics	Key Hall 203	334-214-4880
Bookstore-Barnes and Noble		Troy University Campus	334-448-5138
Blackboard	Computer and Information Technology	IPAC 206	334-291-4920
Buildings and Grounds	Facilities and Maintenance	IPAC 105	334-291-4954
Business Office/Payroll	Business Office	Wallace Hall 200	334-291-4937
Campus Visitation	Recruiter	Wilson Hall	334-291-4998
Career Center		Brassell Hall 132	334-214-4828 or 4829
Career and Technical Education	Workforce Development	Owen Hall 101	334-214-4867
Changes in Academic Program of Study	Faculty Advisor		
Accuplacer Placement Testing	Testing Center	Brassell Hall 206	334-291-4942
Counseling – Academic, Personal and Transfer	Counseling and Advising	Wilson Hall	Vacant
Counseling – Vocational	Counseling and Advising	Wilson Hall	Vacant
Direct Deposit	Business Office	Wallace Hall 200	334-291-4933
Donations	Institutional Advancement	IPAC 318	334-291-4938
Elections, SGA	Student Development	Wilson Hall	334-214-4803
Email	Information Technology	Wallace Hall 200	334-291-4922
Employment – Faculty/Staff	Human Resources	Wallace Hall	334-214-4848
Evening Coordinator	Student Services	Wallace Hall 201	334-291-4947
Financial Aid	Financial Aid	Wilson Hall	334-291-4915
Fort Benning Site	Admissions and Records	Ft. Benning	334-214-4870 or 4871

# Contacts

AREA OR CONCERN	LOCATION		NUMBER TO CALL	
	Department	Room #		
Foundation	Institutional Advancement	IPAC 318	334-291-4938	
General Campus Information	Student Information Center	Wilson Hall	334-291-4900	
Grades (transcripts)	Admissions and Records	Wallace Hall 201	334-291-4929	
Graduation	Admissions and Records	Wallace Hall 201	334-291-4929	
Learning Resource Center	LRC	First Floor and Mezzanine Owen Hall	334-291-4978	
Lost and Found	Student Information Center	Wilson Hall	334-291-4900	
Marketing and Public Relations	Marketing/PR	IPAC 317	334-291-4921	
Military and Veterans	Financial Aid	Wilson Hall	334-214-4847	
New Student Experience	Student Development	Wilson Hall	334-214-4803	
Nursing	Health Sciences	IPAC 303	334-291-4925	
On Board	Math Department	Math Tutoring Ctr-Owen 300	334-291-4977	
Orientation	Computer and Information Technology	IPAC 201	334-214-4866	
Parking Hang Tag and Fines	Student Information Center	Wilson Hall	334-291-4900	
Phi Theta Kappa	Student Development	Wilson Hall	334-214-4803	
Photocopying (student)	LRC	Owen Hall First Floor	334-291-4978	
Pit Crew	Computer and Information Technology	IPAC 205	334-214-4804	
Recruitment	Recruiter	Wilson Hall	334-291-4998	
Ready-to-Work	Workforce Development	Owen Hall 106	334-214-4852	
Registration	Admissions and Records	Wallace Hall 201	334-291-4929	
Reserving Campus Facilities	President Office	Wallace Hall 203	334-291-4981	
Schedule Adjustment	Admissions and Records	Wallace Hall 201	334-291-4929	
Scholarships	Financial Aid	Wilson Hall	334-291-4915	
Security Office	Security	Security Building	334-291-4950	
Surveys	Institutional Research	Wallace Hall 203	334-214-4811	
Testing (student)	Testing Center	Brassell Hall 206	334-291-4942	
Title IX Coordinator	Student Development	Wilson Hall	334-214-4803	
Tours – Student	Recruiting	Wilson Hall	334-214-4998	
Traffic Control	Chief of Security	Security Building	334-291-4950	
Transcripts	Admissions and Records	Wallace Hall 201	334-291-4929	
Tuition and Fees	Business Office, Cashier	Wallace Hall 200	334-291-4937	
Tutoring:				
	English	Student Development	Owen Hall-2nd Floor	334-214-4803
	Math	Math Tutoring Ctr	Math Tutoring Ctr-Owen 300	334-291-4977
	Other	Student Development	Wilson	334-214-4803
Website	Marketing/PR	IPAC 317	334-291-4921	
Withdrawal	Admissions and Records	Wallace Hall 201	334-291-4929	
WorkKeys	Testing	Brassell Hall 206	334-291-4942	
Work Study	Financial Aid	Wilson Hall	334-214-4822	
Workforce Development	Workforce Development	Owen Hall 101	334-214-4964	

Updated April 2018

# Campus buildings and facilities



- ARTS = Fine Arts Hall
- ATHL = Athletic Fields
- BRS = Brassell Hall
- IPAC = Instructional and Performing Arts Center
- ITC = Industry Training Center
- KEY = Key Hall
- OWEN = Owen Hall
- SEC = Security Building
- WALL = Wallace Hall
- WILS = Wilson Hall



## History

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Chattahoochee Valley Community College (CVCC) was established in 1973 by an Act of the Alabama State Legislature. Located in Phenix City, Alabama, the College was created to serve the citizens of Russell County and parts of Bullock, Lee, Macon and Barbour counties. It also serves the citizens of the Phenix City, Alabama, and the Fort Benning-Columbus, Georgia, metropolitan area. The College enrolls approximately 1,800 students.

The College opened in temporary quarters in January 1974. In 1976, the College moved to its present location at 2602 College Drive. The 103-acre site of the College includes eight instructional and academic/student-services buildings: an administrative/classroom building, a math and science classroom building, a fine-arts classroom building, an athletic and general classroom building, an instructional and performing arts center, an industrial training center, a learning resource center and a student services center. There are two campus support facilities: a security building and a storage facility.

## Alabama Community College System Mission

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To provide a unified system of institutions dedicated to excellence in delivering academic education, adult education and workforce development.

## Chattahoochee Valley Community College Mission

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Chattahoochee Valley Community College (CVCC), a member of the Alabama Community College System, is a public, comprehensive, community college serving a diverse population through traditional classroom and distance-learning formats. The College is dedicated to providing accessible and affordable education of excellent quality preparing students for transfer to senior colleges and universities or employment or career advancement through associate degrees and certificate programs. Developmental courses are offered to assist students in improving learning skills and overcoming educational deficiencies. Student success is fostered by providing a student-centered environment and support services that respect uniqueness and value diversity. The College supports partnerships advancing community, workforce development and life-long learning.

## Vision Statement

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Chattahoochee Valley Community College (CVCC) will be a dynamic, engaged institution of higher learning dedicated to serving the community and students by providing excellent educational, cultural and career opportunities allowing individuals to be successful and achieve their goals. CVCC will provide quality services through innovative practices, state-of-the-art facilities and an understanding of meeting individuals where they are. CVCC will enhance the lives of its students, faculty, staff and the community by:

- Promoting instructional excellence in all program areas;
- Expanding and enhancing programs to meet the needs of the area's workforce;
- Strengthening partnerships to advance the mission of the College;
- Creating a supportive teaching and learning environment;
- Integrating technology to support all programs and services;
- Implementing the use of evidence-based decision-making and
- Providing exceptional student support services.

## Institutional Goals

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To achieve its purpose, the College has developed the following goals:

- To offer high-quality educational programs.
- To expand and strengthen program offerings that prepare students for direct entry into jobs at technical, paraprofessional and entry-level management positions.
- To provide educational and support programs that ensure student success.
- To develop community service and continuing education programs, strengthen links with high schools and community agencies and promote the economic, educational and cultural development of the service area.
- To provide and maintain a comprehensive program of advising, counseling and testing services and extracurricular activities that enrich the cultural, social, physical and intellectual lives of students.
- To practice broad-based systematic planning of the College's educational programs, academic and student support services, community service programs and administrative processes.

## Associate Degree Outcomes

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CVCC identifies five college-level general education competencies or associate degree outcomes.

1. The student will write sentences and paragraphs in standard English that are sequential, logical and effectively organized.
2. The student will demonstrate oral communication competencies using unity of thought and logical arrangement of ideas.
3. The student will perform mathematical computations and apply mathematical principles and methodologies to be successful in their specific degree program.
4. The student will demonstrate knowledge of basic computer skills through the use of current computer technology and applications to develop computer literacy for academic settings and lifelong learning.
5. The student will demonstrate scientific literacy through factual knowledge, understanding theoretical concepts and fundamental principles in the natural sciences and the application of scientific principles and methodologies to solve scientific problems.

## CVCC Foundation

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The Chattahoochee Valley Community College Foundation, a nonprofit 501(c)(3) organization, was established in 1985 to support and assist the College in fulfilling and performing its educational and public service initiatives. The Foundation increases educational access for students through financial support, enables the College to initiate innovative projects to enhance the quality of education and facilitates the College's growth and expansion.

Leaders from an array of Chattahoochee Valley companies and organizations voluntarily serve on the Foundation Board to secure appropriate sources of external funding through donations and grants.





# **Admissions**



**Chattahoochee Valley Community College** (CVCC) maintains an “open door” admission policy that provides higher education for individuals who meet minimum admission requirements as set forth by the policies of the Alabama Community College System as listed below.

Students may apply to the College at our website at [www.cv.edu](http://www.cv.edu), Main Campus or at Fort Benning at the Soldiers for Life Center. Either office can assist students with application to the College and answer questions regarding the admission process. Both offices are also capable of assisting students though military personnel and their families are primarily served through the Fort Benning Office. The Fort Benning Office is equipped to properly address the issues and situations unique to military life such as deployments and special military educational benefits.

Admission to the College does not guarantee entrance into a particular course or program. Specific requirements for admission to Nursing (ADN); Direct Entry Nursing (DRN), and Medical Assisting (MAT) are found in the “Programs of Study” section of this catalog.

Persons who are not citizens of the United States may not be admitted to any Alabama Community College System Institution for the purpose of enrolling in flight training or in any segment or portion of a flight training program until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service and all other applicable directives.

## **Admissions Eligibility**

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**A**n applicant who has not previously attended any regionally or Council on Occupational Education accredited postsecondary institution will be designated a first-time college student or a native student.

Individuals are eligible for admission to courses creditable toward an associate degree or certificate when the following required admission documentation is submitted:

- Admission Application
- Primary form of Identification
- Proof of high school graduation
- Official transcript – high school or GED
- Official transcript(s) – all other colleges attended
- Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution

Non-High School graduate/Non-GED individuals are eligible for admissions when the following required admission documentation is submitted:

- Admission Application
- Primary form of Identification

- Official transcript – high school (if attended)
- Official transcript(s) – all other colleges attended
- Required Assessment Score
- Written consent from the appropriate secondary administrator if the student is under age 17.

Students may be admitted to non-degree and career pathways programs as defined under the workforce Innovation and Opportunity ACT (WIOA) and by the federal Pell Grant Ability-to-Benefit criteria.

## Transfer students

- Students who have previously attended another duly (Regionally) accredited postsecondary institution will be considered transfer students.
- Students must complete an application for admission and are required to furnish official high school or GED transcripts and transcripts of all work attempted at all said institutions.
- Transfer students on academic or disciplinary suspension from another college or university must submit a written request for admission to the College Admissions Committee.

## Transient students

- A student who attended another postsecondary institution and who seeks credit for transfer to that parent institution may be admitted as a transient student.
- The student must submit an application for admission and an official letter from the institution that certifies that the credit earned at the College will be accepted as a part of the student's academic program.

## International students

To be admitted to Chattahoochee Valley Community College, an international student must submit the following documents no later than 3 months prior to semester of anticipated enrollment:

1. Application for admission to the college.
2. International student application packet.
3. Official copy of high school and college academic transcript (transcripts must be translated in English by an organization affiliated with the National Association of Credential Evaluation Services; see [www.naces.org](http://www.naces.org)).
4. A visa acceptable to the United States.
5. A current and valid passport.
6. Official Test of English as a Foreign Language (TOEFL) scores for non-English speaking countries:
  - Paper based minimum score – 500
  - 2A on the Step EIKEN Test in Practical English Proficiency
  - Internet-based minimum score – 61
  - International English Language Testing System (IELTS) minimum score of 5.5
7. A signed, notarized copy affidavit of financial support that includes a current bank statement from the person or persons who assumes full financial support.
8. Receipt of payment of I-901 Student and Exchange Visitor Information System (SEVIS) fee.

9. Documentation demonstrating adequate health and life insurance, including evacuation repatriation benefits, which must be maintained during all periods of enrollment and summer vacation.
10. A medical health history with proof of vaccination.

An acceptance letter and an I-20 will be mailed to the student once all required documents are received. The student should take these documents to the nearest U. S. Embassy or Consulate to apply for a student (F-1) visa.

### **Accelerated high school students**

- A student who meets the provisions of State policy which stipulates that a student may enroll who has completed the tenth grade, has a cumulative “B” average and has been recommended by the local principal. The student may enroll in academic career courses for which he/she has completed high school prerequisites.
- The Chancellor may grant exceptions for students documented as gifted and talented (Alabama Code 290-8-9-12).

### **Articulated Credit**

- Articulation is designed to create a smooth transition for students from secondary education to postsecondary education by awarding college credit for career/technical courses taken in high school. State articulation agreements are in place in many technical fields, and criteria for awarding articulated credit can be found on the Alabama Community College website: <https://www.accs.cc/>. Students seeking articulation high school credit should request documents from the high school administrator to support articulation and submit documents to the Office of Admissions at CVCC. For additional information please see Associate Dean of Technical Education and Workforce Development at CVCC.

### **Dual-enrollment/dual-credit high school students**

- Dual-enrollment/dual-credit high school offerings allow eligible high school students in grades ten, eleven and twelve to enroll in college classes concurrently with high school classes either on the college campus or at the high school and receive both high school and college credit. Students must have a minimum cumulative (unweighted) grade-point average (GPA) of 2.5 for Academic and Career Technical Dual enrollment.

High schools students should have written approval of the appropriate high school administrator who will work with Workforce and Technical Education Division (coordinates dual enrollment) to admit and register students.

Students will complete the required application packet and return it to their high school counselor or career tech director. All items included on the checklist must be completed in order to fulfill the admissions process. If any items are missing from the checklist, your admissions to the College will be delayed. The Statement of Eligibility Form requires the high school principal and school counselor’s signature; the counselor can help complete this form. The high school counselor will denote the course(s) that a student is eligible to take at Chattahoochee Valley Community College while dually enrolled. A copy of the current high school transcript will be included with the application for processing. The counselor or career tech director will then give the completed application to the Chattahoochee Valley Community

College dual enrollment coordinator to process the application and get the student ready for registration. Students should work with their counselors, career tech directors and/or career coaches to complete entire packet and process for enrollment. Questions regarding the process should be directed to dual enrollment coordinator at 334-291-214-4867 or 334-291-4964. All applicants must meet the entrance requirements established by the College.

Students must take a state-approved college placement test, where minimum placement is required, specifically for a college-level English and math courses. All dual enrollment students must take a state-approved college placement test prior to registering for any dual enrollment courses for the 12th grade year if taking only Career Technical courses.

Note: The student is responsible for sending ACT scores for English and Math placement consideration. If an ACT score is not available, the student should make arrangements to take the ACCUPLACER placement exam PRIOR to registration for courses. For more information about the ACCUPLACER exam, please view this information on our website at [www.cv.edu](http://www.cv.edu).

Courses are offered at CVCC campus and when available, at area high schools. Please see your school's counselor or career technical director for more information.

Students may enroll in academic or Career Technical Education (CTE) courses.

CTE courses align with industry-standard certifications which provide training designed to enter the workforce. Career Technical Dual Enrollment Scholarship is available to pay for tuition and books while funds are available. Application for scholarship should be completed at time of application to be eligible to participate. For more information please go to [www.cv.edu](http://www.cv.edu) and click on dual enrollment or email the coordinators at [dualenrollment@cv.edu](mailto:dualenrollment@cv.edu).

### **Noncredit students**

- Noncredit students who enroll exclusively in noncredit courses may be granted admission without a minimum score on the ACT or SAT, a GED certificate or transcripts from a high school or college.

## **Admission procedures**

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### **Standard admission procedures**

To enroll in regular degree courses at CVCC, students must complete the following steps:

1. *Submit a completed Application for Admission to the Office of Admissions.*
2. *Provide sufficient documentation of instruction permit.* One primary form of documentation such as an unexpired Alabama driver's license or instruction permit; an unexpired Alabama identification card; an unexpired U.S. passport; an unexpired U.S. permanent resident card; resident alien card- Pre-1997; unexpired driver's licence or instruction permit from another state or possession 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 OR voter identification card from a state that verifies lawful presence.

Applicants should submit the identification referenced above in person. Those applicants unable to present identification in person must submit a legible copy by mail or via electronic submission.

3. **Submit official transcripts from previously attended high schools and colleges to the Office of Admissions.** Transcripts that bear the official seal of the issuing institution and sent from the institution will be accepted. Copies submitted directly by the student must be in the institution's unopened envelope to be considered official.
4. **Submit a GED certificate.** All non-high school graduates must submit scores on the General Educational Development Test and certification of achievement of the Certificate of High School Equivalency.
5. There are three different ways we determine placement into the correct English and math courses. They are: (1) ACT scores, (2) High School GPA, and (3) ACCUPLACER, which is a placement test.

English:

- Placement into ENG 101
  - o ACT English sub-score of 18 or above, or
  - o HS GPA of 2.75 or higher and A or B grade in English IV, or
  - o WritePlacer (Accuplacer) score of 5 or more
- Placement into ENG 101 and ENG 099
  - o ACT English sub-score of 17, or
  - o HS GPA of 2.75 or higher AND grade of C in English IV, or
  - o WritePlacer (Accuplacer) score of 4, or
- Placement into ENR 098
  - o WritePlacer (Accuplacer) score of 3 or below

Mathematics:

- With an ACT math sub-score of 20 or higher, math placement is based on using the chart below and reviewing the high school transcript to determine the highest level of math successfully completed (“C” or higher) to place the student accordingly:

Highest Math Course (any year, C or higher)	Course Placement
Calculus	MTH 125
Precalculus	MTH 113
Algebra II	MTH 110 (AA); MTH 112 (AS) if not sure, then MTH 112
Algebra I	MTH 100

## Fall 2018

- Placement into MTH 100
  - o ACT math sub-score of 18 or 19, or
  - o HS GPA of 2.75 or higher and A or B grade in Algebra II, or
  - o Accuplacer Elementary Algebra (EA) score of 60-79
- Placement into MTH 110 or MTH 112
  - o Accuplacer Elementary Algebra (EA) score of 80-120
- Placement into MTH 098
  - o Accuplacer Elementary Algebra (EA) score of 20-59

## Spring 2019

- Placement into MTH 100
    - o ACT math sub-score of 18 or 19, or
    - o HS GPA of 2.75 or higher and A or B grade in Algebra II, or
    - o Accuplacer Elementary Algebra (EA) score of 60-79
  - Placement into MTH 100 and MTH 099
    - o ACT math sub-score of 17, or
    - o HS GPA of 2.75 or higher and C in Algebra II, or
    - o Accuplacer Elementary Algebra (EA) score of 50-59
  - Placement into MTH 110 or MTH 112
    - o Accuplacer Elementary Algebra (EA) score of 80-120
  - Placement into MTH 098
    - o Accuplacer Elementary Algebra (EA) score of 20-49
6. All male students between the ages of eighteen and twenty-six must show proof of registration with the U.S. Selective Service System in accordance with § 36-26-15.1 of the Code of Alabama of 1974 (as amended).

Students who have taken the ASSET, ACT COMPASS or Accuplacer test within the past three years may also be exempt from academic testing by providing official copies of scores to the Office of Admissions.

## Special admission procedures

### Accelerated and dual-enrollment/dual-credit high school students

These students must show permission from the high school principal on a form that may be obtained from high school counselors. They will then follow standard application procedures.

### Readmission students

Individuals who previously attended CVCC and who seek to return after an absence of one semester (excluding the summer term) must submit an application for (re)admission and supply transcripts of all academic work taken since last attending CVCC.



## Noncredit students

Individuals seeking to enroll in noncredit courses are required to register in the Workforce Development Office.

## Admission status

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Upon enrollment, a student's status will be indicated by one of the following designations:

### Unconditional degree student

An unconditional degree student has completed all of the admission requirements, participated in the College's academic assessment program (unless waived by College policy) and has been accepted into or is pursuing a program of study leading to an associate degree.

### Conditional degree student

A conditional degree student has not submitted all admission documents required to the Office of Admissions and/or has not participated in the College's academic assessment program (unless waived by College policy) and is pursuing a program of study leading to an associate degree. This student may not register for another semester until all required documents are on file in the Office of Admissions and/or the academic assessment program has been completed.

### Unconditional certificate student

An unconditional certificate student has completed all admission requirements, participated in the College's academic assessment program (unless waived by College policy) and has been accepted into or is pursuing a program of study leading to a certificate of completion.

### Conditional certificate student

A conditional certificate student has not submitted all required admission documents and/or has not participated in the College's academic assessment program (unless waived by College policy). This student may not register for a another semester until all required documents are on file in the Office of Admissions and/or the academic assessment program has been completed.

### Unconditional unclassified student

A student who completes all admission requirements but who wants to enroll in courses for cultural improvement, enjoyment or increased occupational proficiency may be admitted as an unconditional unclassified student. **Unclassified students are not required to complete assessment tests except when planning to enroll in English, reading and/or mathematics courses. Individuals enrolled as unclassified students will not be eligible for financial assistance from the College, including Veteran's benefits.** Credits earned by unclassified students may be applied toward a degree when the credits earned are required for a particular degree program. The student may declare a degree by completing a Student Change of Information Form in the Office of Admissions.

## **Conditional unclassified student**

A conditional unclassified student has not submitted all required documents to the Office of Admissions and otherwise falls into the category of unclassified student as defined above. This student may not register for another semester until all required documents are on file in the Office of Admissions.

## **Transient student**

A transient student is enrolled at another institution and attends CVCC for one or more semesters with the permission of the parent institution where he/she is enrolled. A transient student must present to the Office of Admissions written authorization from the parent institution to attend CVCC. The transient student should enroll in only those courses approved in writing by the parent institution. A transient student is cautioned that courses not approved by the parent institution may not transfer to that institution.

## **Accelerated high school student**

A student who is a rising junior or senior in high school may be classified as an accelerated high school student. This student may enroll in courses for which the high school prerequisites have been met.

## **Dual-enrollment/dual-credit student**

A dual-enrollment/dual-credit high school student is in grade ten or higher and meets entrance requirements established by the Alabama State Board of Education. The student must have a minimum cumulative (unweighted) grade point average of 2.5 on a 4.0 scale in completed high school courses, have written permission from the principal and enroll in courses approved for dual credit by the high school and CVCC.

## **Noncredit student**

A student who enrolls exclusively in noncredit courses may be granted admission without a minimum test score, a GED Certificate or transcripts from a high school or college.

## **Change of admission status**

A student may change his/her admission status by meeting the requirements for the desired status and submitting a completed Student Change of Information Form to the Office of Admissions.

## **Selection of program**

The College helps students select courses and programs from which they can derive the most benefit. Individual abilities, previous training and education and personal objectives are considered when advising students on appropriate programs and courses. Each student is assigned a faculty advisor during his/her first semester of enrollment.

## Academic assessment and placement

There are three different ways we determine placement into the correct English and math courses. They are: (1) ACT scores, (2) High School GPA, and (3) ACCUPLACER, which is a placement test.

English:

- Placement into ENG 101
  - o ACT English sub-score of 18 or above, or
  - o HS GPA of 2.75 or higher and A or B grade in English IV, or
  - o WritePlacer (Accuplacer) score of 5 or more
- Placement into ENG 101 and ENG 099
  - o ACT English sub-score of 17, or
  - o HS GPA of 2.75 or higher AND grade of C in English IV, or
  - o WritePlacer (Accuplacer) score of 4, or
- Placement into ENR 098
  - o WritePlacer (Accuplacer) score of 3 or below

Mathematics:

- With an ACT math sub-score of 20 or higher, math placement is based on using the chart below and reviewing the high school transcript to determine the highest level of math successfully completed (“C” or higher) to place the student accordingly:

Highest Math Course (any year, C or higher)	Course Placement
Calculus	MTH 125
Precalculus	MTH 113
Algebra II	MTH 110 (AA); MTH 112 (AS) if not sure, then MTH 112
Algebra I	MTH 100

### Fall 2018

- Placement into MTH 100
  - o ACT math sub-score of 18 or 19, or
  - o HS GPA of 2.75 or higher and A or B grade in Algebra II, or
  - o Accuplacer Elementary Algebra (EA) score of 60-79
- Placement into MTH 110 or MTH 112
  - o Accuplacer Elementary Algebra (EA) score of 80-120
- Placement into MTH 098

- o Accuplacer Elementary Algebra (EA) score of 20-59

### **Spring 2019**

- Placement into MTH 100
  - o ACT math sub-score of 18 or 19, or
  - o HS GPA of 2.75 or higher and A or B grade in Algebra II, or
  - o Accuplacer Elementary Algebra (EA) score of 60-79
- Placement into MTH 100 and MTH 099
  - o ACT math sub-score of 17, or
  - o HS GPA of 2.75 or higher and C in Algebra II, or
  - o Accuplacer Elementary Algebra (EA) score of 50-59
- Placement into MTH 110 or MTH 112
  - o Accuplacer Elementary Algebra (EA) score of 80-120
- Placement into MTH 098
  - o Accuplacer Elementary Algebra (EA) score of 20-49

**On Board Math Prep-** The Math Tutoring Center offers On Board Math Prep to any student who placed into a developmental math course and has not taken a CVCC math course in the last three years. On Board Math Prep is a free workshop providing individualized instruction to improve math skills in order to help students test into a higher level math course. Sessions are available, both day and night, from the midpoint of the semester until the day before the faculty duty day of the current semester. A current list of session dates will be available on the CVCC website, and will be posted around campus.

After academic assessment, it is the student's responsibility to make an appointment to meet with the assigned academic advisor. The student must provide his/her advisor with a written copy of the assessment scores. The advisor will review these scores and help the student select a plan of study and appropriate classes.

A student who scores below the standard placement score and is placed in college preparatory courses (developmental studies) must continue those courses in the appropriate disciplines until academic deficiencies are remediated. A student enrolled in developmental courses in two or more of the disciplines may be prohibited from enrolling in more than a total of 12 semester credit hours.

### **Required English, reading, mathematics and orientation courses**

Because competency in reading is necessary for success in all courses at the College, diagnosed reading course requirements must be satisfied during the initial semester of enrollment and during consecutive semesters of enrollment until requirements are satisfactorily completed.

Students must also register for required developmental courses in English and mathematics during the initial two semesters of enrollment and continue to take the preparatory courses during consecutive semesters of enrollment until all required preparatory courses have been satisfactorily completed.

An advisor will help the student schedule preparatory courses and will advise the student which regular-credit courses he/she may take along with developmental courses.

New students must register for ORI 105B (Orientation and Student Success with Technology) during the first semester of enrollment if they have not completed 14 or more transferred semester hours of college work prior to transferring to CVCC or unless they are completing the Associate of Applied Science in Nursing degree.

A registration hold will be placed on the student account of any student who does not successfully complete ORI 105B during their first term at CVCC, preventing them from registering for classes until they enroll in ORI 105B.

## **WorkKeys**

The WorkKeys system has been implemented at CVCC to help students improve and document their workplace skills. It consists of assessing students skills, determining skill levels needed for jobs and targeting instruction to help students improve their skills. WorkKeys helps businesses communicate to educators the skills needed in the workplace. The goal is to ensure that Chattahoochee Valley Community College students are ready to succeed in their chosen fields.

Students pursuing most A.A.S. degrees and certificates are required to enroll in WKO 102. This course utilizes the online software Keytrain. Students are pre-tested in Keytrain to determine their skill level in three areas—Reading for Information, Applied Mathematics and Locating Information. After taking the pre-tests, students are required to complete targeted instruction in preparation for WorkKeys testing which will document their readiness for the workplace.





# **Financial Information**





## Residency and eligibility

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**R**esidency status must be determined upon admission. Applicants must first satisfy the admission requirements. In determining resident student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The institution may request proof that the applicant meets the stipulations for admission.

### **I. In-State Tuition:**

A student's residency status will be presumed for one full academic year of his/her most previous enrollment unless there is evidence that the student subsequently has abandoned resident status (for example, registering to vote in another state). A student failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

#### **A. In order to be eligible for in-state tuition, an applicant must meet one of the following criteria:**

1. Applicants must have resided in the State of Alabama for at least 12 continuous months immediately preceding application for admission OR
2. Applicants must be a minor whose parents, parent or legal guardian of such minor dependent \* has resided in the State of Alabama for at least 12 continuous months immediately preceding application for admission. If the parents are legally separated or divorced, residence will be determined by the residency of the parent to whom the court has granted custody OR
  - a. A single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama.
  - b. Supporting Person: Either or both parents of the student, if the parents are living together or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither has legal custody, supporting person shall mean, in the following order: the legal custodian of the student, the guardian and the conservator.
3. Determination of eligibility for in-state tuition shall be made by the institution by evaluating the presence or absence of connections with the State of Alabama. This evaluation shall include the consideration of the following connections:

\* The term "dependent" is defined in accordance with the U.S. Internal Revenue Service code.

- a. Payment of Alabama state income taxes as a resident.
  - b. Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
  - c. Full-time employment in the state.
  - d. Residence in the state of a spouse, parents or children.
  - e. Previous periods of residency in the state continuing for one year or more.
  - f. Voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education.
  - g. Possession of state or local licenses to do business or practice a profession in the state.
  - h. Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.
  - i. Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service and temporary employment.
  - J. Membership in religious, professional, business, civic or social organizations in the state.
  - k. Maintenance in the state of checking and savings accounts, safe deposit boxes or investment accounts.
  - l. In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities or retirement plans.
4. An applicant that has graduated from an Alabama high school or who has obtained a GED in the State of Alabama within three years of the date of his/her application for admission in accordance with the requirements set forth in the Code of Alabama will be allowed to pay the in-state tuition rate. The applicant will be required to provide evidence that he/she has met the requirements of this paragraph.

## II. In-State Tuition- Non-Resident Student

A non-resident student, one who does not meet the standard of having resided in the State of Alabama for at least 12 continuous months immediately preceding application for admission, shall be charged the in-state tuition rate established by the Alabama Community College System if the student satisfies one of the following criteria or if the student is a dependent (as defined by the Internal Revenue Code), then the person supporting the student satisfies one of the following criteria under the following circumstances:

1. The student or the person(s) supporting the student is a full-time permanent employee of the institution at which the student is registering; OR
2. The student or the person(s) supporting the student can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; OR
3. The student or the person(s) supporting the student is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school, as required by ACT 2013-423; OR
4. The student or the person(s) supporting the student is an accredited member of a consular staff assigned to duties in Alabama.

The student is eligible for in-state tuition if the student resides outside of Alabama in a state and county within 50 miles of a campus of the Alabama Community College System institution which the student plans to attend.

## III. Out-of-State Tuition

Any applicant for admission who does not meet the residency requirements in I and II shall be charged tuition at 2.00 times the in-state tuition rate, rounded up to the nearest dollar. Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until they provide documentation that they have qualified for resident tuition.

## Tuition and fees

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**T**uition and fees are due at the time of registration. If tuition and fees are not paid, all courses for which the student has pre-registered will be dropped. Student will have to re-register for all courses.

# CVCC 2018 - 2019 TUITION SCHEDULE

In-State Rates						
Semester Credit Hours	Tuition	Facility Renewal Fee	Technology Fee	Building Fee	Bond Surety Fee	Student Total
1	\$ 129.00	\$ 9.00	\$ 9.00	\$ 12.00	\$ 1.00	\$ 160.00
2	\$ 258.00	\$ 18.00	\$ 18.00	\$ 24.00	\$ 2.00	\$ 320.00
3	\$ 387.00	\$ 27.00	\$ 27.00	\$ 36.00	\$ 3.00	\$ 480.00
4	\$ 516.00	\$ 36.00	\$ 36.00	\$ 48.00	\$ 4.00	\$ 640.00
5	\$ 645.00	\$ 45.00	\$ 45.00	\$ 60.00	\$ 5.00	\$ 800.00
6	\$ 774.00	\$ 54.00	\$ 54.00	\$ 72.00	\$ 6.00	\$ 960.00
7	\$ 903.00	\$ 63.00	\$ 63.00	\$ 84.00	\$ 7.00	\$ 1,120.00
8	\$ 1,032.00	\$ 72.00	\$ 72.00	\$ 96.00	\$ 8.00	\$ 1,280.00
9	\$ 1,161.00	\$ 81.00	\$ 81.00	\$ 108.00	\$ 9.00	\$ 1,440.00
10	\$ 1,290.00	\$ 90.00	\$ 90.00	\$ 120.00	\$ 10.00	\$ 1,600.00
11	\$ 1,419.00	\$ 99.00	\$ 99.00	\$ 132.00	\$ 11.00	\$ 1,760.00
12	\$ 1,548.00	\$ 108.00	\$ 108.00	\$ 144.00	\$ 12.00	\$ 1,920.00
13	\$ 1,677.00	\$ 117.00	\$ 117.00	\$ 156.00	\$ 13.00	\$ 2,080.00
14	\$ 1,806.00	\$ 126.00	\$ 126.00	\$ 168.00	\$ 14.00	\$ 2,240.00
15	\$ 1,935.00	\$ 135.00	\$ 135.00	\$ 180.00	\$ 15.00	\$ 2,400.00
16	\$ 2,064.00	\$ 144.00	\$ 144.00	\$ 192.00	\$ 16.00	\$ 2,560.00
17	\$ 2,193.00	\$ 153.00	\$ 153.00	\$ 204.00	\$ 17.00	\$ 2,720.00
18	\$ 2,322.00	\$ 162.00	\$ 162.00	\$ 216.00	\$ 18.00	\$ 2,880.00
19	\$ 2,451.00	\$ 171.00	\$ 171.00	\$ 228.00	\$ 19.00	\$ 3,040.00
20	\$ 2,580.00	\$ 180.00	\$ 180.00	\$ 240.00	\$ 20.00	\$ 3,200.00
21	\$ 2,709.00	\$ 189.00	\$ 189.00	\$ 252.00	\$ 21.00	\$ 3,360.00
22	\$ 2,838.00	\$ 198.00	\$ 198.00	\$ 264.00	\$ 22.00	\$ 3,520.00
23	\$ 2,967.00	\$ 207.00	\$ 207.00	\$ 276.00	\$ 23.00	\$ 3,680.00
24	\$ 3,096.00	\$ 216.00	\$ 216.00	\$ 288.00	\$ 24.00	\$ 3,840.00
25	\$ 3,225.00	\$ 225.00	\$ 225.00	\$ 300.00	\$ 25.00	\$ 4,000.00

Out - of-State Rates						
Semester Credit Hours	Tuition	Facility Renewal Fee	Technology Fee	Building Fee	Bond Surety Fee	Student Total
1	\$ 258.00	\$ 9.00	\$ 9.00	\$ 12.00	\$ 1.00	\$ 289.00
2	\$ 516.00	\$ 18.00	\$ 18.00	\$ 24.00	\$ 2.00	\$ 578.00
3	\$ 774.00	\$ 27.00	\$ 27.00	\$ 36.00	\$ 3.00	\$ 867.00
4	\$ 1,032.00	\$ 36.00	\$ 36.00	\$ 48.00	\$ 4.00	\$ 1,156.00
5	\$ 1,290.00	\$ 45.00	\$ 45.00	\$ 60.00	\$ 5.00	\$ 1,445.00
6	\$ 1,548.00	\$ 54.00	\$ 54.00	\$ 72.00	\$ 6.00	\$ 1,734.00
7	\$ 1,806.00	\$ 63.00	\$ 63.00	\$ 84.00	\$ 7.00	\$ 2,023.00
8	\$ 2,064.00	\$ 72.00	\$ 72.00	\$ 96.00	\$ 8.00	\$ 2,312.00
9	\$ 2,322.00	\$ 81.00	\$ 81.00	\$ 108.00	\$ 9.00	\$ 2,601.00
10	\$ 2,580.00	\$ 90.00	\$ 90.00	\$ 120.00	\$ 10.00	\$ 2,890.00
11	\$ 2,838.00	\$ 99.00	\$ 99.00	\$ 132.00	\$ 11.00	\$ 3,179.00
12	\$ 3,096.00	\$ 108.00	\$ 108.00	\$ 144.00	\$ 12.00	\$ 3,468.00
13	\$ 3,354.00	\$ 117.00	\$ 117.00	\$ 156.00	\$ 13.00	\$ 3,757.00
14	\$ 3,612.00	\$ 126.00	\$ 126.00	\$ 168.00	\$ 14.00	\$ 4,046.00
15	\$ 3,870.00	\$ 135.00	\$ 135.00	\$ 180.00	\$ 15.00	\$ 4,335.00
16	\$ 4,128.00	\$ 144.00	\$ 144.00	\$ 192.00	\$ 16.00	\$ 4,624.00
17	\$ 4,386.00	\$ 153.00	\$ 153.00	\$ 204.00	\$ 17.00	\$ 4,913.00
18	\$ 4,644.00	\$ 162.00	\$ 162.00	\$ 216.00	\$ 18.00	\$ 5,202.00
19	\$ 4,902.00	\$ 171.00	\$ 171.00	\$ 228.00	\$ 19.00	\$ 5,491.00
20	\$ 5,160.00	\$ 180.00	\$ 180.00	\$ 240.00	\$ 20.00	\$ 5,780.00
21	\$ 5,418.00	\$ 189.00	\$ 189.00	\$ 252.00	\$ 21.00	\$ 6,069.00
22	\$ 5,676.00	\$ 198.00	\$ 198.00	\$ 264.00	\$ 22.00	\$ 6,358.00
23	\$ 5,934.00	\$ 207.00	\$ 207.00	\$ 276.00	\$ 23.00	\$ 6,647.00
24	\$ 6,192.00	\$ 216.00	\$ 216.00	\$ 288.00	\$ 24.00	\$ 6,936.00
25	\$ 6,450.00	\$ 225.00	\$ 225.00	\$ 300.00	\$ 25.00	\$ 7,225.00

*Note: Distance Education/Online Tuition and Fees are the same as the Traditional charges for In-State or Out-of-State*

Breakdown of Charges for:			
Alabama Residents and Georgia Eligible Residents*:		All Other Residents:	
Tuition	\$129.00	Tuition	\$258.00
Facility Renewal Fee	\$9.00	Facility Renewal Fee	\$9.00
Technology Fee	\$9.00	Technology Fee	\$9.00
Building Fee	\$12.00	Building Fee	\$12.00
Bond Surety Fee	\$1.00	Bond Surety Fee	\$1.00
<b>TOTAL</b>	<b>\$160.00</b>	<b>TOTAL</b>	<b>\$289.00</b>

<b>*Georgia Eligible Residents Are Those Students Residing In The Following Georgia Counties:</b>			
Chattahoochee	Clay	Harris	Heard
Macon	Marion	Meriwether	Muscogee
Quitman	Randolph	Schley	Stewart
Sumter	Talbot	Taylor	Terrell
Troup	Upson	Webster	
<b>Any Active Duty Military Personnel and Dependents at Ft. Benning</b>			

*\*Note: Non-resident students eligible for in-state tuition must show proof of residency.*

<b>OTHER STUDENT FEES</b>	
Note: All Other Student Fees Listed Below are Non-Refundable.	
Program Fees	
ADN Program - RNP	Fees vary, depending on semester
LPN to RN Program - MOB	Fees vary, depending on semester
MAT Program - MAT	Fees vary, depending on semester
Per Course Fees	
Applied Technology - Lift Truck Certificate/10 hour OSHA - APT ADM100	\$35
CPR/EMS Certification/Testing - CPR EMS 100	\$10
CPR/EMS Certification/Testing - CPR EMS 104	\$25
CPR/EMS Liability Insurance/Lab Fees - EMB EMA EMS 118 EMS 155	\$26
CPR/EMS National Registry Fee EMS 118 NRF	\$80
CPR/EMS National Registry Fee EMS 155 NRFA	\$115
BIT Certification/Testing -BIT CIS 111/OAD 125 CIS115/OAS 246	\$95
CIS 113/OAD 243/ACC 149 CIS117/AOD 244	
CIS 149 CIS 269 CIS 268	
NET + Certification CIS 277	\$145
CISCO Certification CIS 271	\$150
Nursing Assistant Insurance, Lab Fee,Background Check & Drug Screening -NAS NAS 100	\$100.50
Medical Assisting - Phlebotomy Online Review Materials & Certification -MATP MAT228	\$186
Medical Assisting Online Review Materials & Certification -MATR MAT228	\$229
Work Keys Certification/Testing Fee - WKY WKO 102	\$20
Welding Lab Fee - WDTL WDT 124 WDT 125	\$20

Other Campus Fees	
Certificate Fee – <i>CERT</i>	\$25.00
Accuplacer Retest Fee: A one time fee	\$10.00 per subject area
Graduation Fee – <i>GRAD</i>	\$67.00
ID Replacement Fee – <i>ID</i>	\$ 5.00
Late Registration Fee – <i>436</i>	\$25.00
Return Check Fee – <i>RCKF</i>	\$30.00
Transcript Faxing Fee – <i>TRAN</i>	\$8.00

Tuition and fees are due at the time a student registers.

The College reserves the right to change, modify or alter tuition, fees, charges, expenses and costs of any kind as approved or authorized by the State Board of Trustees.

Cash, check, money order, Visa and Mastercard are all acceptable forms of payment. For past balances owed on Return to Title IV debts, returned check debts and/or past tuition debts, the acceptable forms of payment include: Cash, cashier’s check, money order, Visa or Mastercard.

Make all checks and money orders payable to: **Chattahoochee Valley Community College.**

**NOTE:** There is no difference in cost of auditing a course and taking a course for credit.

## EMT-Basic Students

Fees listed below are applicable for EMT-Basic students enrolling in fall 2016 and are subject to change. “Paid to Outside Vendor” costs are estimates based on current market prices.

FIRST SEMESTER (Fall)	EMT	\$23
PAID TO CVCC	PAID TO OUTSIDE VENDOR	
Tuition (10 credit hours) \$1,500 resident/\$2,690 non-resident	Books.....	\$110+
Tuition (with non-nursing courses/15 credit hours) \$2,190 resident/\$3,915 non-resident	Uniforms.....	\$36+ <i>*Price reflects current market estimate for (1) clinical uniform shirt; available at campus bookstore.</i>
CPR/EMS Certification/Testing (CPR EMS 100).....\$10 <i>*Fee applies to students who are also enrolled in EMS 100.</i>	Clinical Kit.....	\$40+ <i>*Price reflects current market estimate for Sprague stethoscope, pen light and bandage scissors.</i>
Liability Insurance Fee.....\$16	EMS Testing Platinum.....	\$35 <i>*Fee applies to students who are enrolled in EMS 118.</i>
Lab Fees.....\$10	EMS Platinum Planner.....	\$35 <i>*Fee applies to students who are enrolled in EMS 119.</i>
First Aid Card.....\$25	Additional Uniform Items.....	\$36+ <i>*Price reflects current market estimate for (1) pair black over the ankle boots/shoes, (1) pair of dk. navy or black pants and (1) belt.</i>
NREMT Exam Fee.....\$85	Required Immunizations.....	\$100+ <i>*Price reflects current market estimate for MMR series (2 vaccinations), Varicella, Hep B series (3 vaccinations), Tetanus and Influenza. Will vary depending on individual health insurance.</i>
	Health Documentation Requirements.....	\$50+ <i>* Price reflects current market estimate for PPD screening and physical. Will vary depending on individual health insurance, which is also a program requirement.</i>
	Background Check and Drug Screen.....	\$100 <i>* Price reflects current market estimate for drug screening and background check.</i>
TOTAL (approximate) .....		\$2,059-3,480

# Advanced EMT Students

Fees listed below are applicable for Advanced EMT students enrolling in fall 2016 and are subject to change. "Paid to Outside Vendor" costs are estimates based on current market prices.

FIRST SEMESTER (Fall)	AEMT	\$23
PAID TO CVCC	PAID TO OUTSIDE VENDOR	
Tuition (9 credit hours) \$1,350 resident/\$2,421 non-resident	Books.....	\$110+
Liability Insurance Fee.....\$16	Uniforms.....	\$36+ <i>*Price reflects current market estimate for (1) clinical uniform shirt; available at campus bookstore.</i>
Lab Fees.....\$10	Clinical Kit.....	\$40+ <i>*Price reflects current market estimate for Sprague stethoscope, pen light and bandage scissors.</i>
National Registry Exam Fee.....\$115	EMS Testing Platinum.....	\$45 <i>*Fee applies to students who are enrolled in EMS 155.</i>
	EMS Platinum Planner.....	\$30 <i>*Fee applies to students who are enrolled in EMS 156.</i>
	Additional Uniform Items.....	\$75+ <i>*Price reflects current market estimate for (1) pair black over the ankle boots/shoes, (1) pair of dk. navy or black pants and (1) belt.</i>
	Required Immunizations.....	\$100+ <i>*Price reflects current market estimate for MMR series (2 vaccinations), Varicella, Hep B series (3 vaccinations), Tetanus and Influenza. Will vary depending on individual health insurance.</i>
	Health Documentation Requirements.....	\$50+ <i>* Price reflects current market estimate for PPD screening and physical. Will vary depending on individual health insurance, which is also a program requirement.</i>
	Background Check and Drug Screen.....	\$60 <i>*Price reflects current market estimate for drug screening and background check.</i>
	Alabama Licensing Fee.....	\$10

**TOTAL (approximate) .....\$2,069-3,219**

Note: If EMT was taken during the previous semester additional charges may not apply. See EMS Program Director for details.

# Withdrawals and Refunds

## Alabama Community College System Policy

Students or their sponsored agencies (other than Title IV students) will be refunded according to the following schedule:

**Before classes begin**..... 100% Refund

### ***During Schedule Adjustment***

Drops a class or classes but less than total .....100% Refund

Drops all classes during Schedule Adjustment .....75% Refund

### ***After Schedule Adjustment (Withdrawal refund period)***

#### ***Regular Semester***

Withdrawal during the first week of the semester ..... 75% Refund

Withdrawal during the second week of the semester ..... 50% Refund

Withdrawal during the third week of the semester ..... 25% Refund

After the end of the third week of the semester ..... No refunds are given

#### ***Term I and II***

Withdrawal during the first, second and third class days of the semester ... 75% Refund

Withdrawal during the fourth, fifth and sixth class day of the semester .... 50% Refund

Withdrawal during the seventh, eighth and ninth class day of the semester ... 25% Refund

After the end of the ninth day of the semester ..... No refunds are given

## **Administrative fee**

To drop or withdraw from courses in which they are enrolled, students may secure the appropriate forms from the Office of Admissions. The student must then obtain signatures from all instructors whose classes are involved, from the Office of Financial Aid, from the Learning Resource Center and from the Business Office. A scholarship student must also secure the signature of their scholarship supervisor. When the student has all the required signatures, the form must be returned to the Office of Admissions. Once data is entered into the system, a student refund is set up to be paid at the published date in the class schedule. Drops and withdrawals are not official until all steps are completed.

Net refund paid is tuition and fees less 5% administrative fees. Refund checks will be mailed from the Business Office to the student at the address on file in the Office of Admissions or issued by direct deposit to the bank account on file in the student's Private Web College Accounts.

## **Federal Title IV Refund and Repayment Policy**

This policy affects CVCC students who receive Pell, loan and SEOG funds.

Title IV regulations specify that funds are awarded to a student under the assumption that the student will attend College for the entire period for which the assistance is awarded.

Title IV regulations state that the student and CVCC are eligible to keep only the amount of Title IV funds earned. Unearned Title IV funds must be refunded to the Federal Government. Therefore, when a student receives Title IV funds (Pell, loan or SEOG) within a semester and then drops, withdraws or stops going to class before the 60 percent enrollment period of the term, the student becomes personally responsible for unpaid tuition and fees. The student will owe CVCC for unpaid tuition and fees.



If a student owes CVCC for tuition and fees due to refunded Title IV funds, a hold is placed on his/her account. When an account is on hold, the student will not be able to receive grades or transcripts to register for future semesters until the amount is paid in full. Also, if student accounts are not paid to CVCC in a timely manner, the accounts will be turned over to a collection agency and will be reported to the Credit Bureau. All students with accounts turned over to collections will be responsible for paying any and all collection costs.

## Student holds/Delinquent Accounts

Barnes & Noble Bookstore, Office of Admissions, Business Office, Learning Resources Center and Parking “holds” will prevent students from registering, obtaining or sending College transcripts receiving grades or receiving student payable checks. If a student has a hold on their account, it should be cleared immediately.

## Financial aid

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The Financial Aid Office provides financial assistance to students who need aid in order to attend college. Financial aid provides students with supplementary funds to help offset expenses. Several types of aid are available: grants, loans, work study program, scholarships and military benefits.

### Grants

Three grants are available to students demonstrating financial need: Pell Grant, Federal Supplemental Educational Opportunity Grants and Alabama Student Assistance Program. Grants do not have to be repaid like loans. A student who has demonstrated financial need and is enrolled in a postsecondary school may be eligible to receive a grant.

**Pell Grants** are a primary source of student financial aid and are part of the Title IV Federal Financial Aid Program. To apply, a student must complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) with CVCC's federal school code 012182. Each year the FAFSA must be renewed in order to determine aid eligibility for the next academic year. CVCC priority deadline is May 1 of each year.

For students who have been selected by the federal process for verification, additional documents must be submitted to the Financial Aid Office in Wilson Hall. Students will be contacted if additional documents are required. Students may also check their Pirate Web for Financial Aid Status at [www.cv.edu](http://www.cv.edu). Students are notified in writing if selected for verification. Award letters are sent to eligible students from CVCC Financial Aid Office indicating the amount of the Pell Grant awarded.

Pell Grants are prorated based on student's semester registration status:

Full-Time Amount	12 or more credit hours
Three Quarter Time Amount	9-11 credit hours
Half-Time Amount	6-8 credit hours
Less than half-time amount	5 or less credit hours

**Federal Supplemental Educational Opportunity Grant (SEOG)** is another grant from the federal government. There is a limited amount of funding for this grant. Students must be enrolled for at least half-time to be eligible for this grant. Students who show exceptional need and complete their FAFSA before our priority deadline of May 1 are shown preference. Students must be enrolled for at least half time to be eligible for this grant. Grant amount will vary based on funding.

**Alabama Student Assistance Program (ASAP)** is a state grant for students who are Alabama residents. There is a limited amount of funding for this grant. Students must be enrolled for at least half time to be eligible for this grant. Students who show exceptional need and complete their FAFSA before our priority deadline of May 1 are shown preference. Grant amount will vary based on funding.

**Financial Aid Satisfactory Academic Progress Policy**, requires all students receiving federal financial aid must make satisfactory academic progress toward completion of a degree. Academic progress must be monitored for all terms of enrollment, whether or not financial aid was received. A student’s academic progress will be evaluated at the end of each semester. Notices will be sent to students via email if they are placed on Financial Aid Warning or Financial Aid Suspension.

Three elements of the Financial Aid Standards of Academic Progress Policy must be successfully maintained and are as follows:

1. Successful Completion Ratio is 67% or above of cumulative credits attempted, combining all CVCC credits and all transfer credits accepted, which includes developmental/remedial credits. This ratio is calculated by dividing the successfully completed hours, at CVCC and transfer accepted, by total hours attempted at CVCC plus transfer hours. Formula and examples are below.

Number of course hours completed with A, B, C, D, or S	+	Number of transfer hours accepted at CVCC	=	Successful Completion Ratio
Total number of hours attempted at CVCC	+	Number of transfer hours accepted at CVCC		

**Example 1:** Peter attempted 36 hours at CVCC and passed 24 hours. His completion rate would be 24 divided by 36 to 67% completion ration.

**Example 2:** Wendy transfers to CVCC with 5 credit hours. She attempted 9 hours at CVCC and passes 4 hours. Her completion rate would be 5+4 divided by 5+9, (or 10 divided by 14), which is 71% completion ratio.

**Example 3:** John attempted 65 hours at CVCC and passed 35 hours. His completion rate is 35 divided by 65 which is 53% so he is placed on Financial Aid Warning status for one semester. His progress will be checked again at the end of the warning period to determine his future eligibility for federal aid.

2. Maximum time frame is calculated by the normal length of student's program of study multiplied by 1.5 (or 150%). All credit hours attempted and all transfer credits accepted into the student's program of study will be used in this calculation. Example General Studies Associate in Science is 64 credit hours. Once a student has attempted 96 credit hours (whether at CVCC or another institution) then that student has exceeded the hours necessary to complete the degree.
3. Cumulative Grade Point Average must meet or exceed the following minimum cumulative GPA based on total hours attempted.

Semester Credit Hours Attempted	Cumulative GPA
0-21	1.5
22-31	1.75
32 or more	2.0

Additional conditions which each student must meet to maintain eligibility at CVCC:

- Students must be enrolled in an eligible program of study that leads to a degree or certificate to receive financial assistance. Only courses required for completion will be eligible for federal aid.
- Students who have completed 4+ years or more full-time in a collegiate setting are not eligible for federal or state grant funds as the student will have exceeded the time frame for all of CVCC's degree programs which are two year associate degrees.
- Students may repeat a collegiate level course that he/she previously successfully completed only once using federal funds. However, both courses will be counted as attempted in the completion rate calculation mentioned earlier in this section.
- Students may not enroll in a developmental or remedial course more than three times and continue to receive federal aid for that course. A student cannot be paid for more than a total of 30 credit hours of college preparatory coursework.
- Students on Academic Suspension will not be eligible to receive federal aid, whether the student serves the suspension or is readmitted on academic appeal, until the student can re-establish his/her eligibility. See Re-establishing paragraph in Financial Aid Warning, Suspension and Appeal Process.

Beginning July 1, 2015 students enrolled in both Adult Education and Career Pathway Program can receive Pell Grants and other federal funding. These students must maintain enrollment in both Adult Education for General Equivalency Diploma or GED program and Career Pathway collegiate class(es) to maintain eligibility for federal funding. Once a GED is obtained, a student will no longer be classified as an Ability to Benefit student.

**Financial Aid Warning** will be placed on a student after a semester review demonstrates the student is not meeting the Financial Aid Standards of Academic Progress. Students can continue to receive financial aid while on warning with the understanding that all the standards will be met at the end of the warning term or they will be suspended.

**Financial Aid Suspension** will remain in place until the student either is awarded a probationary status based on Financial Aid Appeal approval or re-establishes eligibility. Students who have been placed on Financial Aid Suspension and have extenuating circumstances which caused their failure to maintain eligibility have the option to appeal.

**Financial Aid Appeal Forms** are located at [www.cv.edu](http://www.cv.edu) under Financial Aid Forms and in the Financial Aid Office in Wilson Hall. Students may submit the appeal form with supporting documentation of extenuating circumstances that occurred during their semester(s) which caused them not to maintain satisfactory progress to Financial Aid Office. Each month the financial aid appeals are reviewed and students are notified in writing of the appeal decision. If approved, student is placed on Financial Aid Probation.

