

# **Catalog and Student Handbook**

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## **2022-2023**

# **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 (SACSCOC) to award the Associate of Arts, Associate of Science, and Associate of Applied Science degrees. Questions about the accreditation of Chattahoochee Valley Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

The Associate of Applied Science in Nursing 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 Associate of Applied Science in Medical Assisting program at Chattahoochee Valley Community College is accredited by the Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Suite 314, North Falls Church, VA 22043, phone: 703-917-9503, fax: 703-917-4109, website: [info@abhes.org](mailto:info@abhes.org).

The Emergency Medical Services programs are accredited by the Alabama Department of Health (ADPH) Office of EMS, The RSA Tower, 201 Monroe Street, Montgomery, AL 36104, phone: 1-800-252-1818.

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

## **Institutional Memberships**

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Accreditation Commission For Education in Nursing  
ACCS Financial Management Association  
ACCS Instructional Officers Association  
ACCS Presidents Association  
Alabama Association of College and Research Libraries

Alabama Association of College and University Business Officers  
Alabama Association of Collegiate Registrars and Admissions Officers  
Alabama Association of Student Financial Aid Administrators  
Alabama Association for Institutional Research (ALAIR)  
Alabama Community College Association  
Alabama Community College Conference  
Alabama Community College System Human Resources Management Association  
Alabama Community College System Public Relations Association  
Alabama Deans of Student Affairs Association  
Alabama Skills USA Association  
Alabama Two-Year College Library Association  
American Association of Community Colleges  
American Welding Society  
Association on Higher Education and Disability  
Council for Alabama Resource Development (CARD)  
Council for Higher Education Accreditation  
NASPA - Student Affairs Administrators in Higher Education  
National Association of College and Universities  
National Association of Student Financial Aid Administrators  
National Association for Music Education  
National College Testing Association  
National Council for State Authorization Reciprocity Agreements - NC-SARA  
National Junior College Athletic Association  
National League of Nursing  
Online Computer Library Center  
Phi Theta Kappa AL Region  
Southern Association of Colleges & Schools Commission on Colleges  
Southern Association of Student Financial Aid Administrators

**T**his *Catalog and Student Handbook*, effective August 22, 2022, 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 Dean of Students and Campus Services. When students change their programs of study, they must change to the Catalog that is current at the time of the change.

## **Equal Opportunity in Education and Employment**

**I**t is the official policy of the Alabama Community College System and Chattahoochee Valley Community College that no person, on the basis of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by law be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity

or employment. Furthermore, no qualified individual with a disability shall, on the basis of disability, be subject to discrimination of employment or in connection with any service, program, or activity conducted by the College.

Chattahoochee Valley Community College complies with the non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act, Title IX Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 (as amended), the Vietnam Era Veterans Readjustment Assistance Act, the Americans with Disabilities Act of 1990 (as amended), the Equal Pay Act, and the Pregnancy Discrimination Act.

Student inquiries concerning reasonable accommodations may be directed to the ADA Coordinator, Ms. Vickie Williams, Associate Dean of Student Development and Success, in the Office of Student Development. Complaint and grievance procedure forms are available in the Office of Student Development, the Office of the Dean of Students and Campus Services, and on the College website, [www.cv.edu](http://www.cv.edu). Students who wish to make a complaint regarding discriminatory conduct or retaliation should contact Ms. Vickie Williams, Associate Dean of Student Development and Success. Ms. Williams also serves as the Title IX Coordinator for student sex discrimination issues.

Employee inquiries concerning reasonable accommodations may be directed to the Ms. Robin Jones, Director of Human Resources in the Office of Human Resources. Complaint and grievance procedure forms are available in the Office of Human Resources. Employees who wish to make a complaint regarding discriminatory conduct or retaliation should contact Ms. Robin Jones. Ms. Jones also serves as the Title IX Coordinator for employee sex discrimination issues.

Chattahoochee Valley Community College is an equal employment/equal educational opportunity institution.

The College prohibits retaliation against any person because they have engaged in a protected activity opposing the College or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing alleging discrimination on a basis of any protected classification specified above or retaliation.

Inquiries concerning the application of the above laws and their implementing regulations may be referred to the Compliance Officers listed below or to the Office for Civil Rights.

The Compliance Officers for Chattahoochee Valley Community College are:

**Student Contact**

Ms. Vickie Williams

Title IX Coordinator

Chattahoochee Valley Community College

2602 College Drive

Phenix City, AL 36869

334-214-4803

[vickie.williams@cv.edu](mailto:vickie.williams@cv.edu)

**Employee Contact**

Ms. Robin Jones

Title IX Coordinator

Chattahoochee Valley Community College  
2602 College Drive  
Phenix City, AL 36869  
334-291-4927  
robin.jones@cv.edu

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

## **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.

## **Disclaimer**

Chattahoochee Valley Community College reserves the right to make changes in the offerings and regulations announced in this publication as circumstances may require. Every reasonable effort has been made to present information herein, at the time of publication, that accurately describes the curriculum and the regulations and requirements of the College; however, no responsibility is assumed for editorial or publication errors. Statements in the catalog do not establish contractual relationships and the College reserves the right to make changes as required in course offerings, curricula, academic policies, student services, and other rules and regulations affecting students, to be effective whenever determined by the College. These changes will govern currently and formerly enrolled students. The current and latest edition of the catalog may be found on the College website, [www.cv.edu](http://www.cv.edu). Enrollment of all students is subject to these conditions.

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# **Academic Calendar**



<b>FALL 2022 Academic Calendar</b>	
<b>Spring 2023 Admission &amp; Financial Aid Priority Deadline</b>	<b>November 1, 2022</b>
<b>Full Term Registration</b>	<b>Tuesday, August 16- Thursday, August 18</b>
Classes Begin	Monday, August 22
Drop/Add and Late Registration	Monday, August 22 – Tuesday, August 23
Holiday (College Closed)	Monday, September 5
Financial Aid 60% Point	Monday, October 24
Advisement and Registration for Spring 2023 begins	Monday, October 31
Holiday (College Closed)	Friday, November 11
Professional Development (faculty/staff) No Classes	Wednesday, November 23
Holiday (College Closed)	Thursday, November 24 – Friday, November 25
Last Day to Withdraw from Classes	Thursday, December 1
Last Day of Classes	Tuesday, December 6
Final Exams	Wednesday, December 7 – Tuesday, December 13
Holiday (College Closed)	Friday, December 23– Monday, January 2
<b>Term 1A (12 weeks) Registration</b>	<b>Tuesday, August 16- Thursday, August 18</b>
Classes Begin	Monday, August 22
Drop/Add and Late Registration	Monday, August 22 – Tuesday, August 23
Holiday (College Closed)	Monday, September 5
<b>Financial Aid 60% Point</b>	<b>Monday, October 10</b>
Last Day to Withdraw from Classes	Monday, November 7
Last Day of Class	Thursday, November 10
Final Exams	Wednesday, November 9 – Thursday, November 10
<b>Term 2A (Term I) Registration</b>	<b>Tuesday, August 16-Thursday, August 18</b>
Classes Begin	Monday, August 22
Drop/Add and Late Registration	Monday, August 22 – Tuesday, August 23
Holiday (College Closed)	Monday, September 5
Financial Aid 60% Point	Monday, October 10
Last Day to Withdraw from Classes	Thursday, October 6
Last Day of Classes	Tuesday, October 11
Final Exams	Monday, October 10 – Tuesday, October 11
<b>Term 1B (13 weeks) Registration</b>	<b>Tuesday, August 16 – Friday, September 9</b>
Classes Begin	Monday, September 12
Drop/Add and Late Registration	Monday, September 12 – Tuesday, September 13
Financial Aid 60% Point	Monday, October 31
Holiday (College Closed)	Friday, November 11
Professional Development (faculty/staff) No Classes	Wednesday, November 23
Holiday (College Closed)	Thursday, November 24 – Friday, November 25
Last Day to Withdraw from Classes	Tuesday, December 6
Last Day of Classes	Friday, December 9
Final Exams	Wednesday, December 7 – Friday, December 9
<b>Term 2B (Term II) Registration</b>	<b>Tuesday, August 16 – Tuesday, October 11</b>
Classes Begin	Wednesday, October 12
Drop/Add and Late Registration	Wednesday, October 12 – Thursday, October 13
Holiday (College Closed)	Friday, November 11
Financial Aid 60% Point	Monday, November 14
Professional Development (faculty/staff) No Classes	Wednesday, November 23
Holiday (College Closed)	Thursday, November 24 – Friday, November 25
Last Day to Withdraw from Classes	Wednesday, December 7
Last Day of Classes	Monday, December 12
Final Exams	Thursday, December 8 – Monday, December 12

<b>SPRING 2023 Academic Calendar</b>	
Summer 2022 Admission & Financial Aid Priority Deadline	March 1, 2023
<b>Full Term Registration</b>	<b>Wednesday, January 4 – Thursday, January 5</b>
Classes Begin	Monday, January 9
Drop/Add and Late Registration	Monday, January 9 – Tuesday, January 10
Holiday (College Closed)	Monday, January 16
Financial Aid 60% Point – Full Term	Tuesday, March 14
Spring Break	March 27- March 31
Advisement and Registration for Summer 2023 and Fall 2023 begins	Monday, April 10
Last Day to Withdraw	Monday, April 24
Last Day of Class	Wednesday, April 26
Final Exams	Thursday, April 27 – Wednesday, May 3
<b>Graduation</b>	<b>Friday, May 5</b>
<b>Term 1A (12 weeks) Registration</b>	<b>Wednesday, January 4 – Thursday, January 5</b>
Classes Begin	Monday, January 9
Drop/Add and Late Registration	Monday, January 9 – Tuesday, January 10
Holiday ( College Closed)	Monday, January 16
Financial Aid 60% Point – Full Term	Friday, March 3
Last Day to Withdraw	Tuesday, April 4
Last Day of Class	Friday, April 7
Final Exams	Wednesday, April 5 – Friday, April 7
<b>Term 2A ( Term I) Registration</b>	<b>Wednesday, January 4 – Thursday, January 5</b>
Classes Begin	Monday, January 9
Drop/Add and Late Registration	Monday, January 9 – Tuesday, January 10
Holiday ( College Closed)	Monday, January 16
Financial Aid 60% Point – Full Term	Thursday, February 9
Last Day to Withdraw	Wednesday February 22
Last Day of Class	Tuesday, February 28
Final Exams	Thursday, February 23 – Tuesday, February 28
<b>Term 1B (13 weeks) Registration</b>	<b>Wednesday, January 4 – Friday, January 20</b>
Classes Begin	Monday, January 23
Drop/Add and Late Registration	Monday, January 23 – Tuesday, January 24
Spring Break	March 27- March 31
Financial Aid 60% Point – Full Term	Thursday, March 15
Last Day to Withdraw	Tuesday, April 25
Last Day of Class	Friday, April 28
Final Exams	Wednesday, April 26 – Friday, April 28
<b>Term 2B (Term II) Registration</b>	<b>Wednesday, January 4 – Tuesday, February 28</b>
Classes Begin	Wednesday, March 1
Drop/Add and Late Registration	Wednesday, March 1 – Thursday, March 2
Spring Break	March 27- March 31
<b>Financial Aid 60% Point – Full Term</b>	<b>Wednesday, April 12</b>
Last Day to Withdraw	Tuesday, April 25
Last Day of Class	Monday, May 1
Final Exams	Wednesday, April 24- Monday, May 1