A **Financial Aid Probation** status is placed on the student whose Financial Aid Appeal has been approved; or possibly, the student who has been flagged by federal processor for Unusual Enrollment History (UEH). The student may be eligible for federal aid for one semester. Student progress will be reviewed at the end of the probationary term. At the end of the probationary term, if the student has completed all of his/her courses for that term successfully with C's or better then the student's federal aid may be awarded for subsequent semesters.

**Re-establishing** eligibility is a way for the student to receive federal aid after an Academic Suspension. To re-establish eligibility the student must take 12 or more credit hours during one semester and pass with C's or better. Once the student meets the Financial Aid Standards of Academic Progress may have his/her federal aid awarded for subsequent semesters. The student would be responsible for the monetary funding of the semester he/she chose to re-establish.,

## Loans

Three types of loans are available at CVCC: Direct Loans, Parent PLUS Loans and Private Loans. Direct Loans are low interest loans from the U.S. Department of Education and do not require a credit check or cosigner. These loans are for the students only. Parent PLUS Loans are for the parent(s) who have a dependent student enrolled and attending college. Parent loans will require a credit check. Private loans are loans through outside lenders that require a credit check and possibly a cosigner.

All loans must be repaid by the student (or parent) to lender (or agency). The appeal process for Direct Loans and Parent PLUS Loans are the same. See Financial Aid Suspension and Appeal Process. Private loans do not require an appeal process as these are not subject to Financial Aid Suspension.

Loans must be certified by the Financial Aid Office. Per federal guidelines, loans cannot be granted for more than the student's Cost of Attendance. Dependency status is determined by the FAFSA and residency is determined by Admissions.

2018-2019 CVCC Cost of Attendance Budget	Dependent In State Resident	Independent In State Resident	Non Resident
Nine month or two semesters	\$14,450	\$16,800	\$20,670
Twelve month or three semesters	\$19,603	\$22,740	\$28,158
Four month or one semester either fall or spring	\$7,225	\$8,400	\$10,335
Three month or summer semester	\$5,153	\$5,940	\$7,488

**Direct Loans** can be subsidized and/or unsubsidized. Subsidized loans are loans which the government pays the interest while student is attending school at least half time. Subsidized loans are for students who have demonstrated financial need. Unsubsidized loans, which are not need based, are loans where the interest begins accruing from the beginning date of the loan. The student is responsible for the interest on unsubsidized loans from the beginning loan date.

To apply for Direct Loans, students must first complete the FAFSA. Students are sent a written loan offer which explains the estimated amount of loans the student could receive and further steps to let the Financial Aid Office know the specific amount of loan monies the student would like to request. Students must have completed Entrance Counseling online at [www.studentloans.gov](http://www.studentloans.gov) and Master Promissory Note (MPN) online at [www.studentloans.gov](http://www.studentloans.gov) in order to be awarded Direct Loans.

Students are required to be enrolled and attending at least half time (6 credit hours or more) in order to qualify for Direct Loans. Students must maintain the same requirements for eligibility as described for federal aid in the Grants section. Students who graduate, stop attending or drop below 6 credit hours must complete Exit Counseling online at [www.studentloans.gov](http://www.studentloans.gov) so that their “transcript hold” can be released. Repayment plans/options are also found at [www.studentloans.gov](http://www.studentloans.gov). Students have 6 month grace period once enrollment drops to half time status or below.

**Parent PLUS Loans** require the same minimum requirements, standards and conditions as the Direct Loans except the loan is in the parent name not the student. PLUS loans may be disbursed directly to the student or parent. A PLUS Loan request form can be obtained from the Financial Aid Office in Wilson Hall or through email from [financial.aid@cv.edu](mailto:financial.aid@cv.edu).

**Private Loans** are through outside lenders of the student’s choosing. The Financial Aid Office does not distribute any private loan applications. These are found through the lending agency or their online websites. These loans are not restricted to the same standards as federal aid, only the conditions and requirements from the lending agency. The Cost of Attendance is subject to the same standards on all loans.

## Work Study Program

Students interested in a part time job on campus may qualify for Federal Work Study Program. The job is usually 10-15 hours per week, works around student class schedule and pays on an hourly basis. Students must complete the FAFSA and financial need must be demonstrated. Positions are limited and preference will be shown to students meeting May 1 deadline. Applications are available online at [www.cv.edu](http://www.cv.edu) or in Financial Aid Office in Wilson Hall. Maintaining eligibility not only requires the same for other federal programs but also job performance in assigned department. The appeal process for work study is explained in Financial Aid Suspension and Appeal Process.

## Scholarships

Scholarships range from institutional to outside agency and vary greatly. Institutional, CVCC Foundation and Senior Adult scholarships will be described in this section. Applications are placed on [www.cv.edu](http://www.cv.edu) and may also be available on campus depending on type of scholarship. See website for all applicable deadlines.

**Institutional scholarships** are the Presidential scholarships that cover general in-state tuition and fees. Student applicants are required to complete a general admission application to CVCC, the FAFSA with CVCC federal school code 012182, scholarship application (located on [www.cv.edu](http://www.cv.edu)) and submit unofficial transcript to Financial Aid Office in Wilson Hall.

- **Academic** scholarships are for students who possess 3.0 GPA or higher and will graduate from high school before the end of June are eligible to apply. This is a renewable scholarship (maximum 2 years) provided the student maintains all requirements by end of first year. A cumulative GPA of 3.25 is required to maintain eligibility for this scholarship.
- **Ambassador** scholarships are for students who possess 2.7 GPA or higher and will graduate from high school before the end of June are eligible to apply. As a college ambassadors, students are required to perform certain duties while representing CVCC. This is a renewable scholarship (maximum 2 years) provided the student maintains all requirements by end of first year. A cumulative GPA of 2.75 is required to maintain eligibility for this scholarship.
- **Athletic** scholarships include Men's Basketball, Women's Basketball, Men's Baseball, Women's Softball and Managers. Students who possess athletic abilities in one of these areas are invited to try out. The Athletic Director and coaches determine these scholarships. Interested students should contact the Athletic Department.
- **Currently Enrolled** scholarships are for students who are currently enrolled at CVCC, have cumulative GPA of 3.0 or higher, and have completed a minimum of 24 credit hours during current academic year are eligible to apply. This is a one year scholarship.

- **Future Leader** scholarships are for minority students who possess C average. Student applicants are also required to create a type-written essay on the importance of being an African American/Minority Male Leader in the community (500 word maximum) and interview with Future Leaders Subcommittee. As student leaders, students are required to attend all Minority Males Mentoring (M3) meetings. Interested students should contact Financial Aid Office to be directed to the committee for more information. This is a renewable scholarship (maximum 2 years) provided the student maintains all requirements by end of first year. A cumulative GPA of 2.0 is required to maintain eligibility for this scholarship.
- **Leadership** scholarships are for students who possess 2.7 GPA or higher and will graduate from high school before the end of June are eligible to apply. This is a renewable scholarship (maximum 2 years) provided the student maintains all requirements by end of first year. A cumulative GPA of 2.75 is required to maintain eligibility for this scholarship.
- **Non-Traditional** scholarships are for students who have not been enrolled for the current academic year and possess a cumulative GPA of 2.5 or higher from either high school or college are eligible to apply. This is a renewable scholarship (maximum 2 years) provided the student maintains all requirements by end of first year. A cumulative GPA of 2.5 is required to maintain eligibility for this scholarship.
- **Performing Arts** scholarships are for students who possess talents in music (vocal/instrumental) are invited to audition for this scholarship. Interested students should contact the choir director or show band director in the Fine Arts Division for dates/times of auditions. This is a renewable scholarship (maximum 2 years) provided the student maintains all requirements by end of first year. A cumulative GPA of 2.5 is required to maintain eligibility for this scholarship.

**CVCC Foundation** scholarships are available from CVCC Foundation each semester. They are awarded on a review basis, with financial need and grade point average being the primary considerations. Students must complete a CVCC Foundation Application located on [www.cv.edu](http://www.cv.edu) under CVCC Foundation. Applicants must interview with the Foundation Scholarship Committee. The committee meets once each semester to award these scholarships.

CVCC Foundation **Chris Patterson Student Emergency Assistance Fund** is for students who have an unforeseen financial emergency which would otherwise prevent them from continuing to attend CVCC. The request must be urgent in nature. Contact your academic advisor or a faculty member for more information on the scholarship process.

**Senior Adult Program** are tuition waivers from the Alabama Community College System (ACCS) for Alabama residents age 60 and over who wish to enroll in college credit courses. Contact Admission Office in Wallace Hall for further information.

**Outside agency** scholarships or other funding is accepted at CVCC. Any agency interested in assisting student(s) with funding should contact the business office detailing students' name,

student number, amounts and disbursement guidelines.

## **Military educational benefits**

Students who wish to use their VA educational benefits must submit their letter of eligibility from the VA to the School Certifying Official (SCO) located in Financial Aid Office in Wilson Hall. Students may have federal and/or state VA benefits. Federal VA educational benefits include the GI Bill which has many chapters that pay either the school, the student or both. Refer to [www.gibill.va.gov](http://www.gibill.va.gov) for more detailed explanation of difference in benefits. Tuition assistance is also available. For applicable programs, a certification of enrollment is reported electronically to the VA so the VA can determine the payment rate for college and/or student.

The Financial Aid Office recommends that all students complete the FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) because students can receive more than one type of financial aid. For SOCAD (Servicemembers Opportunity College-Army Degrees) agreements and information, students should contact Admissions.

For students receiving VA educational benefits, any complaint against the school should be routed through VA GI Bill Feedback System, <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.

### **GI Bill (Federal VA Educational Benefits)**

**Post 9/11 or Chapter 33** is the primary educational benefit used by students at CVCC. Students must apply to use this benefit. For the servicemember, the application for educational benefits can be made online at [www.vets.gov](http://www.vets.gov) or by completing VA Form 22-1990 and submitting to VA Regional Processing Office. For the dependent of a service member, the veteran/service member must transfer benefits to their dependent then, similar to the application process for the veteran, the dependent student can apply online [www.vets.gov](http://www.vets.gov) or by completing VA Form 22-1990e. Once the VA office has processed the application a letter of eligibility is mailed to the student to present to the college.

Students are responsible for any tuition and fees not covered by Post 9/11 GI Bill. The letter of eligibility from the VA Regional Processing Office will detail the percentage covered and number of months of eligibility the student has available. In general, the VA pays the percentage of tuition and fees outlined in letter of eligibility to the school, book stipends and living allowances are paid to the student from the VA.

**Montgomery GI Bill or Chapter 30; Montgomery GI Selected Reserve (MGIB-SR) or Chapter 1606; and the Reserve Educational Assistance Program (REAP) or Chapter 1607** are federal VA educational benefits paid directly to the student who is veteran or current service member. The student must apply to use this benefit either online [www.vets.gov](http://www.vets.gov) or with VA Form 22-1990. Once the VA office has processed the application a letter of eligibility is mailed to the student to present to the college.



**Vocational Rehabilitation and Education (VR&E) or Chapter 31** is for the veteran student who has a service connected disability. Application information can be found [www.benefits.va.gov](http://www.benefits.va.gov) or by calling 1-800-827-1000. An authorization or 1905 form from the student's VA case manager is required to be submitted to the college. This authorization form will list the terms and conditions for the student. In general, tuition, fees and books are paid for the student by the VA and the student receives a living allowance also.

**Survivors and Dependents Educational Assistance (DEA) or Chapter 35 and Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship)** are for students who are dependents of veteran. The student can apply online [www.vets.gov](http://www.vets.gov) or use the VA Form 22-5490. Once the VA office has processed the application a letter of eligibility is mailed to the student to present to the college. DEA/Chapter 35 benefits are paid to the student. The Fry Scholarship benefits will be paid the same as the Post 9/11 or Chapter 33 benefit referred to previously.

## **State benefits**

The state of Alabama offers financial assistances for many students. For a more comprehensive list see [www.ache.alabama.gov](http://www.ache.alabama.gov). The ASAP grant was discussed in the Grants section and Senior Adult Program is described in Scholarships. Two additional types of state benefits will be discussed below. The state of Alabama encourages students to also apply for other benefits and many state programs now require the FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) to be completed also.

**Alabama National Guard Education Assistance Program (ANGEAP)** provides financial assistance beyond tuition and fees to Alabama National Guard members. Application forms are available online [www.ache.alabama.gov](http://www.ache.alabama.gov). These forms need to be completed by the student and submitted to the SCO in the Financial Aid Office for any applicable reimbursement.

**Alabama GI Dependent Scholarship Program** offers financial assistance to eligible dependents of Alabama residents who have service connected disability. This program may pay for the student's basic in state tuition, instructional fees and required books for collegiate coursework. The student is responsible for any remedial coursework, facility and building fees since these are not covered by the program. Applications may be obtain from any county veterans' service officer (usually located in courthouse) or by contacting Alabama State Department of Veterans Affairs 334-242-5077.

Beginning July 31, 2017, new requirements were put into place stating this program may be applied after all federal, state, institutional and third party grants and scholarships. The new requirements include undergraduate courses of student at in state rate plus a \$1000 maximum limit on instructional fees and books per semester. Students need to refer to their award letter or certificate they received from the State of Alabama Department of Veterans Affairs to determine which requirements pertain to them.

## **Tuition Assistance**

Tuition assistance is a benefit paid to eligible members of the Army, Navy, Marines, Air Force and

Coast Guard. The approved tuition assistance form must be submitted to the business office in Wallace Hall. For more information regarding eligibility, amounts and application procedures for the different military branches see [www.military.com](http://www.military.com) in the Education section.

## **Certification of Enrollment**

For students who possess VA educational benefits within the GI Bill program, a certification of enrollment will be submitted electronically each semester by SCO in Financial Aid Office located in Wilson Hall. Students will receive an email notification of any change in enrollment status. The certification of enrollment is also called VA Form 22-1999. Students are encouraged to register for classes early so the certification of enrollment can be sent before the beginning of the term.

Certifications will be submitted only for those courses required for the student's declared program of study. Audited and Out of Degree Plan (ODP) courses may not be certified for enrollment. Repeated courses can be certified if the course is still required for degree plan and has not been successfully completed previously. Students should note the beginning and ending dates on class schedule. These are the dates that will be reported to the VA for enrollment times.



**Student Development and  
Student Services**



**Chattahoochee Valley Community College** contributes to the total development of students by helping them pursue both personal and educational goals. Many services are available to students: tutoring, testing, orientation, counseling and guidance, academic advisement, student activities and organizations, career development and job placement assistance.

## Records

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CVCC maintains information about students that enhances their educational development and the effective administration of the College. The Family Educational Rights and Privacy Act (FERPA) of 1974 defines the rights of the student with regard to records and other information that may be maintained and/or released. To guarantee the rights of privacy and access provided by this Act, CVCC has adopted the following policies and procedures.

### Definition of records

For the purposes of this policy, a student's educational records are defined as: files, documents and other materials that contain information directly related to a student and are maintained by the College or a person acting on behalf of the College. Specifically excluded from the definition of "educational records" and not open to inspection by students are the following materials:

1. Records of instructional, supervisory and administrative personnel that are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker.
2. Records of campus security except when they have been transmitted within the College for administrative purposes.
3. Records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or para-professional acting in a professional or para-professional capacity or assisting in that capacity and which are created, maintained or used only in connection with the provision of diagnosis or treatment to the student and are not available to anyone other than the persons providing such treatment or to such other persons as may be authorized in writing by the student to receive such information from such records.

### Directory information

A student has the right to have his/her name and directory information concerning him/her omitted from any directory published and distributed on or off campus. Directory information consists of: name, address, date and place of birth, telephone number, honors and awards and dates attended. Much of this information is routinely published by the College.

When a student requests that any part of his/her directory information be withheld, all directory information concerning him/her will be omitted from all publications. Students desiring to have any directory information withheld must submit a written request to the Office of Admissions. The request must be renewed each academic year. Information from records, files or data directly related to a student other than "directory" information will not be disclosed to anyone outside the College without written consent from the student except pursuant to a lawful court order, in a case in which education or government officials have an educational or lawful need for information or as otherwise specifically authorized by the Act. However, information contained in such records may be disclosed within the College to officials and staff

members who need that particular information. Students have access to all such information about themselves with the exceptions outlined in this policy statement.

## **Release of student records**

In compliance with and pursuant to the Family Educational Rights and Privacy Act of 1974, a student's records will not be released by College personnel except with written consent from the student, a written request in the form of a court order and/or as otherwise expressly provided in the Act.

If a student wishes to have such records released or reviewed by a third party, the student must submit a written consent to the proper records official and in such consent, specify the records to be released or reviewed, the person or persons to whom records are to be released or by whom the records are to be reviewed and if desired, a request for copies of the respective records to be made available to the student. After receipt of such written consent, CVCC will then grant appropriate access to the information to the party or parties designated by the student. A service fee will be charged for producing photocopies of records that are requested to be copied by the student or by the person to whom the student gives permission to request photocopies.

Records officials will place in each student's file a record of all requests for access to the file, the name of each person making a request for information from the file, the agency or institution represented by each person making a request and the action taken by the records official in response to the request. However, such a record will not necessarily be kept for requests made by CVCC officials who have a need for access to the respective student file. An inspection of individual student records will be supervised by the appropriate records official and the student's record file will not be removed from the designated records official's office.

## **Student inspection of records**

Each student may inspect in the presence of the appropriate records official records, files and data primarily related to the respective student. To inspect his/her file, a student should go to the office of the appropriate records officials (either the Office of Admissions, Office of Financial Aid or Dean of Student Services) and submit a written request. If the student cannot personally appear, the student must submit a notarized request to the appropriate records official. College personnel who have knowledge of the individual's record will be present to explain the contents of the file.

After receiving a written request from a student to review his/her college record, the records official will arrange, as promptly as is reasonably possible (not to exceed 45 days) a time when the records may be reviewed in the presence of appropriate College personnel. The student is not permitted to remove the file or remove any of its contents for purposes of reproducing materials within the file unless permission is granted by the records official. To review a file, the student must present proper identification and complete appropriate form(s) certifying that he/she has requested to review his/her records and that CVCC has complied with the request. If, in the opinion of the appropriate records official, inspection can reasonably be accomplished by providing copies of documents, such copies will be made and provided to the student.

The student may obtain an unofficial copy of his/her academic record without charge with a written request to CVCC. An unofficial copy is defined as a copy that does not bear the official seal of the College but is otherwise a true copy. Records officials will not photocopy or otherwise reproduce copies of student transcripts or other information obtained from transfer students pursuant to official transfer requirements.

## **Counseling, Advising and Testing**

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Chattahoochee Valley Community College (CVCC) does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin or age in regard to counseling and advising or providing access to or in the operations of its programs and services including academic placement testing. Requests for reasonable accommodations for students with disabilities should be directed to Ms. Vickie Williams, Student ADA Coordinator, in Wilson Hall, who can be reached at 334-214-4803. Please see our nondiscrimination policy on page ii of this Catalog.

Advising and testing services are available to all students. Students may receive help with problems concerning choice of curriculum or program, career planning, transfer advising, adjusting to college and/or coping with daily demands. Referrals are available for problems of a personal nature. Students are encouraged to visit the Office of Advising and Testing in Wilson Hall or the office of the Vice-President/Dean of Student and Administrative Services. Appointments may also be made.

### **Academic advising**

As soon as a student is admitted to the College, he/she will be assigned a faculty advisor who will help the student plan a program of study appropriate for the student's interests and abilities. A student must also consult with a faculty advisor about scheduling classes. It is the student's responsibility to make an appointment and meet with the advisor during the advisor's scheduled office hours for the purpose of planning programs and courses for each semester. Unclassified students who are interested in exploring program options available at the College may also contact the office of Vice-President/Dean of Student and Administrative Services.

### **Academic advising philosophy**

Chattahoochee Valley Community College (CVCC) recognizes academic advising as an essential part of the educational process. The primary focus of academic advising at CVCC is to help students to pursue realistic academic and career goals by providing them with accurate information and guidance to support them in the decision-making process. Furthermore, academic advising should help students recognize and accept responsibility for making choices about their educational programs.

To be effective, academic advising must be taken seriously by students, advisors and the institution with an understanding that academic advising is more than completion of simple clerical functions. Effective academic advising requires an open environment in which the advisor is concerned about the student's welfare in pursuit of academic and career goals. Effective academic advising is concerned with student development and helps students establish educational plans consistent with life goals as well as helping students evaluate and re-evaluate their progress toward established goals.

The institution, advisor and student have responsibilities that must be accepted and fulfilled if students are to receive the benefits of an efficient and effective academic advising process.

### ***Responsibilities of the institution***

1. Provide advisors with accurate and complete information on institutional policies and procedures, program of study requirements, courses of instruction, graduation requirements and available institutional resources.
2. Provide advisors with all student data needed, accurate current student transcripts and evaluation of transfer credit.
3. Provide advisors with forms and reference materials needed in the advising process.
4. Assign advisors and inform students of the identity, office location and office telephone number of their respective advisors and times advisors may be contacted to make appointments.
5. Provide new students with academic orientation.
6. Administer placement tests to new students upon admission including portions of placement tests to transfer students when needed.
7. Provide advising services to students with special needs particularly students covered by the Americans with Disabilities Act.
8. Conduct advising orientation for new advisors and workshops for training and updating advisors periodically.

### ***Responsibilities of the advisor***

1. Be accessible to students.
2. Maintain accurate records of information relative to each advisee's academic activities and progress.
3. Be aware of each advisee's educational and career goals and, when needed, help students formulate and clarify these goals.
4. Guide students in obtaining accurate information about transfer institutions.
5. Provide students with information about alternatives, limitations and possible long- and short-range consequences of academic choices.
6. Refer students to appropriate college services or off-campus agencies.
7. Help students choose courses appropriate for their respective educational and career goals and evaluate progress toward these goals.
8. Schedule appointments with advisees to ensure adequate time to discuss each advisee's academic progress.
9. As much as possible, help students make long-range plans about scheduling courses.
10. Focus on *which* as well as *why* particular courses should be taken.
11. Before signing the registration form, verify accuracy of schedule information (course numbers, section numbers and class meeting days, times and locations).

### ***Responsibilities of the student advisee***

1. Be sure that academic records from other educational institutions have been sent to CVCC.
2. Know his/her advisor's identity, office location, office telephone number and office hours.



3. Schedule an advising appointment at least once per term with his/her advisor apart from the scheduling and registration process.
4. Promptly keep appointments. If unable to keep appointments, notify the advisor as soon as possible and schedule a new appointment.
5. Discuss educational and career goals with his/her academic advisor and other resource persons.
6. Develop educational and career goals.
7. Be aware of CVCC policies and procedures, program-of-study requirements and graduation requirements.
8. Be prepared for the advising appointment for scheduling classes before meeting with the advisor. Students should study the class schedule, know courses needed, have a list of alternatives, know which courses are offered at times they can attend and have a list of questions for the advisor.
9. Accept responsibility for academic choices. The advisor may discuss options with the student but the student must make the decisions.
10. Maintain personal records of academic activities and progress.
11. Seek help from the advisor when needed. The student should consult with the advisor whenever he/she is not certain of the best academic action to take and before making changes in the program of study.
12. Before signing the registration form, verify accuracy of all schedule information (course numbers, section numbers and class meeting days, times and locations).

## Job placement

Students and alumni seeking help with job placement are encouraged to visit the Career Center located in Brassell Hall. Listings of part-time and full-time positions are on file.

## Testing

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**T**he Testing Center helps support the insitutional mission of Chattahoochee Valley Community College by providing comprehensive, accessible testing and assessment services to CVCC students and faculty, local businesses and industries, the Chattahoochee Valley community and the surrounding areas. CVCC is a member of the National College Testing Association (NCTA) and subscribes to the NCTA Professional Standards and Guidance for Post-Secondary Test Centers. Go to [www.ncta-testing.org/resources/standards/standards.php](http://www.ncta-testing.org/resources/standards/standards.php) for standards and guidelines.

**Accuplacer** - This comprehensive, computer-adaptive assessment which helps to determine a student's placement into appropriate courses to maximize success is offered weekly on CVCC's campus.

**GED Test** - CVCC has been designated as a General Educational Development Testing Center by the state of Alabama. Go to [www.pearsonvue.com/ged](http://www.pearsonvue.com/ged) for information.

## Student development

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**S**tudent development is important to the educational experience at CVCC. A comprehensive program of activities is provided through campus organizations recognized by the Student Government Association.

Students may participate in student government, service organizations, special interest clubs, choir, band, athletics and other activities. To learn more about clubs and organizations on campus, refer to the *Student Handbook* or contact the Office of Student Development in Wilson Hall.

## Athletics

CVCC is a member of the National Junior College Athletic Association and the Alabama Junior College Athletic Conference. The College participates in varsity competition in men's baseball, women's softball, men's basketball and women's basketball. The College competes with other members of its conference and junior colleges from other states. CVCC's athletic programs do not discriminate on the basis of race, color, disability, sex, religion, creed, national origin or age. Please see our nondiscrimination policy on page ii of this Catalog.

## Student honors

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**Christopher Clarke Patterson Award** - The Christopher Clarke Patterson Award is given annually to a student who excels in community and college service as well as in scholarship. The award honors the memory of Chris Patterson, an advisor, mentor, instructor, colleague and friend to many at Chattahoochee Valley Community College.

**Who's Who Among Students in American Junior Colleges** - The Office of Student Development annually submits names of students who have distinguished themselves in different areas of campus life for inclusion in this publication.

**President's Award** - This award is given annually to the student who has demonstrated scholarly potential, leadership quality and community service at CVCC and who is completing a two-year degree program with all courses taken at CVCC. This student recipient is chosen by a campus committee.

**Faculty Award of Excellence** - This award is given annually to an outstanding student selected by the faculty. Criteria for selection include a cumulative grade point average of 3.50 or higher, attitude, citizenship and completion of a two-year degree program with at least forty semester hours of credit completed at CVCC.

**Phi Theta Kappa** - The purpose of this organization is to recognize and encourage scholarship among community- and junior-college students by developing leadership, service and fellowship and stimulating interest in continuing academic excellence. Invitations for membership depend on the student achieving a sufficiently high academic grade point average. An induction ceremony is held each spring.

**President's List** - The President's List recognizes students who were enrolled for a minimum of twelve semester hours (excluding institutional credit hours) during a semester and earned a grade point average of 4.00 (A).

**Dean's List** -The Dean's List recognizes students who were enrolled for a minimum of twelve semester hours (excluding institutional credit hours) during a semester and earned a grade point average of 3.50 to 3.99.

## Learning Resource Center

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The Learning Resource Center (LRC) at CVCC offers students, staff, faculty and community patrons facilities, environment and guidance for pursuing individual interests and educational goals through a variety of resources and services.

The LRC is located in Owen Hall. It houses more than 38,000 volumes of printed books, over 700 audio-visual items and approximately 40 periodical titles and provides access to more than 70,000 electronic books through EBSCOHost and to numerous online databases through the Alabama Virtual Library. The LRC also maintains special collections on genealogy and Southern history.

The services offered by the LRC include circulation, reference, interlibrary loan, academic reserve, library instruction and other customized services to meet special needs.

The LRC operates with the following objectives:

- To promote information literacy by conducting library instruction for students, staff, faculty and other members of the community.
- To develop, implement and manage quantitative and qualitative improvements to the library's resources and services in support of the College's academic, administrative and community-based programs and initiatives.
- To conduct systematic assessment of the usability, adequacy and accessibility of the library's resources to support the College's academic, administrative and community-based programs and initiatives.

The LRC hours of operation are:

Fall and Spring Semesters:

Monday - Thursday ..... 7:30 A.M. - 9:00 P.M.  
Friday ..... 7:30 A.M. - 2:00 P.M.  
Saturday ..... Closed  
Sunday ..... 2:00 P.M. - 6:00 P.M.

Summer Semester:

Monday - Thursday ..... 7:30 A.M. - 9:00 P.M.  
Friday ..... Closed  
Saturday ..... Closed  
Sunday ..... 2:00 P.M. - 6:00 P.M.

## Tutoring Services

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**Writing:** Students who need help to improve writing skills (such as spelling and writing essays, research papers and book reports) may receive help in the Writing Lab. Instructors and a tutor are on duty at various times throughout each week to help students. Labs are located in Fine Arts.

**Mathematics:** Students who need help with mathematics may receive free help in the Math Tutoring Center (MTC) on the top floor of Owen Hall. No appointment is necessary. The MTC is staffed by professional and peer tutors. Instructors provide additional assistance at various times throughout the week. Computers are available for math-related uses. Special workshops, such as, QEP Lunch and Learns, Math Reviews, and On Board Math Prep, are offered periodically. The MTC hours of operations are:

Fall and Spring Semesters:

Monday - Thursday ..... 8:30 A.M. - 8:30 P.M.  
Friday ..... 8:30 A.M. - 1:00 P.M.  
Saturday ..... Closed  
Sunday ..... 2:00 P.M. - 6:00 P.M.

Summer Semester:

Monday - Thursday ..... 8:30 A.M. - 8:30 P.M.  
Friday ..... Closed  
Saturday ..... Closed  
Sunday ..... 2:00 P.M. - 6:00 P.M.

Computer resources are provided in open labs throughout the Learning Resource Center. Software programs for word processing, spreadsheets and similar applications are available for student and community use.

## **Services for Students with Disabilities**

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**T**he College is committed to assisting students with various disabilities in accordance with the guidelines of the Americans with Disabilities Act (ADA). It is the policy of Chattahoochee Valley Community College to provide reasonable accommodations for environmental and program accessibility for individuals with a disability as defined in *Section 504 of the Rehabilitation Act of 1973*, as amended, and *The Americans with Disabilities Act of 1990 (ADA)*. A student who has a documented disability (physical, mental, emotional or learning) and who needs assistance with admission, registration, orientation or any other phase of college life should contact Ms. Vickie Williams, Student ADA Coordinator, in Wilson Hall or at 334-214-4803. Please see our nondiscrimination policy on page ii of this catalog.

On request, CVCC documents can be produced in Braille. Additionally, CVCC can order textbooks on audio.



# **Academic Policies**



## **Calendar system and credits**

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**C**hattahoochee Valley Community College (CVCC) operates on a semester calendar system consisting of two semesters and a summer term. The semesters ordinarily begin in August and January and the summer term in May. Credits earned at the College reflect the number of semester hours that classes meet.

## **Classification of students**

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- Freshman: A student who has earned fewer than 31 semester hours of credit.
- Sophomore: A student who has earned 31 or more hours of credit.

## **Course load**

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**A** student enrolled for 12 or more credit hours is considered a full-time student. A student enrolled for fewer than 12 credit hours is considered a part-time student.

Most degree programs are designed so that students taking a normal load of 15-18 credit hours per semester may graduate in two academic years. The maximum course load is nineteen hours. Students wishing to enroll for more than 19 semester hours must receive approval from the Dean of Instruction.

## **Registration, schedule changes and withdrawal**

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**A** student must be officially registered for every class he/she attends. If the student's name does not appear on the class roll, he/she will not be awarded credit.

Students may obtain a Schedule of Classes on the college website at [www.cv.edu](http://www.cv.edu). In all cases, registration becomes official when students have paid all tuition and fees.

## **Late Registration/Drop and Add**

During the first two or three class days of the semester, students may change their schedule by adding and/or dropping courses. Students must report to the designated office to complete the necessary forms. A student will not be allowed to add a class after the drop and add period except with the Dean of Instruction's approval.

## **Auditing a course**

A student may register to audit a course during regular registration and during the drop and add period. Auditing students may not change their status to receive credit nor may students registered to receive credit in a class change their status to audit. A student auditing a class is expected to follow the attendance policy.

## **Independent study**

In certain unusual circumstances, the Dean of Instruction, with a recommendation from the Division Chairperson and instructor, may permit a student to take a course by independent study. Permission will be based on such factors as future course availability and the student's academic record. No student whose grade point average is below 2.0 will be permitted to take a course by

independent study. Because independent study courses must be completed without the usual assistance from instructors, a student will not be allowed to take more than one independent study course per semester. Exceptions must be approved by the Dean of Instruction.

## **Distance learning: online and hybrid classes**

Before enrolling in online classes, students should be able to honestly agree with the following statements:

1. I have a computer at home or available routinely with DSL or cable Internet access.
2. I have strong typing skills.
3. I know how to upload and download files.
4. I can navigate the Internet via Firefox, Explorer, Safari or Google Chrome.
5. I expect to spend more than **5 hours** per week **online** for an online course.
7. I understand that distance learning courses often require **more effort** than a traditional on-campus course.
8. I am **not** on academic probation.
9. I have taken or am currently enrolled in **CIS 101B or ORI105B** containing the Computer Applications Lab (Blackboard).
10. I have Microsoft Office Suite and have a general knowledge about using Microsoft Word and Microsoft PowerPoint.
11. I am self-disciplined.
12. I am willing to ask for help when needed.
13. I have strong time-management skills.

Students for whom the following conditions apply will not be allowed to enroll in online courses:

- First-term college students who have never attended any college before
- Students needing ENR 098
- Students needing MTH 098
- Students who are on academic probation

All online and hybrid courses are delivered via the Blackboard interface. Students who register for online and hybrid courses will be “enrolled” in the Blackboard section assigned for each course.

## **Proctored Examination and/or Assignment**

All distance education courses will have at **least one** proctored examination and/or assignment weighted to be at least 20% of the student’s overall grade. The course instructor determines which exam and/or assignment will be proctored.

Students have the following options for proctored examination and/or assignment:

1. Campus Testing Center - Student schedules a testing appointment online through the link located in the Blackboard course. There is no charge for CVCC student.



2. ProctorU - Instructor will provide registering and scheduling instructions through the ProctouU link in the Blackboard. Fees for ProctorU are \$17.50 for an hour proctored exam and \$25.00 for a two hour proctored exam. **NOTE: There is no additional charge for ADA accommodations.**
3. Alternate Testing Location - Under extenuating circumstances, students may request an alternate testing location by contacting the instructor for assistance. The instructor provides a list of alternate certified testing centers (<http://www.ncta-testing.org/list-of-certified-cents>) to the student. Once the student determines the preferred alternate certified testing site, the instructor completes and submits the CVCC Alternate Testing Center Request Form to the alternate certified testing center. The student then schedules an appointment with the alternate certified testing center. There may be a fee for using an alternate testing location. It is the student's responsibility to pay any fee charges.

Students must present a valid photo ID to the CVCC Testing Center staff, ProctorU Personnel, or approved proctor at alternate testing location for student verification. If the student does not present a photo identification, he or she cannot take the examination and/or assignment.

## Course cancellations

The College reserves the right to cancel any course listed in the Schedule of Classes. In the event that a student is in his/her last semester before graduation and a course needed for graduation is canceled, the student should consult with his/her advisor and/or the Dean of Instruction.

## Assignment of class instructor

Class cancellations, splits or other conditions may necessitate reassigning instructors. Students are cautioned that the listing of an instructor's name in the Schedule of Classes is not a guarantee that the instructor will teach the course.

## Withdrawal from a course or from the College

After the drop and add period, the following withdrawal policy is in effect:

***Withdrawal from a course*** - A student must obtain the appropriate form from the Office of Admissions, get the instructor's signature, obtain the Financial Aid officer's signature and return the form to the Office of Admissions for processing. A scholarship student must also secure the signature of the scholarship supervisor. **Withdrawal is not official until all steps are completed.**

***Withdrawal from the College*** - A student must obtain the appropriate form from the Office of Admissions and get signatures from all instructors, the Office of Financial Aid, the Learning Resource Center and the Business Office. A scholarship student must also secure the signature of the scholarship supervisor. When the student has all the required signatures, the form must be returned to the Office of Admissions for processing. **Note: Withdrawal is not official until all steps are completed. A withdrawal will not be processed if the student has an outstanding financial obligation to the College.**

Students who withdraw from a course or from the College entirely will receive a grade of "W". Final grades are determined according to the date the student withdraws from the course

or the College as denoted in the College calendar. To receive a nonpunitive grade of “W,” the student must withdraw as follows:

Spring or Fall Semester . . . . .	By close of 10th week of class
Summer Term . . . . .	By close of 6th week of class
Spring or Fall Term I or II . . . . .	By close of 5th week of class
Summer Term I or II . . . . .	By close of 3rd week of class

NOTE: Students enrolled in Nursing programs must adhere to the policies set forth by that program.

## **Class attendance and final exams**

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### **Attendance**

Chattahoochee Valley Community College students are expected to attend every class and laboratory session, to arrive on time and to remain for the entire session. Students are responsible for course content, assignments, assessments and applicable deadlines whether or not they are present for class meetings. Instructors are not required to review with students any material missed due to student absence nor are instructors required to notify students when their grades may be lowered because of graded student work missed.

Each instructor’s attendance expectation is effective beginning with the first scheduled class meeting and continues throughout the semester. Students who do not attend the first day of class will be reported as a no-show (NS) resulting in an administrative withdrawal from the course. For online courses, students must complete the required Class-Access assignment by the deadline printed for the term. Online students who fail to complete this assignment will be reported as a no-show (NS) resulting in an administrative withdrawal from the course. In addition, students who stop attending classes prior to the 60-percent date of the semester will be reported as non-attending (NA) which will result in an administrative withdrawal. For online courses, students who fail to show activity through logins and postings prior to the 60-percent date will be reported as a non-attending (NA) which will result in an administrative withdrawal for the course. Administrative withdrawals may negatively affect eligibility for financial aid programs that require instructors to verify students’ attendance.

Students who have been administratively withdrawn from a course as a result of the no-show (NS) or non-attendance (NA) report and wish to be reinstated should follow the appeal process below.

### **Appeal process for administrative withdrawals**

- A student who has been administratively withdrawn from a course as a result of the no-show (NS) or non-attendance (NA) report may submit an appeal to the course instructor. This appeal must be in writing and include the appropriate documentation in accordance with conditions stipulated in the instructor’s syllabus.
- The course instructor will evaluate the appeal according to the course syllabus and will notify the student of the appeal’s outcome within three working days.
- If a student is to be allowed to return to class, the instructor **must** submit to the Office of Admissions a written request (Class Reinstatement Request Form) for the student’s reinstatement and the student **must** verify his/her reinstatement in the Office of Admissions,

obtain an updated schedule, be cleared by the Business Office and show the instructor documentation that the process was completed to finalize the reinstatement and be allowed to attend class.

- If a student is not allowed to return to class, the student may file a written appeal with all relevant documentation to the appropriate Division Chair who will notify the student of that appeal's outcome within three working days.
- If the matter cannot be resolved at the Division Chair level, the student may make a final documented written appeal to the Dean of Instruction. The decision of the Dean of Instruction is final and will be communicated to the student within three working days from the date the written appeal is received.

## Final exams

A final exam will be given at the end of each term or semester during the times specified in the official calendar of the College or as scheduled by the Dean of Instruction.

## Grades and quality points

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A letter grade is assigned in each college credit course in which the student is enrolled at the end of the semester. A quality-point value per semester hour is assigned to each letter grade.

Letter Grade	Meaning	Quality Points
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Poor	1.00
F	Failure	0.00
W*	Withdrawal	NONE
AU	Audit	NONE
I	Incomplete	NONE
IP	In Progress of Institutional Credit Course	NONE

\*A student may not be assigned a "W" after the deadline published in the official College calendar.

## Incomplete grade

The grade of incomplete (I) may be assigned when a student has been prevented from completing the requirements of a course. It is assigned only in exceptional circumstances. The student must request a grade of incomplete from the instructor. The instructor may grant or deny the request. A grade of incomplete (I) must be cleared by the end of the following regular semester or a final grade of "F" will automatically be recorded. This grade will be reported to the student at the end of the semester in which the grade is changed.

A grade of incomplete (I) is not added into the total number of hours attempted until it has been cleared. Students are cautioned that "I" grades may affect their eligibility for financial aid benefits.

## Grade reports and grade point averages

At the end of each semester, students must go to the Website to check the final grades received for all courses in which they were enrolled during that semester. The grade report shows the semester hours attempted, the total quality points and credit hours earned and a grade point average. Also included on the grade report is a record of the total number of hours attempted, the total quality points earned and a cumulative grade point average. After grades have been recorded, they cannot be expunged from the student's permanent record.

The grade point average is computed by multiplying the quality points earned by the credit value of each course and dividing the total quality points earned by the total credit hours attempted as indicated by the example below:

$$\begin{aligned} 3 \text{ sem. hrs. of "A"} \times 4 &= 12 \text{ quality points} \\ 3 \text{ sem. hrs. of "B"} \times 3 &= 9 \text{ quality points} \\ 3 \text{ sem. hrs. of "C"} \times 2 &= 6 \text{ quality points} \\ 3 \text{ sem. hrs. of "D"} \times 1 &= 3 \text{ quality points} \\ 3 \text{ sem. hrs. of "F"} \times 0 &= 0 \text{ quality points} \\ &30 \text{ total quality points} \\ 30 \text{ quality points} \div 15 \text{ hours attempted} &= 2.0 \text{ GPA} \end{aligned}$$

AU, I, IP, and W grades are not included when computing a student's grade point average (GPA) but will be recorded on a student's transcript.

**NOTE: Students enrolled in Nursing programs must adhere to the policies set forth by the program.**

## Academic honors

The College recognizes superior scholastic achievement by publishing in the local newspapers the President's List and the Dean's List at the end of each semester. Students recognized receive congratulatory letters from the College President and/or the Dean of Instruction.

The President's List recognizes students who were enrolled for a minimum of 12 semester hours (excluding institutional credit hours) during a semester and earned a grade-point average of 4.00 (A).

The Dean's List recognizes students who were enrolled for a minimum of 12 semester hours (excluding institutional credit hours) during a semester and earned a grade-point average of 3.50 to 3.99 (B).

Students who consistently maintain high scholastic performance and meet other eligibility requirements may be invited to join the Alpha Theta Rho Chapter of the Phi Theta Kappa International Honor Society.

## Standards of Academic Progress

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The following academic standards of progress apply to all students except those students taking institutional credit courses. Please note that the Nursing programs have departmental requirements in addition to these standards of academic progress.

1. A student must maintain the following cumulative grade-point average (GPA), depending on the number of hours attempted at the College, to have *clear* academic status:

Hrs. Attempted	GPA
12-21 .....	1.50
22-32 .....	1.75
33 or more .....	2.00

- When the cumulative GPA of a student is below the GPA required for the number of credit hours attempted at the institution, the student is placed on *Academic Probation*.
- When the cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read *Suspended-One Semester*.
- A student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one-semester suspension, the transcript will read *Suspended-One Semester/Readmitted Upon Appeal*.
- A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or been readmitted on appeal) and whose cumulative GPA falls below the level required for the total number of hours attempted at the institution with a semester GPA is 2.0 or above will remain on Academic Probation. If the student does not earn the cumulative GPA of 2.0 or above for the required number of hours the student is *Suspended for One Academic Year*.
- A student returning from a One-Term or One-Year Suspension while on Academic Probation who fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0 will be suspended for another calendar year.
- The student must attain clear status before beginning the standards of academic progress cycle again.

## Standards of academic progress for developmental courses

- An advising hold will be placed on the account of any student who fails a developmental course the first time they are enrolled. These students will be required to meet with an academic advisor prior to being allowed to add the course back to their schedule.
- Any student who does not successfully complete a developmental course the second time they are enrolled must complete an official appeal before being allowed to re-enroll in the same course.
- Students will only have three attempts to successfully complete a developmental course.
- A student who has unsuccessfully attempted a developmental course three times but wishes to continue their education at CVCC will have the option of participating in a “Academic Bridge” program with Adult Education in order to attempt to raise their skill level enough to successfully test out of, through an Accuplacer retake or a challenge exam, their current developmental course.

## Appeal process for readmission

If a student does not contest the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for an “Appeal for Readmission” to the Admissions Committee no later than two working days before the beginning of regular registration. During the meeting of the Admissions Committee (which

is not considered a “due process” hearing but rather a petition for readmission), the student may present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Committee, along with the materials presented by the student, is placed in the College’s official records. Additionally, a copy of the written decision is provided to the student.

## **Intervention for student success**

Students placed on Academic Warning, Academic Probation, One-Semester Suspension or One-Calendar-Year Academic Suspension may be required to take specific courses designed to assist in their success, to limit the number of hours taken during each semester and/or to take other steps as designated by the Dean of Instruction, the student’s advisor and/or the Admissions Committee.

## **Course forgiveness**

1. If a student repeats a course, the last grade awarded (excluding grades of W and WP) replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected.
2. 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.
3. The course forgiveness process will occur automatically after the course has been repeated and a new grade has been posted.
4. No course in which the last grade received was a “F” may be counted toward graduation. The student must be aware also that the last recorded grade may be regarded by a senior institution as the grade of record for transfer purposes.

**NOTE: Students enrolled in Nursing programs must adhere to the policies set forth by the program.**

## **Academic bankruptcy**

1. A student may request in writing to the Director of Admissions/Registrar to declare Academic Bankruptcy under the following conditions:
  - a. A student may declare Academic Bankruptcy on all coursework taken during one to three semesters provided the student has taken a minimum of twelve semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework taken, even hours completed satisfactorily during the semester for which Academic Bankruptcy is declared, will be disregarded in the cumulative GPA but will remain on the permanent transcript.
2. When Academic Bankruptcy is declared, the transcript will reflect the term *Academic Bankruptcy* for each semester/term affected. The transcript will reflect the semester/term of its implementation and will include the term *Academic Bankruptcy Implemented*.
3. A student may declare Academic Bankruptcy only once.

4. Implementation of Academic Bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution(s).

**NOTE:** Students enrolled in Nursing programs must adhere to the policies set forth by the program.

## **Change of curriculum or program of study**

Students accepted and enrolled in a particular program of study who seek to pursue another program of study must meet the requirements for admission to the new program. They should also complete the necessary change of information form available at the Office of Admissions. An updated plan of study may be obtained from CVCC's Website. Students who change their program of study will follow the program requirements of the Catalog current at the time of the program of study change.

## **Standards of academic progress for transfer students**

1. A transfer student who is admitted on *clear* academic status is subject to the same standards of academic progress as a "native" student. Grades accrued at other regionally accredited postsecondary institutions are not included in the GPA calculation.
2. A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 semester credit hours at CVCC. If, at the conclusion of the semester in which the student has attempted a total of 12 or more semester credit hours at CVCC, the cumulative GPA is below 1.5, the student is suspended for one semester. The transcript will read *Suspended-One Semester*.
3. If, at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 semester credit hours at the institution, the cumulative GPA at the institution is 1.5 or above, the student's status is *Clear*.

## **Standards of academic progress for nursing students (See pages 128-135)**

### **Transfer of credits**

Transfer students must furnish the official transcript(s) of all work attempted at all other institutions.

Transferability of credits will be determined in the following manner:

1. If a student has a 2.0 cumulative grade point average in all previous college work attempted, all passing grades will be accepted if they are comparable to CVCC courses.
2. If the student's cumulative grade point average is below 2.0 (C), only credits in which a grade of "C" or better was earned will be accepted.
3. Of the credits accepted, only those that are applicable to the student's chosen curriculum may be used for purposes of meeting program and graduation requirements.
4. Students who have satisfactorily completed required English and mathematics courses will not be required to take the Accuplacer Placement Test at CVCC.

## Evaluation of transfer credits

Official transcripts submitted by transfer students who enroll at the College normally will be evaluated by the Office of Admissions no later than two weeks after the semester begins and, in no case, later than the end of the first academic semester in which the student is enrolled.

Transfer students will be informed of the amount of acceptable credit in three ways:

1. The transferable courses and number of credit hours will be provided to the student's academic advisor who will, in turn, provide the information to the student.
2. The amount of transfer credit and the transferable courses will be provided on CVCC's Website after the evaluation.
3. The courses and the number of credits allowed through transfer are recorded on the student's official and unofficial CVCC transcript.

Students who have questions about the amount of credit accepted or specific courses accepted may address those questions to the Director of Admissions/Registrar. In some cases, students may be required to furnish catalogs containing course descriptions in order to determine course transferability. Students must be currently enrolled at the time transfer credit is awarded.

## Nontraditional credit

CVCC may award limited credit for advanced placement, challenge examinations, CLEP and DANTE examinations, armed forces and service schools training, certain professional certifications, portfolios (upon review) and statewide articulation agreements or programs.

## Credit by examination

	Available credit hours for de-grees	Available credit hours for certi-ficates
Advanced Placement	15	9
CLEP and/or DANTE	15	9
Military training and education	20	9
Professional certification	18	3
*Criminal Justice and Fire Science		
Credit by examination (challenge)	15	9

Not more than 25 percent of total credit required for any program may be awarded through nontraditional means. Credit awarded through nontraditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at CVCC.

Credit for subject examinations will be granted provided the student has not been previously enrolled in the course for which credit is to be earned. CLEP/DANTE credit will not be granted for college level courses previously failed, for disciplines in which credit for higher-level courses has already been earned or for both subject examination and its course equivalent.

Credit through CLEP/DANTE examinations will not be recorded on the student's permanent record until the student has completed a minimum of twelve semester hours at CVCC. Notation will



be made on the student's permanent record indicating the area in which credit was awarded, with the statement "Credit by Examination," followed by the number of semester hours granted.

*The policy of granting credit through CLEP/DANTES examinations may differ from policies at other colleges and the student is cautioned to check with other colleges to obtain additional information.*

### **College Level Examination Program (CLEP)**

CVCC awards credit through selected CLEP examinations provided the student earns a minimum score as recommended by the American Council on Education (ACE).

CLEP examinations subject matter	Credit awarded	CVCC course equivalents
<b>Business</b>		
Information Systems and Computer Applications	3	CIS 146
Principles of Accounting I and II	6	BUS 241, 242
Introductory Business Law	3	BUS 261
Introduction to Management	3	MST 201
Introductory Macroeconomics I	3	ECO 231
Introductory Macroeconomics II	3	ECO 231
<b>Language and Fine Arts</b>		
American Literature with essay	6	ENG 251, 252
English Literature with essay	6	ENG 261, 262
Spanish	3	SPA 101
<b>Mathematics and Science</b>		
College Algebra	3	MTH 112
College Trigonometry	3	MTH 113
Calculus with Elementary Functions	4	MTH 125
<b>Social Science and Public Service Technologies</b>		
Western Civilization I	3	HIS 121
Western Civilization II	3	HIS 122
American History I	3	HIS 201
American History II	3	HIS 202
General Psychology	3	PSY 200
Introductory Sociology	3	SOC 200

### **DANTES standardized examinations**

CVCC awards credit through selected DANTES examinations provided the student earns a minimum score as recommended by the American Council on Education (ACE).

DANTES examinations subject matter	Credit awarded	CVCC course equivalents
<b>Business</b>		
Introduction to Business	3	BUS 100
Principles of Accounting I	3	BUS 241
Introduction to Management	3	MST 201
Basic Marketing	3	BUS 285
Principles of Economics II	3	ECO 232
<b>Mathematics and Science</b>		

\*See program requirements

DANTES examinations subject matter	Credit awarded	CVCC course equivalents
College Algebra	3	MTH 112
College Trigonometry	3	MTH 113
Calculus I	4	MTH 125
Calculus II	4	MTH 126
Linear Algebra	4	MTH 237
College Physics II	4	PHY 213
College Chemistry	4	CHM 111
<b>Social Science and Public Service Technologies</b>		
Western Civilization I	3	HIS 121
Western Civilization II	3	HIS 122
General Anthropology	3	ANT 200
Introduction to Criminology	3	CRJ 208

### ***Other areas for credit by examination***

Credit-by-examination opportunities are available in some subject areas for which CLEP and DANTES examinations are not available or recognized by the College. Students should contact the Director of Admissions/Registrar for more information.

Credit by examination is subject to the following regulations and guidelines:

1. An admitted student must apply to the Dean of Instruction to request credit by examination.
2. A student may not challenge a specific course more than once.
3. A maximum of fifteen hours of credit toward the degree or nine toward the certificate may be earned through challenge examinations.
4. Students must be enrolled in the College and must not have audited or have been previously enrolled in the course for credit at any postsecondary institution. The student must enroll as a regular student in the course to take a challenge examination. This provision includes payment of the respective tuition charges and applicable fees for the course.
5. The student who passes a challenge examination will receive credit for the course, with a notation on the transcript of the method by which the credit was earned (Credit by Examination).
6. No credit earned through challenge examinations will be extended to any student until the student has completed twelve semester hours of credit at CVCC.
7. Challenge examinations will not be administered if the student has already received credit for advanced work in the subject area beyond the course for which the examination is being requested.
8. Credit by examination procedures may not be used to remove or supersede any grade previously earned in a given course or equivalent, including courses that were failed.
9. An administrative fee of \$40 will be charged for each credit-by-examination request.

### **Credit-by-examination refund policy**

To receive a grade for credit by examination, a student must pay tuition in addition to examination fees. Refunds will be given only in the same semester in which the student has applied. If students do not complete the examination in the semester in which they apply, a refund will not be given.

### **Credit through advanced placement**

CVCC may grant college credit to students who score 3, 4 or 5 on one or more of the Advanced Placement Program Examinations of the College Entrance Examination Board not to exceed 15 hours of credit. To be eligible, the student must take the examination before enrolling in college and must be enrolled at the College when credit is awarded.

### **Credit for military training and educational experiences**

CVCC will consider, on an individual basis, military experiences as a substitute for approved courses in the student's training and education curriculum. The student is responsible for requesting military transcripts by contacting the JST Operations Center via e-mail at <http://jst.doded.mil/>.

Credits extended by the College will be applied to the student's graduation requirements and after the credit is extended, the student may not enroll in the course for which the credit was awarded.

Guidelines for extending credit are as follows:

**United States Armed Forces Institute (USAFI)** - Credit may be given for study or correspondence study applicable to the student's curriculum that was taken through the United States Armed Forces Institute (USAFI) provided the course is recommended by the American Council on Education. The student must submit official evidence of satisfactory completion of the work to the Office of Admissions.

**Military Service Schools** - Training courses completed in the armed forces that are applicable to the student's curriculum and approved by the American Council on Education may be accepted for credit. The student must submit official evidence of satisfactory completion of the work to the Office of Admissions.

**DANTES** - The College will consider credit earned for college-level courses reported through the Defense Activity for Non-Traditional Educational Services Support (DANTES). Credit awarded will be based on recommendations by the American Council on Education.

## **Graduation**

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### **Degree requirements**

Chattahoochee Valley Community College awards the Associate of Arts degree or the Associate of Science degree to eligible students who will transfer to senior colleges or universities and the Associate of Applied Science degree to students who have completed a specific career program of study.

To become eligible to receive an associate degree from CVCC, the student must fulfill the following requirements:

1. *Associate of Arts or Associate of Science degree* - Completion of a minimum of 64 semester hours credit in an approved Associate of Arts or Associate of Science degree program with sixteen semester hours taken at CVCC (the exact number of hours required in each program is specified in the Programs of Study section). Students must complete at least 25 percent of semester credit hours at CVCC.

*Associate of Applied Science degree* - Completion of a minimum of 68-76 semester hours credit in an approved Associate of Applied Science degree with 25 percent of the semester hours taken at CVCC (the exact number of hours required in each program is specified in the Programs of Study section).