<b>SUMMER 2023 Academic Calendar</b>	
Fall 2023 Admission & Financial Aid Priority Deadline	May 1, 2023
<b>Full Term Registration</b>	<b>Monday, May 22- Tuesday, May 23</b>
Classes Begin	Wednesday, May 24
Drop/Add and Late Registration	Wednesday, May 24 – Thursday, May 25
Holiday (College Closed)	Monday, May 29
Holiday (College Closed)	Monday, June 19
Financial Aid 60% Point	Friday, June 30
Holiday (College Closed)	Monday, July 3 – Tuesday, July 4
Advisement and Registration for Fall 2023	Wednesday, July 5
Last Day to Withdraw from Classes	Thursday, July 21
Last Day of Classes	Friday, July 28
Final Exams	Monday, July 31- Friday, August 4
<b>First Term Registration</b>	<b>Monday, May 22- Tuesday, May 23</b>
Classes Begin	Wednesday, May 24
Drop/Add and Late Registration	Wednesday, May 24 – Thursday, May 25
Holiday (College Closed)	Monday, May 29
Financial Aid 60% Point	Wednesday, June 14
Holiday (College Closed)	Monday, June 19
Last Day to Withdraw from Classes	Thursday, June 22
Last Day of Classes	Tuesday, June 27
Final Exams	Monday, June 26 – Tuesday, June 27
<b>Second Term Registration</b>	<b>Monday, May 22 – Tuesday, June 27</b>
Classes Begin	Wednesday, June 28
Drop/Add and Late Registration	Wednesday, June 28 – Thursday, June 29
Holiday (College Closed)	Monday, July 3 – Tuesday, July 4
Financial Aid 60% Point	Thursday, July 20
Last Day to Withdraw from Classes	Thursday, July 27
Last Day of Classes	Tuesday, August 1
Final Exams	Monday, July 31 – Tuesday, August 1

- All tuition and fees are due upon registration for classes. Students must pay or confirm financial aid prior to the first day of class.
- If payment is not made to the Business Office or confirmation of financial aid is not completed, the student's schedule will be deleted.
- Any classes added after initial payments are processed tuition and fees must be paid in full to the Business Office or financial aid confirmed with the Financial Aid office, the student's schedule will be deleted.
- Students should login their Pirate Web account via Banner Self Service finance tab to view account balance.





# **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 dark ink, appearing to read 'J. Screws', written in a cursive style.

Jacqueline B. Screws  
President

# Contacts

	Location		
Area or Concern	Department	Room #	Number to Call
Academic Divisions			
Applied Technology	Applied Technology	Owen Hall 101	334-214-4853
Business and Computer Information Technology	Business and Computer Information Technology	IPAC 201	334-291-4975
English and Communication	English	IPAC 113	334-291-4974
Fine Arts and Social Sciences	Fine Arts and Social Sciences	Fine Arts 205	334-291-4989
Health Sciences	Health Sciences	IPAC 303	334-291-4925
Math	Math	Brassell Hall 216	334-291-4955
Public Safety	Public Safety	Key Hall 101A	334-291-4963
Science	Science	Brassell Hall 118	334-291-4958
Accreditation	Division of Strategic Initiatives	Wallace Hall	334-214-4816
Admissions Office	Admissions and Records	Wallace Hall 201	334-291-4929
Adult Education/GED	Workforce Development	Owen Hall 106	334-214-4849
ADA Coordinator – Students	Student Development and Success	Wilson Hall	334-214-4803
ADA Coordinator – Employees	Human Resources	Wallace Hall	334-291-4927
Alabama Career Center		Brassell Hall 132	334-214-4828 or 334-214-4829
Athletics	Athletics	Key Hall 203	334-214-4880
Bookstore-Barnes and Noble			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 Tours	Recruiter	Wallace Hall	334-291-4998
Career and Technical Education	Student Services	Owen Hall 101	334-214-4867
Changes in Academic Program of Study	Faculty Advisor		
Certified Nursing Assistant	Health Sciences	IPAC 303	334-291-4925
Counseling - Academic, Personal and Transfer	Student Development and Success	Wilson Hall	334-291-4905
Direct Deposit	Business Office	Wallace Hall 200	334-291-4933
Donations	Institutional Advancement	IPAC 318	334-291-4938
Dual Enrollment	Student Services	Owen Hall 112	334-214-4810
Email	Information Technology	Wallace Hall 200	334-291-4922
Employment – Faculty/Staff	Human Resources	Wallace Hall	334-214-4848
Evening Services & Safety Officer	Security	Security Kiosk	334-291-4950
Financial Aid	Financial Aid Office	Wilson Hall	334-291-4914
Foundation	Institutional Advancement	IPAC 318	334-291-4938
General Campus Information	Student Information Center	Wilson Hall	334-291-4900
Grades (transcripts)	Admissions Office	Wallace Hall 201	334-291-4929
Graduation	Admissions Office	Wallace Hall 201	334-291-4929
Learning Resource Center	Instruction	First Floor and Messanine Owen Hall	334-291-4978
Lost and Found	Student Information Clerk	Wilson Hall	334-291-4900
Marketing and Public Relations	Marketing/PR	IPAC 317	334-291-4921

# Contacts

Area or Concern	Location		Number to Call
	Department	Room #	
Military and Veterans	Financial Aid	Wilson Hall	334-291-4919
New Student Experience	Student Development and Success	Wilson Hall	334-214-4803
Nursing/Medical Assisting	Health Sciences	IPAC 303	334-291-4925
Orientation	Student Development and Success	Wilson Hall	334-214-4803
Parking Hang Tag and Fines	Student Information Center	Wilson Hall	334-291-4900
Phi Theta Kappa	Student Development and Success	Wilson Hall	334-214-4803
Photocopying (student)	Learning Resource Center	Owen Hall First Floor	334-291-4978
Pit Crew (IT Help Desk)	Computer and Information Technology	IPAC 205	334-214-4804
Recruitment	Recruiter	Wallace Hall	334-291-4998
Ready-to-Work	Workforce Development	Owen Hall 106	334-214-4807
Registration	Admissions Office	Wallace Hall 201	334-291-4929
Reserving Campus Facilities	President's Office	Wallace Hall 203	334-291-4981
Schedule Adjustment	Admissions Office	Wallace Hall 201	334-291-4929
Scholarships	Financial Aid	Wilson Hall	334-291-4914
Security Office	Security	Security Kiosk	334-291-4950
SENSE Coordinator	SENSE	Wallace Hall 103	334-291-4916
SENSE Career Services Center	SENSE	Wallace Hall 112B	334-291-4916
Testing (students)	Testing Center	Brassell Hall 206	334-291-4941
Title IX Coordinator (students)	Student Development and Success	Wilson Hall	334-214-4803
Title IX Coordinator (employees)	Human Resources	Wallace Hall 201	334-291-4927
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	Instructional	Owen Hall 2 <sup>nd</sup> Floor	334-291-4977
Withdrawal	Admissions Office	Wallace Hall 201	334-291-4929
WorkKeys	Testing	Brassell Hall 206	334-291-4964
Work Study	Financial Aid	Wilson Hall	334-214-4822
Workforce Development	Workforce Development	Owen Hall 101	334-291-4964

## Campus Buildings and Facilities

### LEGEND

ADMS	Adams Building
ATHL	Athletic Fields
BOOKS	Bookstore
BRS	Brassell Hall
FINE	Fine Arts
IPAC	Instructional and Performing Arts Center
ITC	Industrial Training Center
KEY	Key Hall
MAINT	Maintenance Shop
OWEN	Owen Hall
PITTS	Pitts Hall
SEC	Security
WALL	Wallace Hall
WILS	Wilson Hall



## History

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Chattahoochee Valley Community College 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 opened in temporary quarters in January 1974. In 1976, the College moved to its present location at 2602 College Drive. The 130-acre site of the College includes ten instructional and academic/student-services buildings: three administrative/classroom buildings, 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, a maintenance shop, 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 promotes student success and is committed to enriching our community by offering accessible, quality, and engaging educational opportunities through academic transfer, career and technical education, workforce development, and adult education.

## 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.
- To provide state-of-the-art technology, infrastructure, and facilities to support the College mission.

## **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**





**C**hattahoochee 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 [www.cv.edu](http://www.cv.edu). The Admissions Office assists students with application to the College and answers questions regarding the admission process. 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), Practical Nursing (PN), 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.

Chattahoochee Valley Community College respects the diversity of the student body and recognizes the worth and potential of each student. The College seeks to provide equal opportunities to all individuals without regard to race, creed, religion, color, sex, age, national origin, or disability. The recruitment activities implemented by the College are designed to ensure exposure to information regarding CVCC programs and services to a wide array of audiences, including but not limited to high school students, displaced workers, working adults, GED graduates, transient students, dual enrollment students, veteran students, online learners, and ethnically diverse individuals.

Chattahoochee Valley Community College refrains from providing commissions, bonuses, or other incentive payments based directly or indirectly on securing enrollments or federal financial aid (including Tuition Assistance funds) to any persons or entities engaged in any students recruiting, admission activities, or making decisions regarding the award of student financial assistance. The College also refrains from high-pressure recruitment tactics; such as, making multiple unsolicited contacts, including contacts by phone, email, or in-person. The College does not engage in same-day recruitment and registration for the purpose of securing enrollment.

## **Admissions Eligibility**

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**A**pplicants to Chattahoochee Valley Community College may submit applications for fall, spring, or summer semester at any point prior to the semester for which the student is applying. CVCC encourages students to submit applications as far in advance as possible. An applicant who has not previously attended any regionally or Council on Occupational Education accredited postsecondary institution will be designated a first-time college student. Individuals are eligible for admission to courses creditable toward an associate degree or certificate when the required documentation is submitted.

To be accepted into a degree granting program of students, a student must be considered a high school graduate or GED recipient. This policy is applicable to students attending or who graduated from public high schools as well as private, church, parochial, and religious schools offering educational instructions in grades K-12, home schooled students, and those receiving instruction through private tutors.

## Admission Process

Chattahoochee Valley Community College admissions processes and policies are based on Alabama Community College System (ACCS) BOT Policy 804. 01. All students must complete an admission application, provide one (1) form of primary identification (including but not limited to state or federal-issued ID), provide a transcript (if applicable), and provide other appropriate documentation as required by specific programs to complete their admission file.

For the protection of the public and to assist in maintaining state and local security, 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.

### Admission Classifications & Required Admission Documentation

**First Time:** A student who has no prior postsecondary experience after graduating high school or completing a GED.

- Admission Application
- Primary ID
- Official final high school transcript with proof of graduation or GED\*. Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
- Official transcript(s) –all college(s) attended (if applicable)

\*Unofficial transcripts may be submitted in accordance with local institutional policy.

**Transfer:** A student who previously attended another college or university.

- Admission Application
- Primary ID
- Official final high school transcript with proof of graduation or GED\*. Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
- Official transcript(s) – all college(s) attended

\*Unofficial transcripts may be submitted in accordance with local institutional policy.

\*Acceptance of transfer credits is based upon local institutional policy.

**Dual Enrollment/Dual Credit:** A secondary education student who is earning college credit while still in high school. Dual enrollment credit may be applied toward high school AND college.

- Admission Application
- Primary ID
- High school transcript
- Written approval from school administrator

\*Unofficial transcripts may be submitted in accordance with local institutional policy.

**Accelerated:** A secondary education student who is earning college credit while still in high school. Accelerated credit may not substitute for high school requirements.

- Refer to Admission Accelerated High School Student in this section of the Catalog.

\*Unofficial transcripts may be submitted in accordance with local institutional policy.

**Transient:** A student enrolled at another college or university who is taking classes at an ACCS institution for the express purpose of transferring credit to the home college or university.

- Transient admission application
- Primary ID
- Appropriate transient documentation from home institution

**Re-Admit/Returning:** A student who has not enrolled in courses at the institution within the last academic year as determined by local institutional calendars.

- Admission Application
- Primary ID
- Official final high school transcript with proof of graduation or GED\* (if applicable).  
Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
- Official transcript(s) – all college(s) attended (if applicable)

\*Unofficial transcripts may be submitted in accordance with local institutional policy.