2. Meet all requirements for graduation within a calendar year of the last semester/term of attendance.
3. Successfully complete the general education and other required courses as specified in the program of study.
4. Achieve a minimum cumulative grade point average of 2.00.
5. Fulfill all financial obligations to the College.
6. Complete a formal application for graduation by the specified deadline date.
7. Complete all incomplete grades.
8. Pay the specified graduation fee.
9. Participate in commencement ceremonies. Non-Participants must contact the Office of Admissions to make arrangements for receipt of diploma.

## **Certificate requirements**

To become eligible to receive a Certificate from CVCC, the student must fulfill the following requirements:

1. Satisfactorily complete an approved program of study. (See the Programs of Study section for Certificate requirements.)
2. Earn a 2.00 cumulative grade point average in all courses attempted at the institution.
3. Complete at least 25% of semester credit hours at the institution granting the award.
4. Meet all requirements for graduation within a calendar year of the last semester/term of attendance.
5. Complete a formal application for the certificate by the specified deadline date.
6. Fulfill all financial obligations to the College.
7. Participants in commencement ceremonies. Non-participants must contact the Office of Admissions to make arrangements for receipt of certificate.

## **Competency requirements**

To ensure that students have acquired appropriate competencies before they graduate, CVCC requires the following:

1. To develop competency in writing, reading and computation, students must take the Accuplacer Placement Test and must take and satisfactorily complete developmental courses if indicated by the test results. Students must then take at least two written communications skills courses at the college level and reading courses, if required, until the exit level is at the twelfth grade or higher. Competencies required for completion of individual courses are designated on course syllabi.
2. Competency in computer use is required of all students. Non-transfer students must complete Orientation 105B. Competencies required for completion of the computer literacy course are designated on the course syllabus.
3. Students must achieve a minimum cumulative grade point average of 2.0. They must satisfy objectives (competencies) included on the syllabus for each course.

## Dual degrees

To qualify for a second associate degree, a student must complete an additional 16 semester hours above the degree requirements for the first associate degree and maintain an average grade of “C” or higher.

Students may earn two or more A.A.S. degrees as long as they complete the specified requirements listed in the curriculum for each field of study.

Students seeking to earn an A.A.S. and an A.A. or A.S. degree must (1) complete the specified curriculum requirements for the A.A.S. degree, (2) complete the general education requirements for the A.A. or A.S. degrees and (3) complete a sufficient number of elective hours.

## Application for graduation

Students planning to graduate can obtain a graduation application by visiting [www.cv.edu](http://www.cv.edu) by the date specified in the College’s academic calendar. Compliance with this deadline will allow the College to evaluate the student’s eligibility for graduation and notify the student regarding remaining graduation requirements if any.

Although students may complete requirements for graduation during any semester, degrees will not be officially conferred until the commencement ceremony at the end of the spring semester. The official date on which degree requirements have been completed for the degree will be specified on the student’s permanent transcript.

## Graduation honors

**Degrees** - Superior academic achievement by graduating students is designated on transcripts by the following:

Summa Cum Laude .....	3.90-4.00 GPA
Magna Cum Laude .....	3.70-3.89 GPA
Cum Laude.....	3.50-3.69 GPA

**Certificates** - Superior academic achievement by students earning certificates is designated on transcripts as follows:

Graduation with Distinction .....	3.50-4.0 GPA
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**Note:** Calculation of the GPA for graduation honors is identical to the method used to calculate the GPA to fulfill graduation requirements for the degree or certificate earned. In

addition, to be eligible for a graduation honor, the student must have completed a minimum of twenty-four semester hours at the College. All awards and honors are computed based on the student's standing at the end of the graduation semester.

## **CVCC transcripts**

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**S**tudents desiring an official transcript can request the transcript from our website at [www.cv.edu](http://www.cv.edu), in person or in writing. CVCC is a Credentials eScrip-Safe transcript receiving and sending institution, Parchment transcript receiver and National Student Clearinghouse transcript receiver. Unofficial transcripts can be viewed and printed from our Website. The College reserves the right not to release a transcript if the student has outstanding financial or other obligations to the College.

## **Withholding graduation, diploma and transcripts**

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**T**he position of the Administration of CVCC is that a college degree or certificate has true merit and meaning only if it is granted when a student has demonstrated the level of effort and responsibility indicative of a worthy graduate. Therefore, it is the policy of the College that a student shall be entitled to a degree or certificate only by successfully completing a prescribed course of study; paying all tuition, fees and other appropriate charges and fully abiding by the College's policies, rules and regulations. If a student fails to meet any of these three requirements for graduation, the College reserves the right to withhold official graduation and awarding of a degree or certificate to such student and until such deficiency is rectified, to include a notation on the student's official transcript that the student is ineligible for graduation. Furthermore, it is the policy of CVCC that a student who has failed to make timely payment of tuition, fees or other appropriate charges is ineligible to re-enroll for any subsequent academic semester at the College except with special permission from the President until appropriate payment is made. The College also reserves the right to withhold the issuance of the official transcript of any student who has failed to make timely payment of tuition, fees or other appropriate charges until full payment is made. The Office of Admissions has the authority to withhold official graduation, certificates and/or release of official transcripts as long as such authority is exercised in a manner consistent with the intent of this policy.

When the College intends to withhold official graduation from a student, withhold the degree or certificate, withhold the release of an official transcript or declare a student ineligible for further enrollment, the Dean of Instruction will provide written notice to the student. The notice will be delivered by personal service or mailed to the student's last known home address. The notice will state the type of action the College intends to take.

A student who receives notice of any of the above-described actions has the right to meet with the Vice President/Dean of Student and Administrative Services and request that the action not be taken. If the student substantiates that the basis stated for the action is erroneous or demonstrates to the satisfaction of the Vice President/Dean of Student and Administrative Services that the respective problem will be resolved within an acceptable time frame or if the Vice President/Dean of Student and Administrative Services determines for any other appropriate reason that the intended action should be rescinded or modified, he/she may withdraw or modify the action. The Vice President/Dean of Student and Administrative Services will provide written notice to the student of any such decision. The Vice President/Dean of

Student and Administrative Services also has the authority to make such a decision conditional based on the student's meeting certain stated requirements and in such cases, the Vice President/Dean of Student and Administrative Services retains the right to re-impose the action if the stated conditions are not met by the student.

## **Cooperative arrangements**

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By approval of the Alabama Community College System, Georgia residents living in counties contiguous to Lee and Russell Counties in Alabama pay the same tuition and fees assessed Alabama residents. By approval of the Georgia Board of Regents, Alabama residents living in Chambers, Lee and Russell, pay the same tuition and fees at Columbus State University as those assessed Georgia residents.







# **Programs of Study**



**Programs of study** offered at CVCC include **university parallel programs**, **career programs** and **certificate programs**.

**University parallel programs** include the Associate of Arts and the Associate of Science degrees. These two-year degrees are intended to provide the general education core requirements of the first two years of a baccalaureate program and thus prepare baccalaureate-seeking students for transfer to a four-year college or university.

**Career programs** lead to the Associate of Applied Science degree. These programs are intended to prepare students for specific careers or occupational enhancement and they also include some general education courses. Although these programs are not designed primarily for transfer, many of the courses are transferable to four-year institutions.

**Certificate programs** are especially designed for students who wish to prepare for careers or career advancement through short-term, intensive programs.

## **University parallel programs**

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**A** university parallel program allows a student to complete the first two years of a baccalaureate degree. These programs are designed to transfer to a four-year college or university. CVCC offers two transfer degrees:

**Associate of Arts in Liberal Arts (A.A.)**

**Associate of Science in General Studies (A.S.)**

The Associate of Arts and Associate of Science degrees are awarded to students completing a planned university-parallel program to meet the requirements of the first two years of a Bachelor of Arts or Bachelor of Science degree. Since Area V requirements vary with individual four-year institutions, students must obtain approved university parallel degree plans from the appropriate academic divisions or Counseling, Advising and Testing Services. Associate of Arts and Associate of Science degrees contain a general education core requirements. Since not all courses will satisfy these requirements in all programs, courses should be chosen from an approved degree plan to ensure they meet the requirements. The degree plan will also indicate the courses needed in addition to the general education core to complete the degree.

Students in the **Associate of Arts in Liberal Arts** degree program usually transfer to a four-year institution in such fields as Art; Elementary or Secondary Education; Health, Physical Education and Recreation; Music or Theater.

Students in the **Associate of Science in General Studies** degree program usually transfer to a four-year institution in the Natural Sciences, the Professional Sciences, Mathematics, Computer Science, Business Administration or Nursing.

As part of a transfer degree, students will take freshman- and sophomore-level general education courses in a wide range of disciplines. All students are required to complete a specific number of semester hours in **English Composition** (Area I); **Humanities, Speech and Fine Arts** (Area II); **Natural Sciences and Mathematics** (Area III) and **History, Social and Behavioral Sciences** (Area IV). These courses are referred to as **CORE** courses. In addition to CORE courses, students will choose **Electives** (Area V), which will more specifically prepare them for transfer in their particular field of interest.

While the College does not offer specific majors such as those offered at the bachelor's (four-year) degree level, the College is acutely aware that students should plan their course selection to

meet requirements at the transfer institution. Even though all general education course work in Areas I through V will transfer, the specific Area V courses required for a major at different four-year institutions may vary. It is, therefore, most important that students consult their advisors as well as the catalog of the institution to which they wish to transfer to ensure proper transfer credit. It is also advisable that students contact an academic advisor at the senior institution who can provide definitive advice on major course requirements.

## Planning for transferring

The Associate of Arts and Associate of Science degrees, requiring sixty-four semester hours, are planned sets of courses leading to baccalaureate degrees. Associate of Arts and Associate of Science degree students do not officially major in an academic discipline at CVCC. Majors are defined by the institution to which these students transfer. Associate of Arts and Associate of Science degree students are assigned to advisors on the basis of intended majors or fields of interest indicated. Students planning to transfer to a senior institution should decide as early as possible the college and program to which they will transfer.

Transfer guides have been developed for Alabama's colleges and universities. Chattahoochee Valley Community College provides transfer guides and agreements for state colleges and universities through the Statewide Transfer and Articulation Reporting System (STARS) program. Templates approved by the Articulation and General Studies Committee (AGSC) are available in CVCC advisors' offices. (Also see Internet <http://stars.troy.edu>.)

STARS is a computerized articulation and transfer planning system used to inform Alabama community college students about degree requirements, course equivalencies and other transfer information pertaining to specific majors at each state-funded four-year institution. STARS is an efficient and effective way of providing students, counselors and educators with accurate information upon which transfer decisions can be based. The STARS database, if used properly, can prevent loss of course credit hours, provide direction for scheduling course work and ease the transition from one institution to another. ***Students should request their guides or agreements when they meet with their academic advisors during New Student Experience.***

To ensure proper interpretation of the AGSC guides/agreements, students who have completed postsecondary coursework at other institutions should request an evaluation of their courses by their intended transfer institutions before registering for classes at CVCC. While CVCC makes every effort through advising and printed materials to provide accurate information to meet transfer and degree requirements, it is the student's responsibility to select and register for courses needed to meet those requirements.

In addition to following the transfer guide, students are advised to personally contact their transfer schools to verify specific admissions and course requirements for their majors.

CVCC's academic advisors assist students in planning transfer programs. *Students should consult with their academic advisor before registering each term.*

**AGSC templates and/or articulation guides are available in the following areas.** Designations in parentheses refer to specific colleges.

- Accounting (use Business template/guide)
- Adult Education (AU only)
- Advertising
- Agricultural Economics (AU only)
- Agribusiness Economics (AA and MU only)

- Agricultural Science (AA and MU only)
- Agronomy and Soils (AU only)
- Allied Health (UAB only)
- Animal Science/Animal and Dairy Sciences
- Anthropology
- Apparel and Textiles (UA only)
- Apparel Merchandising, Design, and Production Management (AU only)
- Apparel, Merchandising and Design (AA and MU only)
- Applied Mathematics (AU only)
- Art Education
- Art History (BA)
- Art Studio (BA)
- Art Studio (BFA)
- Athletic Training
- Behavioral Science (Athens only)
- Biochemistry (AU only, covered under Chemistry template)
- Biology
- Biology Education (UAB only)
- Biomedical Science (USA only)
- Biosystems Engineering (AU only)
- Building Science
- Business
- Business Education: Middle/High School
- Career Technical Education (Athens only)
- Chemistry
- Chemistry Education
- Clinical Laboratory Sciences/Medical Technology
- Communication Studies
- Computer Science
- Criminal Justice
- Criminology (AU only)
- Cytotechnology (UAB only)
- Dance (UA only)
- Economics (BA Degree)
- Economics (BS Degree) (use Business template/guide)
- Elementary or Early Childhood Education
- Engineering - Aerospace
- Engineering - Chemical
- Engineering - Civil
- Engineering - Computer
- Engineering - Computer Science
- Engineering - Electrical
- Engineering - Industrial
- Engineering - Materials
- Engineering - Mechanical
- English (BA/BS)
- English/Language Arts Education: Middle/High School

- Environmental Science (AU only)
- Environmental Science and Soil (AA and MU only)
- Exercise Science and Wellness (JSU only)
- Family and Consumer Sciences (JSU only)
- Family and Consumer Sciences (UM only)
- Family and Consumer Sciences Education (AA and MU only)
- Finance (use Business template/guide)
- Fisheries Science (AU only)
- Food and Nutrition (UA only)
- Food Science and Technology (AA and MU only)
- Foreign Language
- Forest Management/Forest Science (AA and MU only)
- Forestry (AU only)
- French Education: Middle/High School
- General Science Education: Middle/High School
- General Studies in Human Environmental Sciences (UA only)
- Geography
- Geography Education: Middle/High School
- Geology
- Geomatics (Troy only)
- German Education: Middle/High School
- Health Education: Middle/High School
- Health Information Management (UAB only)
- Health Promotion (AU only)
- Health, P.E. and Recreation (UNA only)
- Health Science (Athens only)
- Health Sciences (UAB only)
- Health Services Administration (AU only)
- History
- History Education: Middle/High School
- Horticulture (AU only)
- Hotel and Restaurant Management (AU only)
- Human Development and Family Studies (AU only)
- Human Development and Family Studies (AA and MU only)
- Human Development and Family Studies (UA only)
- Human Environmental Sciences (UNA only)
- Human Resource Management (use Business template/guide)
- Human Services (Troy only)
- Industrial Design (AU only)
- Industrial Hygiene (UNA only)
- Instrumentation (Athens only)
- Interior Architecture (AU only)
- Interior Design (AU and UA only)
- International Business (use Business template/guide)
- International Studies (UAB only)
- Journalism
- Laboratory Technology (AU only)

- Management (use Business template/guide)
- Management Information Systems (use Business template/guide)
- Marketing (use Business template/guide)
- Mathematics
- Math Education: Middle/High School
- Meteorology (USA only)
- Music
- Music Education
- Nuclear Medicine Technology (UAB only)
- Nursing
- Nutrition and Food Science (AU only)
- Nutrition and Hospitality Management (AA and MU only)
- Occupational Therapy
- Operations Management (use Business template/guide)
- Philosophy
- Physical Education
- Physics
- Physics Education
- Plant Science (AA and MU only)
- Political Science
- Poultry Science (AU only)
- Psychology (BA or BS)
- Public Administration (AU only)
- Public Relations
- Public Safety Administration (Athens only)
- Radiologic Sciences
- Recreation Leadership (JSU only)
- Rehabilitation [noncertification program] (Troy only)
- Rehabilitation Services Education (AU only)
- Religious Studies
- Respiratory Therapy/Cardiopulmonary Sciences
- Restaurant and Hospitality Management (UA only)
- Sociology
- Social Science
- Social Studies Education: Middle/High School
- Social Work
- Spanish Education: Middle/High School
- Special Education
- Speech (Use Communications Studies or Speech template/guide)
- Speech Pathology
- Sports and Fitness Management (Troy only)
- Surgical Physician Assistant (UAB only)
- Technology, Industrial Technology or Engineering Technology
- Telecommunication and Film or Broadcasting
- Textile Engineering, Textile Chemistry, and Textile Management and Technology (AU only)
- Theatre
- Transportation or Physical Distribution (use Business template/guide)
- Wildlife Science (AU only)

## Associate of Science and Associate of Arts

A student enrolled at CVCC in an Associate of Science degree program in General Studies or an Associate of Arts degree program in Liberal Arts must complete 41 semester hours of core curriculum course work distributed among four core discipline areas (Areas I - IV). The student will complete Area V requirements by selecting 19 to 23 semester hours appropriate to his/her future major. The student must complete 64 semester hours of appropriate course work to satisfy the requirements for graduation and to receive the Associate of Science degree in General Studies or the Associate of Arts degree in Liberal Arts.

### Degree requirements

**Area I: Written Composition I and II .....6 credit hours**  
ENG 101 and ENG 102

**Area II: Humanities, Speech and Fine Arts ..... 12 credit hours**

Must complete at least three semester hours in Literature.

Must complete at least three semester hours in Fine Arts.

Must complete at least three semester hours in Speech.

SPH 106 or SPH 107

Students must complete a six-hour sequence in Literature or History

ENG 251/252 or ENG 271/272 HIS 101/102 or HIS 121/122 or HIS 201/202

Remaining semester hours to be selected from Humanities and/or Fine Arts:

ART 100            ENG 272            SPA 101

ART 203            HUM 101            SPA 102

ART 204            HUM 102            SPH 106

ENG 251            HUM 299            SPH 107

ENG 252            MUS 101

ENG 271            PHL 206

**Area III: Natural Science and Mathematics ..... 11 credit hours**

Must complete three semester hours in Mathematics at the Precalculus Algebra (MTH 112) or Finite Math (MTH 110) level or above. Prerequisites and/or developmental courses may be required for some students before enrolling in these courses.

Must complete eight semester hours in the Natural Sciences, which must include laboratory experiences:

BIO 103            CHM 112            PHY 201            PHY 214

BIO 104            PHS 111            PHY 202

CHM 111            PHS 112            PHY 213

**Area IV: History, Social and Behavioral Sciences ..... 12 credit hours**

Must complete at least three semester hours in History.

Students must complete a six-hour sequence in Literature or History.

HIS 101            HIS 121            HIS 201            ENG 251            ENG 271

HIS 102            HIS 122            HIS 202            ENG 252            ENG 272



Remaining semester hours to be selected from among other disciplines in the Social and Behavioral Sciences:

ECO 231	HIS 201	PSY 210
ECO 232	HIS 202	SOC 200
HIS 121	POL 211	
HIS 122	PSY 200	

**Areas I-IV: Minimum general education requirements ..... 41 credit hours**

AGSC approved CORE courses, including courses not offered by CVCC, transferred from another college will meet requirements for Areas I-IV

**Area V: Preprofessional, pre-major and elective courses..... \*19-23 credit hours**

For additional courses, students must consult with their advisors to obtain Articulation Degree Plans for their specific areas of concentration.

The Articulation Degree Plan will list specific course requirements for transfer. However, since acceptance of transfer credits is ultimately determined by the senior institution, a student planning to transfer must consult with his/her advisor as well as the catalog of the institution to which he/she plans to transfer to ensure transfer credit.

**Additional degree requirements:**

ORI 105B (three credit hours) is required of all students except transfer students who receive credit for 14 or more semester hours prior to transferring to CVCC. CIS 146 is required of all students graduating with an associate degree.

**Areas I-V: General studies curricula ..... \*\*60 credit hours**

**Maximum program semester credit hours ..... 64 credit hours**

**Semester credit-hour range by award ..... \*\*64 credit hours**

\* See the Articulation Degree Plan for specific course requirements for Areas II, III and IV.

\*\*Respective programs of study for baccalaureate degrees at Alabama public universities range from 120 to 128 semester credit hours in length. Depending on the total hours allocated for the bachelor's degrees, institutions in the Alabama Community College System are authorized to provide 50 percent of the total (60-64).

**Alabama Articulation and General Studies Committee (AGSC)**

The AGSC was created to simplify the transfer of course credit between public institutions of higher education. To accomplish this task, the AGSC has developed and implemented a statewide general studies and articulation program that facilitates the transferability of coursework among all Alabama public colleges and universities. The AGSC continues to serve as a monitoring committee for the articulation program. They oversee and maintain the program on an on-going basis. Finally, the AGSC works to resolve any student appeals related to transfer of coursework as it relates to the articulation program.

# Career programs

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## Associate of Applied Science (A.A.S.)

The Associate of Applied Science degree is awarded to students who complete the requirements of a specific career or professional program outlined in this catalog. These programs may contain no fewer than 66 and no more than 76 semester hours. Of the total hours in a program, a representative percentage must be courses chosen to ensure competency in reading, writing, oral communication, computer applications and fundamental mathematics and to satisfy CVCC core requirements. The remaining hours must be taken in the specific area of concentration and may include related courses and electives. This area of concentration must include 15 semester hours of coursework, with appropriate prerequisites, above the level of elementary courses. In addition, coursework in the area of concentration must follow an orderly, identifiable sequence.

Each career-oriented course and program at CVCC has a primary goal of preparing students for a productive and successful career after graduating from the College. Each curriculum contains college-level courses pertinent to that particular field as well as general education courses that provide a well-rounded college education.

Each program has been designed with the assistance of a community advisory committee composed of people currently working in the field who are aware of the job requirements and job potential. Although the primary objective of career programs is early job entry with potential for growth in the job, further education in these options is possible after two years of college. A growing number of colleges and universities now offer specialized programs leading to a bachelor's degree and credits in these curricula may be transferable to such programs. An Associate of Applied Science degree candidate who is following a specific Associate of Applied Science program, taking courses in the proper sequence under the guidance of a designated program advisor, may be said to be majoring in that program of study.

All Associate of Applied Science degrees will contain the following General Education core requirements. Not all courses listed will satisfy these requirements in all programs; courses should be selected to ensure that they meet the requirements of an approved program.

### Degree requirements

**Area I: Written Composition . . . . . 3 - 6 credit hours**

**Area II: Humanities, Speech and Fine Arts . . . . . 3 - 6 credit hours**

Required Speech (3 credit hours)

SPH 107 or SPH 106

Required Humanities (3 credit hours)

ART 100      ENG 271      HUM 102      HUM299

ENG 251      ENG 272      MUS 101

ENG 252      HUM 101      PHL 206

Humanities and/or Fine Arts (electives)

ART 100      ENG 272      SPA 102

ART 203      HUM 101      SPH 106

ART 204      HUM 102      SPH 107

ENG 251      HUM 299

ENG 252      MUS 101

ENG 271      SPA 101

**Area III: Natural Science and Mathematics .....9 - 11 credit hours**

Requirements prescribe: Distributed in Mathematics or Science or Computer Science (Data Processing). Minimum of three hours in Mathematics is required. One Computer Science (Data Processing) course (two are preferred) or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course(s). Appropriate 100-level courses (or higher) as denoted in *The Alabama Community College System Course Directory* may be substituted.

Students enrolled as majors in health-related disciplines for which the AAS degree is awarded must take BIO 103 as the prerequisite for BIO 201, BIO 202 and BIO 220 to assure the transfer of courses within parameters of the AGSC Minimum General Education Semester-Hour Distribution requirements to successfully complete the system-wide biology placement examination.

**Area IV: History, Social and Behavioral Sciences.....3 - 6 credit hours**

Programs in which the AAS represents the terminal award are not required to complete the six-semester-hour History or Literature sequence in Area IV.

**Minimum general education requirements ..... 18 - 29 credit hours**

**Area V: Professional core, technical concentration and electives..... 52-58 credit hours**

Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses and electives.

Students planning programs of study for which the AAS does not represent the terminal degree and for which national or regional programmatic licensure and certification are required should be encouraged to integrate the “General Studies” transfer courses whenever possible.

**Additional degree requirements:**

ORI 105B is required of all students except transfer students who receive credit for 14 or more semester hours prior to transferring to CVCC and individuals completing the Associate of Applied Science in Nursing degree. CIS 146 is required of all students graduating with an associate degree.

# A.A.S. - Applied Technology: Air Conditioning and Refrigeration (HVAC) option

This program emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common and specialty tools for HVAC/R and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools and maintain components of a basic compression refrigeration system.

**credit hours**

<b>Area I: Written Composition</b> .....	<b>3</b>
ENG 101 English Composition .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 106 Fundamentals of Oral Communications .....	3
or SPH 107 Fundamentals of Public Speaking .....	3
*Humanities .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>6</b>
MTH 100 Intermediate College Algebra (or higher level math) .....	3
Math, Science or Computer Science Elective .....	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
PSY 200 General Psychology .....	3
<b>Area V: Preprofessional Major and Elective Courses</b> .....	<b>45</b>
ADM 100 Industrial Safety .....	3
ADM101 Precision Measurement .....	3
ADM 102 Computer Aided Design .....	3
ADM 103 Intro to Computer Integrated Manufacturing/Material Processes. . .	3
WKO 110 NCCER Core .....	3
ADM 105 Fluid Systems .....	3
ADM 106 Quality Control Concepts .....	3
INT 101 DC Fundamentals .....	3
INT 103 AC Fundamentals .....	3
ACR 111 Principles of Refrigeration .....	3
ACR 112 HVACR Service Procedures .....	3
ACR 113 Refrigeration Piping Practices .....	3
ACR 119 Fundamentals of Gas Heating Systems .....	3
ACR121 Principles of Electricity for HVACR .....	3
ACR 148 Heat Pump Systems .....	3
ACR 183 Special Topics in Air Conditioning and Refrigeration .....	1
ACR 203 Commercial Refrigeration .....	3
<b>Additional degree requirements</b> .....	<b>9</b>
ORI 105B Orientation and Students Success with Technology .....	3
WKO 102 Workplace Skills Development II .....	3
CIS 146 Microcomputer Applications .....	3
<b>Total</b> .....	<b>72</b>

\* Students must choose from among the required Humanities courses listed on page 88.

# Certificate - Applied Technology: Air Conditioning and Refrigeration (HVAC) option

This program emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common and specialty tools for HVAC/R and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools and maintain components of a basic compression refrigeration system.

	<b>credit hours</b>
<b>Required general education courses</b> .....	<b>9</b>
ENG 101 English Composition I.....	3
MTH 100 Intermediate College Algebra or higher level MTH.....	3
SPH 106 Fundamentals of Oral Communication .....	3
or SPH 107 Fundamentals of Public Speaking .....	3
<b>Required Air Conditioning and Refrigeration courses</b> .....	<b>40</b>
ADM 100 Industrial Safety .....	3
ADM 101 Precision Measurement.....	3
ADM 102 Computer Aided Design .....	3
ADM 103 Intro to Computer Integrated Manufacturing/Material Processes .....	3
ADM 104 Introduction to Thermal/Electrical Principles .....	3
ADM 105 Fluid Systems .....	3
ADM 106 Quality Control Concepts .....	3
ACR 111 Principles of Refrigeration .....	3
ACR 112 HVACR Service Procedures .....	3
ACR 113 Refrigeration Piping Practices .....	3
ACR 119 Fundamentals of Gas Heating Systems .....	3
ACR 121 Principles of Electricity for HVACR.....	3
ACR 148 Heat Pump Systems .....	3
ACR 183 Special Topics in Air Conditioning and Refrigeration.....	1
<b>Additional certificate requirements</b> .....	<b>9</b>
ORI 105B Orientation and Student Success with Technology .....	3
WKO 102 Workplace Skills Development II.....	3
CIS 146 Microcomputer Applications .....	3
<b>Total</b> .....	<b>50</b>

## Short Certificate - Applied Technology: Air Conditioning and Refrigeration (HVAC) option

This program emphasizes the fundamental principles for air conditioning, heating and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common and specialty tools for HVAC/R and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools and maintain components of a basic compression refrigeration system.

	<b>credit hours</b>
<b>Required courses</b> .....	<b>22</b>
ACR 111 Principles of Refrigeration .....	3
ACR 112 HVACR Service Procedures .....	3
ACR 113 Refrigeration Piping Practices .....	3
ACR 119 Fundamentals of Gas Heating Systems .....	3
ACR 121 Principles of Electricity for HVACR .....	3
ACR 148 Heat Pump Systems .....	3
ACR 183 Special Topics in Air Conditioning and Refrigeration .....	1
ACR 203 Commercial Refrigeration .....	3
<b>Total</b> .....	<b>22</b>

## A.A.S. - Applied Technology: Automotive Manufacturing option

This program prepares individuals to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. This program includes instruction in machine operations, production line operations, engineering analysis, systems analysis, instrumentation, physical controls, automation, computer-aided manufacturing (CAM), manufacturing planning, quality control and informational infrastructure.

	<b>credit hours</b>
<b>Area I: Written Composition</b> .....	<b>3</b>
ENG 101    English Composition .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 106    Fundamentals of Oral Communications .....	3
or SPH 107    Fundamentals of Public Speaking .....	3
*Humanities .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>6</b>
MTH 100    Intermediate College Algebra (or higher level math) .....	3
Math, Science or Computer Science Elective .....	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
PSY 200    General Psychology .....	3
<b>Area V: Preprofessional Major and Elective Courses</b> .....	<b>45</b>
ADM 100    Industrial Safety .....	3
ADM101    Precision Measurement .....	3
ADM 102    Computer Aided Design .....	3
ADM 103    Intro to Computer Integrated Manufacturing/Material Processes .....	3
WKO 110    NCCER Core .....	3
ADM 105    Fluid Systems .....	3
ADM 106    Quality Control Concepts .....	3
INT 101    DC Fundamentals .....	3
INT 103    AC Fundamentals .....	3
INT 117    Industrial Mechanics .....	3
INT 184    Intro to Programmable Logic Controllers .....	3
INT 284    Advanced Programmable Logic Controllers .....	3
INT 288    Applied Programmable Logic Controllers .....	3
INT 134    Prin. of Industrial Maintenance Welding and Metal Cutting .....	3
Techniques .....	3
AUT 210    Industrial Robotics .....	3
<b>Additional degree requirements</b> .....	<b>9</b>
ORI 105B    Orientation and Student Success with Technology .....	3
WKO 102    Workplace Skills Development II .....	3
CIS 146    Microcomputer Applications .....	3
<b>Total</b> .....	<b>72</b>

\* Students must choose from among the required Humanities courses listed on page 88.

## Certificate - Applied Technology: Automotive Manufacturing option

This program prepares individuals to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. This program includes instruction in machine operations, production line operations, engineering analysis, systems analysis, instrumentation, physical controls, automation, computer-aided manufacturing (CAM), manufacturing planning, quality control and informational infrastructure.

	<b>credit hours</b>
<b>Required general education courses</b> .....	<b>9</b>
ENG 101 English Composition I .....	3
MTH 100 Intermediate College Algebra or higher level MTH .....	3
SPH 106 Fundamentals of Oral Communication .....	3
or SPH 107 Fundamentals of Public Speaking .....	3
<b>Required automotive manufacturing courses</b> .....	<b>45</b>
ADM 100 Industrial Safety .....	3
ADM101 Precision Measurement .....	3
ADM 102 Computer Aided Design .....	3
ADM 103 Intro to Computer Integrated Manufacturing/Material Processes .....	3
ADM 104 Introduction to Thermal/Electrical Principles .....	3
ADM 105 Fluid Systems .....	3
ADM 106 Quality Control Concepts .....	3
INT 101 DC Fundamentals .....	3
INT 103 AC Fundamentals .....	3
INT 117 Industrial Mechanics .....	3
INT 184 Intro to Programmable Logic Controllers .....	3
INT 284 Advanced Programmable Logic Controllers .....	3
INT 288 Applied Programmable Logic Controllers .....	3
INT 253 Industrial Robotics .....	3
INT 134 Prin. of Industrial Maintenance Welding and Metal Cutting Techniques .....	3
<b>Additional certificate requirements</b> .....	<b>4</b>
ORI 105B Orientation and Student Success with Technology .....	3
WKO 102 Workplace Skills Development II .....	3
CIS 146 Microcomputer Applications .....	3
<b>Total</b> .....	<b>63</b>



# Short Certificate - Applied Technology: Automotive Manufacturing option

This program prepares individuals to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. This program includes instruction in machine operations, production line operations, engineering analysis, systems analysis, instrumentation, physical controls, automation, computer-aided manufacturing (CAM), manufacturing planning, quality control and informational infrastructure.

	<b>credit hours</b>
<b>Required courses</b> .....	<b>24</b>
INT 101 DC Fundamentals .....	3
INT 103 AC Fundamentals.....	3
INT 117 Industrial Mechanics.....	3
INT 184 Intro to Programmable Logic Controllers.....	3
INT 284 Advanced Programmable Logic Controllers.....	3
INT 288 Applied Programmable Logic Controllers .....	3
INT 253 Industrial Robotics.....	3
INT 134 Prin. of Industrial Maintenance Welding and Metal Cutting Techniques .....	3
<b>Total</b> .....	<b>24</b>

## A.A.S. - Applied Technology: Industrial Maintenance option

This program prepares individuals to apply technical knowledge and skills to repair and maintain industrial machinery and equipment such as cranes, pumps, engines and motors, pneumatic tools, conveyor systems, production machinery, marine deck machinery and steam propulsion and refinery and pipeline-distribution systems.

credit hours

<b>Area I: Written Composition</b> .....	<b>3</b>
ENG 101    English Composition .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 106    Fundamentals of Oral Communications .....	3
or SPH 107    Fundamentals of Public Speaking .....	3
*Humanities .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>6</b>
MTH 100    Intermediate College Algebra (or higher level math) .....	3
Math, Science or Computer Science Elective .....	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
PSY 200    General Psychology .....	3
<b>Area V: Preprofessional Major and Elective Courses</b> .....	<b>48</b>
ADM 100    Industrial Safety .....	3
ADM101    Precision Measurement .....	3
ADM 102    Computer Aided Design .....	3
ADM 103    Intro to Computer Integrated Manufacturing/Material Processes ..	3
WKO 110    NCCER Core .....	3
ADM 105    Fluid Systems .....	3
ADM 106    Quality Control Concepts .....	3
INT 101    DC Fundamentals .....	3
INT 103    AC Fundamentals .....	3
INT 113    Motor Controls .....	3
INT 117    Industrial Mechanics .....	3
INT 253    Industrial Robotics .....	3
INT 184    Intro to Programmable Logic Controllers .....	3
INT 284    Advanced Programmable Logic Controllers .....	3
INT 288    Applied Programmable Logic Controllers .....	3
INT 134    Prin. of Industrial Maintenance Welding and Metal Cutting Techniques .....	3
<b>Additional degree requirements</b> .....	<b>9</b>
ORI 105B    Orientation and Student Success with Technology .....	3
WKO 102    Workplace Skills Development II .....	3
CIS 146    Microcomputer Applications .....	3
<b>Total</b> .....	<b>75</b>

\* Students must choose from among the required Humanities courses listed on page 88.

\*\* Students planning to transfer to a four-year institution in Business should take Business Statistics I (BUS 271) as one of their electives.

**Certificate - Applied Technology: Industrial Maintenance option**

This program prepares individuals to apply technical knowledge and skills to repair and maintain industrial machinery and equipment such as cranes, pumps, engines and motors, pneumatic tools, conveyor systems, production machinery, marine deck machinery and steam propulsion, refinery and pipeline-distribution systems.

credit hours

<b>Required general education courses</b> .....	<b>9</b>
ENG 101 English Composition I .....	3
MTH 100 Intermediate College Algebra or higher level MTH .....	3
SPH 106 Fundamentals of Oral Communication .....	3
or SPH 107 Fundamentals of Public Speaking .....	3
<b>Required industrial maintenance courses</b> .....	<b>45</b>
ADM 100 Industrial Safety .....	3
ADM101 Precision Measurement .....	3
ADM 102 Computer Aided Design .....	3
ADM 103 Intro to Computer Integrated Manufacturing/Material Processes .....	3
ADM 104 Introduction to Thermal/Electrical Principles .....	3
ADM 105 Fluid Systems .....	3
ADM 106 Quality Control Concepts .....	3
INT 101 DC Fundamentals .....	3
INT 103 AC Fundamentals .....	3
INT 113 Motor Controls .....	3
INT 117 Industrial Mechanics .....	3
INT 253 Industrial Robotics .....	3
INT 184 Intro to Programmable Logic Controllers .....	3
INT 284 Advanced Programmable Logic Controllers .....	3
INT 288 Applied Programmable Logic Controllers .....	3
<b>Additional certificate requirements</b> .....	<b>9</b>
ORI 105B Orientation and Student Success with Technology .....	3
WKO 102 Workplace Skills Development II .....	3
CIS 146 Microcomputer Applications .....	3
<b>Total</b> .....	<b>63</b>

## Short Certificate - Applied Technology: Industrial Maintenance option

This program prepares individuals to apply technical knowledge and skills to repair and maintain industrial machinery and equipment such as cranes, pumps, engines and motors, pneumatic tools, conveyor systems, production machinery, marine deck machinery and steam propulsion, refinery and pipeline-distribution systems.

	<b>credit hours</b>
<b>Required courses</b> .....	<b>27</b>
ADM 101 Precision Measurement.....	3
INT 101 DC Fundamentals .....	3
INT 103 AC Fundamentals. ....	3
INT 117 Industrial Mechanics.....	3
INT 253 Industrial Robotics.....	3
INT 184 Intro to Programmable Logic Controllers.....	3
INT 284 Advanced Programmable Logic Controllers.....	3
INT 288 Applied Programmable Logic Controllers .....	3
INT 134 Prin. of Industrial Maintenance Welding and Metal Cutting Techniques.	3
<b>Total</b> .....	<b>27</b>

## A.A.S. – Applied Technology: Welding Option

The Welding Technology program is designed to prepare individuals for employment in the field of welding. The program is a competency based program that includes both theory and hands-on practical application based instruction. Instruction is provided in various processes and techniques of welding and cutting different types of materials.

	<b>credit hours</b>
<b>Area I: Written Composition</b> .....	<b>3</b>
ENG 101 English Composition .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 106 Fundamentals of Oral Communications .....	3
or SPH 107 Fundamentals of Public Speaking .....	3
*Humanities .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>6</b>
MTH 100 Intermediate College Algebra .....	3
CIS 149 Math, Science, or Computer Science Elective .....	3
<b>Area IV: History, Social, and Behavioral Sciences.</b> .....	<b>3</b>
PSY 200 General Psychology .....	3
<b>Area V: Preprofessional, Major and Elective Courses</b> .....	<b>45</b>
ADM 10 Industrial Safety .....	3
ADM 101 Precision Measurements .....	3
INT 291 Cooperative Education .....	3
WDT 108 SMAW Fillet/OFC .....	3
WDT 110 Industrial Blueprint Reading .....	3
WDT 119 Gas Metal Arc/Flux Cored Arc Welding .....	3
WDT 120 Shielding Metal Arc Welding Groove .....	3
WDT 122 SMAW Fillet Lab. ....	3
WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab .....	3
WDT 125 Shielding Metal Arc Welding Groove Lab .....	3
WDT 217 Shielding Metal Arc Welding Carbon Pipe .....	3
WDT 228 Gas Tungsten Arc Welding .....	3
WDT 257 Shielding Metal Arc Welding Carbon Pipe Lab .....	3
WDT 268 Gas Tungsten Arc Welding Lab .....	3
WKO 110 NCCER Core .....	3
<b>Additional Degree Requirements.</b> .....	<b>9</b>
ORI 105B Orientation and Student Success with Technology .....	3
WKO 102 Workplace Skills Development II .....	3
CIS 146 Microcomputer Applications .....	3
<b>Total</b> .....	<b>72</b>

\* Students must choose from among the required Humanities courses listed on page 88.

\*\* Students planning to transfer to a four-year institution in Business should take Business Statistics I (BUS 271) as one of their electives.

## Certificate – Applied Technology: Welding Option

The Welding Technology program is designed to prepare individuals for immediate employment in the field of welding. The program is a competency based program that includes both theory and hands-on practical application based instruction. Instruction is provided in various processes and techniques of welding and cutting different types of materials.

credit hours

<b>Required General Education Courses</b> .....	<b>12</b>
ENG 101 English Composition .....	3
MTH 100 Intermediate College Algebra.....	3
SPH 106 Fundamentals of Oral Communications OR	
SPH 107 Fundamentals of Public Speaking .....	3
History or Social or Behavioral Science Elective .....	3
<b>Area V: Preprofessional, Major and Elective Courses</b> .....	<b>36</b>
ADM 100 Industrial Safety.....	3
ADM 101 Precision Measurements.....	3
WDT 108 SMAW Fillet/OFC .....	3
WDT 110 Industrial Blueprint Reading .....	3
WDT 119 Gas Metal Arc/Flux Cored Arc Welding .....	3
WDT 120 Shielding Metal Arc Welding Groove .....	3
WDT 122 SMAW Fillet/OFC Lab.....	3
WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab .....	3
WDT 125 Shielding Metal Arc Welding Groove Lab.....	3
WDT 217 Shielding Metal Arc Welding Carbon Pipe.....	3
WDT 228 Gas Tungsten Arc Welding .....	3
WDT 257 Shielding Metal Arc Welding Carbon Pipe Lab .....	3
WKO 110 NCCER Core.....	3
<b>Additional Degree Requirements</b> .....	<b>9</b>
ORI 105B Orientation and Student Success with Technology.....	3
WKO 102 Workplace Skills Development II .....	3
CIS 146 Microcomputer Applications.....	3
<b>Total</b> .....	<b>57</b>

## Short Certificate – Applied Technology: Welding Option

The Welding Technology Certificate Program is designed to prepare individuals for immediate employment in the field of welding. The program is a competency based program that includes both theory and hands on practical application based instruction. Instruction is provided in various processes and techniques of welding and cutting different types of materials.

### Short-Term Certificate in WDT GMAW (12 semester hours)

#### Required Courses

ADM 101	Precision Measurements	3
WDT 119	GMAW	3
WDT 124	GAS Metal Arc/Flux Cored Arc Welding Lab	3
WKO 110	NCCER Core	3

### Short-Term Certificate in Welding Technology (13-15 semester hours)

#### Required Courses

ADM 100	Industrial Safety	3
ORI 105B	Orientation and Student Success with Technology	3
WDT 108	SMAW Fillet	3
WDT 110	Industrial Blueprint Reading	3
WDT 122	SMAW Fillet Lab	3

### Short-Term Certificate in WDT SMAW (15 semester hours)

#### Required Courses

ENG 101	English Composition 1	3
MTH 100	Intermediate College Algebra	3
WDT 120	SMAW Groove	3
WDT 125	SMAW Groove Lab	3
	History or Social or Behavioral Science Elective	3

## A.A.S. - Business

The Associate of Applied Science in Business program is designed for individuals who will be seeking employment in business, management, supervision, accounting, retail and technical and office occupations or for professional development leading to increased job satisfaction and enhancement.

credit hours

<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101 English Composition I .....	3
BUS 215 Business Communications (preferred) .....	3
or ENG102 English Composition II .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Oral Communication .....	3
*Humanities .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>3</b>
MTH 100 Intermediate College Algebra (or higher level MTH) .....	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
BUS 189 Human Relationships .....	3
or GEO, HIS, POL, PSY or SOC Elective .....	3
<b>Area V: Preprofessional Major and Elective courses</b> .....	<b>42</b>
<i>Required Business core</i> .....	<b>30</b>
ACC 149 Intro to Spreadsheet Accounting .....	3
BUS 100 Introduction to Business .....	3
BUS 241 Principles of Accounting I .....	3
BUS 242 Principles of Accounting II .....	3
BUS 275 Principles of Management .....	3
BUS 285 Principles of Marketing .....	3
CIS 149 Introduction to Computers .....	3
ECO 231 Principles of Macroeconomics .....	3
ECO 232 Principles of Microeconomics .....	3
OAD 101 Beginning Keyboarding .....	3
<i>Electives (ACC, BUS, MST, CIS, OAD)</i> .....	<b>12</b>
<b>Additional degree requirements</b> .....	<b>6</b>
ORI 105B Orientation and Student Success with Technology .....	3
CIS 146 Microcomputer Applications .....	3
<b>Total</b> .....	<b>66</b>

\* Students must choose from among the required Humanities courses listed on page 88.

\*\* Students may elect to take BUS 105 as a CIS elective.



## A.A.S. - Business: Accounting option

Accounting is a profession of development, evaluation and communication of financial and managerial information concerning the performance of a business entity. The accounting option provides students with the knowledge and technical skills necessary to obtain an entry-level accounting position.

	credit hours
<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101 English Composition I .....	3
BUS 215 Business Communications (preferred) .....	3
or ENG102 English Composition II .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Oral Communication .....	3
*Humanities .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>3</b>
MTH 100 Intermediate College Algebra (or higher level MTH) .....	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
BUS 189 Human Relationships .....	3
or GEO, HIS, POL, PSY or SOC Elective .....	3
<b>Area V: Preprofessional Major and Elective courses</b> .....	<b>42</b>
<b>Required Business core</b> .....	<b>36</b>
ACC 149 Introduction to Accounting Spreadsheets	
(or CIS 113 or OAD 243) .....	3
ACC 150 Computerized General Ledger .....	3
BUS 150 Business Math .....	3
BUS 241 Principles of Accounting I .....	3
BUS 242 Principles of Accounting II .....	3
BUS 248 Managerial Accounting .....	3
BUS 263 Legal and Social Environment of Business .....	3
CIS 149 Introduction to Computers .....	3
CIS 185 Computer Ethics .....	3
ECO 231 Principles of Macroeconomics .....	3
OAD 101 Beginning Keyboarding .....	3
OAD 130 Electronic Calculations .....	3
<b>Electives (ACC, BUS, ECO, MST, CIS, OAD)</b> .....	<b>6</b>
<b>Additional degree requirements</b> .....	<b>6</b>
ORI 105B Orientation and Student Success with Technology .....	3
CIS 146 Microcomputer Applications .....	3
<b>Total</b> .....	<b>66</b>

\* Students must choose from among the required Humanities courses listed on page 88.

\*\* Students may elect to take BUS 105 as a CIS elective.

## Short Certificate - Basic Accounting

<b>Required courses</b> .....	<b>28</b>
BUS 241 Principles of Accounting I.....	3
BUS 242 Principles of Accounting II.....	3
BUS 150 Business Math.....	3
CIS 146 Microcomputer Applications.....	3
CIS 101B Computer Applications Lab.....	1
OAD 101 Beginning Keyboarding.....	3
OAD 130 Electronic Calculations.....	3
ACC 149 Spreadsheet Software.....	3
ACC 150 Computerized General Ledger.....	3
<b>Additional certificate requirements</b> .....	<b>3</b>
ORI 105B Orientation and Student Success with Technology.....	3
<b>Total</b> .....	<b>28</b>

## A.A.S. - Business: Banking and Finance option

The banking and finance option is designed for individuals who are preparing to enter the banking industry and for those who are presently employed in the banking industry.

	<b>credit hours</b>
<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101 English Composition I .....	3
BUS 215 Business Communications (preferred) .....	3
or ENG102 English Composition II .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Oral Communication .....	3
*Humanities .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>3</b>
MTH 100 Intermediate College Algebra (or higher level MTH) .....	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
BUS 189 Human Relationships .....	3
or GEO, HIS, POL, PSY or SOC Elective .....	3
<b>Area V: Preprofessional Major and Elective courses</b> .....	<b>42</b>
<b>Required Business core</b> .....	<b>30</b>
ACC 149 Introduction to Accounting Spreadsheets (or CIS 113 or OAD 243) .....	3
ACC 150 Computerized General Ledger .....	3
BUS 150 Business Math .....	3
BUS 241 Principles of Accounting I .....	3
BUS 242 Principles of Accounting II .....	3
BUS 263 Legal and Social Environment of Business .....	3
CIS 149 Introduction to Computers .....	3
ECO 231 Principles of Macroeconomics .....	3
OAD 101 Beginning Keyboarding .....	3
OAD 130 Electronic Calculations .....	3
**Electives (ACC, BUS, ECO, MST, CIS, OAD) .....	12
<b>Additional degree requirements</b> .....	<b>6</b>
ORI 105B Orientation and Student Success with Technology .....	3
CIS 146 Microcomputer Applications .....	3
<b>Total</b> .....	<b>66</b>

\* Students must choose from among the required Humanities courses listed on page 88.

## A.A.S. - Business: Management and Supervision option

The management and supervision option provides a broad background in the field of business and management. The program is designed for individuals who seek to enter management and supervisory positions in the private or public sector.

	credit hours
<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101    English Composition I .....	3
BUS 215    Business Communications (preferred) .....	3
or ENG102    English Composition II .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107    Fundamentals of Public Speaking .....	3
or SPH 106    Fundamentals of Oral Communication .....	3
*Humanities .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>3</b>
MTH 100    Intermediate College Algebra (or higher level MTH) .....	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
BUS 189    Human Relationships .....	3
or GEO, HIS, POL, PSY or SOC Elective .....	3
<b>Area V: Preprofessional Major and Elective courses</b> .....	<b>42</b>
<b>Required Business core</b> .....	<b>33</b>
ACC 149    Introduction to Accounting Spreadsheets .....	3
BUS 100    Introduction to Business .....	3
BUS 241    Principles of Accounting I .....	3
BUS 263    Legal and Social Environment of Business .....	3
BUS 275    Principles of Management .....	3
CIS 149    Introduction to Computers .....	3
ECO 231    Principles of Macroeconomics .....	3
MST 111    Elements of Supervision .....	3
MST 201    Human Resource Management .....	3
MST 215    Small Business Management .....	3
OAD 101    Beginning Keyboarding .....	3
**Electives (ACC, BUS, ECO, MST, CIS, OAD) .....	9
<b>Additional degree requirements</b> .....	<b>6</b>
ORI 105B    Orientation and Student Success with Technology .....	3
CIS 146    Microcomputer Applications .....	3
<b>Total</b> .....	<b>66</b>

\* Students must choose from among the required Humanities courses listed on page 88.

## A.A.S. - Business: Small Business Management option

The small business management option is designed for individuals seeking employment or advancement in retailing and/or management of a small business.

	credit hours
<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101    English Composition I .....	3
BUS 215    Business Communications (preferred) .....	3
or ENG102    English Composition II .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107    Fundamentals of Public Speaking .....	3
or SPH 106    Fundamentals of Oral Communication .....	3
*Humanities .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>3</b>
MTH 100    Intermediate College Algebra (or higher level MTH) .....	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
BUS 189    Human Relationships .....	3
or GEO, HIS, POL, PSY or SOC Elective .....	3
<b>Area V: Preprofessional Major and Elective courses</b> .....	<b>42</b>
<b>Required Business core</b> .....	<b>36</b>
ACC 149    Introduction to Accounting Spreadsheets .....	3
ACC 150    Compterized General Ledger .....	3
BUS 100    Introduction to Business .....	3
BUS 241    Principles of Accounting I .....	3
BUS 242    Principles of Accounting II .....	3
BUS 275    Principles of Management .....	3
BUS 285    Principles of Marketing .....	3
CIS 149    Introduction to Computers .....	3
ECO 231    Principles of Macroeconomics .....	3
MST 111    Elements of Supervision .....	3
MST 215    Small Business Management .....	3
OAD 101    Beginning Keyboarding .....	3
**Electives (ACC, BUS, ECO, MST, CIS, OAD) .....	6
<b>Additional degree requirements</b> .....	<b>6</b>
ORI 105B    Orientation and Student Success with Technology .....	3
CIS 146    Microcomputer Applications .....	3
<b>Total</b> .....	<b>66</b>

\* Students must choose from among the required Humanities courses listed on page 88.

# A.A.S. - Business and Office Technology: Administrative Technology option

The business and office technology program is designed for individuals seeking employment in office positions. The program consists of a core of 24 semester hours of general education courses and the balance of hours selected from one of the areas of concentration which include: Administrative Technology, Legal Administrative Technology and Medical Administrative Technology. The Administrative Technology option is designed for individuals seeking office positions specializing in information processing leading to management and office supervisory positions.

	<b>credit hours</b>
<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101 English Composition I .....	3
BUS 215 Business Communications (preferred) .....	3
or ENG102 English Composition II .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Oral Communication .....	3
*Humanities .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>6</b>
MTH 100 Intermediate College Algebra (or higher level MTH) .....	3
CIS 113 Spreadsheet Software Applications (or ACC149 or OAD 243) ..	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
BUS 189 Human Relationships .....	3
or GEO, HIS, POL, PSY or SOC Elective .....	3
<b>Area V: Preprofessional Major and Elective courses</b> .....	<b>42</b>
<i>Required Business and Office Technology core</i> .....	<b>30</b>
BUS 241 Accounting I .....	3
OAD 103 Intermediate Keyboarding .....	3
OAD 125 Word Processing (or CIS 111) .....	3
OAD 130 Electronic Calculations .....	3
OAD 138 Records and Information Management .....	3
OAD 200 Machine Transcription .....	3
OAD 218 Office Procedures .....	3
OAD 242 Office Internship .....	3
OAD 244 Database Applications (or CIS 117) .....	3
OAD 246 Office Graphics and Presentations (or CIS 115) .....	3
** <i>Electives (6 hours in CIS and 6 hours in BUS, MST, VCM or ECO)</i> .....	<b>12</b>
CIS courses BUS, ECO or MST courses .....	
<b>Additional degree requirements</b> .....	<b>6</b>
ORI 105B Orientation and Student Success with Technology .....	3
CIS 146 Microcomputer Applications .....	3
<b>Total</b> .....	<b>69</b>

\* Students must choose from among the required Humanities courses listed on page 88.

# Short Certificate - Business and Office Technology: Administrative Technology option

The administrative technology certificate program is designed for persons seeking immediate employment and for professional development for persons who are already employed in office and business positions. Credits earned may be applied toward the Associate of Applied Science degree in Business Technology.

	<b>credit hours</b>
<b>Required courses</b> .....	<b>18</b>
BUS 105 Customer Service .....	3
OAD 101 Beginning Keyboarding .....	3
OAD 103 Intermediate Keyboarding .....	3
OAD 130 Electronic Calculations .....	3
ENG 101 English Composition I .....	3
CIS 146 Microcomputer Applications .....	3
<b>Total</b> .....	<b>18</b>

# A.A.S. - Business and Office Technology: Legal Administrative Technology option

The legal administrative technology option is designed for individuals seeking employment in law offices, courthouses and government positions that specialize in preparing technical documents that are the basis for legal records.

	<b>credit hours</b>
<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101 English Composition I .....	3
BUS 215 Business Communications (preferred) .....	3
or ENG102 English Composition II .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Oral Communication .....	3
*Humanities .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>6</b>
MTH 100 Intermediate College Algebra (or higher level MTH) .....	3
CIS 113 Spreadsheet Software Applications (or ACC 149 or OAD 243) ..	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
BUS 189 Human Relationships.....	3
or GEO, HIS, POL, PSY or SOC Elective.....	3
<b>Area V: Preprofessional Major and Elective courses</b> .....	<b>42</b>
<i>Required Business and Office Technology core</i> .....	<b>30</b>
BUS 263 Legal and Social Environment .....	3
OAD 103 Intermediate Keyboarding .....	3
OAD 125 Word Processing (or CIS 111) .....	3
OAD 130 Electronic Calculations .....	3
OAD 138 Records and Information Management.....	3
OAD 201 Legal Terminology .....	3
OAD 202 Legal Transcription.....	3
OAD 203 Legal Office Procedures .....	3
OAD 242 Office Internship (Last Semester).....	3
OAD 244 Database Applications (or CIS 117) .....	3
** <i>Electives</i> .....	<b>9</b>
BUS, CIS, ECO or MST courses .....	
<b>Additional degree requirements</b> .....	<b>6</b>
ORI 105B Orientation and Student Success with Technology .....	3
CIS 146 Microcomputer Applications .....	3
<b>Total</b> .....	<b>69</b>

\* Students must choose from among the required Humanities courses listed on page 88.