**Special/Non-Degree Seeking:** A student who wishes to enroll but does not wish to pursue a degree or certificate.

- Admission Application
- Primary ID
- Official final high school transcript with proof of graduation or GED\* (if applicable).  
Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
- Official transcript(s) – all college(s) attended (if applicable)

\*Unofficial transcripts may be submitted in accordance with local institutional policy.

**International:** A student who is a citizen of another country.

- Refer to Admission International Student in this section.

### **Non-high school graduate and non-GED students**

- Required assessment score (in accordance with current assessment procedures)
- Written consent from the appropriate secondary administrator (if under the age of 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.

### **Admission Status:**

There are two types of admission status: conditional and unconditional

**Conditional status:** Students who have applied but not submitted required documentation shall be admitted as conditional status (excluding transient and international students). Failure to provide all required documentation by the end of the first semester, as determined by local institutional calendars, will prevent a student from future registration and official transcript release.

**Unconditional status:** Students who have applied and submitted all required documentation shall be admitted unconditionally.

Admission to an ACCS institution does not ensure admission to any individual program or course.

### **Accelerated High School Students**

A student is eligible for admission as an accelerated student if he/she meets all of the following criteria:

- The student has completed the 10th grade.
- The student provides a letter from the local principal or his or her designee certifying that the student has a minimum cumulative 3.0 average and recommends the student be admitted under this policy.
- The student has completed the high school prerequisites for the courses in which he/she wants to enroll.

**Note:** An accelerated student must satisfy admission requirements with the exception of proof of high school graduation or GED completion. In the absence of an Alabama driver's license or state issued ID card, a student may provide a certified copy of their birth certificate to establish U.S. Citizenship and a printout of the student info profile sheet from iNow, signed and dated by the student's high school principal to establish current residency and ID.

- Accelerated students may enroll in academic, career and technical, or health profession courses/programs in accordance with additional written guidance issued by the Chancellor.
- Enrolled students must pay tuition and fees as required by the institution.
- Exceptions may be granted by the Chancellor for a student documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9-12. Exceptions apply only to grade completion requirements and completion of high school prerequisites.
- This admission status is available to students attending public, private, parochial, or church/religious schools pursuant to §16-28-1 of the Code of Alabama 1975, or who are receiving instruction from a home school offering educational instructions in grades K-12, home schooled students, and those receiving instruction through private tutors.

## **International Students**

Per ACCS Chancellor's Policy Procedures for Policy 801.04: Admission: International Students, for admission to Chattahoochee Valley Community College, an international student must provide the documentation listed below in the chart.

International First Time Students	International Transfer Students
<ul style="list-style-type: none"> <li>• Admission application</li> <li>• A certified original translated and evaluated copy of the student's high school transcript if graduated outside of the United States</li> <li>• A current and valid passport or other official documentation to verify lawful presence</li> <li>• A current photo (passport-size, preferred)</li> <li>• A minimum score of 5.5 on the International English Language Testing System (IELTS), a total score of 61 on the Internet-based Test of English as a Foreign Language (TOEFL), a 2A on the Step EIKEN Test in Practical English Proficiency, or a total score of 500 on the paper-based TOEFL. Institutions may admit students to an established ESL program in preparation for the English Language Exam. However, students may not enroll in regular college courses until the English Language requirement is met.</li> <li>• A signed notarized statement verifying adequate financial support</li> <li>• Receipt of payment of I-901 Student and Exchange Visitor Information System (SEVIS) Fee.</li> <li>• A medical health history with proof of vaccination. (form is attached)</li> <li>• Documentation demonstrating adequate accident, sickness and life insurance that includes evacuation repatriation. Students must maintain insurance coverage throughout the duration of their I-20. The institution may provide an insurance plan or a list of available insurance providers. Note: CVCC does not provide an insurance plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Admission application</li> <li>• A certified original translated and evaluated copy of the student's high school transcript verifying completion status and a translated and evaluated transcript from each college attended if graduated outside of the United States. Students who have achieved a minimum of a Baccalaureate degree are only required to submit a translated and evaluated transcript from the degree granting institution</li> <li>• Original transcripts from all US institutions attended</li> <li>• A signed notarized statement verifying financial support</li> <li>• Copy of the student's current Form I-20</li> <li>• Receipt of payment of I-901 Student and Exchange Visitor Information System (SEVIS) Fee.</li> <li>• Copy of student's Visa and Passport</li> <li>• A medical health history with proof of vaccination (form is attached).</li> <li>• Documentation demonstrating adequate accident, sickness and life insurance that includes evacuation repatriation. Students must maintain insurance coverage throughout the duration of their I-20. The institution may provide an insurance plan or a list of available insurance providers. Note: CVCC does not provide an insurance plan.</li> </ul>

Other non-immigrant students must meet all of the College admission requirements as well as provide documentation of immigration status. International students who do not provide the required documentation will not be admitted to CVCC.

## English as a Second Language Exam Waiver

The English as a Second Language exam may be waived for students from all English speaking countries including but not limited to: Anguilla, Antigua and Barbuda, Australia (Australian English), the Bahamas, Barbados, Bermuda, Belize (Belizean Kriol), the British Indian Ocean Territory, the British Virgin Islands, Canada (Canadian English), the Cayman Islands, Dominica, the Falkland Islands, Gibraltar, Grenada, Guam, Guernsey (Channel Island English), Guyana, Ireland (Hiberno-English), Isle of Man (Manx English), Jamaica (Jamaican English), Jersey, Montserrat, Nauru, New Zealand (New Zealand English), Nigeria, Pitcairn Islands, Saint Helena, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Tanzania, Singapore, South Georgia and the South Sandwich Islands, Trinidad and Tobago, the Turks and Caicos Islands, The Gambia, the United Kingdom, the U.S. Virgin Islands, and the United States. If a student from a country not listed wishes to apply for a waiver, the student must provide substantial documentation for the College to submit to the Chancellor for approval.

## 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 at [www.accs.edu](http://www.accs.edu). Students seeking articulation high school credit should request documents from the high school administrator to support articulation and submit documents to the Admissions Office at CVCC. For additional information, please contact the Associate Dean of Technical Education and Workforce Development.

## 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 must have written approval of the appropriate high school administrator who will work with the Dual Enrollment Coordinator for admissions and registration. To apply for dual enrollment/dual credit admissions, students will complete the required application packet and return it to the 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, admissions to the College will be delayed.

The Statement of Eligibility Form requires the high school principal and/or school counselor's signature; the counselor may 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 must 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 assist student with registration.

Students should work with their counselors, career tech directors, and/or career coaches to submit a completed packet and complete the process for enrollment. Questions regarding the process should be directed to the Dual Enrollment Coordinator, Demeka Daniels, at 334-214-4810. All applicants must meet the entrance requirements established by the College.

In addition, students must take the ACCUPLACER college placement test, where minimum placement is required, specifically for a college-level English and math courses. All dual enrollment students are encouraged to take the ACCUPLACER 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 submitting ACT scores for English and Math placement to the College. If an ACT score is not available, the student must make arrangements to take the ACCUPLACER placement exam prior to registration for courses. For more information about the ACCUPLACER exam, please view this information at [www.cv.edu](http://www.cv.edu).**

Courses are offered at CVCC campus and specific area high schools. Please see the high school counselor or career technical director for more information. Students may enroll in academic or Career Technical Education (CTE) courses at CVCC. These courses align with industry-standard certifications which provide training designed to enter the workforce.

The Career Technical Dual Enrollment Scholarship is available to pay for tuition and books while funds are available. Application for scholarships should be completed at time of application to be eligible to participate. For more information, please go to [www.cv.edu/dual-enrollment](http://www.cv.edu/dual-enrollment) or email the Dual Enrollment Coordinator at [demeka.daniels@cv.edu](mailto:demeka.daniels@cv.edu).

All students participating in dual credit coursework are considered Chattahoochee Valley Community College students and are bound by the rules, regulations, and policies of the College and the Alabama Community College System. For more information, please visit <http://www.cv.edu/dual-enrollment/>.

## **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. *Apply to Admissions at [www.cv.edu/apply](http://www.cv.edu/apply).*
2. *Provide sufficient identification.* 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 license 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 may submit the identification in person or electronically. Applicants unable to present identification in person must submit a legible copy by mail or electronically.

3. **Submit official transcripts from previously attended high schools and colleges to the Admissions Office.** 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 an official sealed envelope from the institution to be considered official, or
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.

## **Special Admission 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.

### **Readmission Service Member**

It is the policy of Chattahoochee Valley Community College that the College will promptly readmit a service member with the same academic status as he/she had when last attending the College or accepted for admission to the College. This requirement applies to any student who cannot attend college due to military service. The student must notify the College of his/her military service and intention to return to the College and report this information to the Office of the Director of Admissions/Registrar located on the second floor of Wallace Hall.

### **Noncredit Students**

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

## **Admission Status**

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**U**pon 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 requirements for admissions, academic assessment, 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 of the required admission documents and/or has not completed the academic assessment 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 Admissions Office and/or the academic assessment has been completed.

## **Unconditional Certificate Student**

An unconditional certificate student has completed all admission requirements and academic assessment 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 academic assessment. This student may not register for another semester until all required documents are on file in the Admissions Office and/or the academic assessment program has been completed.

## **Unconditional Unclassified Student**

A student who completes all admission requirements to enroll in courses for cultural improvement, enjoyment, or increased occupational proficiency may be admitted as an unconditional unclassified student. **An unclassified student is not required to complete assessments unless he/she plans to enroll in English, reading and/or mathematics courses. Individuals enrolled as unclassified students will not be eligible for financial assistance including Veteran's benefits, from the College.** 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 Admissions Office.

## **Conditional Unclassified Student**

A conditional unclassified student has not submitted all required documents to the Admissions Office 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 Admissions Office.

## **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 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 Admissions Office.

## **Selection Program**

The College helps students select courses and programs from which they can derive the most benefit. Individual abilities, previous training 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**

Placement into the correct English and math courses is determined by: (1) ACT scores, (2) High School GPA, and (3) ACCUPLACER or Next Generation, which is a placement test.

ENGLISH Placement Guidelines					
SCREENING LEVEL 1		SCREENING LEVEL 2		SCREENING LEVEL 3	
ACT		High School GPA and English IV Grade		ACCUPLACER Placement Test	
Score*	Course Placement	GPA/English IV Grade*	Course Placement	Score*	Course Placement
≥ 18	ENG101	≥ 2.75 GPA and "A" or "B" in English IV	ENG101	5	ENG101
= 17	ENG101 with ENG099	≥ 2.75 GPA and "C" in English IV	ENG101 with ENG099	4	ENG101 with ENG099
≤ 16	See SCREENING LEVEL 2	< 2.75 GPA	See SCREENING LEVEL 3	0-3	ENR098

\*Scores may be used for placement up to five years from the date of test. English IV grade (including [Elements of College English](#)) and GPA may be used for placement up to five years from the high school graduation date.

MATH Placement Guidelines						
SCREENING LEVEL 1		SCREENING LEVEL 2		SCREENING LEVEL 3		
ACT		High School GPA and Math Grade		ACCUPLACER Placement Test		
Score*	Course Placement	GPA/Math Grade*	Course Placement	Score*	Course Placement	
≤ 16	See SCREENING LEVEL 2	< 2.75 GPA	See SCREENING LEVEL 3	QAS 200-242	MTH 098	
= 17	MTH 100 with MTH 099 MTH 110 with support	≥ 2.75 GPA and "C" in Math	MTH 100 with MTH 099 MTH 110 with support	QAS 243-252	MTH 100 with MTH 099 MTH 110 with support	
18-19	MTH 100	≥ 2.75 GPA and "A" or "B" in Math	MTH 100	QAS 253-266	MTH 100	
	MTH 110		MTH 110		MTH 110	
	MTH 112 with support		MTH 112 with support		MTH 112 with support	
≥ 20	HS Math Completed	Course Placement		QAS 267-300	MTH 110	
	Algebra I	MTH100			MTH 112	
		MTH110 with support				
	Algebra II	MTH 110	MTH 231			
		MTH 112	MTH 232			
		MTH 113	MTH 265			
		MTH 115				
	Pre-Calculus or Calculus	MTH 110	MTH 125			
		MTH 112	MTH 231			
		MTH 113	MTH 232			
		MTH 115	MTH 265			
MTH 120						

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

**Note:** The student should consult with his/her assigned advisor to determine the appropriate Math course to take.

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 program 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, Mathematics and Orientation Courses

Students must register for required developmental courses in English and mathematics during the initial two semesters of enrollment and continue to take the developmental courses

during consecutive semesters of enrollment until all required developmental courses have been satisfactorily completed.

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

New students must register for ORI 105 (Orientation and Student Success) 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.



# **Financial Information**



## Residency and Eligibility

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**R**esidency status must be determined upon admission, an 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; or
  - 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 an accredited member of a consular staff assigned to duties in Alabama; OR
4. The student meets one of the following criteria pertaining to military status:  
\*A veteran using education assistance under either Chapter 30 (Montgomery GI Bill® Active Duty Program) or Chapter 33 (Post 9/11 GI Bill®), of Title 38, United States Code, who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence).  
  
\* Any using transferred Post 9/11 GI Bill® benefits (38 U.S.C. 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence).

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.

# CVCC 2022- 2023 TUITION SCHEDULE

In-State Rates								
Semester Credit Hours	Tuition	ACCS Enhancement Fee	Facility Renewal Fee	Technology Fee	Building Fee	Reserve Fee	Pirate Book Pack	Student Total
1	\$ 125.00	\$ 10.00	\$ 9.00	\$ 9.00	\$ 12.00	\$ 1.00	\$ 26.00	\$ 192.00
2	\$ 250.00	\$ 20.00	\$ 18.00	\$ 18.00	\$ 24.00	\$ 2.00	\$ 52.00	\$ 384.00
3	\$ 375.00	\$ 30.00	\$ 27.00	\$ 27.00	\$ 36.00	\$ 3.00	\$ 78.00	\$ 576.00
4	\$ 500.00	\$ 40.00	\$ 36.00	\$ 36.00	\$ 48.00	\$ 4.00	\$ 104.00	\$ 768.00
5	\$ 625.00	\$ 50.00	\$ 45.00	\$ 45.00	\$ 60.00	\$ 5.00	\$ 130.00	\$ 960.00
6	\$ 750.00	\$ 60.00	\$ 54.00	\$ 54.00	\$ 72.00	\$ 6.00	\$ 156.00	\$ 1,152.00
7	\$ 875.00	\$ 70.00	\$ 63.00	\$ 63.00	\$ 84.00	\$ 7.00	\$ 182.00	\$ 1,344.00
8	\$ 1,000.00	\$ 80.00	\$ 72.00	\$ 72.00	\$ 96.00	\$ 8.00	\$ 208.00	\$ 1,536.00
9	\$ 1,125.00	\$ 90.00	\$ 81.00	\$ 81.00	\$ 108.00	\$ 9.00	\$ 234.00	\$ 1,728.00
10	\$ 1,250.00	\$ 100.00	\$ 90.00	\$ 90.00	\$ 120.00	\$ 10.00	\$ 260.00	\$ 1,920.00
11	\$ 1,375.00	\$ 110.00	\$ 99.00	\$ 99.00	\$ 132.00	\$ 11.00	\$ 286.00	\$ 2,112.00
12	\$ 1,500.00	\$ 120.00	\$ 108.00	\$ 108.00	\$ 144.00	\$ 12.00	\$ 312.00	\$ 2,304.00
13	\$ 1,625.00	\$ 130.00	\$ 117.00	\$ 117.00	\$ 156.00	\$ 13.00	\$ 338.00	\$ 2,496.00
14	\$ 1,750.00	\$ 140.00	\$ 126.00	\$ 126.00	\$ 168.00	\$ 14.00	\$ 364.00	\$ 2,688.00
15	\$ 1,875.00	\$ 150.00	\$ 135.00	\$ 135.00	\$ 180.00	\$ 15.00	\$ 390.00	\$ 2,490.00
16	\$ 2,000.00	\$ 160.00	\$ 144.00	\$ 144.00	\$ 192.00	\$ 16.00	\$ 416.00	\$ 3,072.00
17	\$ 2,125.00	\$ 170.00	\$ 153.00	\$ 153.00	\$ 204.00	\$ 17.00	\$ 442.00	\$ 3,264.00
18	\$ 2,250.00	\$ 180.00	\$ 162.00	\$ 162.00	\$ 216.00	\$ 18.00	\$ 468.00	\$ 3,456.00
19	\$ 2,375.00	\$ 190.00	\$ 171.00	\$ 171.00	\$ 228.00	\$ 19.00	\$ 494.00	\$ 3,648.00
20	\$ 2,500.00	\$ 200.00	\$ 180.00	\$ 180.00	\$ 240.00	\$ 20.00	\$ 520.00	\$ 3,840.00
21	\$ 2,625.00	\$ 210.00	\$ 189.00	\$ 189.00	\$ 252.00	\$ 21.00	\$ 546.00	\$ 4,032.00
22	\$ 2,750.00	\$ 220.00	\$ 198.00	\$ 198.00	\$ 264.00	\$ 22.00	\$ 572.00	\$ 4,224.00
23	\$ 2,875.00	\$ 230.00	\$ 207.00	\$ 207.00	\$ 276.00	\$ 23.00	\$ 598.00	\$ 4,416.00
24	\$ 3,000.00	\$ 240.00	\$ 216.00	\$ 216.00	\$ 288.00	\$ 24.00	\$ 624.00	\$ 4,608.00
25	\$ 3,125.00	\$ 250.00	\$ 225.00	\$ 225.00	\$ 300.00	\$ 25.00	\$ 650.00	\$ 4,800.00

Out-of-State Rates								
Semester Credit Hours	Tuition	ACCS Enhancement Fee	Facility Renewal Fee	Technology Fee	Building Fee	Reserve Fee	Pirate Book Pack	Student Total
1	\$ 250.00	\$ 10.00	\$ 9.00	\$ 9.00	\$ 12.00	\$ 1.00	\$ 26.00	\$ 317.00
2	\$ 500.00	\$ 20.00	\$ 18.00	\$ 18.00	\$ 24.00	\$ 2.00	\$ 52.00	\$ 634.00
3	\$ 750.00	\$ 30.00	\$ 27.00	\$ 27.00	\$ 36.00	\$ 3.00	\$ 78.00	\$ 951.00
4	\$ 1,000.00	\$ 40.00	\$ 36.00	\$ 36.00	\$ 48.00	\$ 4.00	\$ 104.00	\$ 1,268.00
5	\$ 1,250.00	\$ 50.00	\$ 45.00	\$ 45.00	\$ 60.00	\$ 5.00	\$ 130.00	\$ 1,585.00
6	\$ 1,500.00	\$ 60.00	\$ 54.00	\$ 54.00	\$ 72.00	\$ 6.00	\$ 156.00	\$ 1,902.00
7	\$ 1,750.00	\$ 70.00	\$ 63.00	\$ 63.00	\$ 84.00	\$ 7.00	\$ 182.00	\$ 2,219.00
8	\$ 2,000.00	\$ 80.00	\$ 72.00	\$ 72.00	\$ 96.00	\$ 8.00	\$ 208.00	\$ 2,536.00
9	\$ 2,250.00	\$ 90.00	\$ 81.00	\$ 81.00	\$ 108.00	\$ 9.00	\$ 234.00	\$ 2,853.00
10	\$ 2,500.00	\$ 100.00	\$ 90.00	\$ 90.00	\$ 120.00	\$ 10.00	\$ 260.00	\$ 3,170.00
11	\$ 2,750.00	\$ 110.00	\$ 99.00	\$ 99.00	\$ 132.00	\$ 11.00	\$ 286.00	\$ 3,487.00
12	\$ 3,000.00	\$ 120.00	\$ 108.00	\$ 108.00	\$ 144.00	\$ 12.00	\$ 312.00	\$ 3,804.00
13	\$ 3,250.00	\$ 130.00	\$ 117.00	\$ 117.00	\$ 156.00	\$ 13.00	\$ 338.00	\$ 4,121.00
14	\$ 3,500.00	\$ 140.00	\$ 126.00	\$ 126.00	\$ 168.00	\$ 14.00	\$ 364.00	\$ 4,438.00
15	\$ 3,750.00	\$ 150.00	\$ 135.00	\$ 135.00	\$ 180.00	\$ 15.00	\$ 390.00	\$ 4,365.00
16	\$ 4,000.00	\$ 160.00	\$ 144.00	\$ 144.00	\$ 192.00	\$ 16.00	\$ 416.00	\$ 5,072.00
17	\$ 4,250.00	\$ 170.00	\$ 153.00	\$ 153.00	\$ 204.00	\$ 17.00	\$ 442.00	\$ 5,389.00
18	\$ 4,500.00	\$ 180.00	\$ 162.00	\$ 162.00	\$ 216.00	\$ 18.00	\$ 468.00	\$ 5,706.00
19	\$ 4,750.00	\$ 190.00	\$ 171.00	\$ 171.00	\$ 228.00	\$ 19.00	\$ 494.00	\$ 6,023.00
20	\$ 5,000.00	\$ 200.00	\$ 180.00	\$ 180.00	\$ 240.00	\$ 20.00	\$ 520.00	\$ 6,340.00
21	\$ 5,250.00	\$ 210.00	\$ 189.00	\$ 189.00	\$ 252.00	\$ 21.00	\$ 546.00	\$ 6,657.00
22	\$ 5,500.00	\$ 220.00	\$ 198.00	\$ 198.00	\$ 264.00	\$ 22.00	\$ 572.00	\$ 6,974.00
23	\$ 5,750.00	\$ 230.00	\$ 207.00	\$ 207.00	\$ 276.00	\$ 23.00	\$ 598.00	\$ 7,291.00
24	\$ 6,000.00	\$ 240.00	\$ 216.00	\$ 216.00	\$ 288.00	\$ 24.00	\$ 624.00	\$ 7,608.00
25	\$ 6,250.00	\$ 250.00	\$ 225.00	\$ 225.00	\$ 300.00	\$ 25.00	\$ 650.00	\$ 7,925.00

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	\$125.00	Tuition	\$250.00
ACCS Enhancement Fee	\$10.00	ACCS Enhancement Fee	\$10.00
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
Pirate Book Pack	\$26.00	Pirate Book Pack	\$26.00
<b>TOTAL</b>	<b>\$192.00</b>	<b>TOTAL</b>	<b>\$317.00</b>

**\*Georgia Eligible Residents Are Those Students Residing In The Following Georgia Counties:**

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.**

**OTHER STUDENT FEES**

*Note: All Other Student Fees Listed Below are Non-Refundable.*

Program Fees		
Nursing Program (Direct Entry, Mobility, and Practical Nursing) - RNP	Fees vary, depending on program and semester	
MAT Program - MAT	Fees vary, depending on semester	
Per Course Fees		
Applied Technology - Lift Truck Certificate/10 hour OSHA - ADM100	APT	\$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		\$16
CPR/EMS National Registry Fee EMS 118 NRF		\$98
CPR/EMS National Registry Fee EMS 155 NRFA		\$115
BIT Certification/Testing - BIT CIS 111/OAD 125 CIS 113/OAD 243/ACC 149 CIS 149	CIS115/OAS 246 CIS117/AOD 244	\$95
NET + Certification CIS 277		\$165
CIS 268 Software Support CIS 269 Hardware Support		\$110
Nursing Assistant Liability Insurance, Lab Fee, Background Check & Drug Screening Certificate Exam - NAS NAS 100		\$237
Medical Assisting - Phlebotomy (CPT) Online Review Materials & Certification -MATP MAT228P		\$186
Medical Assisting (CCMA) Online Review Materials & Certification -MATR MAT228R		\$229
Medical Assisting - EKG Tech (CET) - Online Review Materials & Certification MATE MAT228E		\$186
Medical Assisting - Health Records Specialist (CEHRS) Online Review Materials & Certification MATS MAT228H		\$186
Medical Assisting - Medical Administrative Assistant (CMAA) Online Review Materials & Certification MATA MAT228A		\$186
Work Keys Certification/Testing Fee - WKY WKD 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.