## **A.A.S. - Business and Office Technology: Medical Administrative Technology option**

The medical administrative technology option is designed for individuals seeking employment in a physician's office, hospital or medical facilities that specialize in the production of documents that are the basis for medical records.

<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101    English Composition I .....	3
BUS 215    Business Communications (preferred) .....	3
or ENG102    English Composition II .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107    Fundamentals of Public Speaking .....	3
or SPH 106    Fundamentals of Oral Communication .....	3
*Humanities .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>6</b>
CIS 113    Spreadsheet Software Applications (or ACC149 or OAD 243) ..	3
MTH 100    Intermediate College Algebra (or higher level MTH) .....	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
BUS 189    Human Relationships.....	3
or GEO, HIS, POL, PSY or SOC Elective .....	3
<b>Area V: Preprofessional Major and Elective courses</b> .....	<b>42</b>
<i>Required Business and Office Technology core</i> .....	<b>30</b>
OAD 103    Intermediate Keyboarding .....	3
OAD 125    Word Processing (or CIS 111) .....	3
OAD 130    Electronic Calculations .....	3
OAD 138    Records and Information Management .....	3
OAD 211    Medical Terminology .....	3
OAD 212    Medical Transcription .....	3
OAD 214    Medical Office Procedures.....	3
OAD 242    Office Internship (Last Semester) .....	3
OAD 244    Database Applications (or CIS 117) .....	3
OAD 246    Office Graphics and Presentations (or CIS 115) .....	3
** <i>Electives</i> .....	<b>9</b>
BUS, CIS, ECO or MST courses.....	
<b>Additional degree requirements</b> .....	<b>7</b>
ORI 105B    Orientation and Student Success with Technology .....	3
CIS 146    Microcomputer Applications .....	3
EMS 100    Cardiopulmonary Resuscitation .....	1
<b>Total</b> .....	<b>70</b>

\* Students must choose from among the required Humanities courses listed on page 88.

# A.A.S. - Computer Information Systems: Cyber Defense option

The Cyber Defense option prepares students for industry-recognized certification by using materials and curriculum that have been designed for the CCNA Program.

	<b>credit hours</b>
<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101    English Composition I .....	3
BUS 215    Business Communications (preferred) .....	3
or ENG102    English Composition II .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107    Fundamentals of Public Speaking .....	3
or SPH 106    Fundamentals of Oral Communication .....	3
*Humanities .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>6</b>
MTH 100    Intermediate College Algebra (or higher level MTH) .....	3
CIS 150    Introduction to Computer Logic and Programming .....	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
GEO, HIS, POL, PSY or SOC Elective .....	3
or BUS 189    Human Relationships .....	3
<b>Area V: Preprofessional Major and Elective courses</b> .....	<b>42</b>
<i>Required Computer Information Systems core</i> .....	<b>15</b>
CIS 149    Introduction to Computers .....	3
CIS 185    Computer Ethics .....	3
CIS 268    Software Support .....	3
CIS 269    Hardware Support .....	3
OAD 101    Beginning Keyboarding .....	3
<i>Required Cyber courses</i> .....	<b>15</b>
CIS 171    Linux .....	3
CIS 211    Principles of Information Assurance .....	3
CIS 245    Cyber Defense .....	3
CIS 270    CISCO CCNA I .....	3
CIS 271    CISCO CCNA II .....	3
<i>Electives</i> .....	<b>9</b>
**CIS courses .....	9
<b>Additional degree requirements</b> .....	<b>6</b>
ORI 105B    Orientation and Student Success with Technology .....	3
CIS 146    Microcomputer Applications .....	3
<b>Total</b> .....	<b>69</b>

\* Students must choose from among the required Humanities courses listed on page 88.

## A.A.S. - Computer Information Systems: Information Technology option

The information technology option is provides the necessary competencies for individuals to be employed as computer programmers within the information technology industry.

	<b>credit hours</b>
<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101    English Composition I .....	3
BUS 215    Business Communications (preferred) .....	3
or ENG102    English Composition II .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107    Fundamentals of Public Speaking .....	3
or SPH 106    Fundamentals of Oral Communication .....	3
*Humanities .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>6</b>
MTH 100    Intermediate College Algebra (or higher level MTH) .....	3
CIS 150    Introduction to Computer Logic and Programming .....	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
GEO, HIS, POL, PSY or SOC Elective .....	3
<b>Area V: Preprofessional Major and Elective courses</b> .....	<b>43</b>
<b>Required Computer Information Systems core</b> .....	<b>18</b>
CIS 130    Introduction to Information Systems .....	3
CIS 149    Introduction to Computers .....	3
CIS 185    Computer Ethics .....	3
CIS 268    Software Support. ....	3
CIS 269    Hardware Support. ....	3
OAD 101    Beginning Keyboarding .....	3
<b>Required Information Technology core</b> .....	<b>16</b>
CIS 191    Introduction to Computer Programming Concepts .....	3
and CIS 193    Introduction to Computer Programming Lab .....	1
CIS 155    Introduction to Mobile App Development. ....	3
CIS 207    Web Development. ....	3
CIS 275    Workstation Administration .....	3
CIS 280    Network Security .....	3
<b>Electives</b> .....	<b>9</b>
**CIS or VCM courses .....	9
<b>Additional degree requirements</b> .....	<b>6</b>
ORI 105B    Orientation and Student Success with Technology .....	3
CIS 146    Microcomputer Applications .....	3
<b>Total</b> .....	<b>70</b>

\* Students must choose from among the required Humanities courses listed on page 88.

## Short Certificate - Computer Information Systems: Networking Technology option

The CISCO networking technology certificate program is designed for persons seeking employment, for professional development or for persons seeking the IC3, A+, CISCO and CCENT professional certifications. Credits earned may be applied toward the Associate of Applied Science degree in Computer Information Systems with the CISCO Networking option.

	<b>credit hours</b>
<b>Required courses</b> .....	<b>18</b>
CIS 149 Introduction to Computers.....	3
CIS 268 Software Support .....	3
CIS 269 Hardware Support .....	3
CIS 270 CISCO CCNA I .....	3
CIS 271 CISCO CCNA II .....	3
CIS 277 Network Administration.....	3
<b>Total</b> .....	<b>18</b>

## A.A.S. - Criminal Justice

The criminal justice A.A.S. degree program is offered in online and traditional formats and is designed for students with an interest in the criminal justice field and law enforcement professions. It prepares students for a career as a law enforcement officer, corrections officer, investigator, court administrator, private security officer or customs agent. Graduates may be employed with local, state and federal agencies or with private agencies. Students employed in related fields may use the program as a building block for career advancement or further education. Students gain knowledge of local, state and federal statutes, civil liberties, policing, the justice system, ethics, constitutionalism and public safety issues. Also, courses are eligible for dual enrollment with area high schools upon approval by CVCC. Online coursework allows you to earn your degree while maintaining your professional and personal obligations.

	<b>credit hours</b>
<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101    English Composition I .....	3
ENG 102    English Composition II .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107    Fundamentals of Public Speaking .....	3
or SPH 106    Fundamentals of Oral Communication .....	3
*Humanities .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>7</b>
MTH 100    Intermediate College Algebra (or higher level MTH) .....	3
PHS 111    Physical Science I .....	4
or BIO 103    Principles of Biology I .....	4
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>6</b>
PSY 200    General Psychology .....	3
POL 220    State and Local Government .....	3
or POL 211    American National Government .....	3
or HIS 121/122/201/202 .....	3
<b>Area V: Preprofessional Major and Elective courses</b> .....	<b>38</b>
<i>Required Criminal Justice courses</i> .....	<b>14</b>
CRJ 100    Introduction to Criminal Justice .....	3
CRJ 110    Introduction to Law Enforcement .....	3
CRJ 178    Narcotics/Dangerous Drugs .....	3
CRJ 216    Police Organization and Administration .....	3
EMS 100    Cardiopulmonary Resuscitation I .....	1
EMS 104    First Aid for Students of Health Related Professions .....	1
<i>Electives (CRJ and/or HLS100)</i> .....	<b>24</b>
<b>Additional degree requirements</b> .....	<b>9</b>
ORI 105B    Orientation and Student Success with Technology .....	3
WKO 102    Workplace Skills Development II .....	3
CIS 146    Microcomputer Applications .....	3
<b>Total</b> .....	<b>69-72</b>

\* Students must choose from among the required Humanities courses listed on page 88.

## Credit Earned for Criminal Justice Certifications Held

Upon completion of twelve (12) hours of approved Criminal Justice courses at CVCC, students may be awarded credit for Criminal Justice certifications that meet relevant national standards as determined by the Criminal Justice Lead Instructor. A maximum of 17 hours of non-traditional credit may be awarded and applied toward graduation. Official certification of completion of approved State Law Enforcement/Corrections Academy work must be submitted to the Admissions Office. Certifications must be either an academic transcript from the State POST Academy/College, certificate of completion or a letter on official letterhead from the State Law Enforcement Academy/College.

CREDIT FOR NON-TRADITIONAL ACADEMIC WORK COMPARISON TABLE		
LAW ENFORCEMENT ACADEMY CERTIFICATIONS	COLLEGE CREDIT THAT MAY BE AWARDED TOWARDS THE CRIMINAL JUSTICE DEGREE	CREDIT HOURS
Equivalent Certification	CRJ110 Introduction to Law Enforcement	3
Equivalent Certification	CRJ140 Criminal Law and Procedure	3
Equivalent Certification	CRJ216 Police Organization and Administration	3
Equivalent Certification	Equivalent Certification CRJ220 Criminal Investigation	3
Equivalent Certification	Equivalent Certification Other CJR courses per POST Certification	3

## Certificate - Criminal Justice

The certificate program is designed to provide students with a specialized skill set to be competitive in the job market or to upgrade your skills for job advancement in the criminal justice and law enforcement fields. Most can be completed in one year or less and the certificate courses can be applied toward the A.A.S. Degree in Criminal Justice. Also, courses are eligible for dual enrollment with area high schools upon approval by CVCC.

	<b>credit hours</b>
<b>Required general education courses</b> .....	<b>9</b>
ENG 101 English Composition I.....	3
MTH 100 Intermediate College Algebra or higher level MTH.....	3
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Human Communication (Recommended) .....	3
<b>Required criminal justice courses</b> .....	<b>8</b>
CRJ 100 Introduction to Criminal Justice .....	3
CRJ 110 Introduction to Law Enforcement .....	3
EMS 100 Cardiopulmonary Resuscitation I .....	1
EMS 104 First Aid for Students of Health-Related Professions .....	1
<b>Electives in Criminal Justice</b> .....	<b>18</b>
<b>Additional certificate requirements</b> .....	<b>9</b>
ORI 105B Orientation and Student Success with Technology .....	3
WKO 102 Workplace Skills Development II .....	3
CIS 146 Microcomputer Applications .....	3
<b>Total</b> .....	<b>44</b>

## A.A.S. - Fire Science

The fire science A.A.S. degree program is offered in online and traditional formats and is designed for individuals employed as firefighters or individuals who are seeking employment in the fire protection industry. Additionally, it is designed to prepare fire and emergency service personnel for advancement to leadership positions. Students may select fire science electives and/or emergency medical service electives such as EMT and/or Advanced EMT within this degree program. Online coursework allows you to earn your degree while maintaining your professional and personal obligations.

### CVCC and Alabama Fire College Partnership

CVCC and the Alabama Fire College have a partnership that affords students and fire and emergency service agencies with opportunities to earn both college credit toward the A.A.S. Degree in Fire Science, a Short Certificate in Fire Science and National/Pro-Board professional fire and emergency service certifications that meet Alabama Fire College standards and their accrediting agencies (such as International Fire Service Accreditation Congress, Pro-Board and International Code Council). Additionally, the partnership allows CVCC to collaborate and offer through the Alabama Fire College professional development and continuing education opportunities for local and regional public safety agencies.

This program helps prepare students for career opportunities in fire and emergency service agencies, industry, and educational institutions to include:

Firefighter	Fire Investigator
Firefighter/EMT	Fire and Life Safety Educator
Fire Officer	Fire and Life Safety Specialist
Fire Instructor	Emergency Medical Technician
Fire Inspector	Advanced Emergency Medical Technician
Plans Examiner	Fire Protection Systems Technician

Program content focuses on fire service administration, command, control and coordination of emergency incidents, fire suppression operations, fire prevention and education, building construction principles, fire inspections, code enforcement and emergency medical services. Several courses within the program parallel certification courses offered through the Alabama Fire College. Upon successful completion of these courses and certification exams, students will receive National and/or State certifications. These certifications include: Fire Inspector I, Fire Instructor I, Fire Officer I, Fire Department Safety Officer, Hazardous Materials Awareness and Operations, National Incident Management System, EMT license and Advanced EMT license. Additionally, courses are eligible for dual enrollment with area high schools as determined by CVCC.

	credit hours
<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101 English Composition I .....	3
ENG 102 English Composition II .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Oral Communication .....	3

*Humanities .....	3
<b>Area III: Natural Science and Mathematics .....</b>	<b>10</b>
MTH 100 Intermediate College Algebra (or higher level MTH) .....	3
PHS 112 Physical Science II .....	4
or CHM 104 Introduction to Inorganic Chemistry (or higher level CHM) ...	4
or BIO 103 Principles of Biology I .....	4
<b>Area IV: History, Social and Behavioral Sciences .....</b>	<b>6</b>
PSY 200 General Psychology .....	3
POL 220 State and Local Government .....	3
or POL 211 American National Government .....	3
or HIS 121/122/201/202 .....	3
<b>Area V: Preprofessional Major and Elective courses .....</b>	<b>38</b>
<i>Required Fire Science courses .....</i>	<i>14</i>
FSC 101 Introduction to Fire Science .....	3
FSC 110 Building Construction Principles .....	3
FSC 130 Introduction to Fire Suppression .....	3
FSC 299 Legal Aspects of Fire Service .....	3
EMS 100 Cardiopulmonary Resuscitation I .....	1
EMS 104 First Aid for Students of Health Related Professions .....	1
<i>Electives (FSC and/or EMS) .....</i>	<i>24</i>
<b>Additional degree requirements .....</b>	<b>9</b>
ORI 105B Orientation and Student Success with Technology .....	3
WKO 102 Workplace Skills Development II .....	3
CIS 146 Microcomputer Applications .....	3
<b>Total .....</b>	<b>75</b>

\* Students must choose from among the required Humanities courses listed on page 88.

## Credit Earned for Fire/EMS Certifications Held

Upon completion of twelve (12) credit hours of approved Fire Science And/Or EMS courses at CVCC, students may be awarded credit for fire service/EMS certifications that meet relevant National standards as determined by the Director of Public Safety. A maximum of 17 hours of non-traditional credit may be awarded and applied toward graduation. Official certification of completion of approved Fire Academy work must be submitted to the Office of Admissions. Certifications must be either an academic transcript from an accredited college, certificate of completion or a letter on official letterhead from the Fire Academy. Refer to the table below for detailed information.

CREDIT FOR NON-TRADITIONAL ACADEMIC WORK COMPARISON TABLE		
FIRE ACADEMY CERTIFICATIONS	COLLEGE CREDIT THAT MAY BE AWARDED TOWARD THE FIRE SCIENCE DEGREE	CREDIT HOURS
Firefighter I	FSC 101 Introduction to the Fire Service	3
Firefighter II	FSC 131 Fire Extinguishment Principles	3
Hazardous Materials Awareness and Operations	FSC 161 Hazardous Materials Awareness and Operations	3



Hazardous Materials Technician	FSC 261 Hazardous Materials Technician	3
Fire Instructor I	FSC 201 Fire Instructor I	3
Fire Instructor II	FSC 202 Fire Instructor II	3
Fire Instructor III	FSC 203 Fire Instructor III	3
Fire Investigator I	FSC 241 Fire Investigator I	3
Fire Inspector I	FSC 251 Fire Inspector I	3
Fire Inspector II	FSC252 Fire Inspector II	3
Fire Inspector III	FSC 253 Fire Inspector III	3
Fire Officer I	FSC 291 Fire Officer I	3
Fire Officer II	FSC 292 Fire Officer II	3
Fire Officer III	FSC 293 Fire Officer III	3
Fire Officer IV	FSC 294 Fire Officer IV	3
Fire Department Safety Officer	FSC 295 Fire Department Safety Officer	3
Public Fire and Life Safety Educator I	FSC 255 Public Fire & Life Safety Educator	3
Rescue Technician: Confined Space	FSC 231 Rescue Technician: Confined Space	3
Rescue Technician: Trench	FSC 232 Rescue Technician: Trench	3
Rescue Technician: Rope	FSC 230 Rescue Technician: Rope	3
Rescue Technician: Structural Collapse	FSC 233 Rescue Technician: Structural Collapse	3
Rescue Technician: Vehicle and Machinery	FSC 237 Rescue Technician: Vehicle & Machinery	3
Current American Heart Association Basic Life Support CPR Card	EMS 100 Cardiopulmonary Resuscitation	1
Current American Heart Association Heart Saver First Aid Card	EMS 104 First Aid for Students of Health Related Professions	1
Current National Registry EMT Certification or State License	EMS 118 Emergency Medical Technician	9
	EMS 119 Emergency Medical Technician Clinical	1
Current National Registry Advanced EMT or EMT-Intermediate (99) Certification or State License	EMS 155 Advanced Emergency Medical Technician	8
	EMS 156 Advanced Emergency Medical Technician Clinical	2

## Short Certificate - Fire Science

The certificate program is designed to provide students with a specialized skill set to be compete in the job market or to upgrade their skills for job advancement in the fire service or fire protection fields. Most can be completed in one year or less and the certificate courses can be applied toward the A.A.S. degree in Fire Science. Also, courses are eligible for dual enrollment with area high schools upon approval by CVCC.

	credit hours
<b>Required courses</b> .....	<b>12</b>
FSC 101 Introduction fo the Fire Service .....	3
FSC 110 Building Construction Principles .....	3
FSC 130 Introduction to Fire Suppression .....	3
FSC 299 Legal Aspects of the Fire Service. ....	3
<b>Electives in Fire Science</b> .....	<b>9</b>
<b>Additional certificate requirements</b> .....	<b>3</b>
WKO 102 Workplace Skills Development II .....	3
<b>Total</b> .....	<b>24</b>

## Short Certificate - Emergency Medical Technician

This program consists of one semester of classes and clinical training. All developmental course work must be successfully completed prior to enrollment in this program. The student registers for eleven (11) semester hours (1 credit hour of CPR if needed) of instruction and clinical rotations. Upon successful completion of this EMT program, the student is eligible to take the National Registry Exam. After passing the National Registry Exam, the student is eligible for State of Alabama licensure as an EMT. Students enrolled in the EMT program are responsible for additional costs and fees related to the program and not included in tuition. Such costs include, but are not limited to: physicals, criminal background checks, random drug screening, clinical uniforms, and required clinical supplies. This certificate program is designed to provide you with specialized skill sets for immediate employment and to upgrade your skills for job advancement and can be applied toward the A.A.S. degree in Fire Science. Also, courses are eligible for dual enrollment with area high schools upon approval by CVCC.

	credit hours
<b>Required EMT courses</b> .....	<b>11</b>
EMS 100 Cardiopulmonary Resuscitation I. ....	3
EMS 118 Emergency Medical Technician .....	3
EMS 119 Emergency Medical Technician Clincial .....	3
<b>Total</b> .....	<b>11</b>

## Short Certificate – Advanced Emergency Medical Technician

This program is designed to offer emergency medical training for the Advanced EMT (AEMT) program. The advanced EMT program consists of one semester of classes and clinical training. All developmental course work must be successfully completed prior to enrollment in this program. The student registers for nine (9) semester hours of instruction and clinical rotation. If the student does not hold a current CPR card, they must complete a CPR course. The AEMT course and training are designed to provide additional training, knowledge and skills in specific areas of ALS. Skills above the EMT level include IV therapy and the administration of certain medications. Upon successful completion of the AEMT program, the student is eligible to take the National Registry Exam. After passing the National Registry Exam, the student is eligible for State of Alabama licensure as an Advanced Emergency Medical Technician. Students enrolled in the Advanced EMT program are responsible for additional costs and fees related to the program and not included in tuition. Customer costs can include, but are not limited to: physicals, criminal background checks, random drug screening, clinical uniforms and required clinical supplies. Prerequisite: EMT Basic National Registry Exam. This certificate program is designed to provide you with specialized skill sets for immediate employment and to upgrade your skills for job advancement and can be applied toward the A.A.S. degree in Fire Science. Also, courses are eligible for dual enrollment with area high schools upon approval by CVCC.

	credit hours
<b>Required AEMT courses</b> .....	<b>9</b>
EMS 155   Advanced Emergency Medical Technician .....	3
EMS 156   Advanced Emergency Medical Technician Clinical .....	3
	9
<b>Total</b> .....	<b>9</b>

## A.A.S. - Medical Assisting Program

The medical assisting program is intended to prepare students to perform administrative and clinical tasks to assist the physician in many areas of the medical practice. The duties of medical assistants may vary from administrative duties to clinical care and treatment of the patient. Students will learn to take and record medical histories and vital signs, administer medication, sterilize instruments, assist with minor office procedures and handle patient emergencies. In the laboratory area, students will learn to obtain blood samples and perform routine laboratory procedures. In the administrative area, students will learn to update and file patient medical records, fill out insurance forms and arrange for hospital admissions and laboratory services. Additional administrative duties may include answering phones, greeting patients, handling correspondence, scheduling appointments and billing. Prior to completion of the course of study, students will complete a 225-hour preceptorship in a medical setting.

Upon completion of the program, the student will be awarded the A.A.S. degree and will be eligible to sit for a certification exam.

	credit hours
<b>Area I: Written Composition</b> .....	<b>3</b>
ENG 101   English Composition I. ....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107   Fundamentals of Public Speaking .....	3
*Humanities Electives .....	3

<b>Area III: Natural Science and Mathematics</b> .....	<b>7</b>
MTH 100 Intermediate College Algebra (or higher) .....	3
BIO 103 Principles of Biology .....	4
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
PSY 200 General Psychology .....	3
<b>Area V: Career and Technical courses</b> .....	<b>43</b>
MAT 101 Medical Terminology .....	3
MAT 102 Medical Assisting Theory I .....	3
MAT 103 Medical Assisting Theory II .....	3
MAT 111 Clinical Procedures I for the Medical Assistant .....	3
MAT 120 Medical Administrative Procedures I .....	3
MAT 121 Medical Administrative Procedures II .....	3
MAT 125 Laboratory Procedures I for the Medical Assistant .....	3
MAT 128 Medical Law and Ethics for the Medical Assistant .....	3
MAT 200 Management of Office Emergencies .....	2
MAT 211 Clinical Procedures II for the Medical Assistant .....	3
MAT 215 Laboratory Procedures II for the Medical Assistant .....	3
MAT 216 Medical Pharmacology for the Medical Office .....	4
MAT 220 Medical Office Insurance .....	3
MAT 229 Medical Assisting Practicum .....	3
EMS 100 Cardiopulmonary Resuscitation .....	1
<b>Additional degree requirements</b> .....	<b>9</b>
ORI 105B Orientation and Student Success with Technology .....	3
WKO 102 Workplace Skills Development II .....	3
CIS 146 Microcomputer Applications .....	3
<b>Elective courses</b> .....	<b>5</b>
MAT 228 Medical Assistant Review Course .....	1
NAS 100 Long Term Care Nursing Assistant .....	4
<b>Total</b> .....	<b>71-76</b>

**Suggested Course Sequence**

First Term	Second Term	Third Term	Fourth Term	Fifth Term
CIS 146	BIO 103	EMS 100	MAT 128	Humanities Elective
ENG 101	MAT 103	MAT 121	MAT 211	MAT 228 (Recommended)
MAT 101	MAT 120	MAT 215	MAT 216	MAT 229
MAT 102	MAT 125	MAT 111	MAT 220	PSY 200
ORI 105	MTH 100	MAT 200	SPH 107	WKO 102

**Admission Requirements**

Applicants to the Medical Assisting Program must:

1. Have unconditional admission to the College.
2. Complete the application for the Associate of Applied Science Medical Assisting.
3. Achieve a minimum cumulative college GPA of 2.0 OR a minimum 2.0 cumulative high school GPA if no prior college coursework exists OR a GED certificate.

4. Complete all developmental course work prior to enrollment in any medical assisting courses.
5. Be eligible for enrollment in English 101 and Math 100 as determined by the College.
6. Good standing with the College.
7. Meet essential functions required for medical assisting.
8. Be able to comply with any additional requirements as outlined by the clinical agencies such as dress code or confidentiality training.

### ***Progression***

Students meeting the following criteria will be permitted to progress within the Medical Assisting Program. All medical assisting students must:

1. Receive a grade of 'C' or above in all MAT courses.
2. Must maintain a cumulative GPA of 2.0 or greater throughout the program.
3. Receive a 'satisfactory' rating for all clinical, administrative and laboratory skills components

Students with a grade of W, D or F in any given MAT course, who have not received a grade of W, D or F in any prior MAT course, will not be allowed to progress in the program without first completing counseling with either the instructor of the course in which they were unsuccessful or the Medical Assisting Program Director. A grade of W, D or F in one or more courses within a term is considered one unsuccessful attempt. Following completion of counseling, the student may continue enrollment in medical assisting.

A student with a total of two unsuccessful attempts (W, D or F) in two separate semesters will result in dismissal from the program. Students with two unsuccessful attempts must apply as a new student in the Medical Assisting Program.

### ***Program Completion***

Students completing EMS100, MAT101, MAT102, MAT103, MAT111, MAT120, MAT121, MAT211, and MAT229 will be awarded the Medical Assisting Short Certificate. Students completing EMS100, MAT101, MAT125, MAT215, and MAT239 will be awarded the Medical Assisting: Phlebotomy Short Certificate. Students who complete all MAT courses and required academic courses will be awarded an Associate of Applied Science Degree in Medical Assisting. Students are responsible for meeting all the progression and graduation requirements, including all necessary graduation fees for the Medical Assisting Short Certificate, the Medical Assisting: Phlebotomy Short Certificate and the Associate of Applied Science Degree in Medical Assisting.

### ***Readmission Policy***

Students who are not enrolled in the Medical Assisting Program for two or more consecutive terms or have two unsuccessful MAT course attempts will be required to reapply and meet admission criteria in effect at the time of readmission. Additionally, students who apply for readmission must comply with the current program of study. Students who apply for readmission to the program following two unsuccessful MAT course attempts must attend a readmission counseling appointment with a medical assisting instructor or the Chair of Health Sciences.

Acceptance to the Medical Assisting Program is dependent upon meeting admission criteria in effect at the time of admission.

### **Transfer Students**

Students who have been enrolled in other programs are evaluated individually to determine appropriate placement.

### **Required Documents**

Students who have submitted an application for any Medical Assisting program, to include the A.A.S. option or short certificate options, and are notified of acceptance will be required to submit current health documentation (including background check and drug screening) and ensure currency is maintained throughout the duration of their time in Medical Assisting program. Proof of background check and drug screening must be submitted as defined by the program. All other required health documentation must be submitted prior to the last day of class during the first semester in which the student will be enrolled in Medical Assisting. Students must contact Health Sciences Coordinator for more information about required health documents.

### **Short Certificate - Medical Assisting**

The medical assisting certificate program requires the student to complete 25 semester hours, 24 of which are in medical assisting courses. This program will prepare students for careers in the health care field by offering courses in both the clinical and administrative functions of a physician's office. Prior to completion of the medical assisting certificate, students will complete a 225-hour preceptorship in a medical setting. Please see "Required Documents under A.A.S Medical Assisting" for required immunizations and certification.

	<b>credit hours</b>
<b>Required courses</b> .....	<b>25</b>
EMS 100 Cardiopulmonary Resuscitation .....	1
MAT 101 Medical Terminology .....	3
MAT 102 Medical Assisting Theory I .....	3
MAT 103 Medical Assisting Theory II .....	3
MAT 111 Clinical Procedures I .....	3
MAT 120 Medical Admin. Procedures I .....	3
MAT 121 Medical Admin. Procedures II .....	3
MAT 211 Clinical Procedures II .....	3
MAT 229 Medical Assisting Preceptorship .....	3
<b>Elective for Medical Assisting course</b> .....	<b>1</b>
MAT 228 Medical Assisting Review Course .....	1
<b>Total</b> .....	<b>25-26</b>

# Short Certificate - Medical Assisting: Phlebotomy

Prerequisites for required courses in the phlebotomy short certificate must be met before students may register for MAT 239 Phlebotomy Preceptorship. (See course description page 172)

The College offers a 13-hour short-term certificate in phlebotomy which prepares the student for work in acute care settings such as major hospital laboratories, minor emergency centers and free-standing laboratories working under the supervision of medical laboratory technologists or laboratory managers. The courses will provide both classroom and clinical experiences. Prior to completion of the medical assisting phlebotomy certificate, students will complete a 225-hour preceptorship in a medical setting. Please see “Required Documents under A.A.S-Medical Assisting” for required immunizations and certification.

**credit hours**

<b>Required courses</b> .....	<b>13</b>
EMS 100   Cardiopulmonary Resuscitation .....	1
MAT 101   Medical Terminology .....	3
MAT 125   Laboratory Procedures I .....	3
MAT 215   Laboratory Procedures II .....	3
MAT 239   Phlebotomy Preceptorship .....	3
 <b>Elective for Phlebotomy courses</b> .....	 <b>1</b>
MAT 228   Medical Assisting Review Course .....	1
 <b>Total</b> .....	 <b>13-14</b>

## Nursing Assistant Program

The nursing assistant program is one semester in length requiring the successful completion of NAS 100 - Long Term Care Nursing Assistant, a four credit-hour classroom and clinical course, which fulfills the requirements of the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) for the training of long-term care nursing assistants. After passing NAS 100, a student is eligible to take the Nurse Aide Certification Exam. Students who demonstrate competency on the exam will be placed on the Alabama Nurse Aide Registry maintained by the Alabama Department of Public Health.

Certified Nursing Assistants (CNAs) provide basic patient care under the direction of licensed nursing staff. Duties may include: bathing, grooming and feeding patients; obtaining and monitoring vital signs; ambulatory assistance and comfort measures. Nursing assistants care for patients confined to acute care hospitals, nursing homes, rehabilitation centers, mental health centers and their homes. Because many CNAs are employed in long-term care facilities and because the population of older Americans is growing, there are many job opportunities available for the Certified Nursing Assistant.

Students who do not have proof of American Heart Association Healthcare Provider level CPR certification must also enroll in EMS 100.

### Required Documents

Students must submit all required health documents, as outlined at the beginning of the course.

## Nursing Program

The Alabama Community College System nursing program is a seamless 5-semester curriculum with stackable credentials which may lead the student to an Associate Degree of Applied Science in Nursing. Stackable credentials include a nursing assistant certificate of completion; practical nursing certificate and/or Associate Degree of Applied Science in Nursing.

## Certificate – Practical Nursing (PN)

A practical nursing certificate will be awarded to the student who completes the first 3 semesters of the Nursing curriculum which consist of 45 credit hours, including 20 credit hours of general education and 25 credits of Nursing core courses. This qualifies the student to apply to take the National Council Licensure Examination: NCLEX-PN exam.

## A.A.S. – Nursing (ADN)

### Associate Degree Nursing Curriculum

The Associate Degree in Applied Science nursing program enables the student to complete a 5-semester curriculum leading to an Associate Degree of Applied Science in Nursing. In order to graduate from the program, the student must complete a total of 66 credit hours, including 27 credit hours of general education and 39 credit hours of Nursing core courses. Upon successful completion of the curriculum, the student will be qualified to apply to take the National Council Licensure Examination: NCLEX-RN.

	<b>credit hours</b>
<b>Area I: Written and Oral Communication</b> .....	<b>6</b>
ENG 101    English Composition .....	3
SPH 106    Fundamentals of Oral Communication .....	3
or SPH 107    Fundamentals of Public Speaking .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>3</b>
Humanities Elective (Ethics recommended) .....	3
<b>Area III: Natural Science, Mathematics, and Computer Science</b> .....	<b>15</b>
*BIO 201    Human Anatomy and Physiology I .....	4
BIO 202    Human Anatomy and Physiology II .....	4
BIO 220    Microbiology .....	4
MTH 100    Intermediate Algebra (or higher) .....	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
** PSY 210    Human Growth and Development .....	3
<b>Area V: Career and Technical Courses</b> .....	<b>39</b>
NUR 112    Fundamental Concepts of Nursing .....	7
NUR 113    Nursing Concepts I .....	8
NUR 114    Nursing Concepts II .....	8
NUR 115    Evidence Based Clinical Reasoning .....	2
NUR 211    Advanced Nursing Concepts .....	7
NUR 221    Advanced Evidence Based Clinical Reasoning .....	7
<b>Total</b> .....	<b>66</b>



\* Prerequisite requirement BIO103 if not currently enrolled in NUR classes.

\*\* Prerequisite requirement PSY200 if not currently enrolled in NUR classes.

### ***Suggested Course Sequence***

First Term	Second Term	Third Term
NUR 112	NUR 113	NUR 114
MTH 100	ENG 101	NUR 115
BIO 201	PSY 210	SPH 106 or
	BIO 202	SPH 107
Fourth Term	Fifth Term	
NUR 211	NUR 221	
BIO 220	Humanities Elective	

### **Nursing Program Admission Requirements -**

In addition to the general admission requirements for the College, admission into the Nursing program requires:

1. Unconditional admission to the College.
2. Receipt of completed application for admission to Nursing program before published deadline.
3. A minimum of 18 ACT composite score National or Residual.
4. A minimum of 2.5 GPA for Nursing required academic core courses.
5. A minimum of 2.5 GPA cumulative high school GPA for students without prior college courses (GED will be used if applicable).
6. Meet the essential functions for Nursing.
7. Eligible for ENG101, BIO201 and MTH100.

Admission to the nursing program is competitive and the number of students admitted is limited by the number of faculty and availability of clinical facilities. **Meeting minimal requirements does not guarantee acceptance into the nursing program.**

## A.A.S. – Nursing (ADN) – Mobility Option

The mobility program enables the Licensed Practical Nurse (LPN) and Licensed Paramedic to complete a 3-semester curriculum leading to an Associate of Applied Science degree. In order to graduate from the program, the student must complete a total of 66 credit hours, including 27 credit hours of general education; and 24 credit hours of nursing core courses. Students required to complete NUR209: Concepts for Healthcare Transition Students will receive 10 traditional credits and 15 non-traditional credits.

**NUR209:** Concepts for Healthcare Transition Students focuses on application of nursing concepts to assist healthcare professionals to transition into the role of the registered nurse. Emphasis in this course is placed on evidence-based clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan. Students who earned a practical nursing certificate from a concept based curriculum within the Alabama Community College System may be eligible to enter the ADN mobility option during the second semester without taking NUR209, if graduation occurred within the previous two calendar years. All other Licensed Practical Nurses or those graduating from an approved Alabama Community College System practical nursing program greater than two years prior to application and Licensed Paramedics will be required to successfully complete this course. This course must be taken and completed prior to entering the second semester of the mobility program.

**Pre-requisite courses:** (BIO 201, BIO 202, ENG 101, MTH 100 or higher, PSY 210, SPH 106 or 107)

	credit hours
<b>Area I: Written and Oral Communication</b> .....	<b>6</b>
ENG 101 English Composition .....	3
SPH 106 Fundamentals of Oral Communication .....	3
or SPH 107 Fundamentals of Public Speaking .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>3</b>
Humanities Elective (Ethics recommended) .....	3
<b>Area III: Natural Science, Mathematics and Computer Science</b> .....	<b>15</b>
* BIO 201 Human Anatomy and Physiology I .....	4
BIO 202 Human Anatomy and Physiology II .....	4
BIO 220 Microbiology .....	4
MTH 100 Intermediate Algebra (or higher) .....	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
**PSY 210 Human Growth and Development .....	3
<b>Area V: Career and Technical Courses</b> .....	<b>39</b>
<b>Required Field of Concentration Courses</b>	
NUR 209 Concepts for Healthcare Transition Students .....	10
<b>Non-traditional credit hours awarded for NUR209 course completion</b> .....	<b>15</b>
NUR211 Advanced Nursing Concepts .....	7
NUR221 Advanced Evidence Based Clinical Reasoning .....	7
<b>Total</b> .....	<b>66</b>

\* Pre-requisite requirement BIO103 if not currently enrolled in NUR classes.

\*\* Pre-requisite requirement PSY200 if not currently enrolled in NUR classes.

### **Suggested Course Sequence**

First Term	Second Term	Third Term
NUR 209	NUR 211	NUR221
	BIO 220	Humanities Elective

### **Nursing Program Admissions Requirements- Mobility Option**

In addition to the general admission requirements for the College, admission into the nursing program requires:

1. Unconditional admission to the college.
2. Receipt of completed application for admission to nursing program before published deadline.
3. A minimum of 18 ACT composite score National or Residual.
4. A minimum of 2.5 GPA for nursing required academic core courses.
5. Meet the essential functions for nursing.
6. Completion of prerequisite courses: ENG101, MTH100 or higher, BIO201, BIO202, PSY210, and SPH106 or 107.
7. Proof of unencumbered or non-restricted Alabama Practical Nursing License, which must be kept current for the duration of the program OR proof of unencumbered or non-restricted Alabama Paramedic License, which must be kept current for the duration of the program. All paramedic applicants must have a minimum Associate's Degree.

Admission to the nursing program is competitive and the number of students admitted is limited by the number of faculty and availability of clinical facilities. Meeting minimal requirements does not guarantee acceptance into the nursing program.

### **Calculation of Points for Applicants Meeting Minimum Admission Standards:**

After meeting all minimum requirements, applicants are rank-ordered using a point system based on:

1. ACT score. Highest possible score of 36 points with no time limit on when the test was taken. Student, high school, or college report must be submitted.
2. Points from Nursing required college courses (i.e. ENG101, MTH100 or higher, BIO201 and BIO202). Points for grades are as follows: A = 3 points, B = 2 points, and C = 1 point.
3. Students may be awarded up, but not to exceed, 10 additional points, as determined by college policy and procedures.
  - a. Students who have earned a practical nursing certificate at CVCC and can provide proof of licensure will receive an additional ten (10) points towards admission. OR
  - b. Students who have completed a minimum of twelve (12) hours of college-level course work at CVCC will receive five (5) additional points toward admission. OR
  - c. Students who have completed ENG 101, MTH 100 or higher, BIO 201 and BIO 202 with a grade of 'C' or higher at another institution and have received transfer credit at CVCC will receive five (5) additional points toward admission.

## Nursing Program Progression Policy

1. In order to progress in the nursing program, the student must:
  - a. Complete all non-nursing courses during or before the semester they are designed within the curriculum.
  - b. Achieve a grade of C or better in all required general education and nursing courses.
  - c. Be acceptable by clinical agencies for clinical experiences.
  - d. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
  - e. Maintain all program health requirements.
2. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
3. A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards at the time of reinstatement must be met.
4. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
5. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the nursing admissions committee or other appropriate college committee for a decision on repeating a course or readmission to the program.
6. Students who are unsuccessful in NUR 112 or NUR 209 must reapply to the CVCC Nursing Programs as a new student.
7. Students whose second unsuccessful attempt occurs in NUR211 or 221 may apply for the Mobility program. These students must meet all admission requirements for Mobility at the time of application, including a 2.5 cumulative GPA and valid Alabama Practical Nursing License.

### **Definitions**

**Reinstatement:** Students who have a withdrawal or failure in a Nursing course and are eligible to return to that course will be considered for reinstatement to the program.

**Readmission:** Students not eligible for reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student the student must take, or retake all Nursing program courses.

### **Process for Reinstatement**

1. Students should first schedule an appointment with a nursing faculty member or the Chair of Health Sciences to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the nursing program and submit the application with ACT test results and letter of intent by the published deadline.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update immunizations, CPR, drug testing, and background screening according to program policy.
5. Demonstrate competency in previous course(s) as required by the College's nursing program to include:
  - a. A written comprehensive exam for the last successful nursing course(s) completed with no less than a score of 75% within one attempt. Failure to score 75% or greater on this exam will prohibit reinstatement.
  - b. A written basic pharmacological calculations and medication safety exam for the last successful nursing course (s) with no less than a score of 90% within two attempts. Failure to score 90% on this exam will prohibit reinstatement.

- c. Validation of clinical skills for the last successful nursing course(s) completed within two attempts. Failure to validate skills within two attempts will prohibit reinstatement.

### ***Transfer Policy***

The transfer policy applies to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer to or from institutions outside of the Alabama Community College System.

### ***Criteria for Transfer***

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at the time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Must comply with all program policy requirements at the accepting institution at the time of transfer.
5. Complete at least 25% of the nursing program required courses for degree/certificate at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
8. Students transferring to CVCC must demonstrate academic, pharmacological calculation, and skills competency as defined in the Process for Reinstatement.

### ***Transient Student Policy***

The transient policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer to or from institutions outside of the Alabama Community College System.

### ***Criteria for Transient Status***

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Letter Form completed by an official (Nursing Program Dean/Director) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution at the time of acceptance.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available.
9. Transient students to CVCC must demonstrate academic, pharmacological calculation, and skills competency as defined in the Process for Reinstatement.

### ***Program Completion***

Students completing NUR112, 113, 114, and 115 and required academic courses will be awarded the Practical Nursing certificate. Students who have completed required academic courses and continue in the program through completion of NUR211 and 221 will be awarded an Associate of Applied Science Degree in Nursing. Students are responsible for meeting all the progression and graduation requirements, including all necessary graduation fees for the Practical Nursing certificate and the Associate of Applied Science Degree in Nursing.

### ***PN Progression***

Students completing NUR112, 113, 114, and 115 at an Alabama Community College System institution that only offers the PN program and who wish to transfer to another Alabama Community College System institution to complete the Associate of Applied Science Degree in Nursing, must meet the requirement for 25% course completion at the college of graduation. Students who cannot meet the 25% course requirement must apply for Mobility and take the transition course to meet the 25% course requirement.

### ***Administrative Withdrawal/Drop***

A student may be dropped administratively from any course for

1. Failure to complete college registration properly;
2. Failure to fulfill conditions of registration in those cases when a student may have been allowed to register on a conditional basis;
3. Falsification of application and/or records such as health insurance;
4. Failure to fulfill other conditions of admissions and/or registration;
5. Failure to comply with student conduct standards;
6. Failure to attend class(es); and
7. Failure to comply with the “Standards of Practice” as established by the Alabama Board of Nursing.

### ***Conditions for Dismissal from Nursing Program***

A student may be dismissed from the nursing program under any of the following conditions:

1. Two unsuccessful attempts in two separate semesters. Withdrawal and/or a D or F in one or more courses in a term is considered one attempt.
2. Disciplinary reasons which may include, but are not limited to the following:
  - a. HIPPA violation
  - b. FERPA violation
  - c. Cheating
  - d. Any violation of the Student Code of Conduct which may warrant suspension or expulsion as defined in the CVCC Catalog and Student Handbook.

## The Alabama Community College System Nursing programs essential functions

The Alabama Community College System endorses the Americans with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing program and/or its affiliated clinical agencies may identify additional essential functions. The nursing program reserves the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary the Alabama Community College System nursing program. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:

### 1. Sensory Perception

- a. Visual
  - i. Observe and discern subtle changes in physical conditions and the environment
  - ii. Visualize different color spectrums and color changes
  - iii. Read fine print in varying levels of light
  - iv. Read for prolonged periods of time
  - v. Read cursive writing
  - vi. Read at varying distances
  - vii. Read data/information displayed on monitors/equipment
- b. Auditory
  - i. Interpret monitoring devices
  - ii. Distinguish muffled sounds heard through a stethoscope
  - iii. Hear and discriminate high and low frequency sounds produced by the body and the environment
  - iv. Effectively hear to communicate with others
- c. Tactile
  - i. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics
- d. Olfactory
  - i. Detect body odors and odors in the environment

## **2. Communication/Interpersonal Relationships**

- a. Verbally and in writing engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
- b. Work effectively in groups
- c. Work effectively independently
- d. Discern and interpret nonverbal communication
- e. Express one's ideas and feelings clearly
- f. Communicate with others accurately in a timely manner
- g. Obtain communications from a computer

## **3. Cognitive/Critical Thinking**

- a. Effectively read, write and comprehend the English language
- b. Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
- c. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
- d. Satisfactorily achieve the program objectives

## **4. Motor Function**

- a. Handle small delicate equipment/objects without extraneous movement, contamination or destruction
- b. Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
- c. Maintain balance from any position
- d. Stand on both legs
- e. Coordinate hand/eye movements
- f. Push/pull heavy objects without injury to client, self or others
- g. Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
- h. Walk without a cane, walker or crutches
  - i. Function with hands free for nursing care and transporting items
  - j. Transport self and client without the use of electrical devices
- k. Flex, abduct and rotate all joints freely
- l. Respond rapidly to emergency situations
- m. Maneuver in small areas
- n. Perform daily care functions for the client
- o. Coordinate fine and gross motor hand movements to provide safe effective nursing care
- p. Calibrate/use equipment
- q. Execute movement required to provide nursing care in all health care settings
- r. Perform CPR and physical assessment
- s. Operate a computer

## **5. Professional Behavior**

- a. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
- b. Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
- c. Handle multiple tasks concurrently
- d. Perform safe, effective nursing care for clients in a caring context



- e. Understand and follow the policies and procedures of the College and clinical agencies
- f. Understand the consequences of violating the student code of conduct
- g. Understand that posing a direct threat to others is unacceptable and subjects one to discipline
- h. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
- i. Not to pose a threat to self or others
- j. Function effectively in situations of uncertainty and stress inherent in providing nursing care
- k. Adapt to changing environments and situations
  - l. Remain free of chemical dependency
- m. Report promptly to clinicals and remain for 6-12 hours on the clinical unit
- n. Provide nursing care in an appropriate time frame
- o. Accept responsibility, accountability and ownership of one's actions
- p. Seek supervision/consultation in a timely manner
- q. Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to:

Vickie Williams, Student ADA Coordinator  
334-214-4803  
vickie.williams@cv.edu  
CVCC  
2602 College Drive  
Phenix City, AL 36869

## A.A.S. - Visual Communications: Multimedia Graphic Design option

The visual communications program prepares students for careers in graphics and design for print media, multimedia and other applications of commercial art. The multimedia option concentrates on creative and technical processes involved in print-media production (publishing and advertising for example) as well as multimedia production for the World Wide Web and other Internet, presentation and digital multimedia applications. Most courses require the student to use industry-standard software on a personal computer.

credit hours

<b>Area I: Written Composition</b> .....	<b>3</b>
ENG 101    English 101 .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
ART 100    Art Appreciation .....	3
SPH 107    Fundamentals of Public Speaking .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>6</b>
MTH 100    Intermediate College Algebra or higher level MTH .....	3
CIS 150    Introduction to Computer Logic and Programming .....	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
Approved History, Sociology or Psychology course .....	3
<b>Area V: Preprofessional Major and Elective courses</b> .....	<b>39</b>
<i>Required Visual Communications core</i> .....	<b>24</b>
ART 121    Two-Dimensional Composition .....	3
CIS 151    Graphics for the Worldwide Web .....	3
CIS 207    Introduction to Web Development .....	3
VCM 145    Introduction to Digital Photography .....	3
VCM 150    Typography .....	3
VCM 171    Graphics Software Applications .....	3
VCM 172    Digital Illustration 1 .....	3
VCM 254    Graphic Design .....	3
<i>Required Multimedia core</i> .....	<b>15</b>
ART 113    Drawing 1 .....	3
VCM 193    Digital Publishing 1 .....	3
VCM 253    Graphic Design Basics .....	3
VCM 270, VCM 273 or CIS 294.....	3
Approved elective in major ( CIS, OAD, VCM) .....	3
<b>Additional Degree Requirements</b> .....	<b>6</b>
ORI 105B    Orientation and Student Success with Technology .....	3
CIS 146    Microcomputer Applications .....	3
<b>Total</b> .....	<b>63</b>

\* Students may use ORI 105B Orientation and Student Success with Technology, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

# Short Certificate - Visual Communications: Multimedia Graphic Design option

The multimedia certificate program in visual communications is designed for persons seeking employment and for professional development for persons already employed. Credits earned may be applied toward the Associate in Applied Science degree in Visual Communications with the Print Media or Multimedia option.

	<b>credit hours</b>
<b>Required courses</b> .....	<b>21</b>
ART 121 Two-Dimensional Composition .....	3
CIS 150 Introduction to Computer Logic and Programming .....	3
or CIS 153 Introduction to Unity 3D Scripting .....	3
CIS 151 Graphics for the World Wide Web .....	3
CIS 207 Introduction to Web Development .....	3
VCM 150 Typography .....	3
VCM 172 Digital Illustration I .....	3
VCM 254 Graphic Design ..	3
<b>Total</b> .....	<b>21</b>

## A.A.S. - Visual Communications: Simulation and Modeling option

The visual communications program prepares students for careers in graphics and design for print media, multimedia and other applications of commercial art. The simulation and modeling option concentrates on creative and technical processes involved in production of interactive three-dimensional and virtual-reality for use in military applications (crisis management simulation for example) as well as industrial applications, which include 3-D animation for gaming.

credit hours

<b>Area I: Written Composition</b> .....	<b>3</b>
ENG 101 English 101 .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
ART 100 Art Appreciation .....	3
SPH 107 Fundamentals of Public Speaking .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>6</b>
MTH 100 Intermediate College Algebra or higher level MTH .....	3
CIS 150 Introduction to Computer Logic and Programming .....	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
Approved History, Sociology or Psychology course .....	3
<b>Area V: Preprofessional Major and Elective courses</b> .....	<b>43</b>
<i>Required Visual Communications core</i> .....	<b>24</b>
ART 121 Two-Dimensional Composition .....	3
CIS 207 Introduction to Web Development .....	3
VCM 145 Introduction to Digital Photography .....	3
VCM 150 Typography .....	3
VCM 171 Graphics Software Applications .....	3
VCM 172 Digital Illustration 1 .....	3
VCM 254 Graphic Design .....	3
CIS 151 Graphics for the Worldwide Web .....	3
<i>Required Simulation and Modeling core</i> .....	<b>19</b>
CIS 191 Introduction to Computer Programming Concepts .....	3
CIS 193 Introduction to Computer Programming Lab .....	1
CIS 223 Three-Dimensional Computer Modeling .....	3
CIS 224 Three-Dimensional Computer Animation .....	3
VCM 250 Introduction to Technical Illustration .....	3
VCM 270, VCM 273 or CIS 294 .....	3
Approved Elective in Major (CIS, VCM) .....	3
<b>Additional Degree Requirements</b> .....	<b>6</b>
ORI 105B Orientation and Student Success with Technology .....	3
CIS 146 Microcomputer Applications .....	3
<b>Total</b> .....	<b>67</b>

# Short Certificate - Visual Communications: Simulation and Modeling option

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The simulation and modeling short certificate teaches the theory, tools and techniques necessary for creating high-quality graphics. Students will learn the principles of interactive 3D, 3D modeling, GIS and programming. They are introduced to 2D and 3D editing software and programming tools. Emphasis is placed on acquiring the skills necessary to create scalable virtual characters and environments for use in simulations and games.

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	<b>credit hours</b>
<b>Required courses</b> .....	<b>12</b>
CIS 153   Introduction to Unity 3D Scripting .....	3
CIS 223   Three-Dimensional Computer Modeling .....	3
CIS 294   Special Topics: Capstone .....	3
CIS 196   Commercial Software Applications (Photoshop).....	3
<b>Total</b> .....	<b>12</b>

## Certificate programs

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Certificate programs, consisting of college courses primarily in the major area of concentration, are designed for individuals already employed who desire to acquire new skills and for individuals who desire to obtain an employable skill in the least possible time. Students should consult the course descriptions in this catalog to determine course prerequisites.

Standard certificate programs are comprised of at least 30 credit-hours but not more than 60 credit-hours. Short-term certificate programs, which are highly specific to a particular job and may be completed in one or two semesters, total at least 9 credit-hours but not more than 29 credit-hours.

### Certificate program requirements

To be eligible for a Certificate of Completion, a student must satisfy the following requirements:

1. Meet all requirements for admission to the program.
2. Complete at least one-half the total semester credit hours in the program at Chattahoochee Valley Community College.
3. Fulfill all the course requirements listed for a specific certificate program.
4. Earn a 2.0 cumulative GPA.
5. Be enrolled at the College during the semester in which the certificate requirements are completed or, with approval of the Vice President/Dean of Student and Administrative Services, within a calendar year of the last semester of attendance.
6. Receive the certificate by transferring from a regionally accredited institution no more than the last six semester hours required for completion of the program of study with a minimum grade of “C” in each course transferred.
7. Fulfill all financial obligations to the College.

### Short Certificate - Child Care and Development

The child care and development program provides training in child care and development for day care teachers, aides and others who wish to pursue careers as day care or nursery school teachers, HeadStart professionals, etc. This program consists of courses offered on demand during the evening hours to accommodate the needs of individuals presently employed. This program allows child care workers to meet the minimum requirements of Alabama Head Start and Child Care Standards. The state of Georgia requires additional training in CPR, First Aid and in identifying, reporting and meeting the needs of abused, neglected or deprived children.

#### *credit hours*

<b>Required courses.....</b>	<b>24</b>
CHD 100 Introduction to Early Care and Education of Children.....	3
CHD 201 Child Growth and Development Principles.....	3
CHD 203 Children’s Literature.....	3
CHD 204 Methods and Materials for Teaching Children.....	3
CHD 205 Program Planning for Educating Young Children.....	3
ART 286 Art for Teachers.....	3
ENG 101 English Composition.....	3

MTH 100	Intermediate College Algebra.....	3
<b>Additional certificate requirements.....</b>		<b>4</b>
ORI 105B	Orientation and Student Success with Technology.....	3
WKO 102	Workplace Skill Development I.....	3
<b>Total.....</b>		<b>30</b>

## **Short Certificate - Child Development Associate - CDA Credential**

Child Development Associate Short Certificate, which prepares a student to enter the field of childcare as an assistant teacher in a classroom, which meets the educational component requirements for students who want to obtain a Child Development Associate credential (CDA).

Students must complete 420 clock hours of approved training in a child care facility within the last five years in addition to courses listed to sit for national credentialing exam with the Council for Professional Recognition.

<b>Required courses.....</b>		<b>9</b>
CHD 100	Introduction of Early Care and Education of Children .....	3
CHD 201	Child Growth and Development Principles. ....	3
CHD 204	Methods and Materials for Teaching Children .....	3
<b>Totals .....</b>		<b>9</b>







# **Course Descriptions**



**Course descriptions** are arranged in alphabetical order by subject area. Each description includes a course abbreviation followed by a course number, course title and indications of number of lecture/theory hours, number of lab/experimental hours and number of semester credit hours. The sum of the number of lecture/theory hours plus the number of lab/experimental hours is equal to the total number of clock hours the student will spend in class per week. For example, “ART 100 Art Appreciation (3-0-3)” includes three hours of lecture/theory only for a total of three semester credit hours. “BIO 103 Principles of Biology I (3-2-4)” includes three hours of lecture/theory and two hours of lab/experimental for a total of five clock hours and a total of four semester credit hours.