## Tuition and Fees

**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.

## EMT-Basic Students

*Fees listed below are applicable for EMT-Basic students enrolling in fall 2022 and are subject to change. "Paid to Outside Vendor" costs are estimates based on current market prices.*

FIRST SEMESTER (Fall)	EMT
PAID TO CVCC	PAID TO OUTSIDE VENDOR
Tuition (12 credit hours) \$1,968 resident/\$3,564 non-resident	Books.....\$120+
CPR/EMS Certification/Testing (CPR EMS 100).....\$10 <i>*Fee applies to students who are also enrolled in EMS 100.</i>	Uniforms.....\$72 <i>*Price reflects current market estimate for (1) clinical uniform shirt; available at campus bookstore.</i>
NREMT Exam Fee.....\$98	Clinical Kit.....\$40+ <i>*Price reflects current market estimate for Sprague stethoscope, pen light and bandage scissors.</i>
Liability Insurance Fee.....\$16	
Lab Fees.....\$10	EMS Platinum Planner.....\$35 <i>*Fee applies to students who are enrolled in EMS 119.</i>
First Aid Card.....\$25	ACEMAPP Software Access (1 year).....\$50
	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.....\$75 <i>*Price reflects current market estimate for drug screening and background check.</i>

## EMT-Advanced Students

Fees listed below are applicable for EMT-Basic students enrolling in fall 2022 and are subject to change. "Paid to Outside Vendor" costs are estimates based on current market prices.

FIRST SEMESTER (Fall)	AEMT
PAID TO CVCC	PAID TO OUTSIDE VENDOR
Tuition (10 credit hours) \$1,640 resident/\$2,970 non-resident	Books.....\$120+
Liability Insurance Fee.....\$16	Uniforms.....\$72+ <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.....\$136	
	EMS Platinum Planner.....\$57 <i>*Fee applies to students who are enrolled in EMS 156.</i>
	ACEMAPP Software Access (1 year).....\$50
	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.....\$75 <i>*Price reflects current market estimate for drug screening and background check.</i>
	Alabama Licensing Fee.....\$10

Note If EMT was taken during the previous semester additional charges may not apply. .

## Cooperative Arrangements

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.

## 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 must complete the electronic withdrawal form on the website. The student will receive an email once all signatures are secured and withdrawals approved. A scholarship student must also secure the signature of his/her scholarship supervisor. When the student has all the required signatures, the form must be returned to the Admissions Office. 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 Admissions Office 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, or 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 in full to CVCC within 120-day days, 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.

### **Return of Unearned Military Tuition Assistance Funds**

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded.

When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the Department of Defense policy, Chattahoochee Valley Community College will return any unearned Military TA funds on a proportional basis through at least the 60% portion of the term for which they were provided.

### **Schedule for Returning Unearned Military Tuition Assistance 16 Week Complete Withdrawal**

<b>Week of Class</b>	<b>Return Amount</b>
Before or During Week 1	100% return
During Week 1	90% return
During Week 2	80% return
During Week 3	70% return
During Week 4	60% return
During Week 5	50% return
During Week 6	40% return
During Week 7	30% return
During Week 8	20% return
During Week 9	10% return (60% of course is completed)
During Week 11-16	0% return

### **7 & 8 Week Complete Withdrawal**

<b>Week of Class</b>	<b>Return Amount</b>
Before or During Week 1	100% return
During Week 1	80% return
During Week 2	60% return
During Week 3	40% return
During Week 4	20% return (60% of course is completed)
During Week 5	0% return

Any unearned Military TA funds will be returned directly to the military service, not to the service member. The calculation of the return may result in the service member owing a balance to the College. If the service member withdraws due to military service obligation, the College will work with the service member to identify a solution that will not result in a student debt for the returned TA portion.

If a service member withdraws after the 60% portion of the term, all Military TA will be considered earned.

## **Refund for Alabama National Guard and Reservists Called to Active Duty**

Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty by executive order of the President of the United States or a State Governor in the time of national crisis may receive a full refund of tuition and other appropriate institutional charges at the time of withdrawal. If a National Guard student is receiving Title IV funding, a recalculation must be performed as required by Federal Title IV regulations, which could result in less than a 100% refund.

### **Exceptions**

The President has the authority to make exceptions to the refund policy in the event of the death of a student or of a family member or other catastrophic event requiring the student to leave the College.

### **Student Holds/Delinquent Accounts**

Barnes & Noble Bookstore, Admissions Office, 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 his/her account, it should be paid immediately.

## **Financial Aid**

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**T**he Financial Aid Office provides financial assistance to students who need aid 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 Grant, and Alabama Student Assistance Program Grant. Grants do not have to be repaid. A student who has demonstrated financial need and is enrolled in a postsecondary institution 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.studentaid.gov](http://www.studentaid.gov) with CVCC's federal school code 012182. Each year the FAFSA must be renewed 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 processor for verification, additional documents must be submitted to the Financial Aid Office in Wilson Hall. The primary source of communication to students from Financial Aid Office will be their Pirate Web at [www.cv.edu](http://www.cv.edu) for financial aid status, pending documents needed, and offer letters, along with additional information.

Pell Grants are prorated based on student's semester registration status. Only courses that are required for the student's degree plan will be included in the course load.



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

The Pell Recalculation Date will be the day after the last published day for schedule adjustment. Each term will have a separate Pell Recalculation Date. These dates are posted in Financial Aid Important Dates at [www.cv.edu/financial-aid-important-dates/](http://www.cv.edu/financial-aid-important-dates/).

**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. Students who show exceptional need and complete their FAFSA before the priority deadline of May 1 are shown preference. Students must be enrolled for at least half-time to be eligible. Grant amounts 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 the priority deadline of May 1 are shown preference. Grant amounts 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. Students must view their Pirate Web for Financial Aid Warning or Financial Aid Suspension status.

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

#### **Satisfactory Academic Progress (SAP) Standards**

- Qualitative Standard - Grade Point Average (GPA)
- Quantitative Standard - Successful Completion Rate - (PACE)
- Quantitative Standard - Maximum Timeframe - 150% of the published credit hours required to graduate (MAX)
- Warning Semester: SAP is measured at the end of each term - for all enrolled students

#### **Qualitative - Grade Point Average (GPA)**

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

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

- If the student has attempted 0-12 hours, he/she must maintain a 1.5 GPA.

- If the student has attempted 13 or more hours, he/she must maintain a 2.0 GPA.

## **Grades for Developmental Courses**

Incompletes and periods where Academic Bankruptcy was applied must be factored into the GPA calculation. Special Satisfactory Academic Progress standards have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV federal financial aid.

## **Repeated Courses**

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

### **Quantitative - Pace of Progression (PACE)**

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

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

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

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

## **Transfer Courses Accepted by the Institution**

Developmental courses, incompletes periods where Academic Bankruptcy was applied, and forgiven courses must be factored into the completion rate calculation.

### **Quantitative - Maximum Time Frame (MAX)**

- The maximum timeframe for the completion of an undergraduate degree program is defined as no more than 150 percent of the normal timeframe required to complete the degree program. Example: For degree programs that require 64 credit hours to graduate, the maximum time frame is 96 attempted credit hours. Students failing to complete their degree programs within this timeframe will lose financial aid eligibility.
- All attempted courses, including transfer credits accepted by the institution, incompletes, periods where Academic Bankruptcy was applied forgiven courses, and developmental courses must be factored into the calculation for Maximum Time Frame. The maximum timeframe will not reset with a change of program. However, students may appeal if mitigating circum-

stances or circumstances beyond a student's control exist. Students should be aware that appeals may require supporting documentation.

- Students who have previously graduated with a degree (associates or bachelors) will be reviewed for maximum timeframe based on the hours attempted of the current program of study. Students who are over maximum timeframe and have earned three (3) or more degrees from CVCC will lose financial aid eligibility and may appeal.

### **Warning Semester**

- If a student fails to meet the Qualitative Standard - Grade Point Average (GPA) and/or the Quantitative Standard - Pace of Progression (PACE) for Satisfactory Academic Progress, he/she should be placed on a one-semester warning in which he/she can still receive financial aid.
- During this warning semester, the student will receive financial aid; however, the student must be meeting both the Qualitative Standard - Grade Point Average (GPA) and the Quantitative Standard - Completion Rate/PACE requirements at the end of the warning semester to continue to receive financial aid.
- If a student fails to regain good standing satisfying both the Qualitative Standard - Grade Point Average (GPA) and/or the Quantitative Standard - Successful Completion Rate (PACE) during his/her warning semester he/she will be placed into a Failing SAP Status and will be ineligible for continued aid. Students must follow the institution's financial aid appeal policy if they wish to be reconsidered for possible continued eligibility.
- There is no warning semester for Maximum Timeframe.

### **SAP Calculation**

The following information explains how repeated courses, incompletes, withdrawals, academic bankruptcies, course forgiveness, developmental courses, transfer credits, and grade changes are treated in a student's SAP calculation.

- Repeated courses are factored into the GPA, Completion Rate/PACE and Maximum Timeframe calculations. The first repeat course will not be calculated into the GOA requirement. Students can only repeat a successfully passed course using federal aid one additional time. Repeats may affect a student's Completion Rate/PACE.
- Incomplete grades (I) are factored into the Completion Rate/PACE and Maximum Timeframe Requirements. When an "I" is updated to a final grade, the final grade received will be factored into the SAP calculation at the time of the next scheduled evaluation. SAP calculations for all other grade changes instituted for prior terms will be recalculated at the time of the grade change. For all other grade changes instituted for prior terms, SAP is recalculated at the time of the grade change.
- Withdrawals are not factored into the GPA calculation; however, withdrawals are included in the Completion Rate/PACE and Maximum Timeframe Calculations.
- Transfer credits accepted by the College will not be factored into the GPA calculation, but all accepted credits are included in Completion Rate/PACE

and Maximum Timeframe Calculations. Following acceptance of transfer credits, an official review of these transfer credits will be completed at the end of the next semester of enrollment at CVCC.

- Course Forgiveness and Academic Bankruptcy are factored into the GPA, Completion Rate/PACE, and maximum Timeframe Calculations.
- Developmental courses are factored into the GPA, Completion Rate/PACE, and Maximum Timeframe Calculations. A student may receive federal aid for up to 30 developmental hours.
- Courses dropped during the add/drop period are not factored into GPA, Completion Rate/PACE or Maximum Timeframe Calculations.
- Audit courses are not considered credits attempted or earned; therefore, students cannot receive federal aid for audited courses. Audited courses are
- Completion Rate/PACE calculations are rounded based on traditional rounding rules (e.g. 66.5% = 67%).

#### **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 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.

Beginning July 1, 2015, students enrolled in both Adult Education and Career Pathway Programs 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 Appeal Forms** are located at [www.cv.edu/student-forms/](http://www.cv.edu/student-forms/) under Student Resources Student 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. If approved, the student is placed on Financial Aid Probation or Academic Plan.

In some cases, a student's failure to comply with one or more areas of SAP may be due to a mitigating circumstance. A mitigating circumstance is defined as a situation beyond the student's control, an undue hardship as a result of special circumstances, or other circumstances. Some examples of mitigating circumstances may include serious illness or injury to student that required extended recovery time; death or serious illness of an immediate family member; significant trauma in student's life that impaired the student's emotional and/or physical health; or other documented circumstances.

A student who experiences a mitigating circumstance may submit a financial aid appeal. If a student files an appeal due to the maximum timeframe, he/she must be meeting the other two components (GPA and Completion Rate/PACE). an appeal cannot be approved for a prior term.

Financial aid appeals must be received in the Financial Aid Office by close of business two days prior to the first day of classes. Submitting a financial aid appeal is NOT an automatic approval.

The decision of the Financial Aid Appeals Committee will be electronically delivered via CVCC email to the student. The decision of the Financial Aid Appeals Committee is final. Students may also view Satisfactory Academic Progress (SAP) status in the OneACCS Self-Service Banner (SSB) account.

**Financial Aid Probation or Academic Plan** status is placed on the student whose Financial Aid Appeal has been approved; or for a 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 his/her courses for that term successfully with C's or better, the student's federal aid may be awarded for subsequent semesters.

**Re-establishing** eligibility is another way for the student to receive federal aid after a Financial Aid Suspension. To re-establish eligibility, the student must take additional coursework credit hours at CVCC using non-Title IV monetary resources and pass with C's or better. Once the student meets the Financial Aid Standards of Academic Progress, the student may have his/her federal aid awarded for subsequent semesters. The student would be responsible for the funding of the semester(s) he/she chooses 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 a cosigner, in some instances.

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 as other Title IV aid. 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 the Admissions Office.

2021-2022 CVCC Cost of Attendance Budget	Dependent In State Resident	Independent In State Resident	Non Resident
Nine month or two semesters	\$17,974	\$20,364	\$24,354
Twelve month or three semesters	\$24,500	\$27,691	\$33,277
Four month or one semester either fall or spring	\$8,987	\$10,182	\$12,177
Three month or summer semester	\$6,526	\$7,327	\$8,923

**Direct loans** can be subsidized and/or unsubsidized. Subsidized loans are for students who have demonstrated financial need. With these loans, the government pays the interest while

student is attending school at least half-time. 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.

Aggregate Year Loan Limits	Dependent	Independent
Freshman	Subsidized \$3,500 Unsubsidized \$2,000 Combined total \$5,500	Subsidized \$3,500 Unsubsidized \$6,000 Combined total \$9,500
Sophomore	Subsidized \$4,500 Unsubsidized \$2,000 Combined total \$6,500	Subsidized \$4,500 Unsubsidized \$6,000 Combined total \$10,500

To apply for Direct loans, students must first complete the FAFSA. Students must have completed Entrance Counseling online at [www.studentaid.gov](http://www.studentaid.gov) and a Master Promissory Note (MPN) online at [www.studentaid.gov](http://www.studentaid.gov) to be awarded Direct loans. Loan offers will be available for students to accept their OneACCS Pirate Web accounts. Students may request different loan amounts using the OneACCS Pirate Web.

Students are required to be enrolled and attending at least half-time six (6) credit hours or more 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 six credit hours must complete Exit Counseling online. Students have a six-month repayment grace period once enrollment drops below half-time status.

**Parent PLUS loans** require the same minimum requirements, standards, and conditions as the Direct loans. However, the loan is in the parent's name not the student's name. PLUS loans may be disbursed directly to the student or parent. Parents may apply online for a PLUS Loan online at [www.studentaid.gov](http://www.studentaid.gov).

**Private loans** are through outside lenders of the student's choosing. The Financial Aid Office does not distribute private loan applications. These loans 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, and these applications may be located on the lending agencies website. The Cost of Attendance is subject to the same standards on all loans.

## Work-Study Program

The Federal Work-Study Program provides part-time employment on or off campus. Students work between 10-18 hours weekly, and their schedules will be coordinated around their class schedules. Students must complete the Free Application for Federal Student Aid (FAFSA), and a Chattahoochee Valley Community College Work-Study application to be considered for a position.

## 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 may be completed at [www.cv.edu](http://www.cv.edu) and may also be available on campus, depending on the type of scholarship. Go to [www.cv.edu](http://www.cv.edu) for applicable deadlines.

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

**Institutional scholarship warning status** will be placed on a student after a semester review demonstrates the student is not meeting the scholarship requirements for GPA, credit hour completion and, if applicable, duty hours. Students can continue to receive scholarship funding while on warning with the understanding that all the scholarship requirements will be met at the end of the warning term or the scholarship will be suspended.

**Institutional scholarships appeals** must be submitted in writing to the Financial Aid Appeals Committee. The Committee will notify students of the outcome of the appeal.

Please refer to the Student Handbook for additional information about specific scholarships.

## Military Educational Benefits

Students who wish to use 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 in order for the VA to determine the payment rate for the College and/or student.

To be eligible for Veterans Administration benefits, students must meet the Satisfactory Academic Progress requirements applicable to all students at the College.

The Financial Aid Office recommends that all students complete the FAFSA ([www.studentaid.gov](http://www.studentaid.gov)) because students maybe eligible for more than one type of financial aid.

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.

Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

## **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 service-member, the application for educational benefits can be made online at [www.va.gov](http://www.va.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, like the application process for the veteran, the dependent student can apply online at [www.va.gov](http://www.va.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 certificate of eligibility to the school. Book stipends and living allowances are also 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 at [www.va.gov](http://www.va.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 at [www.benefits.va.gov](http://www.benefits.va.gov) or by calling 1-800-827-1000. An authorization 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 also receives a living allowance.

**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 a veteran. The student may apply online at [www.va.gov](http://www.va.gov) or use the VA Form 22-5490. Once the VA office has processed the application a certificate 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 benefits referred to previously.

## **State Benefits**

The State of Alabama offers financial assistances for many students. For a more comprehensive list, see [ache.edu](http://ache.edu). 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. Students must also apply for the FAFSA ([www.studentaid.gov](http://www.studentaid.gov)).

**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.edu](http://www.ache.edu). These forms need to be completed by the student and submitted to the SCO in the Financial Aid Office for any reimbursement.

**Alabama GI Dependent Scholarship Program** offers financial assistance to eligible dependents of Alabama residents who have a 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 obtained from any county veterans' service officer (usually located in the local 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 only 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. To ensure timely completion of certifications of enrollment, students should complete the VA Certification Request at [cv.edu](http://cv.edu) under Student Resources, Student Forms whenever changes to their schedules are made.

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 schedules. These dates 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, academic advisement, student activities and organizations, career development, and job placement assistance.

## Records

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**C**VCC 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 Admissions Office. 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.

Each student's file will contain 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.

## **Inspection of Student Records**

Each student may inspect files and data primarily related to the respective student in the presence of the appropriate records official records. To inspect his/her file, a student should go to the office of the appropriate records officials (either the Admissions Office, Financial Aid Office or Office of the Dean of Students and Campus 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.

## **Advising, Testing, and Academic Support**

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**A**dvising 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 Student Development and Success in Wilson Hall or the Office of the Dean of Students and Campus Services. Appointments may also be made.

### **Academic Advising**

As soon as a student is admitted to the College, he/she will be assigned an advisor. The advisor will help the student plan a program of study appropriate for the student's interests and abilities. A student must also consult with an 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 Student Development and Success.

### **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 critical to the academic success of students. 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 success 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 access to student data needed, accurate current student transcripts, and evaluation of transfer credit.
3. Provide advisors with access to information needed in the advising process.

4. Assign advisors and inform students of the identity, office location, email, and office telephone number of their respective advisors and times advisors may be contacted to make appointments.
5. Provide new students with pre-college and orientation class.
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 professional development for advisors.

### ***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. Review Degree Works and the student's progress towards degree completion.

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

1. Ensure academic records from other educational institutions have been sent to CVCC.
2. Know his/her advisor's identity, office location, office telephone number, email, 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. Review Degree Works and the student's progress towards degree completion.

## **SENSE Program - Title III**

The Strategies to Enhance New Student Engagement (SENSE) program is an academic support services initiative funded by a Title III Strengthening Institutions Programs grant that provides students with advising and success coaching to improve their college experience. The program engages first generation college students to assist them on their journey to success. Through Success Coaching, support is customized to fit specific needs including balancing commitments, connecting with campus resources, growth mindset, resiliency, and academic planning. Academic success workshops on study skills, learning style discovery, financial literacy, and goal setting also engage students in the academic process through SENSE program. In conjunction with the College Tutoring Center, students are provided an additional layer of academic support in various subjects to enhance their learning experience. The Retention Specialist works side-by-side with students to increase their persistence, retention, and completion rates. The collaboration of these support services provides constant contact and referrals for internal or external services to address their needs.

To learn more about the program, visit the SENSE staff in Wallace Hall 112.

## **Job Placement**

Students and alumni seeking help with job placement are encouraged to visit the SENSE Office located in Wallace 103. Listings of part-time and full-time positions are on file.

## **Testing**

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The Testing Center helps support the institutional 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 Guidelines 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 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.

## Proctor Exam Fee

Chattahoochee Valley Community College students are not charged a proctoring fee for proctored exams completed in the CVCC Testing Center.

## Student Development and Success

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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, contact the Office of Student Development and Success in Wilson Hall.

## Athletics

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CVCC is a member of the National Junior College Athletic Association and the Alabama Community 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.

**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.

**PhiTheta Kappa** - The purpose of this organization is to recognize and encourage scholarship among community 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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**T**he 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 33,000 volumes of printed books, over 700 audio-visual items 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, LibGuides, 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:

Monday - Thursday .....	8:00 AM - 8:00 PM
Friday .....	8:00 AM - 2:30 PM
Saturday .....	Closed
Sunday .....	2:00 PM-6:00 PM

## Tutoring Services

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Chattahoochee Valley Community College offers comprehensive academic support services located on the second floor of Owens Hall (LRC). The tutoring center is staffed with peer and academic tutors. The tutoring services are free for CVCC students. No appointment is necessary.

### The Tutoring Center Hours of Operation:

Monday - Thursday .....	8:00 AM - 8:00 PM
Friday .....	8:30 AM - 2:30 PM
Saturday .....	Closed
Sunday .....	2:00 PM - 6:00 PM

## Students with Disabilities

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The College is committed to assisting students with documented disabilities in accordance with the guidelines of the Americans with Disabilities Act (ADA) (as amended). 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) (as amended). Chattahoochee Valley Community College with the provisions of the American with Disabilities Act, which makes it illegal to discriminate against individuals with disabilities in employment, public accommodations, public services, transportation, and telecommunications. The College Disability Service Office (ADA) ensures equal access to the college experience for self-identified students with disabilities and is responsible for disseminating information concerning ADA compliance and accessibility matters to students, perspective students, faculty, staff, and community members. The Disability Services Office utilizes the College's web platform to ensure consistency and equal access in the distribution of information. The College website provides forms and documents related to the accommodations process. Additionally, the website includes the Disability Services Office Handbook for students as well as documentation guidelines. The information is available to all students and faculty regardless of location or course delivery. The Disability Services Office staff will interview all students requesting accommodations, review all documentation submitted and will decide on the validity of the request for accommodations. Contact the Associate Dean of Student Development and Success, Vickie Williams, who also serves as the ADA Coordinator in Wilson Hall or at 334-214-4803.



# **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 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 official 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. A student will not be allowed to add a class after the drop and add period except with the Dean of Instruction's approval. Any schedule adjustment during this time period will result in a \$25.00 administrative fee. Late registration and dates to drop/add are listed on the College official academic calendar.

## Auditing a Course

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

## Independent Study

In certain extenuating 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 factors as future course availability and the student's academic

record. A student whose grade point average is below 2.0 will not 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 due to extenuating circumstances, must be approved by the Dean of Instruction.