Courses which are offered only in specified semesters carry the appropriate designation for the terms (F, Sp and/or Su) in which they are offered. Other courses in the General Education curriculum are normally offered each semester. **The College reserves the right to change the listed schedule of course offerings during any semester.**

## Abbreviations

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The following are the official catalog course abbreviations used by Chattahoochee Valley Community College.

ACC	Accounting	NAS	Nursing Assistant
ACR	Air Conditioning	NUR	Nursing
ADM	Advanced Manufacturing	OAD	Business and Office Technology
ART	Art	ORI	Orientation
AUT	Automotive Manufacturing Technology	PHL	Philosophy
BIO	Biology	PED	Physical Education
BUS	Business	PHS	Physical Science
CHM	Chemistry	PHY	Physics
CHD	Child Care and Development	POL	Political Science
CIS	Computer Information Systems	PSY	Psychology
CRJ	Criminal Justice	RDG	Reading
ECO	Economics	REN	Renewable Energy
EDU	Education	SOC	Sociology
EMS	Emergency Medical Technology/ Technician	SPA	Spanish
ENG	English	SPH	Speech
FSC	Fire Science	VCM	Visual Communications
GER	German	WDO	Welding
HED	Health Education	WKO	Workplace Skills Enhancement
HIS	History		
HUM	Humanities		
INT	Industrial Maintenance Technology		
MAT	Medical Assisting		
MST	Management and Supervision		
MTH	Mathematics		
MUL	Music Ensembles		
MUP	Music Performance		
MUS	Music		

## Descriptions

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The Alabama Community College System Course Directory lists common course names, numbers and descriptions used by all of Alabama's two-year colleges. Courses that satisfy Areas I-IV of the General Studies curriculum at all public Alabama colleges and universities are indicated by the appropriate area notation. Other courses that may transfer and may meet requirements for articulated programs have the following codes:

**Code A - AGSC** - approved transfer courses in Areas I-IV that are common to all institutions.

**Code B** - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Code C** - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

Catalog numbers ending with the number one (such as ENG 101) indicate that the course is ordinarily to be considered as the first part of a course sequence consisting of two semester's work. The catalog number of the second part of the sequence ends with the number two (such as ENG 102). While credit is earned separately for each course, to satisfy requirements in such subjects, it is generally necessary to take both courses.

Courses numbered 001-099 are offered for institutional credit. These courses are not designed to transfer and do not count toward graduation. Courses numbered 100 through 199 are primarily for freshmen and courses numbered 200 through 299 are primarily for sophomores. Courses requiring no prerequisites are open to all students regardless of the catalog number.

The College reserves the right to cancel any course for which the demand is insufficient. The term "credit" indicates the number of semester-hours of credit granted after successfully completing a course. Prerequisite or co-requisite requirements are listed with the course description in the catalog. It is the responsibility of the student to know these requirements and follow them when registering. The instructor of the course and the appropriate division chair must approve any waiver of these requirements.

A complete list of the courses being offered is published each term in the class schedule.

**Note:** Theory, lab and credit hours are indicated in parenthesis at the end of each course title below and are presented in the following format: (theory hours, lab hours, credit hours).

## Accounting

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### **ACC 129. Individual Income Taxes (2-1-3)**

This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course. **Code C**

### **ACC 149. Introduction to Accounting Spreadsheets (3-0-3)**

#### **Prerequisite: CIS 146**

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include: pre-programmed problems, model-building problems, beginning-level macros, graphics and what-if analysis enhancements of template problems. Upon completion, the student

should be able to use Microsoft excel 2010 application to design, format, graph and produce business spreadsheets that incorporate accounting, financial, statistical and other functions. The course also will help prepare the student for the Microsoft Office Excel 2010 Certification. Code C (Dual listed as CIS113 and OAD243)

### **ACC 150. Computerized General Ledger (2-1-3)**

**Prerequisite:** BUS 241 or consent of instructor

This course introduces microcomputer applications related to the major accounting systems. Topics include: general ledger, accounts receivable, accounts payable, inventory, payroll and correcting, adjusting and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. Code C

## **Air Conditioning/Refrigeration Technology**

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### **ACR 111. Principles of Refrigeration (1-2-3)**

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common and specialty tools for HVAC/R and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools and maintain components of a basic compression refrigeration system. This is a CORE course.

### **ACR112. HVACR Service Procedures (1-2-3)**

This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon completion, students should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws.

### **ACR 113. Refrigeration Piping Practices (1-2-3)**

The course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning and refrigeration industry. This course includes various methods of working with and joining tubing. Upon completion, students should comprehend related terminology and be able to fabricate pipe, tubing and pipe fittings. This is a CORE course.

### **ACR 119. Fundamentals of Gas Heating Systems (1-2-3)**

This course provides instruction on general service and installation for common gas furnace system components. Upon completion, students will be able to install and service gas furnaces in a wide range of applications. Code C

### **ACR 120. Fundamentals of Electric Heating Systems (1-2-3)**

This course covers the fundamentals of electric heating system systems. Emphasis is placed on components, general service procedures and basic installation. Upon completion, students should be able to install and service electric heating systems and heat pumps. Code C

### **ACR 121. Principles of Electricity for HVAC/R (1-2-3)**

This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits and electrical test instruments. Upon completion students should understand and be able to apply the basic principles of HVACR circuits and circuit components. This is a CORE course. Code C

### **ACR 148. Heat Pump Systems I (1-2-3)**

Instruction received in this course centers around basic theory and application of heat pump systems and components. Upon completion students will be able to install and service heat pumps in a wide variety of applications. Code C

### **ACR 183. Special Topics in Air Conditioning and Refrigeration (1-0-1)**

This course provides students with opportunities to experience hands-on application of specialized instruction in various areas related to the air conditioning and refrigeration industry. Code C

### **ACR 203. Commercial Refrigeration (1-2-3)**

This course focuses on commercial refrigeration systems. Emphasis is placed on overall operation, troubleshooting and maintenance of commercial refrigeration systems. Upon completion students should be able to service and repair commercial refrigeration systems. Code C

## **Advanced Manufacturing**

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### **ADM 100. Industrial Safety (3-0-3)**

This course is an introduction to general issues, concepts, procedures, hazards and safety standards found in an industrial environment. This safety course is to make technicians aware of safety issues associated with their changing work environment and attempt to eliminate industrial accidents. Code C

### **ADM 101. Precision Measurement (2-1-3)**

This course covers the use of precision measurement instruments utilized in inspection. In addition, basic print reading techniques, reverse engineering and related industry standards required in advanced manufacturing disciplines are covered. Upon completion, students should be able to demonstrate correct use of precision measuring instruments, interpret basic prints and apply basic reverse engineering techniques. This is a CORE course and is aligned with NIMS certification standards. Code C

### **ADM 102 Computer Aided Design (1-2-3)**

This course is an introduction to basic computer-aided design functions and techniques using “hands-on” applications. Topics include: terminology, hardware, basic computer aided design (CAD) and operating system functions, file manipulation, industry standards for CAD drawings and basic CAD software applications in producing softcopy and hardcopy. At the completion of this course, students should be proficient in the production of two-dimensional drawings

that meet technical standards including setting up print styles and exporting drawings to the appropriate format. This is a CORE course. Code C

### **ADM 103. Introduction to Computer Integrated Manufacturing (CIM) and Materials & Processes (2-1-3)**

This course provides an overview of the materials and processes used in advanced manufacturing. In addition, this course is a basic introduction to concepts related to the computer integrated manufacturing (CIM) process. The student will be exposed to the theory behind the complete automation of a manufacturing plant with all processes functioning under computer control and digital information tying them together. The technician's role in the process improvement of not only the cell but the full CIM system, related safety and inspection and process adjustment are also covered. This is a CORE course.

### **ADM 104. Introduction to Thermal/Electrical Principles (1-2-3)**

This course serves as an introduction to electrical/electronic, air conditioning and refrigeration principles. Instruction is provided in electrical theory and a fundamental overview of circuit analysis of resistive, capacitive, resonant and tuned circuits. In addition, the basic theory and principles of heating, ventilation, air conditioning and refrigeration (HVAC/R) system components; common and specialty tools for HVAC/R and applications of the concepts of basic compression refrigeration are covered. Upon completion, the student should have a basic knowledge of electricity/electronics theory and be able to identify and understand the functions of HVAC/R system components, identify and use common and specialty HVAC/R tools and maintain components of a basic compression refrigeration system. This is a CORE course.

### **ADM 105. Fluid Systems (1-2-3)**

This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include: physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems. This is a CORE course.

### **ADM 106. Quality Control Concepts (2-1-3)**

**Prerequisite:** ADM 101

This course provides an overview of the materials and processes and quality assurance topics used in commercial and specialized manufacturing products. Emphasis is placed on process evaluation techniques that can be extrapolated to other system areas such as new products and new technology. Emphasis is also placed on quality assurance including the history of the quality movement, group problem solving, statistical methods such as statistical process control (SPC), process capability studies and the concepts associated with lean manufacturing.

## Art

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### **ART 100. Art Appreciation (3-0-3)**

Core, Area II

**Prerequisite:** Completion of developmental English and reading coursework if needed. (ENG 093 and RDG 085)

This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original art work. Upon completion, students should understand the fundamentals of art and the materials used and have a basic overview of the history of art. **Code A**

### **ART 113. Drawing I (0-3-3)**

This course provides the opportunity to develop perceptual and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter and technique. Upon completion, students should demonstrate and apply the fundamentals of art to various creative drawing projects. **Code B**

### **ART 114. Drawing II (0-3-3)**

**Prerequisite:** ART 113

This course advances the students drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique and personal expression. Upon completion, students should demonstrate creative drawing skills, the application of the fundamentals of art and the communication of personal thoughts and feelings. **Code B**

### **ART 121. Two-Dimensional Composition I (0-3-3)**

This course introduces the basic of concepts of two-dimensional design. Topics include: the elements and principles of design with emphasis on the arrangements and relationships among them. Upon completion, students should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions. **Code B (Offered intermittently.)**

### **ART 203. Art History I (3-0-3)**

Core, Area II

**Prerequisite:** Completion of developmental English and reading coursework if needed. (ENG 093 and RDG 085)

This course covers the chronological development of different forms of art, such as sculpture, painting and architecture. Emphasis is placed on history from the ancient period through the Renaissance. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles and of the impact of society on the arts. **Code A**

### **ART 231. Watercolor Painting I (0-3-3)**

**Prerequisite:** ART 113, ART 121, or consent of instructor

This course introduces materials and techniques appropriate to painting on paper with water-based medium. Emphasis is placed on developing the technical skills and the expressive qualities of watercolor painting. Upon completion, students should be able to demonstrate a basic proficiency in handling the techniques of watercolor and how it can be used for personal expression. **Code C**



### **ART 233. Painting I (0-3-3)**

**Prerequisite:** ART 113, ART 121 or consent of instructor

This course is designed to introduce the student to fundamental painting processes and materials. Topics include: art fundamentals, color theory and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting. **Code B (Offered intermittently.)**

### **ART 283. Graphic Animation I (0-3-3)**

**Prerequisite:** As required by program

This course is designed to teach the art of animation as a continuation of the study of visual communication. Topics include story development, drawing, layout story boarding, directing, motion control, sound synchronization lighting and camera operation. Upon completion, students should understand the creative process as it relates to animation and demonstrate this knowledge through various projects. **Code C**

### **ART 284. Graphic Animation II (0-3-3)**

**Prerequisite:** As required by program

This course is designed to teach the art of animation as a continuation of the study of visual communication. Topics include story development, drawing, layout story boarding, directing, motion control, sound synchronization lighting and camera operation. Upon completion, students should understand the creative process as it relates to animation and demonstrate this knowledge through various projects. **Code C**

### **ART 286. Art for Teachers (3-0-3)**

This course provides the opportunity for prospective teachers to experience and analyze art in order to effectively incorporate the art curriculum into the classroom. Emphasis is placed on the exploration of teaching skills using art knowledge and the aesthetic experience. Upon completion, students should be able to demonstrate the ability to communicate art knowledge and the validity of the art curriculum. **Code C (Offered intermittently.)**

## **Automotive Manufacturing Technology**

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### **AUT 210. Industrial Robotics (3-0-3)**

This course covers principles of electro-mechanical devices. Topics include: the principles, concepts and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, students should be able to apply the principles of electro-mechanical devices. Dually Listed as INT 253.

## **Biology**

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### **BIO 103. Principles of Biology I (3-1-4)**

**Core, Area III**

**Prerequisite:** All developmental coursework.

This is an introductory course for science and non-science majors. It covers physical, chemical and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process

of photosynthesis and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution and an overview of the diversity of life with emphasis on viruses, prokaryotes and protist. A 120-minute laboratory is required. **Code A**

### **BIO 104. Principles of Biology II (3-1-4)**

**Core, Area III**

**Prerequisite: BIO 103**

This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity, including classification, morphology, physiology and reproduction. A 180-minute laboratory is required. **Code A**

### **BIO 201. Human Anatomy and Physiology I (3-1-4)**

**Prerequisite: BIO 103**

Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry and a study of cells and tissues, metabolism, joints, integumentary, skeletal, muscular and nervous systems and the senses. Dissection, histological studies and physiology are featured in the laboratory experience. A 120-minute laboratory is required. **Code B**

### **BIO 202. Human Anatomy and Physiology II (3-1-4)**

**Prerequisite: BIO 103 and BIO 201**

Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition; basic principles of water, electrolyte and acid-base balance and the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic and reproductive systems. Dissection, histological studies and physiology are featured in the laboratory experience. A 120-minute laboratory is required. **Code B**

### **BIO 220. General Microbiology (2-2-4)**

**Prerequisite: BIO 103; 4 semester hours of chemistry recommended**

This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification and control. Two 120-minute labs are required. **Code B**

## **Business**

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### **BUS 100. Introduction to Business (3-0-3)**

This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include: the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance and taxation. **Code C**

### **BUS 105. Customer Service (3-0-3)**

This course presents the foundations required for developing skills and knowledge to work effectively with internal and external customers. The student will gain an understanding of the skills, attitudes and thinking patterns needed to win customer satisfaction and loyalty. **Code C**

### **BUS 146. Personal Finance (3-0-3)**

This course is a survey of topics of interest to the consumer. Topics include: budgeting, financial institutions, basic income tax, credit, consumer protection, insurance, house purchase, retirement planning, estate planning, investing and consumer purchases. **Code C**

### **BUS 150. Business Math (3-0-3)**

This course is a study of practical business mathematics. Topics include: fundamental processes of arithmetic with emphasis on decimals and percentages, markup, discounts, bank reconciliation, simple and compound interest discounting notes, depreciation methods and present value. **Code C**

### **BUS 175. Retailing (3-0-3)**

This course is a study of the principles and practices of retailing. Topics include: planning, policies and procedures of distribution, store design, layout and location, the economic and social role of retailing, competitive strategies and retail management. **Code C**

### **BUS 186. Elements of Supervision (3-0-3)**

This course is an introduction to the fundamentals of supervision. Topics include: the functions of management, responsibilities of the supervisor for management employee relations, organizational structure, project management and employee training and rating. **(Dual listed as MST III) Code C**

### **BUS 189. Human Relationships (3-0-3)**

This course enables employees to better understand actions and motivations within the organizational structure. Topics include: general principles of human behavior operating in the workplace. **Code C**

### **BUS 215. Business Communication (3-0-3)**

**Prerequisite: ENG 101 or ENG 131**

This course covers written, oral and nonverbal communications. Topics include: the application of communication principles to the production of clear, correct and logically organized faxes, e-mail, memos, letters, resumes, reports and other business communications. **Code C**

### **BUS 241. Principles of Accounting I (3-0-3)**

**Prerequisite: As required by program**

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle and financial statement preparation. **Code B**

### **BUS 242. Principles of Accounting II (3-0-3)**

**Prerequisite: BUS 241**

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis, introductory cost accounting and use of information for planning, control and decision-making. **Code B**

### **BUS 248. Managerial Accounting (3-0-3)**

**Prerequisite: As required by program**

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to

decision-making, budgeting, overhead analysis, cost-volume-profit analysis and cost accounting systems. Code B

### **BUS 263. The Legal and Social Environment of Business (3-0-3)**

This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include: the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property. Code B

### **BUS 271. Business Statistics I (3-0-3)**

**Prerequisite:** MTH 100 or equivalent

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include: the collection, classification and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation and introduction to hypothesis testing. Code B

### **BUS 275. Principles of Management (3-0-3)**

This course provides a basic study of the principles of management. Topics include: planning, organizing, staffing, directing and controlling with emphasis on practical business applications. Code B

### **BUS 276. Human Resource Management (3-0-3)**

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include: the selection, placement, testing, orientation, training, rating, promotion and transfer of employees. (Dual listed as MST 201) Code C

### **BUS 279. Small Business Management (3-0-3)**

This course provides an overview of the creation and operation of a small business. Topics include: buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance and the importance of appropriate legal counsel. (Dual listed as MST 215) Code C

### **BUS 285. Principles of Marketing (3-0-3)**

This course provides a general overview of the field of marketing. Topics include: marketing strategies, channels of distribution, marketing research and consumer behavior. Code B

## **Chemistry**

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### **CHM 104. Introduction to Inorganic Chemistry (3-1-4)**

**Core, Area III**

**Prerequisite:** MTH 098 or appropriate math placement score

This survey course of general chemistry is for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles and theories of general chemistry, including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations,

reactions, stoichiometry, gas laws, phases of matter, solutions, pH and equilibrium reactions. Laboratory is required. Code A (Offered intermittently.)

### **CHM 105. Introduction to Organic Chemistry (3-1-4)**

**Core, Area III**

**Prerequisite:** CHM 104 or CHM 111

This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include: basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, the function biomolecules and the handling and disposal of organic compounds. Laboratory is required. Code A (Offered intermittently.)

### **CHM 111. College Chemistry I (3-1-4)**

**Core, Area III**

**Prerequisite or Corequisite** MTH 112 or equivalent math placement score

This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include: measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids and some descriptive chemistry topics. Laboratory is required. Code A

### **CHM 112. College Chemistry II (3-1-4)**

**Core, Area III**

**Prerequisite:** CHM 111 and MTH 112

This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include: chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction in organic chemistry and biochemistry, atmospheric chemistry and selected topics in descriptive chemistry, including the metals, nonmetals, semimetals, coordination compounds, transition compounds and post-transition compounds. Laboratory is required. Code A

### **CHM 221. Organic Chemistry I (3-1-4)**

**Prerequisite:** CHM 112

This is the first course in a two-semester sequence. Topics in this course include: nomenclature, structure, physical and chemical properties, synthesis and typical reactions for aliphatic, alicyclic and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques. Code B

### **CHM 222. Organic Chemistry II (3-1-4)**

**Prerequisite:** CHM 221

This is the second course in a two-semester sequence. Topics in this course include: nomenclature; structure; physical and chemical properties; synthesis and typical reactions for aliphatic, alicyclic, aromatic and biological compounds; polymers and their derivatives, with

special emphasis on reaction mechanisms; spectroscopy and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques. Code B (Offered intermittently.)

## **Child Care and Development**

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### **CHD 100. Introduction to Early Care and Education of Children (3-0-3)**

**Prerequisite:** As determined by college.

**Note:** There is an approved Plan-of-Instruction for this course.

This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years, including infant and toddler and pre-school years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social emotional, cognitive/language and physical). Course includes observations of the young child in early childhood settings. Code C

### **CHD 201. Child Growth and Development Principles (3-0-3)**

**Prerequisite:** As determined by college.

**Note:** There is an approved Plan-of-Instruction for this course.

This course is a systematic study of child growth and development from conception through early childhood. Emphasis is on principles underlying physical, mental, emotional and social development and methods of child study and practical implications. Upon completion, students will be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that support physical, social, emotional, language, cognitive and aesthetic development. This is a CORE course. Code C

### **CHD 203. Children's Literature and Language Development (3-0-3)**

**Prerequisite:** As determined by college.

**Note:** There is an approved Plan-of-Instruction for this course.

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate and demonstrate activities which support a language-rich environment for young children. Code C.

### **CHD 204. Methods and Materials for Teaching Children (3-0-3)**

**Prerequisite:** As determined by college.

**Note:** There is an approved Plan-of-Instruction for this course.

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science and social studies concepts. Upon completion students will be able to demonstrate basic methods of creating learning experiences using developmental appropriate

techniques, materials and realistic expectations, including infant and toddler and pre-school. Course includes observations of young children in a variety of childcare environments. Note: CGM must teach this as a 2-1-3 configuration of theory/lab hours. This is a CORE course. Code C

### **CHD 205. Program Planning for Educating Young Children (3-0-3)**

**Prerequisite:** As determined by college.

**Note:** There is an approved Plan-of-Instruction for this course.

This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion students will be able to develop and evaluate effective programs for the education of young children. Code C.

### **CHD 208. Administration of Child Development Programs (3-0-3)**

**Prerequisite:** As determined by college.

**Note:** There is an approved Plan-of-Instruction for this course.

This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state, and federal regulations, budget planning, record keeping, personnel policies and parent involvement. On completion, students should be able to identify elements of a sound business plan, develop familiarity basic record-keeping techniques, and identify elements of a developmentally appropriate program. Code C.

## **Computer Information Systems**

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### **CIS 101 B. Computer Applications Lab (Blackboard) (0-1-1)**

This lab is designed to allow instructors to provide additional implementation of computer concepts as needed. This course may be duplicated with an alpha suffix added to the course number. Code C

### **CIS 111. Word Processing Applications (3-0-3)**

**Prerequisite:** CIS 146

This course provides students with hands-on experience using word processing software. Students will develop skills common to most word processing software by developing a wide variety of documents. Emphasis is on planning, developing and editing functions associated with word processing. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to design and produce appropriately formatted business documents such as memoranda, letters and reports. Also, this course will help prepare the student for the Microsoft Word 2016 certification. (Dual listed as OAD 125) Code C

### **CIS 113. Spreadsheet Software Applications (3-0-3)**

**Prerequisite:** CIS 146

This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing and editing functions associated with spreadsheets. Upon completion, the student should be able to use Microsoft Excel 2010 application software to design, format, graph and produce business spreadsheets that incorporate accounting, financial, statistical and other functions. This course also will help prepare the student for the Microsoft Office Excel 2016 certification. (Dual listed as ACC149 and OAD243) Code C

### **CIS 115. Presentation Graphics Software Applications (3-0-3)**

**Prerequisite:** CIS 146

This course provides students with hands-on experience using presentation graphics software. Students will develop skills common to most presentation graphics software by developing a wide variety of presentations. Emphasis is on planning, developing and editing functions associated with presentations. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation. In addition, this course will help prepare the student for the Microsoft PowerPoint 2013 certification. (Dual listed as OAD246) Code C

### **CIS 117. Database Management Software Applications (3-0-3)**

**Prerequisite:** CIS 146

This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing and editing functions associated with database management. Upon completion, the student should be able to demonstrate the ability to create and manipulate database files and format output as documents and reports. In addition, this course will help prepare the student for the Microsoft Access 2016 certification. (Dual listed as OAD244) Code C

### **CIS 130. Introduction to Information Systems (3-0-3)**

**Prerequisite:** All Developmental Courses Completed

This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications and programming and their past, present and future impact on society. Topics include: computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware. Code B

### **CIS 146. Microcomputer Applications (3-0-3)**

**Prerequisite:** MTH 092/098, OAD 101 and CIS 101B recommended

This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC<sup>3</sup> certification. This course or an equivalent is CORE for the A.A.S. CIS programs. Code B

### **CIS 149. Introduction to Computers (3-0-3)**

**Prerequisite:** CIS 146

This course is an introduction to computers and their impact on society. The course covers the development of computers and their impact on society as well as future implications of development of computer and related communication technologies. This course introduces programming and computer operating systems. Upon completion, a student will have the basic knowledge of computer technology and will be able to perform basic functions with a computer system. The course will help prepare students for the IC<sup>3</sup> certification. Code C



### **CIS 150. Introduction to Computer Logic and Programming (3-0-3)**

#### **Prerequisite: All Developmental Courses Completed**

This course includes logic, design and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts and pseudo code will be covered and students will be expected to apply the techniques to designated situations and problems. This is a CORE course for CIS. Code C

### **CIS 151. Graphics for the World Wide Web (3-0-3)**

This course will provide an overview to the theory, tools and techniques necessary for creating high-quality graphics using design software tools. This course may be substituted with CAT 150 Imaging I: Principles of Photography and Introduction to Photoshop and CAT 180 Imaging II: Techniques of Photoshop and Painter or equivalent. Code C

### **CIS 153. Introduction to Unity 3D Scripting (1-2-3)**

This course teaches Unity 3D in game scripting along with programming basics. This course will prepare students with basic knowledge of Namespaces and Classes, Conditional statements and loops, Unity 3D GUI, Unity's Mono Behaviors and proper formatting skills and a firm understanding of Unity and .Net data types. Code C (Offered intermittently.)

### **CIS 155. Introduction to Mobile App Development (1-2-3)**

#### **Prerequisite: As required by college.**

The purpose of this course is to introduce students to various app development tools for various mobile platforms. Specific topics include: app distribution sources, mobile device operating systems, survey of app development software, processes for design, build, deploying, and optimizing apps. At the conclusion of this course students will be able to design, build, deploy, and optimize a basic app. Code C (Offered intermittently.)

### **CIS 157. Introduction to App Development with Swift (1-2-3)**

#### **Prerequisite: As required by college**

This introductory one-semester course is designed to enable students to integrate graphics for mobile app development. Students receive practical experience with the tools, techniques, and concepts needed to build or incorporate basic graphics. Code C

### **CIS 159. Introduction to Graphic Design for Apps (1-2-3)**

#### **Prerequisite: As required by college**

This introductory one-semester course is designed to enable students to integrate graphics for mobile app development. Students receive practical experience with the tools, techniques, and concepts needed to build or incorporate basic graphics. Code C

### **CIS 171. Linux I (3-0-3)**

#### **Prerequisite: As required by college.**

#### **Corequisite: As required by college.**

This course presents fundamental applications in Linux. Included in this course are skills development for OS installation and setup, recompile techniques, system configuration settings, file/folder structures and types, run levels, basic network applications, and scripting. Additionally, the course presents security features from an administrative and user consideration. Code C

### **CIS 185. Computer Ethics (3-0-3)**

**Prerequisite:** CIS 146 or consent of instructor

This course will survey the various issues surrounding computer ethics. Code C

### **CIS 189. Co-op for CIS I (0-3-3)**

**Prerequisite:** Consent of instructor and minimum of 12 hours in CIS

This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to computer practices in informational technologies environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student and student development and assessment of a learning contract. Code C

### **CIS 191. Introduction To Computer Programming Concepts (3-0-3)**

**Prerequisite:** CIS 150; **Corequisite:** CIS 193

This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of programs in selected languages. Structured programming techniques involving input/output, conditional statements, loops, files, arrays and structures and simple data structures are introduced. Students are expected to write programs as part of this course. Code B

### **CIS 193. Introduction to Computer Programming Lab (0-1-1)**

**Corequisite:** CIS 191

This lab is designed to allow instructors to provide additional implementation of programming concepts as needed. This course may be duplicated with an alpha suffix added to the course number. Code C

### **CIS 196. Commercial Software Applications (3-0-3)**

**Prerequisite:** CIS 146

This is a "hands-on" introduction to software packages, languages and utility programs currently in use, with the course being able to repeat for credit for each different topic being covered. Emphasis is placed on the purpose capabilities and utilization of each package, language or program. Upon completion, students will be able to use the features selected for the application covered. Code C (Offered Intermittently.)

### **CIS 203. Introduction to the Information Highway (3-0-3)**

**Prerequisite:** As required by college

This course introduces students to basic principles of the information highway. Students are exposed to different network information tools such as electronic mail, network news, browsers, commercial information services, appropriate editors, and Web authoring software. Code C

### **CIS 207. Web Development (3-0-3)**

**Prerequisite:** As required by college

This course provides students with opportunities to learn Hypertext Markup Language, cascading style sheets and Java Script. At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages. Code C

### **CIS 210. Case Study in Computer Skills Application (0-1-1)**

**Corequisite:** CIS 212

This course is designed to provide students with a capstone experience incorporating the knowledge and skills learned in the Computer Information systems program into student projects/case studies. Special emphasis is given to student skill attainment. Code C (Offered intermittently.)

### **CIS 211. Principles of Information Assurance (3-0-3)**

**Prerequisite:** As required by college

This course is designed to introduce students to information security principles. Topics covered in this course will include the need for security, risk management, security technology, cryptography, and physical security. Security policies and legal/ethical issues will also be covered. Code C

### **CIS 212. Visual Basic Programming (3-0-3)**

**Prerequisite:** CIS 150; **Corequisite:** CIS 210

This course emphasizes BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics such as advanced file handling techniques, simulation and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Code B

### **CIS 214. Security Analyst (Pen Testing) (3-0-3)**

This course introduces students to the concept of security analysis, or penetration testing, of information systems. Students will evaluate the security of a computer system or network, assessing security risks from the position of a potential attacker. Emphasis is on identifying security flaws and providing technical solutions. Code C (Offered intermittently.)

### **CIS 219. Android App Development (3-0-3)**

**Prerequisite:** As required by college

This course will help students learn to program apps for an Android operating system using a specified programming language. Student will be able to develop, build, deploy, and optimize an app for an Android operating system. Code C

### **CIS 220. App Development with Swift I (1-2-3)**

**Prerequisite:** As required by college.

This is the first of two courses designed to teach specific skills related to app development using Swift Language. Code C

### **CIS 223. Three-Dimensional Computer Modeling (3-0-3)**

This course is a study in 3D computer modeling and 3D painting beginning with primitive shapes and creating compelling 3D objects for use in model libraries, games, print material, web sites, visual simulation and architectural applications. Powerful operations for modeling and 3D painting are incorporated into an interface that is simple and intuitive to use. Code C (Offered intermittently.)

### **CIS 224. Three-Dimensional Computer Animation (3-0-3)**

This course is a study in 3D computer animation. Course contents include a review of 3D modeling, rendering the 3D animations, compositing and special effects for both video and digital editing, video and film recording, storyboarding and sound design, technical testing and production estimates and scheduling. **Code C (Offered intermittently.)**

### **CIS 227. App Development with Swift II (1-2-3)**

**Prerequisite:** As required by college.

This course focuses on building specific features iOS apps. Students apply the knowledge and skills to developing new apps. **Code C**

### **CIS 245. Cyber Defense (3-0-3)**

**Prerequisite:** As required by college.

This course provides students with information on the concept of cyber defense. Topics include information relative to legal aspects of cyber attacks, threats to various levels of national and local social infrastructure, financial systems, personal data and other direct and indirect threats. As part of this course students explore current and historical cyber threats and U.S. policy regarding infrastructure protection. **Code C**

### **CIS 249. Microcomputer Operating Systems (3-0-3)**

**Prerequisite:** CIS 146

This course provides an introduction to microcomputer operating systems. Topics include: a description of the operating system, system commands and effective and efficient use of the microcomputer with the aid of its system programs. Upon completion, students should understand the function and role of the operating system, its operational characteristics, its configuration, how to execute programs and efficient disk and file management. **Code C**

### **CIS 250. E-Commerce (3-0-3)**

**Prerequisite:** As required by college.

This course is an introduction into e-commerce. Topics include marketing, building an e-commerce store, security, and electronic payment systems. Upon completion students will be able to build an e-commerce presence. **Code C.**

### **CIS 251. C++ Programming (3-0-3)**

**Prerequisite:** CIS 130 or CIS 150

This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design, control structures, objects and events, user interface construction and document and program testing. **Code B (Offered intermittently)**

### **CIS 268. Software Support (3-0-3)**

**Prerequisite:** CIS 149

This course provides students with hands-on practical experience in installing computer software, operating systems and troubleshooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This course is a suitable substitute for CIS 239, Networking Software. If used, this is a CORE course for the AAT and AAS CIS programs. **Code C**

### **CIS 269. Hardware Support (3-0-3)**

**Prerequisite:** CIS 149

NOTE: There is an approved standardized plan-of-instruction for this course.

This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This is a suitable substitute for CIS 240, Networking Hardware. Code C

### **CIS 270. CISCO CCNA I (3-0-3)**

**Prerequisite:** As required by college.

This course is the first part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards. Code C

### **CIS 271. CISCO CCNA II (3-0-3)**

**Prerequisite:** CIS 270

This course is the second part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards. Code C

### **CIS 272. Cisco CCNA III (3-0-3)**

**Prerequisite:** CIS 271

This course is the third part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards. Code C

### **CIS 273. Cisco CCNA IV (3-0-3)**

**Prerequisite:** CIS 272

This course is the fourth part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards. Code C

### **CIS 275. Workstation Administration (3-0-3)**

**Prerequisite:** CIS 268

This course provides a study of client system administration in a network environment. Topics include: installing, monitoring, maintaining and troubleshooting client operating system software and managing hardware devices and shared resources. Students gain hands-on experience in client operating system installation and basic administration of network workstations. Code C

### **CIS 276. Server Administration (3-0-3)**

**Prerequisite:** CIS 275

This course introduces network operating system administration. Topics included in this course are: network operating system software installation, administration, monitoring and maintenance; user, group and computer account management; shared resource management

and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment. **Code C**

### **CIS 277. Network Services Administration (3-0-3)**

**Prerequisite:** CIS 268, CIS 269 or POI

This course provides an introduction to the administration of fundamental networking services and protocols. Topics included in this course are: implementing, managing and maintaining essential network operating system services such as those for client address management, name resolution, security, routing and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks. **Code C**

### **CIS 279. Network Infrastructure Design (3-0-3)**

**Prerequisite:** CIS 271

This course provides a study of network infrastructure design. Topics included in this course are strategies for planning, implementing, and maintaining server availability and security, client addressing schemes, name resolution, routing, remote access, and network security. Students gain experience by designing plans for implementing common network infrastructure and protocols. **Code C**

### **CIS 280. Network Security (3-0-3)**

**Prerequisite:** CIS 277

This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are: security risks, intrusion detection and methods of securing authentication, network access, remote access, web access and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures. **Code C**

### **CIS 282. Computer Forensics (3-0-3)**

This course introduces students to methods of computer forensics and investigations. This course helps prepare students for industry specific certification. **Code C**

### **CIS 284. CIS Internship (0-3-3)**

**Prerequisite:** Consent of instructor and minimum of 18 semester hours in CIS

This course is designed to provide the student with an opportunity to work in a degree/program related environment. Emphasis is placed on the student's "real world" work experience as it integrates academics with practical applications that relate meaningfully to careers in the computer discipline. Significance is also placed on the efficient and accurate performance of job tasks as provided by the "real world" work experience. Grades for this course will be based on a combination of the employer's evaluation of the student and the contents of a report submitted by the student. Upon completion of this course, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to a "real world" work experience. **Code C**

### **CIS 291. Case Study in Computer Science (3-0-3)**

**Prerequisite:** Consent of instructor

This course is a case study involving the assignment of a complete system development project for analysis, programming, implementation and documentation. Topics include: planning system analysis

and design, programming techniques, coding and documentation. Upon completion, students should be able to design, code, test and document a comprehensive computer information system. **Code C** (Offered intermittently.)

### **CIS 294. Special Topics (3-0-3)**

#### **Prerequisite: Consent of instructor**

This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate knowledge of the course topic through completion of assignments and appropriate tests. **Code C**

### **CIS 299. Directed Studies in Computer Science (3-0-3)**

#### **Prerequisite: Consent of instructor**

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor. **Code C**

## **Criminal Justice**

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### **CRJ 100. Introduction to Criminal Justice (3-0-3)**

This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities. **Code B**

### **CRJ 110. Introduction to Law Enforcement (3-0-3)**

This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state and federal agencies. It includes the duties and functions of law enforcement officers. **Code B**

### **CRJ 117. Community Relations (3-0-3)**

This course discusses the role of the police officer in achieving and maintaining public support. It includes public information, juvenile relations, public relations, service and mobilizing community involvement and cooperation. **Code C**

### **CRJ 140. Criminal Law and Procedure (3-0-3)**

This course examines both substantive and procedural law. The legal elements of various crimes are discussed with emphasis placed on the contents of the Alabama Code. Areas of criminal procedure essential to the criminal justice profession are also covered. **Code C**

### **CRJ 146. Criminal Evidence (3-0-3)**

This course considers the origins of the laws of evidence and current rules of evidence. Types of evidence and their definitions and uses are covered as well as the functions of the court regarding evidence. **Code C**

### **CRJ 147. Constitutional Law (3-0-3)**

This course involves constitutional law as it applies to criminal justice. It includes recent Supreme Court decisions affecting criminal justice professionals such as the right to counsel, search and seizure, due process and civil rights. **Code C**

### **CRJ 150. Introduction to Corrections (3-0-3)**

This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered. **Code B**

### **CRJ 160. Introduction to Security (3-0-3)**

This course surveys the operation, organization and problems in providing safety and security to business enterprises. Private, retail and industrial security is covered. **Code B**

### **CRJ 177. Criminal and Deviant Behavior (3-0-3)**

This course analyzes criminal and deviant behavior systems. An emphasis is placed on sociological and psychological theories of crime causation. (Dual listed as SOC 217) **Code C**

### **CRJ 178. Narcotics/Dangerous Drugs (3-0-3)**

This course surveys the history and development of drug abuse in society. Theories of drug abuse, identification and classification of drugs are covered. Strategies for combating the drug problem are discussed. **Code C**

### **CRJ 208. Introduction to Criminology (3-0-3)**

This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. This study includes criminal personalities, principles of prevention, control and treatment. **Code B**

### **CRJ 209. Juvenile Delinquency (3-0-3)**

This course examines the causes of delinquency. It also reviews programs of prevention and control of juvenile delinquency as well as the role of the courts. **Code B**

### **CRJ 216. Police Organization and Administration (3-0-3)**

This course examines the principles of organization and administration of law agencies. Theories of management, budgeting and various personnel issues are covered. **Code C**

### **CRJ 220. Criminal Investigation (3-0-3)**

This course explores the theory and scope of criminal investigation. The duties and responsibilities of the investigator are included. The techniques and strategies used in investigation are emphasized. **Code C**

### **CRJ 227. Homicide Investigation (3-0-3)**

This course covers the principles, techniques and strategies of homicide investigation. Topics emphasized include: ballistics, pathology, toxicology, immunology, jurisprudence and psychiatry. **Code C**



## **CRJ 290. Selected Topics-Seminar in Criminal Justice [ (1-3)-0-(1-3)]**

This course involves reading, research, writing and discussion of selected subjects relating to criminal justice. Various contemporary problems in criminal justice are analyzed. This course may be repeated with approval from the department head. **Code C**

## **Economics**

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### **ECO 231. Principles of Macroeconomics (3-0-3)**

Core, Area IV

**Prerequisite:** MTH 092/098

This course is an introduction to macroeconomic theory, analysis and policy applications. Topics include the following: scarcity, demand and supply theory, national income analysis, major economic theories concerning monetary and fiscal policies such as stabilization measures, the banking system and economic issues or problems including international trade. **Code A**

### **ECO 232. Principles of Microeconomics (3-0-3)**

Core, Area IV

**Prerequisite:** MTH 092/098

This course is an introduction to microeconomic theory, analysis and applications. Topics include: scarcity, the theories of consumer behavior, production and cost, markets, output and resource pricing and international aspects of microeconomics. **Code A**

## **Emergency Medical Technology/Technician**

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### **EMS 100. Cardiopulmonary Resuscitation I (1-0-1)**

This course provides students with concepts as related to areas of basic life support to include coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED) and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion. **Code C**

### **EMS 104. First Aid for Students of Health Related Professions (1-0-1)**

This course is designed for students who plan to enter a health-related profession and provides educational concepts related to first aid for various health disciplines. The course includes instruction in the emergency administration of oxygen, use of airway adjuncts, medication administration techniques, equipment for mechanical breathing, suctioning techniques and automated external defibrillation (AED). Upon course completion, students should have the ability to recognize emergency situations requiring immediate action and appropriately manage these situations. **Code C**

### **EMS 118. Emergency Medical Technician(6-3-9)**

#### **Corequisite: EMS 119 -Emergency Medical Technician Clinical**

This course is required to apply for certification as an Emergency Medical Technician. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, management of trauma patients, management of medical patients, treating infants and children, and various EMS operations. This course is based on the NHTSA-National Emergency Medical Services Education Standards.

### **EMS 119. Emergency Medical Technician Clinical(0-1-1)**

#### **Corequisite: EMS 118-Emergency Medical Technician**

This course is required to apply for certification as an EMT. This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 118, Emergency Medical Technician Theory and Lab. This course helps student prepare for the National Registry Exam.

### **EMS 155. Advanced Emergency Medical Technician (4-3-7)**

#### **Corequisite: EMS 156**

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration and blind insertion airway devices as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a co-requisite.

### **EMS 156. Advanced Emergency Medical Technician Clinical (0-2-2)**

#### **Corequisite: EMS 155**

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS 155 must be taken as a co-requisite.

## **English**

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### **ENG 099. Introduction to College Writing (1-0-1IC)**

#### **Prerequisite: Appropriate ACT score, high school GPA and English IV grade, or Accuplacer Score**

This course is a co-requisite English course paried with ENG 101. Emphasis is placed on providing student with additional academic and noncognitive support with the goal of success

in the students' paired ENG 101 class. The material covered or practiced in the ENG 099 course is complementary to and supportive of material taught in ENG 101 and the needs of the ENG 099 students.

### **ENR 094/ENR 098. Writing and Reading for College (4-0-4IC)**

**Prerequisite:** Appropriate ACT score, high school GPA and English IV grade, or Accuplacer Score

This course will integrate reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising, and editing to produce competent essays using standard written English. This course may include an one-hour lab component.

### **ENG 101. English Composition I (3-0-3)**

**Core, Area I**

**Prerequisite:** Completion of ENR 094/ENR 098, appropriate ACT score, high school GPA and English IV grade, or Accuplacer Score

English Composition I provides instruction and practice in the writing of at least six extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage. **Code A**

### **ENG 102. English Composition II (3-0-3) Core, Area I**

**Prerequisite:** A grade of "C" or better in ENG 101 or the equivalent

English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice library usage. **Code A**

### **ENG 246. Creative Writing I (3-0-3)**

**Prerequisite:** ENG 102 or consent of instructor

This course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process and this course may include instruction on publishing. Students will compose a significant body of imaginative literature which may be read by or to the class. **Code C**

### **ENG 251. American Literature I (3-0-3)**

**Core, Area II**

**Prerequisite:** A grade of "C" or better in ENG 102 or the equivalent

This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate them to their historical and literary contexts and understand relevant criticism and research. **Code A**

## **ENG 252. American Literature II (3-0-3)**

### **Core, Area II**

#### **Prerequisite: A grade of "C" or better in ENG 102 or the equivalent**

This course is a survey of American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate them to their historical and literary contexts and understand relevant criticism and research. **Code A**

## **ENG 271. World Literature I (3-0-3)**

### **Core, Area II**

#### **Prerequisite: A grade of "C" or better in ENG 102 or the equivalent**

This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate them to their historical and literary contexts and understand relevant criticism and research. **Code A**

## **ENG 272. World Literature II (3-0-3)**

### **Core, Area II**

#### **Prerequisite: A grade of "C" or better in ENG 102 or the equivalent**

This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate them to their historical and literary contexts and understand relevant criticism and research. **Code A**

## **Fire Science**

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### **FSC 100. Orientation and Terminology of the Fire Service (3-0-3)**

This course provides the student with basic information on the organization and function of paid and volunteer fire services, the role of the firefighter in the department, firefighter safety, the science of fire and fire behavior. Specific course topics surveyed include: orientation and safety, apparatus familiarization, fire behavior, personal protective equipment, rescue and forcible entry. **Code C**

### **FSC 101. Introduction to the Fire Service (3-0-3)**

#### **Online or Traditional class format**

This course teaches the many functions of the fire service, its importance and origins. It is designed to acquaint the student with the philosophy and history of the fire service and fire protection, the exacting loss of life and property, and the organization and function of public and private fire protection agencies. Emphasis is placed on the organization and function of federal, state, county, city, and private fire protection. **Code C**

### **FSC 110. Building Construction Principles (3-0-3)**

#### **Online or Traditional class format**

This course highlights and assesses the problems and hazards to fire personnel when a building is attacked by fire or is under stress from other factors dealing with collapse. Emphasis is placed on construction principles: wood, ordinary, steel, concrete, and truss construction. Code C

### **FSC120. National Incident Management System (NIMS) I (3-0-3)**

This course introduces the student to the incident command system, its organizational structure, history, principles and features and the National Incident Management System as a template for integration of public and private entities working together on emergency incidents. Tabletop exercises and scenarios will be used to give the student opportunity to apply the practical aspects of the incident command system and to demonstrate its relationship to the National Incident Management System. The course will also introduce students to the concepts and principles of the National Response Framework and the National Response Plan. Students will be given the opportunity to take online exams of certification for FEMA IS-100, IS-200, IS-700 and IS-800. This course will meet the NIMS baseline training requirements for the above mentioned courses. Code C

### **FSC 130. Introduction to Fire Suppression (3-0-3)**

#### **Online or Traditional class format**

This course is a study of organizational structure, fire suppression, fire suppression equipment, characteristics and behavior of fire and fire hazard properties of ordinary materials. Emphasis is placed on the most common structural, vehicle and urban interface fires. Code C

### **FSC 131. Fire Extinguishment Principles (3-0-3)**

This is a study of water supplies and services, fire extinguishing chemicals, and the selection and use of extinguishing agents. Emphasis is placed on dry chemical, dry powder, foam and halogenated agents. Code C

### **FSC151. Introduction to Fire Prevention/Education (3-0-3)**

This course is an introduction to the history and philosophy of fire prevention and the need for fire prevention education. Course includes: fire prevention functions, development and enforcement of fire prevention codes and regulations. It also includes the design and implementation of age appropriate education materials and benefits of community relations, support and programs. Code C

### **FSC 160. Hazards Awareness (3-0-3)**

This course includes the basic awareness of characteristics and behavior of solids, liquids, and gases when involved in fire. Emphasis is placed on characteristics, storage, and handling of various materials. Code C

## **FSC 161. Hazardous Materials Awareness and Operations (3-0-3)**

### **Alabama Fire College ProBoard Certification Course**

This course is for emergency response personnel who may be first on the scene of a hazardous materials emergency. First responders at the awareness level are expected to recognize the presence of hazardous materials, protect themselves, secure the area, and call for trained personnel. At the operational level, the first responder uses the knowledge gained from the awareness level to act in a defensive posture to protect people, the environment, or property from the effects of an unplanned hazardous materials release. This course meets the requirements of the mandatory Awareness/Operational training in hazardous materials required by Title III - Emergency Planning and Community Right-to-Know Act of 1986 and NFPA 472, Standard on Professional Competence of Responders to Hazardous Materials Incidents current edition. Code C

## **FSC 170. Fire Hydraulics and Water Supply (3-0-3)**

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water and fire protection and to apply hydraulic principles to analyze and resolve water supply problems. Code C

## **FSC 201. Fire Instructor I (3-0-3) Online or Traditional class format**

### **Alabama Fire College ProBoard Certification Course**

A course that trains participants to teach a class from a prepared lesson plan. This course introduces the student to the concept of utilizing training aids to enhance his/her presentation, how to properly select these training aids, and how to use the training aid selected. Subject areas for this course include: Communication, Concepts of Learning, Methods of Teaching, Organizing the Class, Performance Evaluations, Testing and Evaluations, The Lesson Plan, Teaching Techniques, and the Use of Instructional Materials. The student will give several presentations during the week, all leading to the final fifteen minute graded presentation on the final day of class. Code C

## **FSC 202. Fire Instructor II (3-0-3)**

This course provides the Fire Instructor I with the next level of understanding for the training of personnel. This course trains the participants to perform job and task analysis, develop goals and objectives, and develop a lesson plan along with the coordinating training aids, and student tests and evaluation. During the course, the students are divided into groups, each of which is responsible for the development of a lesson plan to be presented to the class on the final day. Code C

## **FSC 208. Fire Combat Tactics and Strategy (3-0-3)**

This course is designed to offer the advanced firefighter or beginning fire officer the necessary information and related techniques to ensure effective fire scene operations. Topics of study include: Pre-fire Planning, Tactical Operations, and Scene Management Techniques. Students are given the opportunity to participate in group activities, discussions, and practical exercises to further enhance the learning experience and reinforce methodology discussed. Code C

## **FSC 241. Fire Investigator I (3-0-3)**

This course targets fire investigators, police officers, and company-level officers with a desire to learn more about determining the origin and cause of fire. Students wishing to attend this

course should be prepared for an intense week of training and practical skills application. Topics covered include: Determining the Point of Origin, Burn Patterns, Evidence Collection and Analysis, Interviewing Techniques, and Court Procedure and Testifying. **Code C**

### **FSC 251. Fire Inspector I (3-0-3)**

#### **Alabama Fire College ProBoard Certification Course**

A beginning level course for firefighters and other interested parties wishing to become more involved in the aspect of fire prevention and inspections. This course is primarily designed for those entering into fire service inspections and would be extremely useful to city inspectors and company level officers. Some of the topics covered in this course include: Building Construction, Decorative Materials and Furnishings, Fire Drills, Inspection Procedure, Code Enforcement, and Fire Alarm and Communications. **Code C**

### **FSC 252. Fire Inspector II (3-0-3)**

This course delves deeper into the interpretation of applicable codes and standards, covers the procedure involved in various types of inspections, and prepares the inspector for the plans review process. It is an advanced level course which covers a wide range of topics some of which are: Inspection Procedure, Building Construction, Occupancy Classification and Means of Egress, Fire Protection and Water Supply Systems, Plans Review, and the Storage of Hazardous Materials. **Code C**

### **FSC 254. ISO (AIA) Standards (3-0-3)**

This course is a study of insurance theory and practice, the economics of the ISO grading system and a city's fire defense and insurance rates. Included is a detailed analysis of a city's water supply, fire department, fire alarm, fire prevention, and other grading methods of fire defense. **Code C**

### **FSC 255 Public Fire and Life Safety Educator (3-0-3)**

With the leading cause of death among children being unintentional injuries, the need for fire and life safety education has become evident in today's society. This course will train the student to coordinate and deliver existing comprehensive community fire and injury prevention programs designed to eliminate or mitigate situations that endanger lives, health, property, and the environment. **Code C**

### **FSC 261. Hazmat Technician (3-0-3)**

#### **Alabama Fire College ProBoard Certification Course**

This course is designed for the student already certified at the Hazardous Materials Awareness and Operational level, this course develops the skills already learned and provides in-depth training in the mitigation of hazardous materials incidents. Through both classroom and practical training the student becomes familiar with health and safety issues, incident management, hazard and risk analysis, personal protective clothing, and decontamination. **Code C**

### **FSC 270. Fire Protection Systems (3-0-3)**

#### **Online or Traditional class format**

This course will teach students the design and operation of fire protection systems for commercial, residential, and special hazard environments. Students will understand the general principals of automatic sprinkler systems, heat and smoke control systems, standpipe systems, and fire detection/alarm systems, and portable extinguishing systems. **Code C**

### **FSC 280. Fire Apparatus and Equipment (3-0-3)**

This course is designed to familiarize the students with the basics of modern fire apparatus and related equipment. The course will include examination of pumpers, ladders, quints, hazardous materials vehicles and other emergency response vehicles. Students will understand the basic operation and purpose of each vehicle and identify the purpose and use of equipment routinely carried by each vehicle. Code C

### **FSC 291. Fire Officer I (3-0-3)**

#### **Alabama Fire College ProBoard Certification Course**

The Fire Officer I curriculum identifies the requirements necessary to perform the duties of a first line supervisor. This course introduces the student to the basic concepts of management and supervision by concentration on such topics as: Organizational Structure, Communication Skills, Human Resource Management, Public Relations, Planning, Emergency Service Delivery, and Safety. Code C

### **FSC 292. Fire Officer II (3-0-3)**

#### **Alabama Fire College ProBoard Certification Course**

This course is structured for the fire officer who is ready to assume a leadership role by moving into the middle management level of his/her department. This course gives the officer more knowledge of management and supervision so that he/she can make basic evaluations of employee relations and assume a proactive role in their department. This course expands on the knowledge base attained in Fire Officer I by revisiting some of the same subjects and adding additional material. Some new subject areas include information management, government structure, and department budget planning and management. Code C

### **FSC 293. Fire Officer III (3-0-3)**

This course is specialized for the chief officer who is ready to advance into the upper management level of his/her department. This course consists of subjects designed to give the officer more knowledge of management and administration so that he/she can make basic evaluations of employee relations and assume a more proactive role in their department. This is a projects-based class. Code C

### **FSC 294. Fire Officer IV (3-0-3)**

This course meets executive management level needs. The course is designed to meet the elements of NFPA 1021, Chapter 7. Fire Officer IV will emphasize management of fire protection services to include human resource management, multi-agency emergency service delivery with horizontal/vertical communication requirements and risk management. There will be group interactive exercises, which will reinforce class lectures. Code C

### **FSC 295. Fire Department Safety Officer (3-0-3)**

#### **Alabama Fire College ProBoard Certification Course**

The purpose of this course is to provide training for fire officers and firefighters on the role and responsibilities of the Incident Safety Officer, and to allow participants to practice some of the key skills needed for competency as an Incident Safety Officer. This training program is for Fire Officers who could be asked to assume the duties of the Incident Safety Officer either as a staff assignment or an on-scene appointment. The program is also appropriate for firefighters who



will be working on-scene with the Incident Safety Officer and must understand and appreciate the scope and duties of the job. Code C

### **FSC 297. Selected Topics in Fire Service Operations (3-0-3)**

This course provides directed reading and discussion of selected topics related to fire service operations. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs. Code C

### **FSC 299. Legal Aspects of the Fire Service (3-0-3)**

#### **Online or Traditional class format**

This course introduces students to the legal obligations and responsibilities within the fire service along with the limitations and restrictions placed on emergency responders. Students will discuss and apply federal and state laws, codes, regulations and standards relevant to the fire service. Both civil and criminal law will be addressed. Code C

## **Health Education**

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### **HED 224. Personal and Community Health (3-0-3)**

This course covers health problems for the individual and for the community. Areas of study include: mental health, family life, physical health, chronic and degenerative disease, control of communicable diseases and the understanding of depressants and stimulants. Healthful living habits will be emphasized. Code B

### **HED 226. Wellness (3-0-3)**

This course provides health-related education to those individuals seeking advancement in the area of personal wellness. The course has five major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting. Code C

### **HED 230. Safety and First Aid (3-0-3)**

HED 230 is divided into two parts. The first part concerns itself with the development of a safety education program within an organization (i.e., school, office, shop, etc.). The second part deals with physical injuries, emergency care and treatment of those injuries. CPR provider cards are given upon successful completion of CPR requirements. Code B

### **HED 232. Care and Prevention of Athletic Injuries (3-0-3)**

This course provides a study of specific athletic injuries and their treatment and preventive measures. Code C

## History

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### **HIS 101. Western Civilization I (3-0-3)**

**Prerequisite:** As required by program.

This course is a survey of social, intellectual, economic and political developments which have molded the modern western world. This course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation. **Code A**

### **HIS 102. Western Civilization II (3-0-3)**

**Prerequisite:** As required by program.

This course is a continuation of HIS 101. It surveys development of the modern western world from the era of the Renaissance and Reformation to the present. **Code A**

### **HIS 121. World History I (3-0-3)**

**Core, Area IV**

This course surveys social, intellectual, economic and political developments that have molded the modern world. Focus is on both nonwestern and western civilizations from the prehistoric to the early modern era. **Code A**

### **HIS 122. World History II (3-0-3)**

**Core, Area IV**

This course is a continuation of HIS 121. It covers world history both western and nonwestern from the early modern era to the present. **Code A**

### **HIS 201. United States History I (3-0-3)**

**Core, Area IV**

This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction. **Code A**

### **HIS 202. United States History II (3-0-3)**

**Core, Area IV**

This course is a continuation of HIS 201. It surveys United States history from the Reconstruction era to the present. **Code A**

### **HIS 216. History of World Religions (3-0-3)**

This course presents a comparison of the major religions of the world from a historical perspective. Emphasis is placed on the origin, development and social influence of Christianity, Judaism, Islam, Hinduism, Buddhism and others. **Code C**

### **HIS 220. Contemporary Studies (3-0-3)**

**Prerequisite:** As required by program.

This course provides a survey of contemporary problems and issues within a historical context. Topics might include nationalism, the rise of Islam as a powerful influence in the post-Cold War environment, environmental issues, and the impact of colonialism on modern, Third World Society. **Code C**

## **HIS 260. Alabama History (3-0-3)**

**Prerequisite:** As required by program.

This course surveys the development of the state of Alabama from pre-historic times to the present. The course presents material on the discovery, exploration, colonization, territorial period, ante-bellum Alabama, Reconstruction, and modern history. **Code B**

## **Humanities**

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### **HUM 101. Introduction to Humanities I (3-0-3)**

**Prerequisite:** As required by program.

This is the first course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme. **Code A**

### **HUM 102. Introduction to Humanities II (3-0-3)**

**Prerequisite:** As required by program.

This is the second course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme. **Code A**

### **HUM 106. Humanities Through the Arts (3-0-3)**

**Prerequisite:** As required by program.

This course is an integrated survey of film, drama, music, literature, painting, sculpture, and architecture. **Code C**

### **HUM 299. PTK Honors Course (3-0-3)**

This course combines HUM 299-01, -02, and -03 into a single semester course with a total of 3 credit hours (not repeatable for credit). It provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. **Code A**

## **Industrial Maintenance Technology**

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### **INT 101. DC Fundamentals (2-1-3)**

**Corequisite:** INT 103

This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuit variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test and troubleshoot direct current circuits. Emphasis is placed on the use of the scientific calculator and the operation of common test equipment used to analyze and

troubleshoot DC and to prove the theories taught during classroom instruction. This is a CORE course.

### **INT 103. AC Fundamentals (2-1-3)**

#### **Corequisite: INT 101**

This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to describe AC circuits and explain the specific AC theory functions such as RLC, impedance, phase relationships and power factor. This course also provides hands on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught. This is a CORE course.

### **INT 113. Industrial Motor Controls I (1-2-3)**

This course is a study of the construction, operating characteristics and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams.

### **INT 117. Principles of Industrial Mechanics (2-1-3)**

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include: the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment. This is a CORE course.

### **INT 134. Principles of Industrial Maintenance Welding and Metal Cutting Techniques (2-1-3)**

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include: oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment. This is a CORE course

### **INT 184. Introduction to Programmable Logic Controllers (PLCs) (2-1-3)**

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging and optimizing PLC programs.

### **INT 253. Industrial Robotics (2-1-3)**

This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include: understanding of the functions of hydraulic, pneumatic and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance. **Dually Listed as AUT 210.**

### **INT 284. Advanced Programmable Logic Controllers (2-1-3)**

**Prerequisite:** INT 184

This course includes the advanced principals of PLC's including hardware, programming and troubleshooting. Emphasis is placed on developing advanced working programs and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

### **INT 288. Applied Programmable Logic Controllers (2-1-3)**

**Prerequisite:** INT 184

This course provides a comprehensive study in the theory and application of specific models of programmable logic controllers. Topics include: hardware configuration, memory and addressing detail function of software, instruction types, system troubleshooting and simple programming techniques.

### **INT 291. CO-OP (0-3-3)**

This course involves the student working on a part-time basis in a job directly related to welding. The employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting. Students must meet all industry-specific requirements to participate in cooperative training.

## **Management and Supervision**

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### **MST 111. Elements of Supervision (3-0-3)**

This course is an introduction to the fundamentals of supervision. Topics include: the functions of management, responsibilities of the supervisor for management employee relations, organizational structure, project management and employee training and rating. **(Dual listed as BUS 186) Code C**

### **MST 201. Human Resource Management (3-0-3)**

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include: the selection, placement, testing, orientation, training, rating, promotion and transfer of employees. **(Dual listed as BUS 276) Code C**

### **MST 215. Small Business Management (3-0-3)**

This course provides an overview of the creation and operation of a small business. Topics include: buying a franchise, starting a business, identification of capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance and the importance of appropriate legal counsel. (Dual listed as BUS 279) Code C

### **MST 231. Management Seminar (3-0-3)**

**Prerequisite:** 9 credit hours of MST courses

This course offers study of current problems, issues and developments in the areas of management. Students are guided through individual projects and outside research related to their areas of concentration and/or employment training. Code C

## **Mathematics**

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### **MTH 098. Elementary Algebra (4-0-4IC)**

**Prerequisite:** None

This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations and inequalities in two variables and systems of equations. This course does not apply toward the general core requirement for mathematics. NCA

### **MTH 099. Support for Intermediate Algebra (1-0-1IC) - Begins Spr. 2019**

**Prerequisite:** Appropriate mathematics placement score (MTH 098 is not a prerequisite for MTH 099. A student who successfully completes MTH 098 is eligible for MTH 100 without the support course.)

This learning support course provides co-requisite support in mathematics for students enrolled in MTH 100. The material covered in this course is parallel to and supportive of the material taught in MTH 100. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 100 class. This class does not serve as the general core requirement for mathematics. NCA

### **MTH 100. Intermediate College Algebra (3-0-3)**

**Prerequisite:** MTH 092/098 or appropriate mathematics placement score

This course provides a study of algebraic concepts such as linear equations and inequalities in two variables, quadratic equations, systems of equations, radical and rational expressions and equations. Functions and relations are introduced and graphed. This course does not apply toward the general core requirement for mathematics. Code B

### **MTH 100. Intermediate College Algebra (3-0-3) - Begins Spr. 2019**

**Prerequisite:** MTH 092/098 or appropriate mathematics placement score

This course provides a study of algebraic concepts such as linear equations and inequalities in two variables, quadratic equations, systems of equations, radical and rational expressions and equations. Functions and relations are introduced and graphed. This course does not apply toward the general core requirement for mathematics. Code B

### **MTH 110. Finite Mathematics (3-0-3)**

**Core, Area III**

**Prerequisite: A grade of “C” or better in MTH 100 or appropriate mathematics placement score**

This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). This course will draw on and significantly enhance the student’s arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Bayes’ Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method and applications. **Code A**

### **MTH 112. Precalculus Algebra (3-0-3)**

**Core, Area III**

**Prerequisite: A grade of “C” or better in MTH 100 or appropriate mathematics placement score**

This course emphasizes the algebra of functions including polynomial, rational, exponential and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer’s Rule and mathematical induction. **Code A**

### **MTH 113. Precalculus Trigonometry (3-0-3)**

**Core, Area III**

**Prerequisite: A grade of “C” or better in MTH 112 or appropriate mathematics placement score**

This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoivre’s Theorem and polar coordinates. Additional topics may include conic sections, sequences and using matrices to solve linear systems. **Code A**

### **MTH 115. Precalculus Algebra & Trigonometry (4-0-4)**

**Core, Area III**

**Prerequisite: A grade of “C” or better in MTH 100 or appropriate mathematics placement score**

This course is a one semester combination of Precalculus Algebra and Precalculus Trigonometry intended for superior students. The course covers the following topics: the algebra of functions (including polynomial, rational, exponential, and logarithmic functions), systems of equations and inequalities, quadratic inequalities, and the binomial theorem, as well as the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations, vectors, complex numbers, DeMoivre’s Theorem, and polar coordinates. **Code A**

## **MTH 120. Calculus and Its Applications (3-0-3)**

**Core, Area III**

**Prerequisite: A grade of “C” or better in MTH 112 or appropriate mathematics placement score**

This course is intended to give a broad overview of calculus and is taken primarily by students majoring in Commerce and Business Administration. It includes differentiation and integration of algebraic, exponential, and logarithmic functions and applications to business and economics. The course should include functions of several variables, partial derivatives (including applications), Lagrange Multipliers, L'Hopital's Rule and multiple integration (including applications). **Code A**

## **MTH 125. Calculus I (4-0-4)**

**Core, Area III**

**Prerequisite: A grade of “C” or better in MTH 113/115 or appropriate mathematics placement score**

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus. **Code A**

## **MTH 126. Calculus II (4-0-4)**

**Core, Area III**

**Prerequisite: A grade of “C” or better in MTH 125 or appropriate mathematics placement score**

This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, work and average value), techniques of integration, infinite series, polar coordinates and parametric equations. **Code A**

## **MTH 227. Calculus III (4-0-4)**

**Core, Area III**

**Prerequisite: A grade of “C” or better in MTH 126**

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals and Stokes' Theorem). **Code A**

## **MTH 231. Math for the Elementary Teacher I (3-0-3)**

**Prerequisite: A grade of “C” or better in MTH 100 or appropriate mathematics placement score**

This course is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include logic, sets and functions, operations and properties of whole numbers and integers including number theory; use of manipulatives by teachers to demonstrate abstract concepts; and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied as well as to learn teaching techniques



that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts. **Code B**

### **MTH 232. Math for the Elementary Teacher II (3-0-3)**

#### **Prerequisite: MTH 231**

This course is the second of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include numeration skills with fractions, decimals and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts. Students also will demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade. **Code B**

### **MTH 265. Elementary Statistics (3-0-3)**

#### **Prerequisite: A grade of "C" or better in MTH 100 or appropriate mathematics placement score**

This course provides an introduction to methods of statistics, including the following topics: sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypothesis testing, confidence intervals, analysis, regression, estimation, and applications. Probability, permutations, combinations, binomial theorem, random variables and distributions may be included. **Code B**

## **Medical Assisting**

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### **MAT 101. Medical Terminology (3-0-3)**

This course is designed for medical assistants, student nurses and others in medically-related fields. The course will focus on the more common prefixes, roots and suffixes used to construct medical terms with these word parts to determine the meanings of new or unfamiliar terms. The student will learn a system of word building which will enable them to interpret medical terms. This is a CORE course for medical assisting. **Code C**

### **MAT 102. Medical Assisting Theory I (3-0-3)**

#### **Corequisite: MAT 101 with a grade of "C" or better.**

A description of anatomical descriptors and the cell introduces the student to and serves as an overview of the body's systems. The structure and function of the nervous, sensory, integumentary, muscular, skeletal, respiratory and cardiovascular systems are taught with the diseases related to these systems presented. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. This is a CORE course for medical assisting. **Code C**

### **MAT 103. Medical Assisting Theory II (3-0-3)**

#### **Prerequisite: MAT 101 & 102 with a grade of "C" or better**

The structure and function of the digestive, urinary, reproduction, endocrine and immune systems are presented. Disease processes that are related to these systems will be included. Basic

concepts of reproduction, growth and development and nutrition are taught. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. This is a CORE course for medical assisting. Code C

### **MAT 111. Clinical Procedures I for the Medical Assistant (2-1-3)**

**Prerequisite:** MAT 101 with a grade of "C" or better.

This course includes instruction in clinical examining room procedures. Topics include: asepsis, infection control, assisting with examination and patient education. Upon completion, students will be able to demonstrate competence in exam room procedures. This is a CORE course for medical assisting. *Health documents are required for progression at the conclusion of this course.* Code C

### **MAT 120. Medical Administrative Procedures I (2-1-3)**

**Prerequisite:** MAT 101 with a grade of "C" or better.

This course introduces medical office administrative procedures. Topics include: appointment scheduling, telephone techniques, managing the physician's schedule, handling mail, preparing and maintaining medical records and patient orientation. Upon completion, students should be able to perform basic medical secretarial skills. This is a CORE course for medical assisting. Code C

### **MAT 121. Medical Administrative Procedures II (2-1-3)**

**Prerequisite:** MAT 101 and MAT 120 with a grade of "C" or better

This course introduces medical office administrative procedures not covered in Medical Administrative Procedures I. Topics include fees, credit, and collections, banking, bookkeeping, Payroll, and computerized finance applications. Upon completion students should be able to manage financial aspects of medical offices. This is a CORE course for medical assisting. Code C.

### **MAT 125. Laboratory Procedures I for the Medical Assistant (2-1-3)**

**Prerequisite:** MAT 101 with a grade of "C" or better.

This course provides instruction in basic lab techniques used by the medical assistant. Topics include: lab safety; quality control; collecting and processing specimens; performing selective diagnostic tests, such as a CBC; screening and follow-up of test results and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. This is a CORE course for medical assisting. Code C

### **MAT 128. Medical Law and Ethics for the Medical Assistant (3-0-3)**

**Prerequisite:** All developmental coursework complete

This course provides basic information related to the legal relationship of patient and physician. Topics to be covered include: creation and termination of contracts, implied and informed consent, professional liability, invasion of privacy, malpractice, tort, liability, breach of contract and the Medical Practice Act. Upon completion, students should be able to recognize ethical and legal implications of these topics as they relate to the medical assistant. This is a CORE course for medical assisting. Code C

## **MAT 200. Management of Office Emergencies (2-0-2)**

**Prerequisite:** All developmental coursework complete

This course is designed to instruct students in handling emergencies in the medical office. Emergencies presented will include cardiovascular emergencies, diabetic emergencies, seizures, syncope, hyperthermia and hypothermia, shock, musculoskeletal emergencies and poisoning. Upon completion, students should be able to recognize emergency situations and take appropriate actions. This is a CORE course for medical assisting. Code C

## **MAT 211. Clinical Procedures II for the Medical Assistant (2-1-3)**

**Prerequisite:** MAT 111 with a grade of "C" or better

This course includes instruction in vital signs and special examination procedures. Emphasis is placed on interviewing skills, appropriate triage and preparing patients for diagnostic procedures. Upon completion, students should be able to assist with special procedures. This is a CORE course for medical assisting. Code C

## **MAT 215. Laboratory Procedures II for the Medical Assistant (2-1-3)**

**Prerequisite:** MAT 125 with a grade of "C" or better

This course instructs the student in the fundamental theory and lab application for the medical office. Microbiology, urinalysis, serology, blood chemistry and venipuncture theory as well as venipuncture collection procedures are discussed and performed. Upon completion, students should be able to perform basic lab tests/skills on course topics. This is a CORE course for medical assisting. Code C

## **MAT 216. Medical Pharmacology for the Medical Office (3-1-4)**

**Prerequisite:** MAT 101, MAT 102 and MTH 100 (or higher) with a grade of "C" or better. All developmental coursework complete.

This course teaches the commonly administered drugs used in the medical field including their classifications, actions, indications, contraindications and side effects on the body. Correct demonstration of drug calculation, preparation, administration and documentation are also taught. Upon completion, students should be able to demonstrate safe drug administration and recognize common medical classifications and their patient implications. This is a CORE course for medical assisting. Code C

## **MAT 220. Medical Office Insurance (2-1-3)**

**Prerequisite:** MAT 101, MAT 121 with a grade of "C" or better

In this course emphasis is placed on insurance procedures with advanced diagnostic and procedural coding in the outpatient facility. Study will include correct completion of insurance forms and coding. Upon completion, students should be able to demonstrate proficiency in coding for reimbursements. This is a CORE course for medical assisting. Code C

### **MAT 228. Medical Assistant Review Course (1-0-1)**

**Prerequisite: Consent of instructor required .**

This course includes a general review of administrative and clinical functions performed in a medical office. The course will assist the student or graduate in preparing for the national credentialing examination in Medical Assisting and/or phlebotomy. **Code C**

### **MAT 229. Medical Assisting Preceptorship (0-3-3) (P5)**

**Prerequisite: All MAT coursework must be complete and consent of instructor required with a grade of "C" or better.**

This course is designed to provide the opportunity to apply clinical, laboratory and administrative skills in a physician's office, clinic or outpatient facility. The student will gain experience in applying knowledge learned in the classroom in enhancing competence, in strengthening professional communications and interactions. Upon completion, students should be able to perform as an entry-level Medical Assistant. Content of this course is aligned with standards and guidelines from the American Association of Medical Assisting. This is a CORE course for medical assisting. **Code C**

### **MAT 239. Phlebotomy Preceptorship (0-3-3) (P5)**

**Prerequisite: MAT 125, MAT 215, EMS 100 with a grade of "C" or better and consent of instructor required.**

This course is designed to provide the opportunity to apply phlebotomy techniques in the physician's clinic and hospital setting. Emphasis is placed on training individuals to properly collect and handle blood specimens for laboratory testing and to interact with health care personnel, patients and the general public. Upon completion, students should be prepared for entry-level phlebotomy and to sit for the Phlebotomy Technician Examination (ASCP). **Code C**

## **Music**

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### **MUS 100. Convocation (1-0-1)**

This course is designed to expose students to a variety of repertory styles and gives students an opportunity to practice individual performance skills. Emphasis is placed on exposure to performances and lectures by guest artists, faculty or students. **Code C**

### **MUS 101. Music Appreciation (3-0-3)**

**Core, Area II**

This course is designed for nonmusic majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening and similar experiences involving music. The course will cover a minimum of three (3) stylistic periods, provide a multi-cultural perspective and will include both vocal and instrumental genres. Upon completion, students should be able to demonstrate knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods and an aural perception of style and structure in music. **Code A**

### **MUS 111. Music Theory I (3-0-3) or (3-2-4)**

**Prerequisite: Consent of instructor**

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include: fundamental musical material (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression.

Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills. **Code B**

### **MUS 112. Music Theory II (3-0-3) or (3-2-4)**

**Prerequisite:** MUS 111

This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include: principles of voice leading used in three and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills. **Code B**

### **MUS 113. Music Theory Lab I (0-2-1)**

**Prerequisite:** MUS 110 or suitable placement score or consent of instructor;  
**(Co-requisite: MUS 111, if ear-training lab is a separate course)**

This course provides the practical application of basic musical materials through sight singing; melodic, harmonic and rhythmic dictation and keyboard harmony. Topics include: intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter and four-part triadic progressions in root position. Upon completion, students should be able to write, sing and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads and short four-part progressions in root position. **Code B**

### **MUS 114. Music Theory Lab II (0-2-1)**

**Prerequisite:** MUS 113 **(Co-requisite: MUS 112, if ear training lab is a separate course)**

This course continues the practical application of diatonic musical materials through sight singing; melodic, harmonic and rhythmic dictation and keyboard harmony. Topics include: intervals, scales, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter and four-part triadic progressions in all inversions. Upon completion, students should be able to write, sing and play all intervals, rhythmic patterns, employing syncopation and beat divisions, diatonic melodies and four-part diatonic progressions. **Code B**

## **Music Ensemble**

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### **(MUL) Music Ensembles (0-2-1)**

**Prerequisite:** Consent of instructor

These courses provide opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. **Code B**

**MUL 180-81; 280-81 Concert Choir I, II, III, IV**

**MUL 184-85; 284-85 Show Choir I, II, III, IV**

**MUL 196-97; 296-97 Show Band I, II, III, IV**

### **(MUL) Class Performance Instruction (0-2-1)**

Group instruction is available in voice and piano for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be

able to demonstrate a basic proficiency in singing or playing and acknowledgment of music fundamentals. Code C

**MUL101-02; 201-02 Class Piano I, II, III, IV**

**MUL111-12; 211-12 Class Voice I, II, III, IV**

## **Nursing Assistant**

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### **NAS 100. Long Term Care Nursing Assistant (3-0-1-4)**

**Prerequisite: EMS 100 or proof of Healthcare Provider level CPR certification and successful completion of all developmental coursework or equivalent placement scores.**

This course fulfills the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required for the long-term nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills. Course graduates are awarded a certification of completion and are eligible to take the certification examination to become a Certified Nursing Assistant (CNA).

## **Nursing**

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### **NUR112 – Fundamental Concepts of Nursing (4-2-1-0-7)**

**Co-requisite: MTH100 or higher, BIO201**

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.

### **NUR113 – Nursing Concepts I (4-1-3-0-8)**

**Prerequisite: NUR112 with a grade of “C” or better**

**Co-requisite: ENG101; PSY210; BIO202**

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance.

### **NUR114 – Nursing Concepts II (5-0-3-0-8)**

**Prerequisite: NUR112, NUR113 with a grade of “C” or better**

**Co-requisite: NUR115, SPH106 or SPH107**

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.

### **NUR115 – Evidence-Based Clinical Reasoning (1-0-1-0-2)**

**Prerequisite:** NUR112, NUR113 with a grade of “C” or better

**Co-requisite:** NUR114, SPH106 or SPH107

This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains.

### **NUR209 – Concepts for Healthcare Transition Students (6-1-3-0-10)**

**Prerequisite:** MTH100 or higher, BIO201, ENG101, PSY210, BIO202, SPH106 or SPH107 with grades of “C” or better

This course focuses on application of nursing concepts to assist health care professionals to transition into the role of the registered nurse. Emphasis in this course is placed on evidenced based clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan.

### **NUR211 – Advanced Nursing Concepts (4-0-3-0-7)**

**Prerequisite:** NUR112, NUR113, NUR114, NUR115; or successful completion of NUR209 with grades of “C” or better.

**Co-requisite:** BIO220 with a grade of “C” or better

This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to: manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies.

### **NUR221 – Advanced Evidence-Based Clinical Reasoning (3-0-4-0-7)**

**Prerequisite:** NUR112, NUR113, NUR114, NUR115, NUR211 with a grade of “C” or better

**Co-requisite:** Humanities elective (ethics preferred)

This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and health care domains includes management of care, professionalism, and healthcare delivery systems.

## **Business and Office Technology**

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### **OAD 100. Intro to Keyboarding and Technology(3-0-3)**

This course is designed to enable the student to develop navigating Windows and touch keyboarding skills for efficient use of microcomputer through classroom instruction and lab exercises. Upon completion, the student should be able to demonstrate proper keying techniques and basic computer skills. Code C

### **OAD 101. Beginning Keyboarding (3-0-3)**

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol and numeric information using the computer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports and tables. Code C

### **OAD 103. Intermediate Keyboarding (3-0-3)**

**Prerequisite:** OAD 101 with grade of C or better or equivalent

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents. This is a CORE course. Code C

### **OAD 125. Word Processing (3-0-3)**

**Prerequisite:** CIS 146 or OAD 103

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate and attractive business documents such as memoranda, letters and reports. Also, this course will help prepare the student for the Microsoft Word 2016 certification. This is a CORE course. (Dual listed as CIS 111) Code C

### **OAD 130. Electronic Calculations (3-0-3)**

**Prerequisite:** MTH 090/091

This course is designed to teach the numeric touch system and problem-solving techniques. Emphasis is on basic mathematical functions. Upon completion, the student should be able to demonstrate an acceptable rate of speed and accuracy, as defined by the course syllabus, to solve problems based on typical business applications. Code C

### **OAD 138. Records and Information Management (3-0-3)**

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures. This is a CORE course. Code C

### **OAD 200. Machine Transcription (3-0-3)**

**Prerequisite:** OAD 103 with grade of "C" or better and BUS 215 or ENG 102

This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction. Emphasis is on the use of microcomputers and commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings. Code C

### **OAD 201. Legal Terminology (3-0-3)**

**Prerequisite:** OAD 101

This course is designed to familiarize the student with legal terminology. Emphasis is on the spelling, definition, pronunciation and usage of legal terms. Upon completion, the student should be able to communicate effectively using legal terminology. Code C



### **OAD 211. Medical Terminology (3-0-3)**

**Prerequisite:** As required by college

This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation and usage of medical terms. Upon completion, the student should be able to communicate effectively using medical terminology. **Code C**

### **OAD 212. Medical Transcription (3-0-3)**

**Prerequisite:** OAD 103 with grade of "C" or better, BUS 215 or ENG 101, and OAD 211

This course is designed to orient students to standard medical reports, correspondence and related documents transcribed in a medical environment through classroom instruction. Emphasis is on transcribing medical records from dictated recordings. Learn/maintain standards of ethical/professional conduct. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings. **Code C**

### **OAD 214. Medical Office Procedures (3-0-3)**

**Prerequisite:** OAD 103 with grade of "C" or better and OAD 211

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a medical environment through classroom instruction and lab exercises. Emphasis is on medical terminology, the production of appropriate forms and reports and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment. **Code C**

### **OAD 215. Health and Information Management(3-0-3)**

**Prerequisite:** As required by college

This course is designed to promote an understanding of the structure, analysis, and management of medical records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently. **Code C**

### **OAD 216. Advanced Health and Information Management(3-0-3)**

**Prerequisite:** As required by college

This course is designed as a continuation of OAD 215 Health Information Management. It is designed to promote an advanced understanding of the structure, analysis, and management of medical and insurance records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently. **Code C**

### **OAD 218. Office Procedures (3-0-3)**

**Prerequisite:** OAD 103 with grade of "C" or better

This course is designed as a continuation of OAD 215 Health Information Management. It is designed to promote an advanced understanding of the structure, analysis, and management of medical and insurance records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently. **Code C**

### **OAD 242. Office Internship (0-6-3)**

#### **Prerequisite: Graduating student, last semester in program**

This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position. **Code C**

### **OAD 243. Spreadsheet Applications (3-0-3)**

#### **Prerequisite: CIS 146**

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas and proper file and disk management procedures. Upon completion, the student should be able to use Microsoft Excel 2013 application software to design, format, graph and produce business spreadsheets that incorporate accounting, financial, statistical and other functions. The course also will help prepare the student for the Microsoft Excel 2016 certification. **(Dual listed as ACC 149 and CIS 113) Code C**

### **OAD 244. Database Applications (3-0-3)**

#### **Prerequisite: CIS 146**

This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to demonstrate the ability to create and manipulate database files and format output as documents and reports. In addition, this course will help prepare the student for the Microsoft Access 2016 certification. **(Dual listed as CIS 117) Code C**

### **OAD 246. Office Graphics and Presentations (3-0-3)**

#### **Prerequisite: CIS 146**

This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and lab exercises. Emphasis is on available software tools, presentation options and design as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation. In addition, this course will help prepare the student for the Microsoft PowerPoint 2016 certification. **(Dual listed as CIS 115) Code C**

## **Orientation**

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### **ORI 105B. Orientation and Student Success with Technology (3-0-3)**

This course is designed to orient students to the College experience by providing them with the tools needed for academic and personal success. Topics include: adjusting to college, personal motivation, time management, learning styles, reading and comprehension skills, note-taking and study skills, financial management and preparing for life after college. **Code C**

## Philosophy

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### **PHL 116. Logic (3-0-3)**

#### **Core, Area II**

This course is designed to help students assess information and arguments. The focus of the course is on logic and reasoning. The student should be able to understand how inferences are drawn and be able to recognize ambiguities and logical and illogical reasoning. **Code C**

### **PHL 206. Ethics and Society (3-0-3)**

#### **Core, Area II**

This course involves the study of ethical issues that confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues. **Code A**

## Physical Education

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### **PED 100. Fundamentals of Fitness (3-0-3)**

This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness including effects on the human skeleton, muscle development, respiration and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training and conditioning. The course may also include fitness evaluation, development of individual fitness programs and participation in fitness activities. **Code C**

### **PED 103. Weight Training (Beginning) (0-2-1)**

This course introduces the basics of weight training. Emphasis is place on developing muscular strength, muscular endurance and muscle tone. Upon completion, students should be able to establish and implement a personal weight-training program. **Code C**

### **PED 104. Weight Training (Intermediate) (0-2-1)**

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight-training program. **Code C**

### **PED 106. Aerobics (0-2-1)**

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. **Code C**

### **PED 118. General Conditioning (Beginning) (0-2-1)**

This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program. **Code C**

### **PED 119. General Conditioning (Intermediate) (0-2-1)**

**Prerequisite:** PED 118 or consent of instructor

This course is an intermediate-level fitness and conditioning program class. Topics include: specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program. **Code C**

### **PED 188. Yoga (0-1-1)**

**Prerequisite:** None

This course introduces basic instruction in yoga for beginners. Emphasis is placed on instruction in gentle stretching, breathing practices, progressive deep relaxation, and posture. Upon completion, students should be able to participate in and appreciate the benefits of the activity. **Code C**

### **PED 200. Foundations of Physical Education (3-0-3)**

In this course, the history, philosophy and objectives of health, physical education and recreation are studied with emphasis on the physiological, sociological and psychological values of physical education. It is required of all physical education majors. **Code C**

### **PED 248. VARSITY BASKETBALL I (0-2-1)**

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules and basic game strategy. Upon completion, students should be able to participate in competitive basketball. **Code C.**

### **PED 249. VARSITY BASKETBALL II (0-2-1)**

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules and basic game strategy. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball. **Code C.**

### **PED 250. VARSITY BASKETBALL III (0-2-1)**

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules and basic game strategy. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball. **Code C**

### **PED 251. VARSITY BASKETBALL IV (0-2-1)**

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules and basic game strategy. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball. **Code C.**

### **PED 252. VARSITY BASEBALL I (0-2-1)**

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

### **PED 261. VARSITY BASEBALL II (0-2-1)**

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level. **Code C.**

### **PED 262. VARSITY BASEBALL III (0-2-1)**

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level. **Code C.**

### **PED 263. VARSITY BASEBALL IV (0-2-1)**

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level. **Code C.**

### **PED 254. VARSITY SOFTBALL I (0-2-1)**

This course introduces fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball. **Code C.**

### **PED 271. VARSITY SOFTBALL II (0-2-1)**

This course covers advanced softball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play softball at a competitive level. **Code C.**

### **PED 272. VARSITY SOFTBALL III (0-2-1)**

This course covers advanced softball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play softball at a competitive level. **Code C.**

### **PED 273. VARSITY SOFTBALL IV (0-2-1)**

This course covers advanced softball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play softball at a competitive level. **Code C.**

## Physical Science

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### **PHS 111. Physical Science I (3-1-4)**

Core, Area III

**Prerequisite:** Regular admission status; MTH 092/098 strongly recommended

This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology and astronomy. Laboratory is required. Code A

### **PHS 112. Physical Science II (3-1-4)**

Core, Area III

**Prerequisite:** Regular admission status; MTH 092/098 strongly recommended

This course provides the non-technical student with an introduction to the basic principles of chemistry and physics. Laboratory is required. Code A

## Physics

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### **PHY 201. General Physics I - Trig Based (3-1-4)**

Core, Area III

**Prerequisite:** MTH 113 and equivalent

This course is designed to cover general physics at a level that assumes previous exposure to college algebra and basic trigonometry. Specific topics include: mechanics, properties of matter and energy, thermodynamics and periodic motion. A laboratory is required. Code C

### **PHY 202. General Physics II - Trig Based (3-1-4)**

**Prerequisite:** PHY 201

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include: wave motion, sound, light optics, electrostatics, circuits, magnetism and modern physics. Laboratory is required. This is a CORE course. Code A (Offered Intermittently.)

### **PHY 205. Recitation in Physics I (1-0-1)**

Area V

**Co-requisite:** PHY 201

One hour weekly devoted to problem solving. Code C

### **PHY 206. Recitation in Physics II (1-0-1)**

Area V

**Co-requisite:** PHY 202

One hour weekly devoted to problem solving. Code C

### **PHY 213. General Physics with Cal I (3-1-4)**

**Prerequisite:** MTH 125 and/or as required by program

This course provides a calculus-based treatment of the principle subdivisions of classical physics; mechanics and energy including thermodynamics. Laboratory is required. Code A

### **PHY 214. General Physics with Cal II (3-1-4)**

Core, Area III

**Prerequisite:** PHY 213

This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required. Code A (Offered Intermittently.)

### **PHY 216. Recitation in Physics with Cal I (1-0-1)**

Area V

**Co-requisite:** PHY 213

One hour weekly devoted to problem solving. Code C

### **PHY 217. Recitation in Physics with Cal II (1-0-1)**

Area V

**Co-requisite:** PHY 214

One hour weekly devoted to problem solving. Code C (Offered Intermittently.)

## **Political Science**

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### **POL 211. American National Government (3-0-3)**

Core, Area IV

This course surveys the background, constitutional principles, organization and operation of the American political system. Topics include: the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system. Code A (Offered Intermittently.)

## **Psychology**

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### **PSY 200. General Psychology (3-0-3)**

Core, Area IV

This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological basis for behavior, thinking, emotion, motivation and the nature and development of personality. Code A

### **PSY 210. Human Growth and Development (3-0-3)**

Core, Area IV

**Prerequisite:** PSY 200

This course is a study of the psychological, social and physical factors that affect human behavior from conception to death. Code A

## **PSY 230. Abnormal Psychology (3-0-3)**

**Prerequisite:** PSY 200

This course is a survey of abnormal behavior and its social and biological origins. The anxiety-related disorders, psychoses, personality disorders and mental deficiencies will be covered. **Code C**

## **Reading**

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### **RDG 085. Developmental Reading III (3-0-3IC)**

**Appropriate Accuplacer score**

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary and study skills.

## **Sociology**

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### **SOC 200. Introduction to Sociology (3-0-3)**

**Core, Area IV**

This course is an introduction to the vocabulary, concepts and theory of sociological perspectives of human behavior. **Code A**

### **SOC 217. Criminal and Deviant Behavior (3-0-3)**

**Prerequisite:** SOC 200 or SOC/CRJ 208

This course is an analysis of criminal and deviant behavior with emphasis on sociological and psychological theories of crime causation. (Dual listed as CRJ 177) **Code C**

## **Spanish**

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### **SPA 101. Introductory Spanish I (4-0-4)**

**Core, Area II**

This course provides an introduction to Spanish. Topics include: the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. **Code A**

### **SPA 102. Introductory Spanish II (4-0-4)**

**Core, Area II**

**Prerequisite:** SPA 101 or equivalent

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. **Code A**

## **Speech**

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### **SPH 106. Fundamentals of Oral Communication (3-0-3)**

**Core, Area II**

This is a performance course that includes the principles of human communication: intrapersonal, interpersonal small groups and public. It surveys current communication theory and provides practical application. **Code A**



## **SPH 107. Fundamentals of Public Speaking (3-0-3)**

### **Core, Area II**

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing and presenting of formal speeches to specific audiences. Historical foundations, communication theories and student performances are emphasized. **Code A**

## **Visual Communications**

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### **VCM 122. Graphic Reproduction Processes (3-0-3)**

**Prerequisite:** MTH 090/091 or appropriate placement score

This course introduces students to the current hardware, software, materials and processes used to prepare and reproduce material for print media. Upon completion, students should be able to recognize, evaluate and produce materials and specifications for diverse print reproduction processes. **Code C**

### **VCM 145. Introduction to Digital Photography (3-0-3)**

**Prerequisite:** MTH 090/091 or appropriate placement score

This course is an introduction to digital photography. Emphasis is placed on aesthetic as well as technical aspects of photography. Upon completion, the student should understand quality in photography and be able to apply the techniques necessary to produce professional photographs. **Code C**

### **VCM 146. Digital Photography (3-0-3)**

**Prerequisite:** Grade of "C" or better in VCM 145

This course explores various uses of digital photography. Subjects may include studio, portrait, landscape and other areas of photography. Upon completion, the student should be able to apply the techniques necessary to produce professional photographs. **Code C**

### **VCM 150. Typography (2-2-3)**

This course is an introduction to using type in graphic design. Emphasis is on typographic techniques used in layout and graphic design. Upon completion, the student should be able to use type as a design element. **Code C**

### **VCM 171 Graphics Software Applications (3-0-3)**

This course is an introduction to graphics software applications. Students are given a basic overview of the software as applied to specific production problems. Upon completion, the student should be able to produce basic graphics using applicable software. **Code C**

### **VCM 172. Digital Illustration I (3-0-3)**

**Prerequisite:** Grade of "C" or better in VCM 171 or consent of instructor

This course covers principles of creating and manipulating vector illustrations using the current vector illustration software. Upon completion, the student should be able to produce professional vector illustrations from concept to production for diverse media. **Code C**

### **VCM 173. Digital Illustration II (3-0-3)**

**Prerequisite:** Grade of "C" or better in VCM 172

This course is a continuation of vector illustration techniques, involving more complex illustration problems, using the current vector illustration software. Upon completion, the student should be able to produce complex professional vector illustrations from concept to production for diverse media. Code C

### **VCM 186. Digital Imaging II (3-0-3)**

**Prerequisite:** Grade of "C" or better in VCM 185

This course is a continuation of raster imaging techniques involving more complex image problems, using current raster imaging software. Upon completion, the student should be able to produce complex professional raster images from concept to production for diverse media. Code C (Offered intermittently.)

### **VCM 193. Digital Publishing I (3-0-3)**

**Prerequisite:** Grade of "C" or better in ART 121, VCM 150 and VCM 171

This course covers elements and principles of page layout and use of current page-layout publishing software. Upon completion, the student should be able to produce professional page layouts from concept to production for various print media. Code C

### **VCM 194. Digital Publishing II (3-0-3)**

**Prerequisite:** Grade of "C" or better in VCM 193

This course is a continuation of page layout techniques, involving more complex page-layout elements and problems, using current page-layout publishing software. Upon completion, the student should be able to produce professional page layouts from concept to production for various print media. Code C

### **VCM 250. Introduction to Technical Illustration (2-2-3)**

This course focuses on technical drawings prepared for industry. Topics include perspective and axonometric drawing. Upon completion, students should be able to apply basic drawing and design principles to technical drawings. Code C

### **VCM 251 Technical Illustration (2-2-3)**

**Prerequisite:** Grade of "C" or better in VCM 250

This course focuses on renderings prepared for industry. Various techniques are used to illustrate charts, graphs, perspective and axonometric drawings and enhanced assembly views. Upon completion, students should be able to apply design principles to technical drawings. Code C

### **VCM 253. Graphic Design Basics (2-2-3)**

**Prerequisite:** Grade of "C" or better in ART 121, VCM 150 and VCM 171

This course focuses on the basic principles of graphic design. Emphasis is on design, layout and production. Upon completion, students should be able to prepare artwork for printing. Code C

### **VCM 254. Graphic Design (2-2-3)**

**Prerequisite:** Grade of "C" or better in ART 121, VCM 150 and VCM 171

This course focuses on graphic design. Emphasis is on the creative production process. Upon completion, students should be able to produce high quality graphic designs. Code C (Offered intermittently.)

### **VCM 255 Advanced Graphic Design (2-2-3)**

This course focuses on graphic communications. Emphasis is on application of design principles to projects involving such skills as illustration, layout, typography, computer graphics and production technology. Upon completion, students should be able to apply graphic design principles and production skills. Code C (Offered intermittently.)

### **VCM 270. Supervised Study in Graphics (0-6-3)**

**Prerequisite:** Grade of "C" or better in ART 121, VCM 150 and VCM 171

This course is designed to enable the student to continue studying computer graphics in greater depth. Areas of study are chosen by the student with the approval of the instructor. This course will result in a better understanding of various aspects of computer graphics. Code C (Offered intermittently.)

### **VCM 273. Supervised Study in Computer Graphics (0-6-3)**

**Prerequisite:** Grade of "C" or better in ART 121, VCM 150 and VCM 171

This course is designed to enable the student to continue studying computer graphics in greater depth. Areas of study will be chosen by the student with the approval of the instructor. This course will result in a better understanding of various aspects of computer graphics. Code C (Offered intermittently.)

### **VCM 292. Cooperative Work Experience in VCM (0-6-3)**

**Prerequisite:** Instructor's permission

This course provides work experience with a college-approved employer in the area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills and satisfactorily perform work-related competencies. Code C (Offered intermittently.)

## **Welding**

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### **WDT 108. SMAW/Fillet OFC (2-1-3)**

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) and oxy-fuel welding process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation and related information in the SMAW and oxy-fuel processes. At the conclusion of this course students will be able to perform SMAW welds from various positions using various types of electrodes and perform oxy-fuel manual and automatic welding and cutting. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting. This is a CORE course.

### **WDT 110. Industrial Blueprint Reading (3-0-3)**

This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion, students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication. This is a CORE course.

### **WDT 119. Gas Metal Arc/Flux Cored Arc Welding (2-1-3)**

This course introduces the student to the Gas Metal Arc and Flux Cored Arc Welding (GMAW/FCAW) process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification. Upon completion of this course, students will be able to perform GMAW/FCAW welds in various positions. This is a CORE course.

### **WDT 120. SMAW Groove (2-1-3)**

This course provides the student with instruction on joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design and joint preparation and fit-up. Upon completion, students should be able to identify the proper joint design and joint preparation and fit-up of groove welds in accordance with applicable welding codes. This is a CORE course.

### **WDT 122. SMAW Fillet/OFC Lab (0-3-3)**

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance with applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.

### **WDT 124. Gas Metal Arc/Flux Cored Arc Welding Lab (0-3-3)**

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation and gases.

### **WDT 125. Shielding Metal Arc Welding Groove Lab (0-3-3)**

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.

### **WDT 217. SMAW Carbon Pipe Theory (1-2-3)**

This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation and fit-up in accordance with applicable codes.

### **WDT 228. Gas Tungsten Arc Welding (2-1-3)**

This course provides students with the knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include: safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals and various welds on ferrous and/or non-ferrous metals using the gas tungsten arc welding process according to applicable welding codes.

### **WDT 257. SMAW Carbon Pipe Lab (0-3-3)**

This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable codes.

### **WDT 268. Gas Tungsten Arc Welding Lab (0-3-3)**

This course provides students with the skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals according to applicable welding codes. Topics include: safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals and various welds on ferrous and/or non-ferrous metals using the gas tungsten arc welding process according to applicable welding codes.

## **Workplace Skills Enhancement**

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### **WKO 102. Workplace Skill Development II (3-0-3)**

**Prerequisite:** As required by program.

This course is designed to access and develop skills necessary for success in the workplace. Students may receive computer assisted instruction under faculty supervision on such topics as applied mathematics, graphic literacy, and workplace documents as well as classroom instruction in areas such as resume preparation and interviewing skills. Upon completion of the course, students will have developed a career credentials document, a comprehensive portfolio of their college work, including Work Keys scores.

### **WKO 110. NCCER Core (2-1-3)**

**Prerequisite:** As required by program. **Note:** There is an approved plan of instruction for this course.

This course is designed to provide students with knowledge and skills related to multi-craft technicians in a variety of fields. Information in this course is based on the National Center for Construction Education and Research (NCCER) core curriculum and prepares students to test for the NCCER credential.





**Workforce Development,  
Adult Education and  
Advisory Committees**





## **Workforce Development**

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**C**hattahoochee Valley Community College offers comprehensive workforce training for emerging workers, transitional workers and incumbent workers. Workforce Development provides basic skills and job readiness training; short-term, noncredit training; continuing education and customized training for business and industry. Those programs are listed below.

### **Training for business and industry**

The College offers various types of seminars, workshops and courses for employees of area businesses and industries. Recognizing that economic development and continued economic stability are essential to the community it serves, the College extends its facilities and other resources to businesses and industries by providing training in such areas as personnel management, customer service and information technology. Customized training is provided upon request. For current information regarding course and program availability, call (334) 214-4867.

### **WorkKeys® Job Profiling**

WorkKeys job profiles provide employers with information that can be used to select, hire, train, develop and retain employees. The College can define skills and skills levels needed for any position. Job profiles are scheduled on an as-needed basis and are conducted on-site at your business. CVCC is an authorized WorkKeys Solutions Provider and can provide WorkKeys testing for companies, schools and individuals. For more information, call (334) 214-4867.

### **Continuing education**

The College provides professional development and continuing education courses for individuals seeking to enhance their education and for employers who want to offer professional development classes. Courses include specialized fields such as healthcare where CEU credits and certificates can be earned.

Through its education partner, Ed2Go, the College offers certification courses for healthcare professionals, classroom teachers and individuals seeking new or upgraded skills. A course listing of more than 250 courses offers professional development or continuing education to the friends and students of CVCC from home or work. The online courses may be accessed via website at [www.Ed2Go.com/cv](http://www.Ed2Go.com/cv). For more information, call (334) 214-4867.

### **Ready to Work**

The Ready to Work program provides entry-level workplace skills to adults who have limited education and employment experience. The Alabama Community College System, in cooperation with the Alabama Industrial Development Training Institute, has established a curriculum with which successful completers can earn an Alabama Certified Worker Certificate and an ACT National Career Readiness Certificate. Participants learn basic computer skills, problem-solving techniques and proper workplace behavior. They also learn to document those basic employability skills, prepare a resume and apply for jobs. Ready to Work is free to participants. For more information, call (334) 291-4984.

## **Public Safety Department**

CVCC's Public Safety Department includes: Criminal Justice, Fire Science, and Emergency Medical Services. The Public Safety Program will provide quality programming and instruction for CVCC students as well as local, flexible programming and training opportunities to meet the training needs and standards required by the appropriate emergency responder agencies in the region. For additional information and schedules call (334) 291-4963.

## **Adult Education - GED review program**

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**T**he College provides instruction in Adult Education, English for Speakers of other Languages (ESOL), General Educational Development (GED) and ASVAB review. Classes are offered to help individuals prepare for the GED test and enter the workforce. Contact the Adult Education office at (334) 214-4849 for more information. Students who desire admission to the academic programs of Chattahoochee Valley Community College but who have not completed high school and have not passed the GED Certificate examination are advised to enroll in the GED review program.

## **Alabama Non-Traditional High School Diploma Options (HSDO)**

The HSDO program offers assistance to students who attend high school in Alabama and earned all of required credits needed to earn a high school diploma but did not pass all sections of the Alabama High School Graduation Exam and students who earned a minimum of 10 or more credits from a high school in Alabama and require additional credits needed to earn a high school diploma. Upon successful completion of the HSDO program and the requirements outlined by the previous high school, an official recommendation will be made to the local superintendent for conferring of the high school diploma.

## **Career Pathways**

The CVCC Technical Readiness + Academics=Career Knowledge (TRACK) program helps set students on the path to success by enrolling in Adult Education courses to prep for the GED® and college level career tech courses such as HVAC, industrial maintenance, nursing assistant, and welding. Through the TRACK program, students are exposed to various careers, develop career goals, and master resume skills, applications and interviewing techniques. For more information, call (334) 214-4810.

## **Program advisory committees**

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The President of the College is authorized to appoint members to program advisory committees to assist in planning programs that meet student needs, to ensure that the College's programs reflect the present and future expectations of employers and to assist the College in providing, securing and/or developing financial support for its programs and services.

Chattahoochee Valley Community College does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin or age in regard to selecting individuals to serve on advisory boards, councils or committees. Please see our nondiscrimination policy on page ii of this catalog.

High-quality educational programs demand close involvement of knowledgeable citizens. The nature of change requires that educators remain informed of current and future societal

needs. CVCC has established a number of program advisory committees, consisting of representatives of business, government and industry. These professionals provide the College with advice and counsel to ensure that programs are current and reflect the real needs of the region.

These key people assist the College in identifying trends, technical advancements and the varied requirements of business and industry for specific skills and training.

They also assist the College in identifying possible employment opportunities for graduates of the institution. They meet at least two times per year and at other times at the request of the Coordinator of the career program in consultation with the Division Chairperson, the Dean of Instruction and the Associate Dean for Workforce and Technical Education. Chattahoochee Valley Community College gratefully acknowledges the efforts made by those who serve on these committees and others that may be established in the future.

*Adult Education Advisory Committee*

*Applied Technology Advisory Committee*

*Business/Accounting*

*Business Office Technology*

*Computer and Information Technology Advising Committee*

*Child Care Advisory Committee*

*Public Safety Advisory Committee (Fire Science, Criminal Justice and Emergency Medical Services)*

*Medical Assisting Advisory Committee*

*Nursing Advisory Committee*





# **Administration, Faculty and Staff**



# **Alabama Community College System Board of Trustees**

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- Governor Kay Ivey . . . . . President of Board, Montgomery
- Jimmy Baker . . . . . Chancellor, Alabama Community College System
- Al Thompson . . . . . Vice President, District One, Bay Minette
- Ron Fantroy . . . . . District Two, Evergreen
- Susan Foy . . . . . District Three, Alexander City
- Matthew Woods . . . . . District Four, Jasper
- Crystal Brown . . . . . District Five, Decatur
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- Chuck Smith . . . . . District Seven, Demopolis
- Blake McAnally . . . . . Member-At-Large, Decatur
- Jeffery Newman . . . . . Ex-Officio, Millport

## **Administration**

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- Jacqueline Screws . . . . . **President**  
B.S., M.Ed., Tuskegee University
- David N. Hodge . . . . . **Vice President/Dean of Student and Administrative Services**  
A.A., Enterprise State Junior College  
B.A., M.S., University of South Alabama  
Ed.D., Auburn University
- Chantae Calhoun . . . . . **Dean of Instruction**  
B.S., M.Ed., Alabama State University  
Ed.S., University of Alabama at Birmingham  
Ph.D., University of Alabama
- Joree Jones . . . . . **Dean of Institutional Advancement & Effectiveness**  
B.S., Auburn University  
M.B.A., Troy University  
Ph.D., The University of Alabama
- Christer Sanks . . . . . **Business Manager**  
A.A.S., Chattahoochee Valley Community College  
B.S., Troy University  
M.B.A., Troy University

## **Division Chairs**

---

- Robert L. Dansby . . . . . Accounting/Business, **Chair,**  
**Division of Business & Social Sciences**  
B.S., Troy University  
M.Ed., The University of Georgia  
Ed.S., Auburn University  
Ph.D., Southern Illinois University at Carbondale

- Kenneth Harrison . . . . . Fire Science, **Director,  
Public Safety Program**  
A.A.S., Chattahoochee Valley Community College  
B.A.S., Troy State University
- Mary Johnson. . . . . Mathematics, **Chair,  
Division of Mathematics**  
B.S., B.S.Ed., Auburn University  
M.Ed., North Carolina State University
- Clint Langley . . . . . Applied Technology, **Director,  
Applied Technology Program**  
A.A.S., Southern State Community College  
B.S., M.Ed., Auburn University
- Resa Lord . . . . . Health Sciences, **Chair,  
Division of Health Sciences**  
A.A., B.S.N., Columbus College  
M.S.N., Georgia State University
- Susan McCollum . . . . . Biology, **Chair  
Division of Science**  
A.S., Chattahoochee Valley Community College  
B.S., M.Ed., Columbus State University
- Debra Plotts . . . . . Computer & Information Technology, **Chair,  
Division of Computer and Information Technology**  
B.S., B.S.Ed., Auburn University  
M.A.T., Troy State University
- Samantha Vance. . . . . English, **Chair,  
Division of Humanities**  
B.S.Ed., Troy University  
M.A., California State University, Dominguez Hills

## **Administrative Staff**

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- Sanquita Alexander . . . . . **Director, Admissions/Registrar**  
A.A.S., Chattahoochee Valley Community College  
B.S., Alabama State University  
M.S., Troy State University
- Shirley Armstrong. . . . . **Associate Dean, Workforce and Technical Education**  
B.S.Ed., M.Ed., Valdosta State University  
Ph.D., Florida A & M University
- Debbie Boone . . . . . **Senior Personnel Officer/ Director, Human Resources  
Employee ADA Coordinator**  
A.A., B.A., University of Maryland – Asian Division  
M.B.A., Troy University





Teresa Brown	Nursing
B.S.N., Barry College	
M.S.N., Troy State University	
Tommy Byrd	HVAC/R
Alabama Heating & Air Conditioning Contractors Certification	
Christine Cannon	Art
B.F.A., Columbus State University	
M.F.A., University of South Carolina	
Shawneen Collins	Nursing
Nursing Diploma, Mercy Hospital School of Nursing	
A.S., B.S., International College	
M.S.N., Samford University	
William Cooper	Welding
A.A.S., Columbus Technical College	
Elizabeth Cox	Mathematics
B.S., Auburn University	
M.Ed., Auburn University at Montgomery	
Merry Cuervo	Biology
B.S., Auburn University	
M.A., The University of Alabama	
Ed. S., Columbus State University	
Thomas Daniel	Music
B.M., B.M.Ed., M.Ed., Ph.D., Auburn University	
Judy Ennis	Nursing
A.A.S., Southern Union State Community College	
B.S.N., Troy University	
M.S.N., Jacksonville State University	
Katherine Henderson	English
A.A., George C. Wallace Community College	
B.A., M.A., University of Montevallo	
Shelly Holt	Medical Assisting/Program Director
B.S., M.P.A., Columbus State University	
Amanda Huffstutler	Biology
A.A., Chattahoochee Valley Community College	
B.S., Auburn University	
M.Ed., Columbus State University	
Bridgett Jackson	Nursing
A.A.S., Chattahoochee Valley Community College	
B.S.N, Troy State University	
M.S.N., Ed.D., Walden University	

- Patricia James . . . . . Nursing  
A.A., Columbus State University  
B.S.N., M.S.N., M.H.A., University of Phoenix
- Shawn Junghans . . . . . Mathematics  
B.S., The University of Alabama  
M.Ed., Ed.S., Columbus State University
- Sheila Larkin . . . . . Computer Information Systems  
B.S., M.B.A., Troy State University
- Greg Lawrence . . . . . Emergency Medical Services  
A.A., University of Phoenix  
B.S., University of South Alabama
- Charles Lawson . . . . . Visual Graphics and Design  
B.A., Saint Leo University  
M.F.A., Georgia Southern University
- Michelle Lewis . . . . . English/Speech  
B.S., M.A.T., Middle Tennessee State University
- Richard Mahone . . . . . Physical Education/Men's Basketball Coach  
B.S., Fort Valley State University  
M.Ed., Georgia Southwestern State University
- Brion McClanahan . . . . . History  
B.A., Salisbury State University  
M.A., Ph.D., University of South Carolina
- Anna McGhee . . . . . English  
B.S. Ed., M.S. Ed., Troy University
- Jacques McKinnon . . . . . Mathematics  
A.S., Chattahoochee Valley Community College  
B.S., The University of Alabama  
M.Ed., Alabama State University
- Beverly Morris . . . . . Psychology  
B.S., Morris Brown College  
M.S., Abilene Christian University
- Bethany Mullin . . . . . Business  
B.A., The College of William & Mary  
M.A., Virginia Commonwealth University  
M.B.A., Averett University  
Ph.D., Northcentral University
- Gil Slouchick . . . . . Criminal Justice  
A.S., Chattahoochee Valley Community College  
B.S., Troy University  
M.P.A., Columbus State University

Aurelia Smith	Computer Information Systems
B.A., Washington College	
M.S., Columbus State University	
Ed.D., Auburn University	
Shana Smith	Medical Assisting
A.A.S., Chattahoochee Valley Community College	
B.S., Troy University	
Bianke Wagnon	Chemistry/Physical Science
B.S., Methodist College	
M.S., Wake Forest University	
Susan Young	Office Administration
A.S., Gadsden State Community College	
B.S.Ed., Jacksonville State University	
M.S.Ed., Ed.S., Troy State University	

## Staff

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Connie Armstrong	Administrative Assistant to the Dean of Institutional Advancement and Effectiveness
Deborah Banks	Clerk, Admissions
Gloria Canty	Testing Coordinator
Kristen Carlsson	Financial Aid Coordinator
Rosmarie Cook	Accounting Clerk
Demeka Daniels	Career Pathway Specialist
Amanda Gamble	Recruiter
Jacqueline Grant	Administrative Assistant to the VP/Dean of Student and Administrative Services
Ivory Grier	Mail/Copy Services Center Employee
Courtney James	Payroll Accountant
Freddie Johnson	Maintenance/Housekeeping
Tajuana Jones	Financial Aid Officer
Wayne King	Computer Support Technician
Heather Lameda	Secretary/Coordinator, Health Sciences
Terrah Long	Administrative Assistant to the President
Dwayne Mack	Maintenance/Electrical Technician
Keith Manuel	Security Chief
Lannette Mitchell	Technician (Testing/Admissions)
Sandra Noles	Data Manager
Nicole Ollis	Clerk, Student Development
Michelle Ortiz	Clerk, Admissions
Steve O'Steen	Women's Softball Coach
Howard Paris	Maintenance/Housekeeping







# **Student Handbook**





## Introduction

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The CVCC administration has prepared this Student Handbook to assist students as they pursue their educational objectives at CVCC. Included herein is general information about the College related to student housing, vehicle regulations, the library and learning resource center, the bookstore, buildings and grounds, counseling and guidance services, student activities, college publications, clubs and organizations, student records, the student code of conduct, dress and appearance, substance abuse policies, disciplinary procedures, grievance procedures and emergency procedures. Students are urged to become familiar with the contents of this Handbook and to keep it available for handy reference. CVCC is dedicated to developing the individual student as a productive member of society and to helping each student define and meet his or her educational goals. The Office of the Vice President/Dean of Student and Administrative Services is available to help students interpret information contained in this Handbook. If the Alabama Community College System adopts any policy or regulation which conflicts with or is inconsistent with any procedure or policy contained herein, the relevant policies and regulations of the Alabama Community College System always supersede information contained in this Handbook. CVCC reserves the right to revise any policy or procedure stated herein, with or without public notice. In the event of any such revision, the College will make every reasonable effort to make such revised information available to all students.