## Online Learning: Online and Hybrid Classes

Students who enroll in online and online classes should:

- Have a computer at home or available routinely with DSL or cable Internet access;
- Have strong typing skills;
- Know how to upload and download files;
- Be able to navigate the Internet via Firefox, Edge, Safari or Google Chrome;
- Be able to spend more than five (5) **hours** per week **online** for an online course;
- Understand that distance learning courses often require **more intense effort** than a traditional on-campus course;
- Be currently enrolled or successfully completed **ORI105B** containing the Computer Applications Lab (Blackboard);
- Have Microsoft Office Suite and have a general knowledge about using Microsoft Word and Microsoft PowerPoint;
- Be self-disciplined, willing to seek help when needed, and have strong time-management skills.

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 online 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 examinations and/or assignments:

1. Campus Testing Center - Students may schedule testing appointments online through the link located in the Blackboard course. There is no charge for CVCC students,
2. 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 identifies 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 schedules an appointment, 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 or approved proctor at the alternate testing location for student verification. If the student does not present a photo identification, he or she will not take the examination and/or assignment.



## Course Changes

The College reserves the right to cancel any course listed in the Schedule of Classes. If 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.

Class cancellations 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.

## Drop and Withdrawal from a Course or from the College

### Drop and Withdrawal from the College:

The drop and withdrawal forms will be used starting the day after drop/add each term/semester.

There is a printable form to drop a class or classes and a printable withdrawal form to withdraw from all classes. Students can access the drop and withdrawal forms by following the steps below:

1. Go to [www.cv.edu](http://www.cv.edu).
2. Click on "Student Services."
3. Click on "Student Forms."
4. Click on "Admissions Office Forms."
5. Click on "Drop Form" or "Withdrawal Form."
6. Students must print the form, complete the form, and get all required signatures listed on the form.
7. The last and final step is to take the form to the Admissions Office to be processed.

**NOTE: Students enrolled in the 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. Registering for a class makes the student responsible for attending the class unless the student takes action to officially withdraw from the class. 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 work that has been missed.

Each instructor's attendance expectation is effective beginning with the first scheduled class meeting and continues throughout the semester. In order to comply with federal financial aid guidelines, instructors must verify attendance at the beginning of the semester. The "No Show" (NS)/ attendance verification procedure will be used to verify that students receiving financial aid are actually attending class before awards are disbursed.

Students who fail to attend class within the first week will be reported as a “No Show” and administratively withdrawn from the class. Students enrolled in online classes must complete the first assignment by the due date to verify attendance. Online students who fail to complete the first assignment will be reported as a “No Show” and administratively withdrawn from the class. Being reported as a “No Show” may also result in a reduction of financial aid.

College approved club or athletic events are excused absences, and students should be allowed to make up any missed assignments. Faculty will be informed in advance of students participating in college activities that will result in an absence.

### **Attendance requirements in programs that lead to board licensure or certification may differ from this policy.**

Students who have been administratively withdrawn from a course, as a result of being reported as a “No Show” (NS), may request reinstatement to a class by the process below.

### **Reinstatement Process for Administrative Withdrawal**

- The student must submit a Request to Class Reinstatement Form. The form must be submitted within five (5) business days from the NS reporting date of the semester, with appropriate documentation.
- The course instructor will evaluate the student’s Request to Class Reinstatement Form, approving or denying the student’s reinstatement in the class. The student will be notified of the instructor’s decision through their Pirate mail. The instructor will forward the Request to Class Reinstatement Form to the Financial Aid Office.
- If a student is reinstated in the class, it is the student’s responsibility to obtain an updated class schedule and clear the Business Office.

### **Process Administrative Withdrawals Appeals**

- If a student is not reinstated in the class, the student may file a written appeal with all relevant documentation to the appropriate Division Chair who will notify the student of the outcome through the Pirate email.
- 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 through the student’s Pirate email.

**NOTE:** The entire reinstatement and/or appeal process must be completed within five (5) business days of the official College date. No **Request to Class Reinstatement Form** will be accepted after this period.

### **Student Withdrawal**

Chattahoochee Valley Community College understands that students may have to officially withdraw from classes if the need arises. Failure to attend or participate in class and assignments may result in a failing grade. Students are encouraged to officially withdraw under these circumstances, which has a negative impact on academic status and financial aid.

CVCC complies with the Federal Return of Title IV funds regulations. Title IV funds refer to the following federal financial aid programs (Direct loans, Direct PLUS loans, Pell Grants, and FSEOG). Work Study funds are excluded from the refund calculations.

**Official Withdrawal:** A student who receives Title IV funding (ex: Pell grant, FSEOG, student loans) and withdraws from all classes prior to the 60% point of the semester will owe funds to the U.S. Department of Education and to the College. The 60% point in the term is indicated on the academic calendar. For an official withdrawal, the date listed on the withdrawal form will be used to calculate return of Title IV funds.

**Unofficial Withdrawal:** A student who received Title IV funding (ex. Pell grant, FSEOG, student loans) and unofficially withdraws or ceases to attend all classes may owe funds to the U.S. Department of Education and the College. If the student attends classes beyond the 60% point, the student is considered to have earned 100% of the Title IV aid received.

**Return of Title IV Refunds and Calculations (R2T4):** Title IV aid is earned based on the period of time a student remains enrolled. Unearned Title IV aid must be returned to the College and/or to the U.S. Department of Education. Unearned aid is defined as the amount of Title IV aid disbursed that exceeds the amount of Title IV aid earned.

If a student receiving federal financial aid completely withdraws or stops attending school, the College must perform a Return of Title IV calculation to determine if any Title IV funds must be returned. These monies may be charged back to the student's account and the student will be responsible for the repayment of these funds. For Title IV purposes, the student's unofficial withdrawal date will be defined as the student's last date of academic related activity/engagement as reported by the instructor or the mid-point of the semester/term to best benefit the student.

Students enrolled only in full-term coursework who do not complete at least 60% of the term will owe financial aid monies back based on the Return of Title IV calculation, exceptions apply to students enrolled in mini-term/module coursework. Students should contact the Financial Aid Office for more information on the Return of Title IV calculation process.

Once it is determined that a repayment is required, the College will return the funds to the U. S. Department of Education and bill the student for the amount of the funds returned. This policy is separate from the College refund policy. Unpaid balances due to the College that results from return to Title IV program and other sources of aid will be charged back to the student. The student is responsible for paying all outstanding tuition balances to the College. The student's account will be placed on HOLD for registration and transcripts until the balance is paid in full. Additionally, any student account that is not paid in full to CVCC in a timely manner, will be turned over to a collection agency and will be reported to the Credit Bureau.

## Final Exams

A final exam will be given at the end of each term or semester during the times specified in the official academic 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

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

### Definition of Terms

**Grade Point Average (GPA)** - The average obtained by dividing the total number of grade points earned by the total number of credit hours attempted during any one term at the institution based on a 4 point scale.

**Cumulative Grade Point Average (GPA)** - The average obtained by dividing the total number of grade points earned by the total number of credit hours attempted at the institution based on a 4 point scale.

**Clear Academic Status** - The status of a student whose Cumulative Grade Point Average (GPA) is at or above the level required by this policy for the number of credit hours attempted at the institution.

### Incomplete Grade

The grade of Incomplete (I) may be assigned when a student has been prevented from completing the requirements of a course due to 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. A record of the total number of hours attempted, the total quality points earned, and a cumulative grade point average is included on the grade report. Grades cannot be expunged from the student's permanent record after the grades have been recorded.

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:

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

AU, I, 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 the President's List and the Dean's List at the end of each semester. Students will also 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 and may contact the Associate Dean of Student Development and Success for additional information at 334-214-4803.

## Standards of Academic Progress

The following academic standards of progress apply to all students except students taking developmental courses. 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), contingent 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

2. When the cumulative GPA of a student is below the GPA required for the number of credit hours attempted at the College, the student is placed on *Academic Probation*.
3. 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 College and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read *Suspended-One Semester*.
4. A student who is suspended for one semester may appeal. If, the student is readmitted without serving the one-semester suspension. The transcript will read *Suspended-One Semester/Readmitted Upon Appeal*.
5. 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 of required for the total number of hours attempted at the College with a semester GPA of 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*.
6. 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.
7. A student may appeal a one term or one year suspension.
8. The student must attain clear status before beginning the standards of academic progress cycle again.

## **Standards of Academic Progress for Developmental Courses**

- a) An advising hold will be placed on the account of any student who fails a developmental course the first time he/she is enrolled. The student will be required to meet with an academic advisor prior to being allowed to add the course back to his/her schedule.
- b) A student must complete an official appeal to be considered to re-enroll in a developmental course he/she has not passed or two previous attempts.
- c) Students are allowed three (3) attempts to successfully complete a developmental course.
- d) A student who has unsuccessfully attempted a developmental course three times has the option of participating in an Adult Education "Academic Bridge" if he/she wishes to continue his/her education at CVCC. This program gives the student an opportunity to increase his/her skill level to successfully test out of the developmental course or pass a challenge exam.

## **Exception**

Programs within the institution which are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.

## **Appeal Process for Readmission**

If a student does not contest the facts leading to suspension and desires 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 student’s official record. A copy of the written decision is also 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) 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 student completes a course more than once, all grades for the course, excluding the first grade, will be used in computing the cumulative grade point average.
3. The course forgiveness process will occur automatically after the course has been repeated, and a new grade has been posted. The student may repeat a course more than once, but that course may be counted only once toward fulfilling of credit hours for graduation.
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 the Nursing programs must adhere to the policies set forth by the program.

## **Academic Bankruptcy**

Academic bankruptcy is the removal of one to three semesters of grades from the calculation of a student’s cumulative grade point average (GPA). The following apply to any request for academic bankruptcy:

1. Academic bankruptcy is initiated by a written request from the student to the Director of Admissions/Registrar.
2. Upon receipt of the student’s request, the College will inform the student that an award of academic bankruptcy may impact his/her financial aid status.
3. Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.
4. The bankruptcy courses and grades will remain on the transcript but will not be

calculated in the student's cumulative GPA.

5. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.
6. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
7. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at CVCC since the most recent semester for which the academic bankruptcy is requested. A grade of "C", or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.
8. When a student receives a declaration of academic bankruptcy, a permanent notation of "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester affected.
9. Approval of the academic bankruptcy status at a college does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

**NOTE:** Students enrolled in the 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 and complete the necessary change of information form available at the Admissions Office. An updated plan of study may be obtained from the CVCC 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*.

## **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 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 will be evaluated by the Admissions Office. Transfer students will be informed of the amount of acceptable credit in two ways:

1. The amount of transfer credit and the transferable courses will be provided on the College website at [www.cv.edu](http://www.cv.edu) after the evaluation.
2. 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 DANTES examinations, armed forces and service schools training. Prior Learning Assessment (PLA) may be awarded for professional certifications, statewide articulation agreements, or programs. Course credit earned shall be noted on the student's transcript. Any student interested in obtaining PLA credit should contact the appropriate college faculty member or the Admissions Director/Registrar in order to obtain the appropriate paperwork and advisement of the PLA process.

## Credit by Examination

	Available credit hours for degrees	Available credit hours for certificates
Advanced Placement	15	9
CLEP and/or DANTES	15	9
Military training and education	20	9
Professional certification	18	3
*Criminal Justice and Fire Science		
Credit by examination (challenge)	15	9

\*See program requirements

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/DANTES 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/DANTES 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).

<b>CLEP examinations subject matter</b>	<b>Credit awarded</b>	<b>CVCC course equivalents</b>
<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 &amp; 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).

<b>DANTES examinations subject matter</b>	<b>Credit awarded</b>	<b>CVCC course equivalents</b>
<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>		
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 &amp; 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 Admissions Office.