Any policy or procedure contained herein that is contrary to Federal, State or local law or court order or any applicable rule, regulation or policy of the Alabama Community College System is null and void.

The Handbook is not, and is not intended to be, a contract, warranty or guarantee between CVCC and any individual. It is compiled for the convenience of students and prospective students as an information resource.

## Student housing

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The College does not provide student housing. Students seeking housing are advised to contact the management of rental units for information about availability.

## On-campus parking and driving

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The College provides parking spaces for students in the east and west designated parking lots. Students who park on campus must obtain a vehicle registration decal from the Student Information Clerk in Wilson Hall for each vehicle he/she will park on campus. There is no charge for the parking hang decal.

A student seeking a parking decal must present a valid driver's license and the make, model and license plate number of the vehicle being registered. Parking decals are not transferable from one vehicle to another or from one student to another.

The parking decal must be affixed to vehicles in the place and manner designated at the time the decal is issued. Each permit expires when the respective student is no longer registered at the College.

Any change in ownership of a registered vehicle must be reported immediately to the Student Information Clerk. On-campus parking space is limited; therefore, a decal is not a guarantee of an available parking space. CVCC reserves parking spaces for visitors in designated

areas. Visitors need not register with the Security Office to use these spaces. CVCC students may not use visitor parking spaces.

### **Parking for students with disabilities**

A student who needs special parking accommodations due to disability must present appropriate documentation from a medical doctor stating the nature, extent and expected duration of the disability. Parking accommodations for students with disabilities are handled through the College’s ADA Compliance Coordinator. The Student Information Clerk in Wilson Hall will issue the parking permit to the student at the request of the ADA Coordinator.

### **Parking and traffic violations**

It is a violation for:

- a student to park anywhere on campus without a parking decal.
- a student to park anywhere on campus except in the designated student parking spaces in the west parking lot (near the Brassell Hall) or the east parking lot (near the Instructional and Performing Arts Center).
- a driver to exceed the 15 m.p.h. on-campus speed limit or to drive in a reckless manner or violate any of the on-campus traffic signs.
- a motor vehicle to be left on campus for more than three consecutive days. If a vehicle is left on campus for more than 72 continuous hours, it may be towed at the owner’s expense.

### **Parking and traffic citations and fines**

Traffic and parking violators will be issued citations. The person in whose name a vehicle is registered is responsible for on-campus traffic and parking violations involving that vehicle. Each violation will result in a citation and a fine. A student who receives a fine for any serious traffic violation, such as speeding, reckless driving, etc., may be referred to the CVCC Discipline Committee.

The decision of this Committee may result in probation or suspension of the student.

Traffic and parking fines must be paid within three school days. Traffic and parking fines are as follows:

1. No decal displayed . . . . .	\$ 10.00
2. Parking in yellow marked areas . . . . .	\$ 10.00
3. Repeat offender . . . . .	\$ 10.00
4. Parking in faculty/staff or reserved areas . . . . .	\$ 10.00
5. Handicap violation . . . . .	\$ 25.00
6. Parking in visitor area . . . . .	\$ 10.00

Traffic and parking fines must be paid in the Business Office.

Vehicles parked on the grass, in loading zones, yellow-curbed areas or in other prohibited areas where immediate removal is necessary may be towed at the owner’s expense in addition to the imposition of a citation and a fine.

A student who wishes to discuss and/or appeal a traffic/parking citation should contact the Student Information Clerk in Wilson Hall and complete an Appeal Form. An appeal must be filed

within ten calendar days of the date on which the ticket is issued. If an appeal is not received by the Student Information Clerk within the ten-day period, the right to appeal will be considered waived.

## **Student insurance**

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**I**t is the responsibility of the student to be covered by insurance in case of an injury related to a college-sponsored event. The parent, guardian or student will be expected to assume all responsibility and shall not hold the College liable for any injury due to an accident related to a college-sponsored event except for students who participate in intercollegiate athletic events and are covered by college accident insurance.

## **Student transportation and liability policy**

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**C**VCC does not generally provide transportation to students to and from classes, course-related field trips or course-related endeavors. If, however, the College does make an exception to this policy, CVCC shall not be responsible for the safety of students or be liable for any loss of or damage to personal property or any physical injury suffered in traveling to or from or while participating in the respective activity.

## **Learning Resource Center**

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**T**he Learning Resource Center (LRC), located in Owen Hall, serves students, staff, faculty and the community by providing access to a variety of resources and services that support and strengthen the instructional and community service programs of the College. To accomplish this mission, the LRC is committed to:

- Maintaining a comprehensive collection to enhance teaching and learning.
- Providing a well-equipped facility to support diverse learning styles and needs.
- Offering professional services to facilitate the usage of resources.
- Promoting information literacy and student success by conducting library instruction.

## **Learning labs**

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**Writing:** Students who need help to improve writing skills (such as spelling and writing essays, research papers and book reports) may receive help in the Writing Lab. Instructors and a tutor are on duty at various times throughout each week to help students. Labs are located on the second floor of Owen Hall.

**Math:** Students who need help in mathematics and/or help in mathematics courses may receive that help in the Math Tutoring Center (MTC). The MTC is staffed by math instructors and other tutors at various times throughout the week. The MTC is located on the top floor of Owen Hall.

## **Bookstore**

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**T**roy University-Phenix City located across the street from CVCC operates a college bookstore where CVCC students may purchase textbooks, supplies and other course-related materials. Barnes and Noble manages the bookstore. Hours of operation are posted.

## **Buildings and grounds**

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**A** college campus reflects the student body's pride in their institution. Therefore, CVCC students are expected to help maintain the cleanliness, safety and good order of the College's buildings and grounds. Students may not consume food or beverages inside classrooms or the Learning Resource Center. Students are also encouraged to report any campus health, safety or maintenance problems or concerns to the Director of Facilities and Maintenance.

### **Building accessibility**

It is the policy of CVCC to make its programs and services available to the fullest extent reasonable to students with disabilities. In keeping with that effort, accessibility ramps have been constructed at College buildings, sidewalks and parking lots. In addition, elevators are available to provide full access to Wallace Hall, Brassell Hall, Fine Arts Hall, Instructional and Performing Arts Center and the Learning Resource Center.

A student who has an accessibility problem should report it to the Director of Facilities and Maintenance or the College ADA Compliance Coordinator.

## **Counseling and guidance services**

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**C**ounseling and advising services are available for current and prospective CVCC students. These services include: academic advising, career and placement counseling, testing and personal guidance to help each student adjust successfully to college life. The staff also assists with registration and general advising. Educational and occupational information including catalogs and course equivalence information from other colleges are available in Student Services. Confidential interviews may be arranged at the student's request. All services are free and available to day or night students.

### **New student experience**

Prospective or new students and transfers are strongly encouraged to participate in pre-college counseling. This program is coordinated by the Director of Student Development and helps entering freshmen and transfer students select courses to take for their chosen fields of study and to adjust more readily to their first semester/term at CVCC. During pre-college counseling sessions, students receive registration and financial aid information. Students or prospective students may contact the Vice President/Dean of Student and Administrative Services for information.

### **Academic advising**

Faculty advisors serve as the primary provider of advice on availability and content of programs, program prerequisites and graduation requirements and the availability of courses and learning laboratories.

## Faculty advisors

Faculty members are designated as student advisors to provide educational guidance in each student's field of interest or specialization. Faculty advisors are available to help each student arrange his/her class schedule and help provide information about the knowledge and skills required as well as information about job opportunities in the student's field. Faculty advisors access (for each advisee) a program plan of study which they use in helping students develop a schedule for each term's work at CVCC. Unclassified students who are interested in reviewing various programs at CVCC may also receive appropriate academic advising. See Vice-President/Dean of Student and Administrative Service or the Dean of Instruction.

## Referrals

If a student needs help with personal problems of a nature or degree beyond what is appropriate for college personnel, the student will be referred to other appropriate professional resources outside the College's environment.

## Career development/job placement services

Job placement assistance is provided through the Career Center located in Brassell Hall. Emphasis is placed on providing services throughout the stages of student enrollment: entry, matriculation and exit. Entry services consist of assessing vocational interest and aptitude and counseling students regarding career selection in order to determine appropriate educational goals. Matriculation services consist of career resource information and research. Students may use the Career Center to search for comprehensive information regarding specific career fields. Finally, exit services consist of job development activities such as providing current job listings and employment information to graduates and students seeking employment, providing help with resume development and job interviewing and providing referrals for area employees. Students are cautioned that job placement is not guaranteed. Rather, the College provides access to information and resources to help students locate employment opportunities.

## Financial Aid

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**T**he Financial Aid Office provides financial assistance to students who need aid in order to attend college. Financial aid provides students with supplementary funds to help offset expenses. Several types of aid are available: grants, loans, work study program, scholarships and military benefits.

### Grants

Three grants are available to students demonstrating financial need: Pell Grant, Federal Educational Opportunity Grants and Alabama Student Assistance Program. Grants do not have to be repaid like loans. A student who has demonstrated financial need and is enrolled in a postsecondary school may be eligible to receive a grant.

Pell Grants are a primary source of student financial aid and are part of the Title IV Federal Financial Aid Program. To apply, a student must complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) with CVCC's federal school code 012182. Each year the FAFSA must be renewed in order to determine aid eligibility for the next academic year.

Federal Supplemental Educational Opportunity Grant (SEOG) is another grant from the federal government. Students must be enrolled for at least half time to be eligible for this grant. Grant amount will vary based on funding.

Alabama Student Assistance Program (ASAP) is a state grant for students who are Alabama residents. There is a limited amount of funding for this grant. Students must be enrolled for at least half time to be eligible for this grant. Grant amount will vary based on funding.

## **Financial Aid Warning, Suspension and Appeal Process**

Students who cannot comply with standards and conditions outlined will be put on a Financial Aid Suspension. The Financial Aid Suspension will remain in place until the student either is awarded a probationary status based on Financial Aid Appeal or re-establishes eligibility.

**Financial Aid Satisfactory Academic Progress** policy, requires all students receiving federal financial aid must make satisfactory academic progress toward the completion of a degree. Academic progress must be monitored for all terms of enrollment, whether or not financial aid was received. Beginning Fall 2018 a student's academic progress will be evaluated at the end of each semester. Notices will be sent to student via email if they are placed on Financial Aid Warning or Financial Aid Suspension. See Financial Aid Satisfactory Academic Progress in the college catalog for more details.

**Financial Aid Warning** will be placed on a student after a semester review demonstrates the student is not meeting the Financial Aid Standards of Academic Progress. Students can continue to receive financial aid while on warning with the understanding that all the standards will be met at the end of the warning term or they will be suspended.

**Financial Aid Suspension** will remain in place until the student either is awarded a probationary status based on Financial Aid Appeal approval or re-establishes eligibility. Students who have been placed on Financial Aid Suspension and have extenuating circumstances which caused their failure to maintain eligibility have the option to appeal.

**Financial Aid Appeal** Forms are located at [www.cv.edu](http://www.cv.edu) under Financial Aid Forms and in the Financial Aid Office in Wilson Hall. Students may submit the appeal form with supporting documentation of extenuating circumstances that occurred during their semester(s) which caused them not to maintain satisfactory progress to the Financial Aid Office. Each month the financial aid appeals are reviewed and students are notified in writing of the appeal decision. If approved, the student is placed on Financial Aid Probation.

**Financial Aid Probation** status is placed on the student whose Financial Aid Appeal has been approved; or possibly, the student who was coded by the federal processor with Unusual Enrollment History (UEH). The student may be eligible for federal aid for one semester. Student progress will be reviewed at the end of the probationary term. At the end of the probationary term, if the student has completed all of his/her courses for that term successfully with C's or better, then the student's federal aid may be awarded for the remainder of the academic year.

**Re-establishing** eligibility is another way for the student to get off Financial Aid Suspension or to receive federal aid after an Academic Suspension. To re-establish eligibility the student must take 12 or more credit hours during one semester and pass with C's or better. The following semester the student may have his/her federal aid awarded. The student would be responsible for the monetary funding of the semester he/she chose to re-establish.

## **Loans**

Three types of loans are available at CVCC: Direct Loans, Parent PLUS Loans and Private Loans. All loans must be repaid by the student (or parent) to lender (or agency). The appeal process for Direct Loans and Parent PLUS Loans are the same. See Financial Aid Warning Suspension and

Appeal Process in college catalog. Private loans do not require an appeal process as these are not subject to Financial Aid Suspension.

**Direct Loans** can be subsidized and/or unsubsidized. Subsidized loans are loans which the government pays the interest while the student is attending school at least half time. Subsidized loans are for students who have demonstrated financial need. Unsubsidized loans, which are not need based, are loans where the interest begins accruing from the beginning date of the loan. The student is responsible for the interest on unsubsidized loans from the beginning loan date. Students are required to be enrolled and attending at least half time (6 credit hours or more) in order to qualify for Direct Loans. Students must maintain the same requirements for eligibility as described for federal aid in the Grants section in college catalog. Students who graduate, stop attending or drop below 6 credit hours must complete Exit Counseling online at [www.studentloans.gov](http://www.studentloans.gov) so that their “transcript hold” can be released. Repayment plans/options are also found on [www.studentloans.gov](http://www.studentloans.gov).

**Parent PLUS Loans** require the same minimum requirements, standards and conditions as the Direct Loans except the loan is in the parent’s name not the student’s.

**Private Loans** are through outside lenders of the student’s choosing. The Financial Aid Office does not distribute any private loan applications. These are found through the lending agency or their online websites.

## **Work Study Program**

Students interested in a part time job on campus may qualify for the Federal Work Study Program. The job is usually 10-15 hours per week, works around student class schedule and pays on an hourly basis. Applications are available online at [www.cv.edu](http://www.cv.edu) under Financial Aid or in the Financial Aid Office in Wilson Hall. Maintaining eligibility not only requires the same for other federal programs but also job performance in assigned department. The appeal process for work study is explained in Financial Aid Warning, Suspension and Appeal Process in the college catalog.

## **Scholarships**

Institutional scholarships are the Presidential scholarships that cover basic in-state tuition and fees. These include Academic Ambassador, Athletic, Currently Enrolled, Diplomatic, Future Leader, Leadership, Non Traditional, and Performing Arts. Student applicants are required to complete a general admission application to CVCC, the FAFSA with CVCC federal school code 012182, scholarship application (located on [www.cv.edu](http://www.cv.edu)) under Financial Aid and submit unofficial transcript to the Financial Aid Office in Wilson Hall.

Other scholarships include but are not limited to CVCC Foundation, Chris Patterson Student Emergency Assistance Fund, Senior Adult Program, and other outside agency scholarships. CVCC Foundation scholarships are available from CVCC Foundation each semester. CVCC Foundation Chris Patterson Student Emergency Assistance Fund is for students who have an unforeseen financial emergency which would otherwise prevent them from continuing to attend CVCC. Senior Adult Program are tuition waivers from the Alabama Community College System (ACCS) for Alabama residents age 60 and over who wish to enroll in college credit courses. Outside agency scholarships or other funding is accepted at CVCC.

## **Military educational benefits**

Students who wish to use their VA educational benefits must submit their letter of eligibility from the VA to the School Certifying Official (SCO) located in Financial Aid Office in Wilson Hall. Tuition assistance is also available. The Financial Aid Office recommends that all students complete

the FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) because students can receive more than one type of financial aid. For SOCAD (Servicemembers Opportunity College-Army Degrees) agreements and information, students should contact Admissions.

For students receiving VA educational benefits, any complaint against the school should be routed through VA GI Bill Feedback System, <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.

## State benefits

The state of Alabama offers financial assistances for many students. For a more comprehensive list see [www.ache.alabama.gov](http://www.ache.alabama.gov). Two types of state benefits are the Alabama National Guard Education Assistance (ANGEAP) and Alabama GI Dependent Scholarship Program. The state of Alabama encourages students to also apply for other benefits, and many state programs now require the FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) to be completed also.

## Tuition Assistance

Tuition assistance is a benefit paid to eligible members of the Army, Navy, Marines, Air Force and Coast Guard. The approved tuition assistance form must be submitted to the business office in Wallace Hall. For more information regarding eligibility, amounts and application procedures for the different military branches see [www.military.com](http://www.military.com) in the Education section.

## Certification of Enrollment

For students who possess VA educational benefits within the GI Bill program, a certification of enrollment will be submitted electronically each semester by SCO in the Financial Aid Office located in Wilson Hall. Students will receive an email notification of any change in enrollment status. The certification of enrollment is also called VA Form 22-1999.

Certifications will be submitted only for those courses required for the student's declared program of study. Audited and (Out of Degree Plan) ODP courses may not be certified for enrollment. Repeated courses can be certified if the course is still required for degree plan and has not been successfully completed previously. Students should note the beginning and ending dates on class schedule. These are the dates that will be reported to the VA for enrollment times.

## Student development

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In keeping with the Mission of the College and its educational goals and values, the Office of Student Development strives to support the growth and development of CVCC students:

- Through programs that develop leadership skills and encourage students to assume roles of significant responsibility
- Through promotion of a learning environment in all student activities and services
- Through encouragement of students to exercise their freedom and judgment while respecting the rights and needs of the campus community
- Through activities that promote service to others on and off campus
- Through activities and services that maximize the opportunities for students to understand themselves and to grow and develop to their fullest potential

The Office of Student Development provides oversight of Leadership for Phi Theta Kappa, Presidential Leadership Scholarship recipients and other student organizations and activities.



CVCC provides its students with a well-rounded array of student activities, including student government, service organizations, special-interest clubs, choral groups, band and intercollegiate basketball, baseball and softball. Clubs and other organizations sponsor a variety of worthwhile cultural and intellectual assemblies open to students, faculty, staff and members of the community.

## **Organizations and events**

Organizations meetings and events are advertised on campus bulletin boards, in the College calendar and on the activity screens. For more information about specific organizations and activities, contact the Office of Student Development.

Students may form new organizations on campus with the approval of the Director of Student Development and the Vice President/Dean of Student and Administrative Services. Student organizations operating on campus without such approval are subject to immediate removal and the responsible students are subject to appropriate disciplinary action.

## **Procedures for forming a new student organization**

Any group desiring to organize on campus must request permission from the Office of Student Development and Vice President/Dean of Student and Administrative Services by submitting to the Office of Student Development a Request for Official Recognition of Student Organization form. With this form, the requesting organization must also draft and submit a copy of the following items:

1. A complete statement of the goals and purpose(s) of the organization.
2. A complete statement of the proposed functions of the organization.
3. The constitution and by-laws by which the organization will be governed.
4. A name and potential initial membership list for the organization.
5. The name(s) of faculty/staff employee(s) who will serve as advisor(s).

The petition will be acted upon by the Vice President/Dean of Student and Administrative Services and the Director of Student Development for organization approval or disapproval and the applying member(s) of the organization will be notified accordingly. The Vice President/Dean of Student and Administrative Services will authorize interested faculty and staff members to serve as advisors to approved organizations. The organization, upon approval by the Director of Student Development and Vice President/Dean of Student and Administrative Services, will be given authorization to operate for one year.

## **Procedures for student meetings**

Recognized student organizations are required to hold meetings on campus and College facilities will be made available to them. Special permission must be obtained from the Vice President/Dean of Student and Administrative Services for off-campus meetings and/or for activities outside of the traditional meeting format.

## **Procedure for conducting campus activities**

Speakers and special programs sponsored by student organizations must have the formal approval of an Organization Advisor, the Office of Student Development and the Vice President/Dean of Student and Administrative Services in accordance with the standards set forth by the

College. Requests for activities (other than normal meetings) must be made in writing at least 14 days prior to the event.

The following procedures are required to receive approval of activities other than regularly scheduled on-campus meetings:

- A Student Activity Request Form must be submitted to the Director of Student Development.
- The Student Activity Request must be submitted a minimum of 14 working days prior to the proposed event.
- A request for off-campus speakers or performers must be made a minimum of 14 working days prior to the issuance of an invitation by the student organization.
- The activity is considered approved once the student Organization Advisor receives a return copy of the Student Activity request with all required signatures. If the Organization Advisor does not receive the submitted Student Activity Request within seven days of submission, the student organization is not authorized to move forward with planning as though approved.
- If an activity is not approved, the Office of Student Development will notify the Organization Advisor and will present a copy of the Student Activity Request with an attached explanation of the disapproval.
- If the organization does not agree with the decision, the organization may appeal the decision to the Vice President/Dean of Student and Administrative Services. The ruling of the Vice President/Dean of Student and Administrative Services is final.
- If the activity requires students to miss class in order to participate, the Organization Advisor must obtain permission for excused absence by completing a Request for Excused Absence–College Function form and submitting it to the Office of Student Development. This form should be submitted at least two working weeks in advance.

## **Athletics**

CVCC does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin or age in regard to athletics. Please see our nondiscrimination policy on page ii of this Catalog.

CVCC is a member of the National Junior College Athletic Association and the Alabama Junior College Athletic Conference. The College participates in varsity competition in men's baseball, women's softball, men's basketball and women's basketball. The College competes with other members of the conference as well as junior colleges from other states. Students who are interested in participating in intercollegiate athletics should contact the CVCC Athletic Director's office.

## **Music**

The CVCC performing arts programs offer several opportunities for the musically inclined. The CVCC Concert Choir is open to all interested students. The Show Choir and Band activities are available by audition only. Please contact music instructors in the Division of Humanities for more information.

## **Phi Theta Kappa**

*Phi Theta Kappa* is the international honor society for students of two-year colleges. *Phi Theta Kappa* was founded to acknowledge and encourage leadership and academic excellence

in students attending two-year colleges. Alpha Theta Rho is the name of CVCC's chapter. Students with at least twelve credit hours, a cumulative GPA of 3.5 and a 3.5 GPA for the semester will receive an invitation the following semester to join *Phi Theta Kappa*. Students should visit the society's website: <http://www.ptk.org> for information.

## **Student Government Association (SGA)**

The Student Government Association shall exist as the governing body composed of the following elected executive officers: President, Executive Vice President, Vice President of Administration and Vice President of Finance.

To be eligible to hold office in the Student Government Association, the following qualifications must be met:

- 1) Have been a student at the College for a minimum of one term before assuming office.
- 2) Be enrolled as a full-time student (12 or more credit hours) at the time of election and while in office.
- 3) Be eligible to serve an entire year term of office.
- 4) Have a 2.5 cumulative GPA at the time of election and maintain this academic standard during the entire term of office.
- 5) Be in good standing with the College.
- 6) Complete two office hours per week.
- 7) Attend all Executive and Student Government Association meetings.

Student Government Association meetings are open to all student members of the College community.

## **College publications**

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The Administration of CVCC publishes up-to-date catalogs, student handbooks, employee operations manuals, class schedules, athletic schedules and other information to help CVCC students plan and conduct their college activities. In addition, CVCC allows publication and distribution of appropriate student publications. Student publications at CVCC are expected to be in good taste and designed to enhance students' enjoyment of the College. A student and/or group of students wishing to publish materials to be used on campus must first seek the approval of the Vice President/Dean of Student and Administrative Services. If the proposed publication is expected to become a part of the College's overall publications program, and thus funded by CVCC, then it must be approved by the Student Government Association. It is the responsibility of the student seeking publication approval to:

1. Consult with the Vice President/Dean of Student and Administrative Services Office to discuss the nature of the publication and request approval.
2. Submit in writing the materials to be published and the time frame for publication.
3. Agree to be regulated by the procedures governing clubs and organizations on campus. (This information may be obtained from the Vice President/Dean of Student and Administrative Services Office.)

The Vice President/Dean of Student and Administrative Services or his/her designee, at the request of a student and/or group of students, will review the materials presented for publication

and make recommendations and suggestions. After the recommendations and suggestions have been reviewed with the student(s), the Vice President/Dean of Student and Administrative Services or his/her designee will channel the materials to the Student Government Association for approval when required. After the request has received final approval, the Vice President/Dean of Student and Administrative Services or his/her designee will contact the requesting student(s) and make arrangements for publication and/or distribution which may go through the Marketing and Media Coordinator/Public Information Officer.

## **Student Records & The Family Educational Rights and Privacy Act (FERPA)**

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CVCC maintains information about students that enhances their educational development and the effective administration of the College. The Family Educational Rights and Privacy Act (FERPA) of 1974 defines the rights of the student with regard to records and other information that may be maintained and/or released. To guarantee the rights of privacy and access provided by this Act, CVCC has adopted the following policies and procedures:

### **Definition of records**

For the purposes of this policy, a student's educational records are defined as: files, documents and other materials that contain information directly related to a student and are maintained by the College or a person acting on behalf of the College. Specifically excluded from the definition of "educational records" and not open to inspection by students are the following materials:

1. Records of instructional, supervisory and administrative personnel that are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker.
2. Records of campus security except when they have been transmitted within the College for administrative purposes.
3. Records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or para-professional acting in a professional or para-professional capacity or assisting in that capacity and which are created, maintained or used only in connection with the provision of diagnosis or treatment to the student and are not available to anyone other than the persons providing such treatment or to such other persons as may be authorized in writing by the student to receive such information from such records.

### **Directory information**

A student has the right to have his/her name and directory information concerning him/her omitted from any directory published and distributed on or off campus. Directory information consists of: name, address, date and place of birth, telephone number, honors and awards and dates attended. Much of this information is routinely published by the College.

When a student requests that any part of his/her directory information be withheld, all directory information concerning him/her will be omitted from all publications. Students desiring to have any directory information withheld must submit a written request to the Office of Admissions. The request must be renewed each academic year. Information from records, files or data directly related to a student other than "directory" information will not be disclosed to anyone outside the College without written consent from the student except pursuant to a

lawful court order, in a case in which education or government officials have an educational or lawful need for information or as otherwise specifically authorized by the Act. However, information contained in such records may be disclosed within the College to officials and staff members who need that particular information. Students have access to all such information about themselves with the exceptions outlined in this policy statement.

## **Release of student records**

In compliance with and pursuant to the Family Educational Rights and Privacy Act of 1974, a student's records will not be released by College personnel except with written consent from the student, a written request in the form of a court order and/or as otherwise expressly provided in the Act.

If a student wishes to have such records released or reviewed by a third party, the student must submit a written consent to the proper records official and, in such consent, specify the records to be released or reviewed, the person or persons to whom records are to be released or by whom the records are to be reviewed and, if desired, a request for copies of the respective records to be made available to the student. After receipt of such written consent, CVCC will then grant appropriate access to the information to the party or parties designated by the student. A service fee will be charged for producing photocopies of records that are requested to be copied by the student or by the person to whom the student gives permission to request photocopies.

Records officials will place in each student's file a record of all requests for access to the file, the name of each person making a request for information from the file, the agency or institution represented by each person making a request and the action taken by the records official in response to the request. However, such a record will not necessarily be kept for requests made by CVCC officials who have a need for access to the respective student file. An inspection of individual student records will be supervised by the appropriate records official and the student's record file will not be removed from the designated records official's office.

## **Student inspection of records**

Each student may inspect in the presence of the appropriate records official records, files and data primarily related to the respective student. To inspect his/her file, a student should go to the office of the appropriate records officials (either the Office of Admissions, Office of Financial Aid or Vice President/Dean of Student and Administrative Services) and submit a written request. If the student cannot personally appear, the student must submit a notarized request to the appropriate records official. College personnel who have knowledge of the individual's record will be present to explain the contents of the file.

After receiving a written request from a student to review his/her college record, the records official will arrange, as promptly as is reasonably possible (not to exceed 45 days), a time when the records may be reviewed in the presence of appropriate College personnel. The student is not permitted to remove the file or remove any of its contents for purposes of reproducing materials within the file unless permission is granted by the records official. To review a file, the student must present proper identification and complete appropriate form(s) certifying that he/she has requested to review his/her records and that CVCC has complied with the request. If, in the opinion of the appropriate records official, inspection can reasonably be accomplished by providing copies of documents, such copies will be made and provided to the student.

The student may obtain an unofficial copy of his/her academic record without charge with a written request to CVCC. An unofficial copy is defined as a copy that does not bear the official seal of the College but is otherwise a true copy. Records officials will not photocopy or otherwise reproduce copies of student transcripts or other information obtained from transfer students pursuant to official transfer requirements.

## **Challenging the contents of a record**

CVCC will respond to any reasonable request from a student for an explanation or interpretation of any item in the student's file. A challenge concerning the contents of a student's record shall first be made to the appropriate records within five days from the date of the review of the record. The challenge may be made orally or in writing and shall begin with the office which houses the file with the objective of resolving the matter informally at the lowest-level position. If, as a result of the procedure outlined, the matter is not resolved within five working days, challenge should be filed in writing to the Vice President/Dean of Student and Administrative Services specifying the following: (a) the specific records being challenged, including the reason for the challenge (e.g., inaccuracy, tendency to mislead, inappropriateness or incompleteness); (b) results of previous discussions and (c) dissatisfaction with previous decisions. The Vice President/Dean of Student and Administrative Services and the appropriate records official will examine the contested item(s), hear from the person(s) responsible for placing the item(s) in the file, examine document(s) and hear any information the student wishes to present in support of making a change to the file. The Vice President/Dean of Student and Administrative Services and the appropriate records official will issue a written decision within 10 days of the conclusion of the review as to whether the challenged item(s) should be retained, deleted or revised. If it is determined that the item should remain in the file, the student will have the option to place into his/her file, along with the challenged item, a brief written commentary or explanation of his/her challenge.

## **Annual Notification of FERPA Rights**

Chattahoochee Valley Community College will give annual notice to current students of their rights under the Act by publishing information in this *Catalog and Student Handbook* and by disseminating the *Annual Notification Statement* in a student e-mail. New students will receive information concerning their rights under the Act through participation in ORI105B.

## **Waiver of access**

CVCC may request that a student waive his/her right to inspect confidential recommendations regarding his/her application for admission, application for employment or the receipt of honors or other recognition. If a student receives a request for waiver, the student may sign and return the waiver, may request a list of the names of persons who will be asked for recommendation before signing or refuse to waive the right of access. Such a waiver will not be a condition of admission to the institution, financial aid assistance or any other benefit available to students at CVCC.

## **Changes in policy**

CVCC policies are subject to change when necessitated by Federal or State statute, regulation, guideline or court order. Changes in policy will be included in subsequent appropriate College publications.

## Encumbering student records

A student's records may be encumbered for any debt the student owes the College for tuition, fees, fines, unpaid damages, bad checks, unpaid loans, bookstore holds or any other appropriate charge to the student by the College. The student may not receive a grade report, have a transcript sent or register at CVCC for another academic term until the debt has been resolved.

## Withholding diplomas and transcripts

CVCC's Administration believes that a College degree or certificate has true merit and meaning only if it is granted after a student has demonstrated a level of effort and responsibility indicative of a worthy graduate. Therefore, CVCC's policy is that a student earns entitlement to a degree, diploma or certificate only by successfully completing a prescribed course of study; paying all tuition, fees and other appropriate charges and fully abiding by the College's rules, policies and regulations. If a student fails to meet any of these basic requirements for graduation, the College reserves the right to withhold official graduation and awarding of the degree, diploma or certificate until the student corrects the deficiency and to include a notation on the student's official transcript that the student is ineligible for graduation.

A student who fails to make timely payment of any tuition, fees or other appropriate charges will not receive official notice of grades for a current academic term and may not re-enroll at the College, except with special permission from the President, until full payment is made. The College may also refuse to issue the official transcript of any student who fails to make timely payment of tuition, fees or other appropriate charges until full payment is made.

The Vice President/Dean of Student and Administrative Services has the authority to withhold official graduation, diplomas, certificates and/or release of official transcripts in a manner consistent with the intent of this policy.

When the College intends to withhold official graduation from a student; withhold the awarding of a degree, diploma or a certificate to a student; withhold the official transcript or declare a student ineligible for further enrollment, the Vice President/Dean of Student and Administrative Services will give written notice to the student. The notice will be delivered in person or mailed to the student's last-known home address. The notice will state the type of action the College intends to take. A copy of the notice will be sent to the Office of Admissions.

A student who receives notice that any of the above described actions has the right to meet with the Vice President/Dean of Student and Administrative Services or his/her designee and request that the action not be taken. If the student shows that the stated basis for the action is erroneous or if the student satisfies the Dean that the respective problem will be resolved within a time frame acceptable to the Dean or if the Dean determines for any other appropriate reason that the intended action should be rescinded or modified, the Dean may withdraw or modify the action. The Dean or his/her designee will give written notice to the student and the Office of Admissions of such a decision or modification. The Dean may also base such a decision or modification on conditions that the student meet certain stated requirements and, in such cases, the Dean may reimpose the action if the student does not meet stated conditions.

## Students' Rights and Responsibilities Regarding Financial Aid

**A**s a student, you have the right to know the following information regarding financial aid at Chattahoochee Valley Community College:

- Financial aid programs that is available.

- Educational programs and services that is available.
- Cost of attendance for programs.
- Application process for all financial aid programs, including deadlines.
- How financial aid recipients are selected.
- Procedures for appealing decisions made by Financial Aid staff members.
- How the College determines your financial need.
- How and when you will receive your financial aid funds.
- Chattahoochee Valley Community College refund policy.
- Job description and rate of pay for any job assigned under the Federal Work-Study program.
- How the College determines if you are making satisfactory academic progress and what happens if you are not.

As a student, you have the following responsibilities:

- Completing applications correctly and on time.
- Reading and understanding all materials sent to you from the Office of Financial Aid and other agencies.
- Keeping copies of all documents submitted to the Office of Financial Aid.
- Knowing and complying with the rules governing financial aid you receive.
- Providing all documentation and information requested by the Office of Financial Aid. 1-800-543-2426 [www.cv.edu](http://www.cv.edu)
- Registering for the number of hours required for your financial aid disbursement.
- Maintaining satisfactory academic progress.
- Using financial aid only for expenses related to attending Chattahoochee Valley Community College.
- Checking your College student e-mail account for financial aid information.
- Keeping your e-mail and mailing address up to date with the College and other financial aid agencies.
- Informing the Office of Financial Aid of all colleges you are attending or have previously attended.

## **Student right and responsibilities**

Chattahoochee Valley Community College desires to make provisions for students to be as knowledgeable as possible regarding College policies and procedures and their rights and responsibilities relating to them. The information in this section and the sections that follow are designed to clarify information pertaining to rights granted to students and responsibilities student should fulfill as members of the Chattahoochee Valley Community College family. Submission of an Application for Admission to Chattahoochee Valley Community College



represents a voluntary decision on the part of the prospective student to participate in the programs offered by the College and pursuant to the policies and procedures of the College, the Alabama Community College System, and state and federal agencies where applicable. College approval of a student's application, in turn, represents the extension of a privilege to join the College community and to remain a part of it as long as he or she meets the required academic and behavioral standards. Each individual student is guaranteed the privilege of exercising his or her rights without fear or prejudice. Such rights include, but are not limited to, the following:

- Students are free to pursue their educational goals.
- No disciplinary sanctions may be imposed on a student without the recourse of due process, except as outlined in the Student Code of Conduct.
- Free inquiry, expression, and assembly are guaranteed to all students, provided their actions do not interfere with the rights of others or the effective operation of the College.
- Academic evaluation of student performance will be neither arbitrary nor capricious.
- Students and prospective students have the right to review certain relevant information concerning College graduation and completion rates and any instances of campus criminal activity. Within the limits of its facilities on both campuses and sites, Chattahoochee Valley Community College will be open to all persons without regard to sex, race, creed, religion, age, marital status, disability, or national origin. It is the responsibility of the College to publish its educational objectives and to make available the criteria it will use in evaluating student success in all programs. It is the responsibility of the student to acquaint himself or herself with these objectives and criteria as published and set forth by the College. The facilities and services of the College will be available to all enrolled students, provided they are used in a manner that is appropriate to an academic environment and with regard to College policies and operating procedures. The Student Code of Conduct of Chattahoochee Valley Community College addresses behavior and actions that have an adverse impact on the achievement of educational goals. It is the responsibility of the student to become familiar with the regulations governing student conduct and to adhere to policies where applicable. Lack of knowledge regarding College policies will not excuse any student from adherence to policies or sanctions that may be imposed for violations. The College reserves the right to dismiss any student whose conduct and behavior pose a threat to the College environment or the health, safety, or security of others.

## **Students' right to know**

CVCC students and prospective students have the right to review certain relevant information concerning CVCC's graduation rates and any instance(s) of on-campus criminal activity. Information related to CVCC graduation rates is available through the Office of Admissions. Information obtained and retained under the Federal Crime Awareness and Campus Security Act of 1990 may be obtained from the CVCC website under Consumer Information.

## **Gainful Employment Disclosure**

CVCC students and prospective students have the right to review certain relevant information on gainful employment (GE) program is any Title IV financial aid eligible, non-degree (certificate) program that trains students for specific employment in recognized career fields. In compliance with guidelines established by the U.S. Department of Education, disclosure information regarding GE programs may be reviewed by visiting the College's Web site utilizing the following line: [www.cv.edu](http://www.cv.edu).

## **Student code of conduct**

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### **PART I: STUDENT CODE OF CONDUCT**

#### **I. STUDENT CONDUCT PHILOSOPHY**

Student conduct emphasizes a developmental approach toward discipline that is educational and proactive and allows for maximum student growth. Chattahoochee Valley Community College (CVCC) embraces the concept of a student-centered college committed to developing and establishing programs designed to enhance lifelong learning opportunities, foster a climate of personal growth and development, set high expectations for personal integrity and assist students in the development of an informed set of values, ethics and beliefs. A student-centered college embraces a campus climate in which civility and respect among members of the campus community are viewed as vital to the overall ethical development of its students.

#### **II. CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE STATEMENT ON STUDENT CONDUCT**

Chattahoochee Valley Community College students are expected to obey Federal, State and local laws, to respect the rights of members of the campus community and to accept responsibility for the consequences of their behavior. In the event students fail to demonstrate such behavior, CVCC reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. Such action may include pursuing disciplinary sanctions for violations of College rules, regulations and policies as well as violations of Federal, State and local laws that occur on-campus or on the Internet which adversely affects the educational interest of the College.

CVCC's student conduct system is not a court of law. The Student Code of Conduct is not written with the specificity of a criminal statute. In cases where civil or criminal proceedings also involve a violation of the Student Code of Conduct, the College reserves the right to take appropriate disciplinary action against the student. Such action will be regarded as separate and distinct from proceedings in criminal or civil court and may be scheduled according to timelines that serve the interest of the College.

#### **III. STUDENT CONDUCT AUTHORITY**

- The Vice President/Dean of Student and Administrative Services shall develop policies for the administration of the student conduct program and the procedural rules for the conduct of hearings that are not inconsistent with the provisions of the Student Code of Conduct.

- The Vice President/Dean of Student and Administrative Services, in consultation with the members of the CVCC Cabinet, will determine the composition of the Student Discipline Committee.
- The Vice President/Dean of Student and Administrative Services shall seek to ensure that the Student Discipline Committee is representative of College's students, faculty and administrative staff members who are willing and able to offer fair and thoughtful consideration of each case heard.

#### IV. DEFINITION OF TERMS

1. The term "**College**" means Chattahoochee Valley Community College.
2. The term "**student**" includes all persons taking courses at Chattahoochee Valley Community College, either full-time or part-time. Persons who are not currently enrolled, but who were previously enrolled, would be considered to have a continuing relationship with the College so long as they are eligible to enroll. Individuals who are admitted, but whose degree is not yet conferred, are considered students.
3. The term "**faculty member**" means any person employed by Chattahoochee Valley Community College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of the faculty.
4. The term "**college official**" includes any person employed by Chattahoochee Valley Community College performing assigned administrative or professional responsibilities.
5. The term "**college premise**" includes any property that is owned, controlled or leased by Chattahoochee Valley Community College.
6. The term "**college event**" includes any activity conducted, sponsored or authorized on behalf of CVCC, whether on college premise or off.
7. The term "**organization**" means a student organization who has complied with the formal requirements for recognition.
8. The term "**Student Discipline Committee**" refers to any person designated by the Vice President/Dean of Student and Administrative Services to be responsible for the management of the student conduct program. The committee members are authorized to investigate, adjudicate or otherwise resolve any cases of alleged student misconduct.
9. The term "**policy**" is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, the College Catalog and Student Handbook and all official publications of the College, whether in print or published on the Internet.

#### V. STUDENT CONDUCT CODE VIOLATIONS

The following list of 31 violations of the Student Code of Conduct is an example of behaviors that may result in disciplinary action by the College. It is not to be regarded as all-inclusive. In the event that there arises ambiguity, inconsistency or a need for further clarification regarding what constitutes a violation of the Student Code of Conduct, the Vice President/Dean of Student and Administrative Services shall make the final determination. *Any student or student organization found to be responsible for misconduct is subject to College sanctions.*

## **1. Academic Dishonesty**

### ***Cheating***

- a. submitting material that is not yours as part of your course performance;
- b. using information or devices that are not allowed by the faculty;
- c. obtaining and/or using unauthorized materials;
- d. fabricating information, research and/or results;
- e. violating procedures prescribed to protect the integrity of an assignment, test or other evaluation;
- f. collaborating with others on assignments without the faculty's consent;
- g. cooperating with and/or helping another student to cheat or
- h. demonstrating any other forms of dishonest behavior.

### ***Plagiarism***

- a. directly quoting the words of others without using quotation marks or indented format to identify them;
- b. using information (published or unpublished) without identifying the source;
- c. paraphrasing materials or ideas without identifying the source or
- d. unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.

## **2. Alcohol Possession and Use**

- a. manufacturing, distributing, dispensing, possessing or using alcoholic beverages on College premises;
- b. manufacturing, distributing, dispensing, possessing or using alcoholic beverages during a College event or
- c. being in a state of alcohol intoxication on any College premises or at any College event.

## **3. Assault**

- a. any intentional physical contact of an insulting or provoking nature or
- b. any physical abuse, intentional injury or physical harm of another person.

## **4. Classroom Copyright Infringement**

- a. any recording or transmission of classroom lectures and discussions by students without prior written permission from the class instructor and without all students in the class as well as the guest speaker(s) being informed that audio/video recording may occur (it is not a violation if student has educational accommodations through the Office of Student Development) or
- b. uploading any recordings of lectures and/or class presentations to publicly accessible web environments.

## **5. Classroom Disruption**

- a. any classroom behavior that obstructs teaching or research activities.

## **6. Damage or Destruction of Property**

- a. any damage or destruction of College property or another person's property.

## **7. Dating or Relationship Misconduct**

- a. engaging in any form of misconduct, harassment, intimidation or bullying directed to a member of the College community with whom the student has, had or seeks to initiate a dating, interpersonal or sexual relationship;
- b. engaging in any form of misconduct, harassment, intimidation or bullying directed to any present or former housemate, roommate, spouse or person with whom the student shares custody or parenthood of a child or
- c. a pattern of behavior in which one person in a current or former relationship purposely uses abuse, coercion or threats to gain power and maintain control over their intimate partner.

## **8. Deception**

- a. any misuse of college records, forms or documents through forgery, unauthorized alteration, reproduction or other means;
- b. any giving or receiving of false information to the College or to any College official, administrator or administrative unit;
- c. providing false information to law enforcement officials;
- d. possession of any fake, altered or any other identification that belongs to another person or
- e. any attempt to perpetrate a fraud against the College or a member of the College community.

## **9. Disorderly Conduct**

- a. all lewd, obscene or indecent behavior or other forms of disorderly conduct;
- b. any abuse or unauthorized use of sound amplification equipment or
- c. any conduct which materially interferes with the normal operation of the College or with the requirements of appropriate discipline.

## **10. Disorderly/Improper Assembly**

- a. any assembly for the purpose of causing a riot, destruction of property or disorderly diversion which interferes with the normal operation of the College or
- b. any obstruction to the free movement of other persons about campus or the interference with the use of College facilities.

## **11. Disruptive Behavior**

- a. behavior which persistently or grossly interferes with academic or administrative activities;
- b. behavior which actively inhibits students' ability to learn, instructors' ability to teach and/or the regular operations of the campus or
- c. behavior which may threaten or endanger the physical or psychological health, safety or welfare of others.

## **12. Domestic or Intimate Partner Violence**

- a. any physical, sexual or psychological harm against an individual by a current or former partner or spouse of a student or
- b. willful intimidation, battery or sexual assault committed by a family member, household member, domestic partner or intimate partner.

## **13. Drug Possession and Use**

- a. manufacturing, distributing, dispensing, possessing or using controlled or illegal substances and/or drug paraphernalia on College premises;
- b. manufacturing, distributing, dispensing, possessing or using controlled or illegal substances and/or drug paraphernalia during a College event or
- c. being in a state of drug intoxication on any College premises or at any College event.

## **14. Failure To Comply**

- a. failing to respond to an official directive by properly identified College officials or law enforcement officials in the performance of their duties;
- b. failing to report for a conference, meeting or appointment with any College official or faculty member;
- c. failing to comply with any disciplinary condition imposed on a person by the Student Disciplinary Committee or any College official or
- d. fleeing from law enforcement or College officials.

## **15. False Representation**

- a. any unauthorized claim to speak and/or act in the name of Chattahoochee Valley Community College or any organization, student, College officials or faculty members.

## **16. Fire Safety**

- a. any failure to evacuate or immediately respond to a fire alarm;
- b. participation in creating or causing a false fire alarm;
- c. participation in tampering, disconnecting or altering any fire alarm system, equipment or component;
- d. failure to follow the instructions of college officials and emergency personnel during fire alarms;
- e. the possession, use, manufacture and/or sale of any incendiary device;
- f. participation in setting or causing to be set any unauthorized fire or
- g. the possession and/or use of any type of fireworks.

## **17. Gambling**

- a. engaging in any form of gambling that is in violation of the law.

## **18. Harassment**

- a. language, behavior or other activity which has the intent or effect of unduly demeaning, embarrassing or discomforting another person or

- b. creating an environment which is unduly demeaning, embarrassing or discomfoting to any person(s) of reasonable sensitivity.

### **19. Hazing**

- a. any act which endangers the emotional, mental or physical health or safety of a student, with or without their expressed permission, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization;
- b. any act intended to cause or actually causing physical discomfort, embarrassment and/or ridicule of another person for the purposes mentioned above or
- c. apathy or acquiescence in the presence of hazing.

### **20. Sexual Assault**

- a. any sexual conduct that takes place without the victim's consent, including any penetration of the vagina, anus or mouth by the perpetrator's penis or by any other object.
- b. sexual conduct deemed to be without the victim's consent when:
  - 1.the victim has instructed the perpetrator not to engage in the conduct;
  - 2.the victim is forced to submit to the act;
  - 3.the victim is reasonably in fear that the victim or another person will be harmed if the victim does not submit to the act;
  - 4.the victim is unable to give consent or permission or is unable to resist because of intoxication with drugs or alcohol or
  - 5.the victim is unable to give consent or permission or is unable to resist because of any mental or physical disability.

### **21. Sexual Harassment**

- a. unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:
  - 1.submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic success;
  - 2.submission or rejection of such conduct by an individual is used as a basis for an employment or academic decision affecting the person submitting to or rejecting such conduct;
  - 3.such conduct has the purpose of effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile or offensive work, academic or living environment or
  - 4.such conduct denies, limits, provides different or conditions the provision of aid, compensation benefits or services provided to students or employees by CVCC.

### **22. Sexual Misconduct**

- a. intentional touching of the victim's intimate parts (the primary genital area, groin, inner thigh, buttock or breast) without or against the victim's consent;
- b. touching is either directly on the body part or on the clothing covering that body part;

- c. forcing the victim to touch the intimate areas of another person;
- d. sexual conduct deemed to be without the victim's consent when:
  - e. the victim has instructed the perpetrator not to engage in the conduct;
  - f. the victim is forced to submit to the act;
  - g. the victim is reasonably in fear that the victim or another person will be harmed if the victim does not submit to the act or
  - h. the victim is unable to give consent or permission or is unable to resist because of intoxication with drugs or alcohol or due to mental or physical disability.

### **23. Stalking**

- a. willful and repeated in a course of conduct directed at another individual that reasonably or seriously alarms, harasses, torments or terrorizes the victim;
- b. any behavior or activity that places another individual in fear of personal harm or intended to cause emotional distress to another individual or
- c. behaviors such as following or waiting on the victim; repeated unwanted, intrusive or frightening communications from an individual by phone, mail or e-mail; damaging the victim's property; making direct or indirect threats to harm the victim or the victim's family members, friends or pets; sending unwanted gifts or harassing through the Internet (cyber stalking).

### **24. Theft**

- a. taking, possessing or attempting to sell or distribute any property that is the property of another person, organization or entity (including but not limited to the College) without the owner's permission.

### **25. Threats**

- a. an expression of intention to inflict injury or damage or
- b. to cause another person to feel fear for their safety or well-being.

### **26. Tobacco**

- a. use of any tobacco product on College premise.

### **27. Unauthorized Entry**

- a. unauthorized entry into any College building, office, parking lot, motor vehicle or other facilities or
- b. remaining in any College building after normal closing hours without proper authorization.

### **28. Unauthorized Use**

- a. unauthorized use of college equipment or
- b. unauthorized use or duplication of keys.



## **29. Unauthorized Use of Computer Resources**

- a. use of a computer when not currently enrolled in a class requiring the use of a computer or without the written permission from the appropriate College official;
- b. inspection and/or modification of data or programs that were not specifically assigned to, owned by or created by the modifier;
- c. use of another's account number without permission;
- d. interference, electronically or otherwise, with other users of the computers;
- e. unauthorized use of computer resources for personal gain;
- f. use of another's programs or data without permission;
- g. viewing, printing or transmitting obscene, sexually suggestive, vulgar or offensive messages on websites;
- h. unnecessary use (waste) of computing supplies;
- i. physical abuse of hardware;
- j. harassment of any kind;
- k. transmitting messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference;
- l. transmitting messages with abusive, profane or offensive language;
- m. using computer resources for any purpose that is illegal, against College policy or contrary to the College's best interest;
- n. using computer resources to participate in Internet games, contests or chat rooms or
- o. transmitting e-mail or other electronic communications that hides or misrepresents the identity of the sender.
- p. *Violation of copyright(s)*: Copyrighted materials may not be transmitted by individuals using the College's email/Internet system. Users may not copy, retrieve, modify or forward copyrighted or licensed materials, except with the owner's permission or as a single copy for reference only.

## **30. Violations of Law**

- a. any act that violates a provision of the laws of the United States; the laws of any state in which such act occurs; the ordinances of any county, city, municipality or other political subdivision or the laws of another nation or political subdivision thereof in which such act occurs is deemed to be a violation of the Student Conduct Code when that act:
  - i. occurs on any college premises;
  - ii. occurs in the context of any college event;
  - iii. occurs at any intercollegiate athletic event in which one of the College's teams is participating home or away;
  - iv. involves more than one member of the College community or
  - v. otherwise adversely affects the College.

## **31. Weapons and Firearms**

- a. keeping, using, possessing, displaying or carrying any rifle, shotgun, handgun or other lethal or dangerous device capable of launching a projectile by air, gas, explosion or mechanical means (*including BB guns, air-soft guns, stun guns and paintball guns*)

on the College premise unless specifically authorized by the administration or as part of a College-sanctioned event or

- b. using, possessing, displaying or carrying any toy weapon which resembles a real weapon, any swords, any illegal knives, any explosives (including fireworks and sparklers), any martial arts weapons or any devices which are used to threaten the safety and well-being of a person on the College premise unless specifically authorized by the administration or as part of a College-sanctioned event.

## **VI. STUDENT NOTIFICATION PROCESS FOR STUDENT CODE OF CONDUCT VIOLATIONS**

When a student is charged with a violation of the Student Code of Conduct, the student will be notified to appear for a meeting with the Vice President/Dean of Student and Administrative Services to respond to the charges in the following manner:

- a. Except in the case of an interim suspension, a notification will be sent via certified mail to the address on file with the Office of Admissions. Interim suspension notices will be delivered to the student in person by a campus security officer.
- b. If a student does not respond to this request as instructed, a hearing will be held in the student's absence and action will be taken as warranted by the facts in the case, which may include disciplinary probation, suspension or expulsion. The decision from a hearing held in a student's absence will be final. The student will not be afforded an appeal.
- c. Students will not be permitted to enroll in subsequent semesters until their disciplinary case is resolved.

## **VII. STUDENT WITHDRAWALS DURING THE STUDENT CONDUCT PROCESS**

A student withdrawal from the College does not absolve the student from student conduct responsibility. Students who withdraw before their case is closed will have their cases adjudicated according the hearing procedures outlined in this document.

## **VIII. CONDUCT PROCEDURES**

College conduct procedures assure the student's right to procedural and substantive due process and to safeguard personal and confidential information concerning the student. In the interest of student welfare and confidentiality, procedures and rules have been developed to assure a fair hearing and appeal. These procedures may differ from court procedures.

The Vice President/Dean of Student and Administrative Services confers with involved parties to make disciplinary decisions at the administrative level and refers appropriate appeals to the College Discipline Committee for an appeal hearing. The Vice President/Dean of Student and Administrative Services coordinates disciplinary procedures and maintains appropriate records of student conduct and disciplinary actions.

To initiate a disciplinary review, alleged violations of College regulations must be filed in writing with the Vice President/Dean of Student and Administrative Services. Any student, faculty member or staff member may register a complaint with the Vice President/Dean of Student and Administrative Services. The Vice President/Dean of Student and Administrative Services will then inform the accused in writing, request a conference and deliver a decision to the student regarding the case in question. The decision will be one of the following:

1. Find the accused student not responsible and dismiss the charges.
2. Refer the student to a counselor for additional services.
3. Find the student responsible as charged and apply the appropriate sanction stated under Section IX.
4. Refer the case directly to the College Discipline Committee for a hearing.

## **IX. STANDARDS OF EVIDENCE**

The evidentiary standard to be used by the Committee will be the “Preponderance of Evidence” standard rather than the “Beyond a Reasonable Doubt” standard. That is to say that the Vice President/Dean of Student and Administrative Services and/or the College Discipline Committee will determine, strictly upon the information presented, whether it was more likely than not that the allegation(s) made against the accused student was (were) true in terms of which of the information was more credible and convincing to the reasonable mind.

The Vice President/Dean of Student and Administrative Services and/or College Discipline Committee will inform the parties that the rules relating to the admissibility of evidence will be similar to but less stringent than those which apply to civil trials in the courts of Alabama. Generally speaking, irrelevant or immaterial and privileged information (such as personal medical or attorney-client communications) will be excluded. However, hearsay information and unauthorized documentary information may be admitted if the Vice President/Dean of Student and Administrative Services and/or Committee Chair determines that the information offered is of the type and nature commonly relied upon or taken into consideration by a responsible, prudent person in conducting his/her affairs.

In the event of an objection by any party to any information offered at the hearing, the Vice President/Dean of Student and Administrative Services and/or Committee Chair will have the authority to rule on the admissibility of the information and this ruling shall be final and binding.

## **X. SANCTIONS**

- A student or student organization found responsible for violating the Student Code of Conduct, with the exception of violations related to academic dishonesty, may receive one or more of the sanctions listed below, as determined by the Vice President/Dean of Student and Administrative Services after review of the findings of fact.
- Prior to issuing a sanction, the Vice President/Dean of Student and Administrative Services will determine if the accused student or student organization has any previous violations of the Student Code of Conduct. This may have an effect on the type and level of the sanction(s) to be imposed.
- When a student organization engages in an act of misconduct, the College reserves the right to take action not only against the organization but also against the individual student members of the organization.
- The following list of sanctions is intended to show the range of sanctions that may be imposed on a student or student organization either individually or in combination.
- This list is not to be regarded as all-inclusive but rather as a sample of sanctions that may be imposed. Other College policies and regulations may impose specific penalties for specific violations and nothing in this Section is intended to limit the imposition of those specific sanctions.

**Disciplinary Reprimand.** This may be an oral or written warning. It notifies a student that any further violation of College regulations may subject the student to more severe disciplinary actions.

**Disciplinary Probation.** This is designated to encourage and require a student to cease and desist from violating College regulations. Students on probation are notified in writing that any further misconduct will lead to more severe action. The duration of Disciplinary Probation will be for the remainder of the existing semester and for all of the following semester of attendance.

**Educational Sanction.** An educational sanction may consist of the assignment of specific projects to be performed by a student or student organization such as writing a research paper on a specific topic, performing community service hours, attending an educational program and/or writing reaction papers on a specified topic.

**Loss of Privileges.** Denial of specific privileges for a designated period of time.

**Payment of Damages.** Charges will be assessed against students for the amount necessary to repair damage caused by their misconduct.

**Organizational Sanctions.** Loss of privileges including College recognition for a specific period of time or permanently. Loss of privileges may include, but is not limited to, a prohibition on social events or fund-raising projects. In addition, the completion of community service hours and special projects may be required.

**Deferred Suspension.** A student may be required to complete several sanctions or conditions. If any assigned sanction or condition is not met within the time allotted, suspension will be added as a sanction. In order to be considered to return to CVCC after suspension, the student must complete all sanctions and conditions originally assigned.

**Disciplinary Suspension.** This excludes a student from the College for a designated period of time, usually not more than two terms. While on suspension, a student will not be allowed to take any courses at the College. At the end of the designated period of time, the student must make formal reapplication for admission.

**Class Suspension.** A student may be suspended from attending one or more courses for misconduct. Course suspensions are for the remainder of the term and the student will be assigned a letter grade of “F” for each course from which he/she is suspended.

**Library Suspension.** A student may be suspended from using the library for misconduct in the Library. Library suspension will be for the remainder of the term.

**Disciplinary Expulsion.** This is the strongest disciplinary action. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only to students who are responsible for chronic misbehavior or a major misconduct. The College reserves the right, but has no duty, to lift prohibition against re-enrollment if the student submits a written application for readmission showing that he/she has demonstrated an ability and readiness to comply with all College rules and regulations. The College will not consider such a request until at least one year from the date of expulsion.

## **XI. INTERIM SUSPENSION**

1. In certain circumstances, the Vice President/Dean of Student and Administrative Services may impose a College suspension prior to a hearing. Interim suspension may be imposed only:

- a. to ensure the safety and well-being of members of the College community or preservation of College property;
  - b. to ensure the student's own physical or emotional safety and well-being;
  - c. if a student poses a threat to themselves or others or
  - d. if a student poses a threat of disruption of or interference with the normal operations of the College.
2. During an interim suspension, students may be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible. The student will be responsible for working with faculty members to make-up any missed work (if possible).
  3. If an interim suspension is imposed, the hearing should follow within ten (10) business days.

## **XII. STUDENT DISCIPLINARY COMMITTEE**

### 1. Committee

- a) is composed of three faculty members (one of whom serves as chairperson), a member of the Student Government Association and one non-faculty staff member;
- b) may hear charges and evidence concerning alleged student misconduct and determine the disciplinary action to be taken in cases appealed by students and referred to the Committee by the Vice President/Dean of Student and Administrative Services;
- c) may review and make recommendations to the Vice President/Dean of Student and Administrative Services on student disciplinary policies and procedures.

### 2. Procedure

- a) Hearings will be held in a private, confidential area.
- b) Access will be limited to persons officially involved. This might include Discipline Committee members, the Vice President/Dean of Student and Administrative Services or his/her designee, the student who is the subject of the hearing and his/her advisor, appropriate staff members, a recorder and witnesses for both parties.
- c) Witnesses will be present only when providing information to the Committee.
- d) One student advisor, who may be (but does not have to be) an attorney, can be present during the hearing. The advisor may not address the hearing to give evidence on behalf of the student. However, in answering or asking questions, the student may seek advice from the advisor before proceeding.
- e) Minutes of the proceedings will be recorded and will be filed in the office of the Vice President/Dean of Student and Administrative Services and will be kept confidential.
- f) The order of the hearing will be:
  - (i) Opening remarks by the Chair of Discipline Committee.
  - (ii) Review of charges and action taken by the Vice President/Dean of Student and Administrative Services.

- (iii) Opening statement by the Vice President/Dean of Student and Administrative Services his/her designee (not more than ten minutes).
- (iv) Opening statement by the accused student (not more than ten minutes).
- (v) Presentations of evidence by parties, including testimony and questioning of witnesses.
  - i. Witnesses for the College will present testimony first. Both parties to the action and the members of the Discipline Committee have the right to question witnesses. Following the testimony of all College witnesses, the student may call his/her witnesses.
- (vi) Closing statement by the student.
- (vii) Closing statement by the Vice President/Dean of Student and Administrative Services or his/her designee.
- (viii) The Discipline Committee will conduct its deliberation in a closed and confidential session and, after reaching a decision, orally inform the parties of the decision.
  - i. Each party will subsequently be provided a written summary of the findings of the Committee.
- (ix) The Discipline Committee will determine the total time to be allotted for the hearing and may limit the time for any or all aspects of the hearing.

### **XIII. APPEALS**

The purpose of an appeal is to review the procedures of the hearing in order to determine if there has been any error. Students have the right to appeal decisions made by the Vice President/Dean of Student and Administrative Services or the Student Discipline Committee provided relevant grounds for an appeal are cited.

All appeal requests and responses in this process are transmitted in writing. When informing the student of the original decision in a hearing, the Vice President/Dean of Student and Administrative Services or Student Discipline Committee Chair will also explain the student's right to appeal the situation to the Student Discipline Committee or the College President, respectively. If the student wishes to appeal the case, he/she must send a written request, stating the reason(s) for the appeal, to the Vice President/Dean of Student and Administrative Services or the College President within five (5) working days from receipt of the notice. The Vice President/Dean of Student and Administrative Services will then have 48 hours to refer the case to the Student Discipline Committee along with his/her recommended sanctions. The Committee will conduct a hearing under the guidelines in "Hearing Procedures" portion of Section XII and will submit its decision in writing to the Vice President/Dean of Student and Administrative Services and the accused student. The President will have five (5) working days from the date of the appeal to render a decision and provide that decision to the student in writing. The President's decision may be appealed to the Alabama Community College System using the Student Complaint Process described at the end of this document.

The student will not be granted an appeal if the case has been heard in the student's absence.

## **XIV. APPEAL GUIDELINES**

### 3) Purpose

- a) the purpose of an appeal is to review the procedures of the hearing in order to determine if there has been any error.

### 4) Grounds for Appeal

- a) a violation of due process;
- b) evidence of prejudicial treatment by the original hearing body;
- c) evidence that does not support a finding;
- d) sanction(s) inappropriate for the nature of the violation or
- e) evidence that becomes available during the review process that was not previously available during the original hearing.

### 5) Appeal Outcomes

- a) Affirm the original decision.
- b) Change the sanctions imposed.
- c) Refer the case for rehearing before another hearing body.
- d) Find the accused student not responsible and terminate the proceedings.

## **XV. STUDENT/STUDENT ORGANIZATION RIGHTS**

A student or student organization of CVCC charged with a violation of the Student Code of Conduct has the following rights:

1. To receive a written statement of the charges.
2. To receive a fair and impartial hearing.
3. To know the nature of the evidence against them and the names of witnesses scheduled to appear.
4. To present evidence and witnesses in their own behalf.
5. To be accompanied at a hearing by an advisor.
6. To be present at the hearing during the presentation of any evidence or material on which a recommendation will be made. If a student/student organization fails to attend the hearing, it will be held in their absence.
7. To refuse to answer questions.
8. To ask questions of witnesses.
9. To receive a decision based solely on the evidence presented.
10. To have a record made of the hearing.
11. To receive a written notice of the decision and an explanation of the decision and sanctions.
12. To appeal decisions.

Students or organizations may waive these rights by agreeing to administrative adjudication. No student is required to agree to administrative adjudication.

## **XVI. VICTIM'S RIGHTS**

Students who feel they are a victim of either a violation of the law or of the Student Code of Conduct have the following rights:

1. Regardless of whether an act is in violation of the law, the victim may file a charge against the student with a violation of the Student Code of Conduct.
2. To have a person of their choice accompany them throughout the student conduct process.
3. To submit a victim impact statement prior to a penalty being imposed.
4. To have past unrelated behavior excluded from the hearing.

## **XVII. SEXUAL VIOLENCE CONSIDERATION AND RIGHTS**

Consideration and rights to be afforded to all campus community members who are victims of sexual assault:

1. The right to have all sexual assaults against them treated with seriousness and the right to be treated with dignity.
2. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurs and the right to the full and prompt cooperation and assistance of campus personnel notifying the proper authorities.
3. The right to be free from pressure that would suggest that the victim not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials or to report crimes as lesser offenses than the victim perceives them to be.
4. The right to be free from suggestions that sexual assault victims not report or under-report crimes because:
  - a. victims are somehow “responsible” for the commission of crimes against them;
  - b. victims were contributorily negligent or assumed the risk of being assaulted or
  - c. by reporting crimes they would incur unwanted personal publicity.
5. The right to the full and prompt cooperation from campus personnel in responding to the incident.

Consideration and additional rights will to be afforded to campus community members who are victims of sexual assaults which occur on College property. After campus sexual assaults have been reported, the victims of such crimes shall have:

1. The right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact or proximity with alleged assailants;
2. The right to be informed of the disciplinary proceedings as well as the outcome of such proceedings and
3. The same right to assistance or ability to have others present which is afforded to the accused during any campus disciplinary proceedings.

## **XVIII. CONFIDENTIALITY AND ASSURANCE AGAINST RETALIATION**

Every effort possible shall be made to ensure confidentiality of information received as a part of an investigation. Complaints will be handled on a “need to know” basis with a view



toward protecting the interest of all parties involved. The College will do everything consistent with enforcement of this policy and with the law to protect the privacy of all parties involved and to ensure that all involved are treated fairly.

A student bringing a complaint or assisting investigating a complaint will not be adversely affected as a result of being involved in said complaint. Any act of reprisal, including interference, coercion or restraint by a student, employee or anyone acting on behalf of the College violates this policy and will result in appropriate disciplinary action.

## **XIX. ADJUDICATION OF ACADEMIC DISHONESTY CASES**

In an instance of academic misconduct, a student may:

1. Be required to retake an examination or resubmit an assignment on which the instructor has determined that academic misconduct occurred,
2. Receive an “F” on the given exam or assignment or
3. Receive an “F” for the course.

Whether or not academic misconduct occurred and what classroom sanctions will be applied, are matters to be determined by the respective instructor. A student who opposes the sanction imposed by an instructor may appeal the matter to the Chief Academic Officer through the grade appeal process. Such an appeal must be filed by the end of the next class day following the date on which the sanction is imposed.

Students who receive classroom sanctions for academic misconduct may also be subject to disciplinary action by the Vice President/Dean of Student and Administrative Services if the misconduct also violates the Student Code of Conduct and is reported by the instructor for such disciplinary action.

## **PART II: ADMINISTRATIVE REGULATIONS**

### **I. STUDENT POLICY ON PARENTAL/GUARDIAN NOTIFICATION**

The College may notify the parents of students who are under the age of 21 on the date of adjudication of any violations of College policies involving the use, possession or distribution of alcohol or drugs.

### **II. ALCOHOL AND DRUG ABUSE PREVENTION POLICY**

#### ***Introduction***

Chattahoochee Valley Community College complies with initiatives described by the Drug-Free Schools and Campuses Regulations. The College is strongly committed to providing a drug-free learning and working environment. It is the policy of CVCC that information related to compliance with the Drug-Free Schools and Campuses Regulations shall be distributed electronically to each student at CVCC on an annual basis, is included in the Catalog and Student Handbook, is included on the college’s website and is included in required new student Orientation and Student Success course..

#### ***Standards of Conduct, Enforcement and Sanctions***

Chattahoochee Valley Community College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises or at any activity which it sponsors

the possession, use or distribution of any alcoholic beverage or any illicit drug by any student, employee or visitor. In the event of the confirmation of such prohibited possession, use or distribution by a student, Chattahoochee Valley Community College shall take such administrative or disciplinary action as is appropriate. The disciplinary action may include but shall not be limited to suspension or expulsion. If any student shall engage in any behavior prohibited by this policy which is also a violation of Federal, State or local law or ordinance, that student shall be subject to referral to law enforcement officials for arrest and prosecution.

## ***Legal Sanctions Regarding Unlawful Use, Possession or Distribution of Alcoholic Beverages and Illicit Drugs***

### ***State Offenses***

Activities which violate Alabama laws concerning illicit possession, use and distribution of alcoholic beverages or drugs include, but are not limited to, the following:

1. Public intoxication is punishable by up to 30 days in jail. (Code of Alabama [1975], sec. 13A-11-10).
2. Possession, consumption or transportation of an alcoholic beverage by a person of less than 21 years of age is punishable by fine of \$25-\$100 or a 30-day jail term. (Code, sec. 28-1-5).
3. Possession or distribution of an alcoholic beverage in a dry county is punishable by a fine of \$50-\$500 and, at the discretion of a judge, a jail sentence of up to six months. (Code, sec. 28-4-20, et seq).
4. Possession of an alcoholic beverage illegally manufactured or illegally brought into the State of Alabama is punishable by a fine of \$100-\$1,000, plus, at the discretion of a judge, a jail sentence of up to six (6) months (Code, sec. 28-1-1).
5. Driving or being in actual physical control of a vehicle while under the influence of alcohol or other drugs is punishable, upon first conviction, by a fine of \$250-\$1,000 and/or one year in jail plus suspension of drivers' license for 90 days. (Code, sec. 32-5A-191).
6. Possession of marijuana for personal use is punishable by a fine of up to \$2,000 and/or a jail sentence of up to one year (Code, sec. 13A-12-214).
7. Possession of marijuana for other than personal use is punishable by a fine of up to \$5,000 and a prison sentence of not more than ten years (Code, sec. 13A-12-213).
8. The selling, furnishing, giving away, manufacturing, delivery or distribution of a controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to \$10,000 and/or a prison term of not less than two years and not more than 20 years (Code, sec. 13A-12-211).
9. The selling, furnishing or giving by a person 18 years or older to a person under 18 years of age any controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to \$20,000 and/or a prison term of not less than ten years and up to life (Code, sec. 13A-12-215).
10. Possession of a controlled substance enumerated in Schedule I through V is punishable by a fine of not more than \$5,000 and/or prison term of not more than ten years (Code, sec. 13A-12-212).

11. Conviction for an unlawful sale of a controlled substance within a three-mile radius of an educational institution brings with it an additional penalty of five years of imprisonment with no provision for parole (Code, sec. 13A-12-250).
12. The use or possession with intent to use of drug paraphernalia is punishable by up to one year in jail and/or a fine of up to \$2,000 (Code, sec. 13A-12-260).
13. The sale or delivery of or possession with the intent to sell or deliver, drug paraphernalia is punishable by not more than one year in prison and/or a fine of up to \$1,000. If the delivery or sale is to a person under 18 years of age, it is punishable by up to 20 years in prison and/or a fine of up to \$10,000 (Code, sec.13A-12-260). Penalties for subsequent violations of the above described provisions are progressively more severe than the initial convictions.

### ***Federal Offenses***

Activities which violate Federal laws concerning illicit possession, use or distribution of alcoholic beverages and drugs include, but are not limited to, the following (21 U.S.C. 841) makes it a crime:

1. to manufacture, distribute, dispense or possess with intent to manufacture, distribute or dispense a controlled substance or
2. to create, distribute or dispense or possess with intent to distribute or dispense or counterfeit a controlled substance. (The U.S. Code establishes, and authorizes the U.S. Attorney General to revise as needed classifications of controlled substances. The drugs are each classified in one or more of five “schedules,” Schedule I being comprised essentially of “street drugs” and Schedule V being comprised of drugs with a “low potential for abuse” as compared with drugs in Schedules I-IV). Examples of Schedule I drugs are heroin and marijuana. PCP, for example, is a Class I drug. Amphetamine is a Schedule II drug, while Barbitol is a Schedule IV drug. An example of a Schedule V drug would be a prescription medication with not more than 200 mg. of codeine per 100 grams. Penalties for a first offense conviction of violating the laws described in items (1) and (2) above are:
  - a. In the case of a Schedule I or II drug which is a narcotic drug, not more than fifteen years in prison, a fine of not more than \$25,000 or both.
  - b. In the case of a Schedule I or II drug which is not a narcotic drug or in the case of a Schedule III drug, not more than five years in prison, a fine of not more than \$15,000 or both.
  - c. In the case of a Schedule IV drug, not more than three years in prison, a fine of not more than \$10,000 or both.
  - d. In the case of a Schedule V drug, not more than one year in prison, a fine of not more than \$5,000 or both.
  - e. Notwithstanding sub-paragraphs (1) through (4) above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one year and/or a fine of not more than \$5,000.

f. Notwithstanding subparagraph (1) through (4) above, the manufacture, possession, distribution or intent to manufacture, possess or distribute phenacylidine (PCP, “angel dust”) is punishable by up to ten years in prison and/ or a fine of not more than \$25,000. Penalties for subsequent violations of these provisions are progressively more severe than for initial convictions.

### **Local Ordinances**

The State of Alabama Code has been adopted locally. Any other provisions as are applicable to the Phenix City and Russell County have also been adopted.

### **Health Risks of Drug and Alcohol Use and Abuse**

The following is a list of some of the health risks and symptoms associated with the following categories or substances. This list is not intended to be the final word on such health risks since the scientific and medical communities will continue their research into and discoveries concerning the abusive use of drugs and alcohol.

#### **Cannabis**

1. Includes marijuana, hashish, hashish oil and tetrahydrocannabinol (THC).
2. Regularly observed physical effects of cannabis are a substantial increase in heart rate, bloodshot eyes, a dry mouth and throat and increased appetite. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination such as driving a car. Research also shows that students do not retain knowledge when they are “high.” Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana damages the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect.

#### **Cocaine**

1. Includes cocaine in powder form and “crack” in crystalline or pellet forms. Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause a stuffy or runny nose while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment may transmit AIDS, hepatitis and other diseases. Preparation of free base, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures. The use of cocaine can cause death by disrupting the brain’s control of the heart and respiration.

### ***Other Stimulants***

1. Include amphetamines and methamphetamines (“speed”); phenmetrazine (Preludin); methylphenidate (Ritalin) and “anorectic” (appetite suppressant) drugs such as Didrex, Pre-Sate, Fastin, Profast, etc.
2. Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination and physical collapse.
3. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure. In addition to the physical effects, users report feeling restless, anxious and moody. Higher doses intensify the effects. Persons who use large amount of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia. These symptoms usually disappear when drug uses ceases.

### ***Depressants***

1. Include such drugs as barbiturates; methaqualone (Quaaludes) and tranquilizers such as Valium, Librium, Equanil, Meprobamate, Xanax, etc.
2. The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles but somewhat larger doses can cause slurred speech, staggering gait and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

### ***Narcotics***

1. Include such substances as heroin, morphine, opium and codeine as well as methadone, meperidine (Demerol), hydromorphone (Dilaudin) and such drugs as Percocet, Percodan, Darvon, Talwin, Lortab, Lorcet, Anexia, etc.
2. Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. Users also may experience constricted pupils, watery eyes and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possibly death.
3. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in disease such as AIDS, endocarditis and hepatitis. Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.

### ***Hallucinogens***

1. Include phencyclidine (“PCP”), lysergic acid diethylamide (“LSD”), mescaline peyote and psilocybin (mushrooms).

2. Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.
3. The effects of PCP vary but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders such as depression and anxiety and violent behavior also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma and heart, lung and brain damage.
4. Lysergic acid (LSD) mescaline and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline or psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

### ***Inhalants***

1. Include such substances as nitrous oxide (“laughing gas”), amyl nitrate, butyl nitrate (found in asthma inhalants), chlorohydrocarbons (used in aerosol sprays) and hydrocarbons (found in gasoline, glue and paint thinner).
2. Immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays decrease heart and respiratory rates and impair judgment. Amyl and butyl nitrite (asthma inhalant) cause rapid pulse and feces. Long-term use may result in hepatitis or brain hemorrhage.
3. Deeply inhaling the vapors or using large amounts over a short period of time may result in disorientation, violent behavior, unconsciousness or death. High concentration of inhalants can cause suffocation by displacing oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

### ***Designer Drugs***

1. Designer drugs include analogs of fentanyl and analogs of meperidine (synthetic heroin), analogs of amphetamines and methamphetamines (such as “Ecstasy”) and analogs of phencyclidine.
2. Illegal drugs are defined in terms of their chemical formulas. Underground chemists modify the molecular structure of certain designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate.
3. The narcotic analogs can cause symptoms such as those seen in Parkinson’s disease—uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogous of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness. Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations and impaired perceptions.

## **Alcohol**

1. Ethyl alcohol, a natural substance formed by the fermentation that occurs when sugar reacts with yeast, is the major active ingredient in wine, beer and distilled spirits.
2. Ethyl alcohol can produce feelings of well-being, sedation and intoxication and can cause unconsciousness or death depending on how much is consumed and how fast it is consumed.
3. Alcohol is a “psychoactive,” or mind-altering drug, as are narcotics and tranquilizers. It can alter moods, cause changes in the body and become habit forming. Alcohol depresses the central nervous system and too much can cause slowed reactions, slurred speech and unconsciousness. Chronic use of alcohol has been associated with such diseases as alcoholism and cancers of the liver, stomach, colon, larynx, esophagus and breast. Alcohol abuse can also lead to damage to the brain, pancreas and kidneys; high blood pressure, heart attacks and strokes; hepatitis and cirrhosis of the liver; stomach and duodenal ulcers; colitis; impotence and infertility and premature aging. Abuse of alcohol has also been linked to birth defects and Fetal Alcohol Syndrome.

## **Where to Get Assistance**

Help is available for persons who are in need of counseling or other treatment for substance abuse. Listed below are agencies and organizations which can assist persons in need of such services.

### **National Toll-free Hotlines & Websites**

Treatment Facility Locator 1-800-662-HELP <a href="http://findtreatment.samsha.gov">http://findtreatment.samsha.gov</a>	Drug Help <a href="http://www.drughelp.org">http://www.drughelp.org</a>
Cocaine Anonymous <a href="http://www.ca.org">http://www.ca.org</a>	Marijuana Anonymous <a href="http://www.marijuana-anonymous.org">http://www.marijuana-anonymous.org</a>
Narcotics Anonymous <a href="http://www.na.org">http://www.na.org</a>	Alcoholics Anonymous <a href="http://aa.org">http://aa.org</a>

### **Local Treatment Facilities**

The treatment facilities listed below provide either alcohol (A), drug (D) or alcohol and drug (A/D) treatment on an outpatient, residential or inpatient basis. Outpatient care generally consists of counseling and other therapy on a periodic basis, such as twice a week. Inpatient services include such treatment as detoxification and short-term hospital care. Residential services include residing (generally from one to six months) at a treatment facility and participating in such therapeutic activities as lectures, group counseling, individual counseling and self-analysis. Some of the listed facilities are private and some are public. In most instances, the care offered at a public facility is less expensive than similar services offered at private facilities. However, many health and hospitalization insurance policies include coverage for substance abuse treatment. There are also situations in which private facilities are provided public funding to offer services to eligible clients who would not otherwise be able to afford such services.

Phenix City Area Court Referral Program 1517 5 <sup>th</sup> Avenue, Phenix City, AL (334)448-4466	Agape Center 214 8 <sup>th</sup> Street, Columbus, GA (706)327-0156
Alcohol and Drug Counseling of Columbus 2901 University Avenue # 41, Columbus, GA (706)507-9010	Substance Abuse Day Services 4411 Rosemont Drive, Columbus, GA (706)571-8936

### III. CAMPUS POLICIES

#### 1. *Children on Campus*

Minor children of students are not permitted in classrooms or laboratories at any time. If children accompany students during registration or other business on campus, the children must be properly supervised at all times. Children age 15 and under are not allowed in the Learning Resource Center unless accompanied by an adult (age 18 or older) who is conducting business there. Children must remain with the adult and be properly supervised at all times. College employees are responsible for enforcing this policy. Students violating this policy will be required to take immediate measures to comply with this policy.

#### 2. *Dress and Appearance*

CVCC students are expected to dress appropriately at all times including complying with attire standards for special functions. CVCC reserves the right to require students to adjust their attire when it is deemed to be disruptive to the learning process or the order of the College.

#### 3. *Protection of Personal Property*

CVCC is not responsible for the protection of students' personal property. Students should always keep purses, book bags, etc. in their possession in a locked vehicle or other secure place. CVCC recommends locking valuables in vehicle trunks. Lost items should be reported to and found items should be taken to the Campus Security Office.

#### 4. *Telephone Use and Emergency Messages*

Students are permitted to use faculty and staff telephones only in emergency situations. College employees will not accept messages for or deliver messages to any student except in emergency situations such as illness in the student's family, death, accident, etc.

#### 5. *Use of Computer Resources*

CVCC makes on-campus computer resources available to its students. The College encourages use of the Internet and e-mail to make communication more efficient and effective. Internet service and e-mail are College property. Their purpose is to facilitate College programs, services and activities with resources that provide laboratory experience for approved courses, support for academic programs and support for authorized research.

##### *Acceptable uses of the Internet and e-mail*

The CVCC Acceptable Use Policy is established to maximize availability and fair access to the College's Internet and e-mail resources. The College-provided Internet and e-mail access is intended to support education; research; local, state or national government affairs; economic development and public service related to College supported activities.



### ***Alabama Research and Education Network***

The Alabama Research and Education Network (AREN) is a statewide network administered by the Alabama Supercomputer Authority (ASA). Access to the Internet at CVCC is provided through an Alabama Supercomputer Authority (ASA) statewide contract with a regional network provider. Use of Internet access at the College must be consistent with ASA's primary goals and its acceptable use policy. In those cases when information is transmitted across regional networks or the Internet, AREN users are advised that acceptable use policies of those networks apply and may limit access.

#### ***Software***

To prevent computer viruses from being transmitted through the College's e-mail/ Internet system, downloading of any software should be only from sites sponsored or recommended by legitimate and reputable companies or individuals.

#### ***Security***

All messages created, sent or retrieved over the College's email/Internet system are the property of the College and should be considered public information. The College reserves the right to access and monitor all messages and files on its email/Internet system. Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways.

The Alabama Supercomputer Authority (ASA) also reserves the right to monitor and review all traffic on AREN for potential violations of its policies.

#### ***Violations***

Users who abuse the privilege of College-facilitated access to e-mail or the Internet will be subject to disciplinary action. The College also reserves the right to advise appropriate officials of any legal violations.

Violations of ASA policy that are not promptly remedied by individuals and member institutions may result in termination of access to AREN. Final authority for the determination of violation of the ASA Acceptable Use Policy and subsequent penalty rests with the ASA Board of Directors. It is the responsibility of member representatives to contact ASA, in writing, regarding questions of interpretation. Until such issues are resolved, questionable use should be considered "not acceptable."

*Chattahoochee Valley Community College is not liable for injury, damage or expense arising from any sites or materials accessed through use of its Internet/e-mail system.*

### **6. Email: Official means of communication**

The College created official cv.edu email addresses for all employees and students and has adopted email as the official form of communication to these cv.edu mail accounts. The College considers other forms of campus communication as supplemental.

### **7. Student ID cards**

All students are required to have a CVCC ID made upon enrolling at the College. ID cards are made in the Learning Resource Center (LRC) at the beginning of each academic term. Hours will be posted by the LRC each semester. Students are required to produce this card at the request of any college official.

## **8. Free Speech Zone**

Chattahoochee Valley Community College recognizes and supports the rights of free expression and speech. The purpose of free speech zone regulations is to inform members of the College community and the public of the manner in which they may engage in constitutionally protected speech and expression at CVCC. It is the further intent to ensure the primary educational purpose of the College while promoting debate and sharing of information.

All information and content of the “Free Speech Zone” is for informational and educational purposes only. All information expressed by the individual or organization using the CVCC Free Speech Zone is particular to the individual or organization and is not in any way expressing a belief of CVCC in whole or part.

The CVCC Free Speech Zone is defined as the concrete patio space located in front of Owen Hall. For a full list of regulations regarding use of the CVCC Free Speech Zone or to reserve the space for use, please see the Director of Student Development.

## **IV. HARASSMENT**

CVCC is committed to ensuring an environment for employees and students that is fair, humane and respectful and that supports and rewards performance based on appropriate considerations such as ability, effort and productivity. Therefore, it is the policy of CVCC that no person shall be rewarded, punished or discriminated against on the basis of gender, race, color, national origin, religion, age, disability or handicap. For the purposes of this policy, harassment is defined as “language, behavior or other activity which has the intent or effect of unduly demeaning, embarrassing or discomfoting any person or creating an environment which is unduly demeaning, embarrassing or discomfoting to any person or persons of reasonable sensitivity.”

Any person who is the victim of or who is aware of any harassment prohibited by this policy should report such harassment to the Student Grievance Officer, Ms. Vickie Williams, 334-214-4803. Reports of a sensitive nature will be investigated and resolved in such a manner as to best protect the privacy of all victims and witnesses to the fullest extent possible under the circumstances.

## **V. STUDENT CONDUCT CODE REVISIONS**

The contents of this edition of the Student Conduct Code, revised in April 2016, supersede all previous editions. Chattahoochee Valley Community College reserves the right to revise or correct the Student Conduct Code as needed. Revisions and corrections will be posted on the Internet at [www.cv.edu](http://www.cv.edu). Those revisions and corrections shall supersede all earlier printed and Internet versions.

## **Student Grievance Procedures (General)**

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**T**he College promotes the open exchange of ideas among all members of the CVCC community, including students, faculty, staff and administration. An environment conducive to open exchange of ideas is essential to intellectual growth and positive change. However, CVCC recognizes that, at times, people may have differences that they are unable or unwilling to resolve themselves.

The procedures described below are available to a CVCC student only after the student has made every reasonable attempt to resolve his/her problem with the appropriate College official or representative. In the case of a student who has made a good faith effort to resolve a problem

and who has been unable to resolve the matter informally, CVCC offers the following grievance procedure as the appropriate course of action for settling disputes and resolving problems.

A student with a complaint must begin his/her attempt to resolve the situation by bringing it to the attention of the appropriate College official or representative as stated above. If a discussion between the student and the respective College official or representative results in a determination that the complaint is valid and can be resolved immediately, the College official or representative will take appropriate action to resolve the complaint.

This Grievance Procedure is not intended to be used by a student with a complaint about a strictly academic matter nor for complaints related to Civil Rights Violations.

## Initial Steps to Resolve a Complaint

Any student of the College who wishes to make a complaint should report that complaint in writing to the Director of Student Development. If the complaint is about a specific occurrence, the complaint should be made within ten (10) business days of the occurrence. The written grievance statement should include at least the following information:

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

**Plan of Resolution:** If the student's complaint cannot be resolved immediately but requires instead a "plan of resolution," the Director of Student Development will submit a written report to the Vice President/Dean of Student and Administrative Services. The report will be submitted within ten (10) working days of the receipt of the complaint and will detail the complaint and the plan to resolve the complaint.

**Investigation, Hearing and Findings:** The College has thirty (30) calendar days from the date of the receipt of the complaint by the Director of Student Development to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance and submit a written report to the Grievant of the findings arising from the hearing. The Director of Student Development will report the hearing findings to the Grievant by either personal service or certified mail sent to the Grievant's home address. The findings will also be provided to the President.

**a. Investigation Procedures:** In the event that the Grievant does not request a hearing, the Director of Student Development will prepare a report and a recommendation for resolution of the complaint to be filed with the Vice President/Dean of Student and Administrative Services as well as provide a copy to the Grievant and Respondent. In order to prepare said report, the Director of Student Development will conduct a factual investigation of the grievance allegations and research any applicable regulations or policies that may relate to the grievance. The Director of Student Development will, for the hearing record present publications containing relevant regulations or policies. The factual findings of the investigation will be made a part of the hearing record, in the event that a hearing is requested by the Grievant. Each of the parties will have the opportunity to file written objections to any of the factual findings and to make their objections a part of the hearing record.

**b. Hearing Procedures:** In the event that the Grievant requests a hearing, the Director of Student Development will notify the Student Grievance Committee and conduct a

grievance hearing. The Director of Student Development, serving as Committee Chair, will notify the Grievant and each Respondent of the time and place of the hearing at least seventy-two (72) hours prior to the scheduled hearing.

At the hearing, the Grievant and the Respondent will be read the grievance statement. After the grievance is read into the record, the Grievant will have the opportunity to present such information or supporting evidence as he/she deems appropriate to his/her claim. Each Respondent will then be given the opportunity to present such information or supporting evidence as he/she deems appropriate to the response to the claim. In the event that the College or the administration of the College at large is the party against whom the grievance is filed, the Vice President/Dean of Student and Administrative Services will designate a representative to appear at the hearing on behalf of the Respondent.

Any party to a grievance hearing will have the right to retain, at the respective party's cost, the assistance of legal counsel. However, the respective attorney(s), if any, will not be allowed to address the Committee or question any witnesses. In the event that the College at large is the Respondent, the College representative will not be an attorney or use an attorney unless the Grievant is assisted by an attorney.

The hearing will be recorded either by audio tape or by other electronic recording medium. In addition, all items offered as support information by the will be marked and preserved as part of the hearing record.

**c. Report of Findings:** Following the hearing, the Committee Chair will submit a written report of the committee's findings to the Vice President/Dean of Student and Administrative Services. The report will contain at least the following:

- Date and place of the hearing;
- The name of each member of the hearing committee;
- A list of all witnesses for all parties to the grievance;
- Findings of fact relevant to the grievance, including regulations or policies that support the findings of fact and
- Any recommendation(s) to the President arising from the grievance and the hearing.

The Director of Student Development will submit a copy of the completed report to the Grievant and the Respondent(s) by personal delivery or certified mail.

**d. Available Appeals:** The Grievant will have the right to appeal the decision of the committee to the Vice President/Dean of Student and Administrative Services provided that:

1. A notice of appeal is filed with the Vice President/Dean of Student and Administrative Services within fifteen (15) calendar days following the Grievant's receipt of the committee report.
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s) or recommendation(s) of the committee.

If the appeal is not filed by the close of the business on the fifteenth (15) day following the Grievant's receipt of the report, the Grievant's right to appeal will be forfeited.

The Vice President/Dean of Student and Administrative Services will have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the original grievance, to review the hearing record and to file a report of the findings of fact. The Vice President/Dean of Student and Administrative Services will have the

authority to (1) affirm, (2) reverse or (3) affirm in part and reverse in part the findings arising from the grievance hearing. The Vice President/Dean of Student and Administrative Services' report will be personally delivered or sent via certified mail to the Grievant and Respondent(s) at their respective home addresses. The Vice President/Dean of Student and Administrative Services's decision may be appealed to the Alabama Community College System using the Student Complaint Process described at the end of this document.

## **STUDENT GRIEVANCE PROCEDURES (CIVIL RIGHTS)**

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

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

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

### ***Steps to be Followed in Processing Civil Rights Grievance Procedure***

Within ten (10) working days of an alleged violation, the Grievant may arrange for a conference with the Director of Student Development of the institution, and thereby try to resolve the complaint immediately and informally. If the complaint is not resolved to the satisfaction of the Grievant, the following steps must be taken:

1. The Grievant will file the original and two copies of Grievance Form A with the President or his designee within thirty (30) calendar days following the date of the alleged civil rights violation(s). The alleged violation(s) must be clearly and specifically stated (Grievant is advised to keep a copy of all forms used).
2. The President of the institution or his designee will have thirty (30) calendar days following date of receipt of Grievance Form A to investigate and study Grievant's allegation, hold a formal hearing and make a written report of findings to Grievant. **This report must be mailed to grievant by certified mail, return receipt requested.**
3. Grievant must, within fifteen (15) calendar days, following receipt of report, file with the President or his designee written notice of acceptance or appeal of the report. If a notice of appeal is filed, Form B must be used. Grievant must state clearly and specifically on Form B the objections to the findings and/or decisions of the President or his designee. Copies of Form B must be provided to the President or his designee and the Chancellor of the Alabama Community College System. If the Grievant fails to file notice of appeal by 5 p.m. on the fifteenth (15th) calendar day following receipt of the President's report, the right to further appeal will be forfeited. If a settlement is not reached at the local level, a student Grievant may also contact the College's accrediting agency (address available from the Director of Student Development). If the last day for filing notices of appeal falls on either Saturday, Sunday or legal holiday, a Grievant will have until 5 p.m. the first working day following the fifteenth (15th) calendar day period to file.

4. The Chancellor or his designee will have thirty (30) calendar days following date of receipt of Grievant's notice of appeal to investigate and study Grievant's allegations and the report of the President or his designee of the institution and make a written report of findings to grievant. **Grievant's copy must be mailed to his/her home address by certified mail, return receipt requested.**

**NOTE:** Grievant has the right to further appeal to the proper court or to the Office of Civil Rights of the U.S. Department of Education. All parties shall have the right to legal counsel and to produce witnesses in their own behalf.

## Grade appeal procedure

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It is the policy of CVCC that a student should have an opportunity to appeal any grade that he/she believes does not accurately and fairly represent the nature of the classwork the student has performed. Therefore, the College has established a grade appeal procedure to be used if a student has valid reason to believe that a grade he/she received for an examination, a written/oral presentation, a project or other required classroom activity, is inaccurate or unfair. A student must make the initial grade inquiry within 7 calendar days after the student receives notice of the grade in question, except in the case of a punitive grade issued for academic misconduct, which must be appealed by the end of the class day following the date on which the sanction was imposed. Thereafter, each subsequent appeal must occur within a 7 calendar day increment after the respective decision is received by the student. If a student does not meet the deadline for appealing a grade, the right to appeal will be waived. For grades on final examinations or grades that represent the final grade for the course, the initial 7 calendar day period will begin on the first class day of the next academic term. In appealing a grade, the student may have his or her concern about the grade reviewed through the following procedures:

The student will begin by stating either orally or in writing to the instructor that the grade in question is either inaccurate, unfair or both and include the justification for appeal. If the student and the instructor cannot successfully resolve the student's concern, the student may then contact the Chair of that instructor's division or program. The student shall appeal to the Division Chair by submitting the appropriate form stating his/her concern regarding the grade, and describing the prior discussion with the instructor. (If the instructor issuing the grade is the Chair of the respective division or program, the student may appeal directly to the Dean of Instruction or his/her designee.) The Division Chair will review the student's grade issue. The Chairperson has the authority to call in the instructor, to ask for the assistance of another CVCC instructor or seek the opinion of an expert in the subject area under review. If the student's concern about the grade cannot be successfully resolved at this level, the student may appeal to the Dean of Instruction. The instructor also has the right to appeal a decision of the Division Chair to the Dean of Instruction. Appeal information must be submitted on the proper form and must contain the following:

1. Name and course number of the grade under appeal.
2. Names of the student and the instructor.
3. The term, day(s) of the week and time of day that the course was taken.
4. A concise description of the student's complaint and narrative explanation of why he/she thinks that the grade was unfair, inaccurate or both.
5. The date that the student first took the appeal to the instructor.

6. A summary of the result of the student's appeal to the instructor.
7. The date that the student took the appeal to the Division Chair.
8. A summary of the result of the student's appeal to the Division Chair.

In addition to the above information, the student and/or instructor should include a photocopy of documents that the student and/or the instructor believes would assist the Dean of Instruction in reviewing the grade appeal. The Dean of Instruction will review the appeal, schedule a meeting with the student and the instructor and deliver a written report within 14 calendar days after the Dean of Instruction's receipt of all of the appeal information. The Dean of Instruction has the authority to consult with the instructor, the Division Chair or other persons who have expertise in the subject area. When the Dean of Instruction has completed the review of the grade appeal, a written report describing his/her findings and conclusions will be provided to the student, instructor and Division Chair. If the Dean of Instruction determines that a change in the student's grade is in order, the student's official grade will be changed under the authority of the Dean of Instruction to render final rulings on grade appeals. Therefore, the decision of the Dean of Instruction will be final and not subject to further appeal. The Dean of Instruction's decision may be appealed to the Alabama Community College System using the Student Complaint Process described at the end of this document.

Note: The same general process may be used by a student who wishes to express a concern about the fairness and appropriateness of other strictly academic matters. In reviewing appeals regarding matters other than grades, the Dean of Instruction will provide a memorandum of the findings, conclusions, recommendations and/or directives regarding the matter under appeal to the student, instructor and Division Chair.

## **Admissions decision appeal procedure**

Certain limited programs of study (e.g. Nursing, Medical Assisting, etc.) may have special admission policies and procedures separate from those of the general admission for the College. Therefore, the College has established an appeal procedure to be used if a student has valid reason to believe that a program admission decision is inaccurate or unfair. A student must make the initial inquiry within 7 calendar days after the student receives notice of the admission decision. If a student does not meet the deadline for appealing the decision, the right to appeal will be waived.

The student will begin by stating in writing to the Dean of Instruction that the admission decision in question is either inaccurate, unfair or both and include the justification for appeal. Appeal information must be submitted on the proper form and must contain the following:

1. Name of program of study to which the student was seeking admission.
2. Name and address of the student filing the appeal.
3. A concise description of the student's complaint and narrative explanation of why he/she thinks that the admission decision was unfair, inaccurate or both.

In addition to the above information, the student should include a photocopy of documents that he/she believes would assist the Dean of Instruction in reviewing the admission decision. The Dean of Instruction will review the appeal, schedule a meeting with the student and appropriate divisional personnel and deliver a written report within 14 calendar days after the Dean of Instruction's receipt of all of the appeal information. The Dean of Instruction has the authority to consult with instructors, the Division Chair or other persons who have expertise in the subject area. When the Dean of Instruction has completed the review of the appeal, a



written report describing his/her findings and conclusions will be provided to the student and the Division Chair. If the Dean of Instruction determines that a change in the student's admission status is in order, the student's official grade will be changed under the authority of the Dean of Instruction to render rulings on admission standards. The Dean of Instruction's decision may be appealed to the Alabama Community College System using the Student Complaint Process described at the end of this document.

## **Alabama Community College System – Student Complaint Process**

The ACCS is committed to respecting and supporting the work of its member institutions and to providing a quality educational experience for all students. The objective of the student complaint process is to ensure that the concerns and complaints of students are addressed fairly and are resolved promptly. The Alabama Community College System requires each institution to establish its own procedures to address student grievances and complaints. A student must exhaust his/her rights under the institution's official complaint/grievance policy before advancing any complaint to the System Office of Alabama Community College System. Students may file consumer/student complaints with the Alabama Community College System by following these procedures:

- a) If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form, can be obtained from the Vice President/Dean of Student and Administrative Services and is also available online at the ACCS website ([www.accs.cc](http://www.accs.cc)). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to [complaints@accs.edu](mailto:complaints@accs.edu) or (2) mailing it to:

Alabama Community College System  
Attention: Division of Academic and Student Affairs  
P.O. Box 302130  
Montgomery, AL 36130-2130

- b) The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.
- c) The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
- d) The Division of Academic and Student Affairs will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
- e) If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.
- f) The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.



# Emergency procedures

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## Fire

In the event of a fire, the person detecting the fire should activate the fire alarm which activates a continuous horn blast. College personnel who become aware of a fire or fire alarm are to immediately notify the ranking College official at the time by calling the Student Information Clerk or, during evening hours, the administrator on duty. Persons in the area of the fire should take precautions in the use of fire extinguishers and should not take unnecessary risks.

In the event of a fire in or near a College building, everyone inside the building must evacuate the building and remain at least three-hundred feet away from the building until the fire department provides clearance for re-entry. Elevators are not to be used by anyone during evacuation. Instructors are expected to provide leadership to students in their prospective classes and to provide assistance to students with physical disabilities or difficulties. Each instructor will make sure that all of his/her students are out of the respective building and notify the fire department if anyone is missing.

The Phenix City Fire Department should be phoned immediately when fire or suspicious smoke is detected on campus. The fire department may be reached by dialing 911. College officials will be responsible for assuring that all access roads are kept open for emergency vehicles.

College employees are responsible for using proper procedures to avoid or minimize a fire. Among the steps to be taken are the proper use and storage of flammable materials away from heat, reporting faulty electrical equipment or cords to the maintenance department and learning the location and proper use of College fire extinguishers.

## Bomb threat

A bomb threat may be received by various means but will usually be received by telephone. In the event of a bomb threat, the person receiving the threat should immediately notify the Student Information Clerk, who will notify the President, Vice-President, Deans or other administrator on duty who will call the Phenix City Police Department (334-298-0611) and the Russell County Sheriff's Office (334-298-6535).

## Serious injury or illness

If a person becomes seriously injured or sick, a faculty or staff person should contact the CVCC Student Information Clerk to call for emergency medical services and/or transportation to a local medical facility. Responsibility for cost of medical services and transportation to medical services is that of the student and/or his/her parents or guardian. If first aid is requested by the injured person, first aid supplies are available upon request from the Office of Student Development.

## Accident/incident report

If an accident or injury occurs on campus or at a College event the persons involved should complete an "Accident/Incident Form" with a campus security officer.

## Civil disturbance

A civil disturbance is any set of circumstances that, in the judgment of the Administration, is or is likely to cause a disruption of normal college activities and would potentially jeopardize the safety of students, faculty or staff.

## **Hazardous weather**

When weather conditions are sufficiently hazardous to warrant the limitation of activities at CVCC, students and employees will be advised by email, Rapidcast messaging, radio and TV announcements and web messaging and given instructions as to the status of CVCC operations. Only under emergency or threatening conditions will the College be closed during normal operating hours.

## **Emergency Notification System**

The Website will provide official announcements in reference to campus closures. If there is a need to close the campus, the Emergency Notification System will be activated to alert all parties at the same time.

## **Tornadoes**

When notified by college personnel, building occupants should go immediately to designated shelters. Employees and students should stay away from glassed areas, and sit on a floor with their backs to a wall and cover their heads with their arms.

## **Automobile accident**

In the event that a student is involved in or is witness to an automobile accident on campus, he/she should proceed as follows:

1. Assess the accident for needed medical assistance.
2. Notify security, an administrator, instructor or other CVCC staff person who will then call for an ambulance (911) and/or law enforcement officials.

## **Emergency Response Information**

The emergency response signage is located in all classrooms, labs and public areas around campus and on the College's website.

## **Campus crime statistics**

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The information contained in this disclosure document is provided by Chattahoochee Valley Community College in compliance with the Student Right-to-Know and Campus Security Act, Public law 101-542, as amended by the Higher Education Technical Amendments Public Law 102-26 and the Campus Sexual Assault Victims Bill of Rights as included in the Higher Education Amendments of 1992. Inquiries concerning the information contained in this disclosure should be directed to the Vice President/Dean of Student and Administrative Services, Chattahoochee Valley Community College, 2602 College Drive, Phenix City, Alabama 36869, (334) 291-4900.

## **Disclosure of campus crime statistics**

CVCC is required under Section 668.46(b) of the Campus Security Act to publish and distribute an annual security report. The required disclosure information is contained in the Catalog and Student Handbook.

The offenses for which the Campus Security Act requires statistical reporting are defined in accordance with the FBI Uniform Crime Reporting (UCR) System, as modified by the Hate Crimes Statistics Act.

Definitions of crimes that must be reported as defined by the *National Association of College and University Attorneys College Law Digest* are:

**Murder:** the willful (non-negligent) killing of one human being by another.

**Forcible and nonforcible sexual offenses:** a forcible sex offense is any sexual act directed against another person, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent and includes forcible rape, forcible sodomy, sexual assault with an object and forcible fondling. Nonforcible sex offenses are acts of unlawful, nonforcible sexual intercourse and include incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category.

**Robbery:** the taking of, or attempting to take, anything of value under confrontational circumstances from the control, custody or care of another person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

**Aggravated assault:** an unlawful attack by one person upon another in which the offender uses a weapon or displays it in a threatening manner or the victim suffers obvious severe or aggravated bodily injury involving apparent bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness. Note that an unsuccessful attempt to commit murder would be classified as an aggravated assault.

**Burglary (breaking and entering):** the unlawful entry into a building or other structure with the intent to commit a felony or a theft. Note that forced entry is not a required element of the offense so long as the entry is unlawful (constituting a trespass) it may be accomplished via an unlocked door or window. Included are: unsuccessful attempts where force is employed or where a perpetrator is frightened off while entering an unlocked door or window.

**Motor vehicle theft:** the theft or attempted theft of a motor vehicle.

<b>Crime statistics for reporting period:</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>Number of incidents classified as murder</b>	0	0	0
<b>Sex offenses</b>			
1. Number of forcible offenses	0	0	0
2. Number of nonforcible offenses	0	0	0
3. Rape	0	0	0
4. Fondling	0	0	0
5. Domestic Violence	0	2	0
6. Dating Violence	0	0	0
7. Total of 1 and 2	0	0	0
<b>Robbery</b>			
1. Number of robberies involving the use of a weapon	0	0	0
2. Number of robberies involving force or threat but not weapon	0	0	0
3. Total of 1 and 2	0	0	0
<b>Aggravated assault</b>			
1. Number of attempted aggravated assaults	0	0	0

<b>Crime statistics for reporting period:</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
2. Number of other aggravated assaults	0	0	0
3. Total of 1 and 2	0	0	0

**Burglary**

1. Number of burglaries of occupied dwelling places	0	0	0
2. Number of burglaries of unoccupied dwelling places	0	0	0
3. Number of other burglaries	0	0	0
4. Total of 1, 2, and 3	0	0	0

**Motor vehicle theft**

1. Number of automobile thefts	0	0	0
2. Number of other vehicle thefts	0	0	0
3. Total of 1 and 2	0	0	0

**Manslaughter**

0	0	0
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**Arson**

0	0	0
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**Hate crimes**

0	0	0	
1. Race	0	0	0
2. Gender	0	0	0
3. Religion	0	0	0
4. Sexual Orientation	0	0	0
5. Ethnicity	0	0	0
6. Disability	0	0	0
7. Total of 1-6	0	0	0

**Arrest statistics relating to alcohol, drugs, and weapons**

For compliance with the Campus Security Act, institutions must also report the numbers of arrests for liquor law violations, drug abuse violations and weapons possession.

Definitions of crimes for which arrests must be reported also as defined by the *National Association of College and Universities Attorneys College Law Digest* are:

**Liquor violations:** Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (with the exception of “driving under the influence” or “drunkenness”).

**Drug violations:** Violations of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.

**Weapons violations:** Violations of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

**Motor vehicle theft:** The theft or attempted theft of a motor vehicle.

<b>Crime statistics for reporting period:</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b><i>Liquor violations</i></b>			
1. Number of arrests for illegal possession of alcoholic beverages	0	0	0
2. Number of arrests for illegal sale or distribution of alcoholic beverages	0	0	0
3. Number of arrests for public intoxication	0	0	0
4. Total of 1, 2 and 3			
<b><i>Drug violations</i></b>			
1. Number of arrests for illegal possession of a drug or controlled substance	0	0	0
2. Number of arrests for sale or distribution of illegal drugs or controlled substances	0	0	0
3. Number of arrests for possession, sale, or distribution of illegal drug paraphernalia	0	0	0
4. Total of 1, 2, and 3			
<b><i>Weapons violations</i></b>			
1. Number of arrests for illegal possession or control of a firearm	0	0	0
2. Number of arrests for illegal possession of explosives	0	0	0
3. Number of arrests for possession of weapons other than firearms and explosives	0	0	0
4. Total of 1, 2, and 3	0	0	0

### **Possession, use, and sale of alcoholic beverages and illegal drugs**

College policies on possession, use and sale of alcoholic beverages and illegal drugs are found in the *College Operations and Policy Manual* and the *Catalog and Student Handbook*.

### **Student handbook disclaimer**

Failure to read the *Student Handbook* does not excuse students from the policies and procedures described herein. Personal factors, illness or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures. All policies contained in the *Student Handbook* are subject to change without prior notice.



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