**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 Admissions Office.

**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 60-76 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. Complete all incomplete grades.
6. Fulfill all financial obligations to the College.
7. To participate in the commencement ceremony, and/or receive a diploma or certificate, students must complete an official application for graduation and pay the graduation fee by the specified deadline date.
8. Non-participants who have paid the graduation fee may contact the Admissions Office to arrange to receive their diplomas or certificates.

## 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 all incomplete grades.

6. Fulfill all financial obligations to the College.
7. To participate in the commencement ceremony, and/or receive a diploma or certificate, students must complete an official application for graduation and pay the graduation fee by the specified deadline date.
8. Non-participants who have paid the graduation fee may contact the Admissions Office to arrange to receive their diplomas or certificates.

## 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 academic calendar. Compliance with this deadline will allow the College to evaluate the student's eligibility for graduation and notify the student of any remaining graduation requirements.

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 shall be 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.

\*\* Calculation of graduation honors is based on the cumulative grade point average of the last semester prior to the graduation term.

## CVCC Transcripts

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Students may request an official transcript from the College website at [www.cv.edu](http://www.cv.edu). CVCC is a Parchment+ Credentials eScrip-Safe transcript receiving and sending institution and National Student Clearinghouse transcript receiver. Unofficial transcripts can be viewed and printed from the 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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The position of the Administration of CVCC is that a college degree or certificate has true merit and meaning only if 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 College policies, rules and regulations. If a student fails to meet any of the three (3) requirements for graduation, the College reserves the right to withhold official graduation and awarding of the degree or certificate to the student until the deficiency is rectified and 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 Admissions Office 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 Director of Admissions/Registrar will provide written notice

to the student. The notice will be delivered by personal service, emailed to the student's official College emailed, 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 Dean of Student and Campus Services and request that the action is erroneous or demonstrates to the satisfaction of the Dean of Student and Campus Services that the respective problem will be resolved within an acceptable time frame or if the Dean of Student and Campus Services will provide written notice to the student of any such decision. The Dean of Student and Campus Services also has the authority to make such a decision conditional based on the students meeting certain stated requirements and in such cases, the Dean of Student and Campus 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 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 online at <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 academic advisors assist students in planning transfer programs. *Students should consult with their academic advisor before registering each term.*

## 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 going basis. Finally, the AGSC works to resolve any student appeals related to transfer of coursework as it relates to the articulation program.

## 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 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.  
Students must complete a six-hour sequence in Literature or History.
- 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 are laboratory experiences.
- 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.  
Remaining semester hours to be selected from among other disciplines in the Social and Behavioral Sciences.
- 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. .... 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).

### **General Requirements for the General Education - Short Term Certificate**

The general education short-term certificate award is designed to assist students who wish to develop an academic foundation and earn credit towards their associate of arts/science degree or who are looking to transfer to a senior institution before completing their degree requirements. This certificate will also help students who are looking for general knowledge before entering the workforce.

A student pursuing the general education short certificate must follow the specific requirements for the program as outlined below.

	credit hours
<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101   English Composition .....	3
ENG 102   English Composition II .....	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>7</b>
MTH 100   Intermediate College Algebra or higher-level MTH.....	3
Science Course (BIO 103, BIO 201, CHM 111 OR PHS 111).....	4
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>6</b>
HIS Course	

(GEO 100, GEO 201, HIS 101, HIS 102, HIS 121, HIS 201 OR HIS 202) . . . . .	3
Social and Behavioral Science Course	
(ECO 231, ECO 232, POL 211, PSY 200, PSY 210 OR SOC 200) . . . . .	3
<b>Area V: Elective</b> . . . . .	<b>3</b>
CIS 146      Microcomputer Applications . . . . .	3
<b>Total</b> . . . . .	<b>28</b>

## Career Programs

### 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 are 60-76 semester hours. Of the total hours in a program, a representative percentage must be courses chosen to ensure competency in 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

<b>Area I: Written Composition</b> . . . . .	<b>3 - 6 credit hours</b>
<b>Area II: Humanities, Speech and Fine Arts</b> . . . . .	<b>3 - 6 credit hours</b>
Required Speech (3 credit hours)	
Required Humanities (3 credit hours)	
Humanities and/or Fine Arts (electives)	
<b>Area III: Natural Science and Mathematics</b> . . . . .	<b>9 - 11 credit hours</b>

Students enrolled 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.

## **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 29 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 Dean of Instruction and/or Dean of Students and Campus 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.

## **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
or ENG 100    Vocational Technical English .....	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 MTH .....	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>46</b>
ADM 100    Industrial Safety .....	3
ADM101    Precision Measurement .....	3
ADM 102    Computer Aided Design .....	3
ADM 105    Fluid Systems .....	3
ADM 106    Quality Control Concepts .....	3
INT 101    DC Fundamentals .....	3
INT 103    AC Fundamentals .....	3
INT 291    CO-OP .....	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>6</b>
ORI 105B    Orientation and Students Success with Technology ..	3
CIS 146    Microcomputer Applications .....	3
<b>Total</b> .....	<b>70</b>

**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.

	credit hours
<b>Required general education courses</b> .....	<b>9</b>
ENG 101 English Composition I .....	3
or ENG 100 Vocational Technical English .....	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>37</b>
ADM 100 Industrial Safety .....	3
ADM 101 Precision Measurement .....	3
ADM 102 Computer Aided Design .....	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
ACR 203 Commercial Refrigeration .....	3
<b>Additional certificate requirements</b> .....	<b>6</b>
ORI 105B Orientation and Student Success with Technology .....	3
CIS 146 Microcomputer Applications .....	3
<b>Total</b> .....	<b>52</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. This certificate is pell Grant eligible.

	credit hours
<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.

### **credit hours**

<b>Area I: Written Composition</b> .....	<b>3</b>
ENG 101   English Composition .....	3
or ENG 100   Vocational Technical English .....	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 Electives .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>6</b>
MTH 100   Intermediate College Algebra or higher-level MTH .....	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>42</b>
ADM 100   Industrial Safety .....	3
ADM101   Precision Measurement .....	3
ADM 102   Computer Aided Design .....	3
ADM 105   Fluid Systems .....	3
ADM 106   Quality Control Concepts .....	3
AUT 210   Industrial Robotics .....	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 Techniques .....	3
INT 291   CO-OP .....	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>66</b>

**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.

	credit hours
<b>Required general education courses</b> .....	<b>9</b>
ENG 101 English Composition I .....	3
or ENG 100 Vocational Technical English .....	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>39</b>
ADM 100 Industrial Safety .....	3
ADM101 Precision Measurement .....	3
ADM 102 Computer Aided Design .....	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>6</b>
ORI 105B Orientation and Student Success with Technology .....	3
CIS 146 Microcomputer Applications .....	3
<b>Total</b> .....	<b>54</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. This certificate is Pell Grant eligible.

	credit hours
<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
or ENG 100    Vocational Technical English .....	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 Electives .....	3

<b>Area III: Natural Science and Mathematics</b> .....	<b>6</b>
MTH 100    Intermediate College Algebra or higher-level MTH .....	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 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
INT 291    CO-OP .....	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>69</b>
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## 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

### Required general education courses .....9

ENG 101	English Composition I.....	3
or ENG 100	Vocational Technical English.....	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

### Required industrial maintenance courses ..... 39

ADM 100	Industrial Safety.....	3
ADM101	Precision Measurement.....	3
ADM 102	Computer Aided Design.....	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

### Additional certificate requirements..... 6

ORI 105B	Orientation and Student Success with Technology.....	3
CIS 146	Microcomputer Applications.....	3

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**Total..... 54**

## 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. This certificate is Pell Grant eligible.

	credit hours
<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>

## Short Certificate - Applied Technology: Industrial Maintenance option

### MSSC - Certified Production Technician

	credit hours
<b>Required courses</b> .....	<b>12</b>
WKO 141 Manufacturing Safety Practices .....	3
WKO 142 Manufacturing Print Reading Measurement and Quality Practices .....	3
WKO 143 Manufacturing Processes and Equipment .....	3
WKO 144 Manufacturing Maintenance Practices .....	3
<b>Total</b> .....	<b>12</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.

	credit hours
<b>Area I: Written Composition</b> . . . . .	<b>3</b>
ENG 101 English Composition . . . . .	3
or ENG 100 Vocational Technical English. . . . .	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 Electives . . . . .	3
<b>Area III: Natural Science and Mathematics</b> . . . . .	<b>6</b>
MTH 100 Intermediate College Algebra . . . . .	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
ADM 101 Precision Measurements . . . . .	3
ADM 102 Computer Aided Design. . . . .	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
<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>

# 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
or ENG 100 Vocational Technical English .....	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 Measurement.....	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
<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>54</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 Measurement.....	3
ADM 102	Computer Aided Design .....	3
WDT 119	GMAW .....	3
WDT 124	GAS Metal Arc/Flux Cored Arc Welding Lab.....	3
Total .....		12

### Short-Term Certificate in Welding Technology (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
Total .....		12

### 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
Total .....		12

## 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. Courses are offered both online and in the classroom.

	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 Elective .....	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>
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    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
<b>Electives (ACC, BUS, CIS, MST, OAD, VCM)</b> .....	<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>

Short Certificate - General Business option

The General Business Certificate is designed for individuals who will be seeking employment in a variety of business settings. Students will gain an understanding of many aspects of business, such as accounting, management, communications, and computer applications. The General Business Certificate can be a standalone credential or used as a major step towards completing an Associate degree in business or other academic discipline. This certificate is Pell Grant eligible.

Required courses .....		22
BUS 100	Introduction to Business .....	3
BUS 215	Business Communication .....	3
or ENG 102	English Composition II .....	3
BUS 241	Accounting I .....	3
BUS 275	Principles of Management .....	3
CIS 146	Microcomputer Applications .....	3
ENG 101	English Composition I .....	3
OAD 101	Beginning Keyboarding .....	3
Total .....		21

## 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 Elective .....	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>
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	
(or CIS 113 or OAD 243) .....	3
ACC 150    Computerized General Ledger .....	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
ECO 231    Principles of Macroeconomics .....	3
or ECO 232    Principles of Microeconomics .....	3
OAD 101    Beginning Keyboarding .....	3
OAD 130    Electronic Calculations .....	3
or BUS 130    Electronic Calculations .....	3
 <b>Electives (ACC, BUS, ECO, MST, CIS, OAD, VCM)</b> .....	<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>



## Short Certificate - Basic Accounting

The Accounting Certificate prepares students for entry level jobs in accounting, billing, banking, payroll, or other accounting related jobs. The Accounting Certificate can be a standalone credential or used as a major step towards completing an Associate degree in business or other academic discipline. This certificate is Pell Grant eligible.

<b>Required courses</b>	<b>27</b>
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BUS 150 Business Math or MTH 100 or higher	3
CIS 146 Microcomputer Applications	3
OAD 101 Beginning Keyboarding	3
OAD 130 Electronic Calculations	3
ACC 149 Spreadsheet Software	3
ACC 150 Computerized General Ledger	3
ORI 105B Orientation and Student Success with Technology	3
<b>Total</b>	<b>27</b>

## Short Certificate - Customer Service option

The Customer Service Certificate prepares students to provide excellent service to customers in any industry. Proven leadership and marketing strategies are taught along with interpersonal skills, communication skills, and general business skills to promote an overall culture of service excellence. The Customer Service Certificate can be a standalone credential or used as a major step towards completing an Associate degree in business or other academic discipline. This certificate is Pell Grant eligible.

<b>Required courses</b>	<b>27</b>
BUS 105 Customer Service	3
BUS 189 Human Relationships	3
or PSY 200 General Psychology	3
BUS 215 Business Communication	3
or ENG 102 English Composition II	3
CIS 146 Microcomputer Applications	3
CIS 185 Computer Ethics	3
ENG 101 English Composition I	3
OAD 101 Beginning Keyboarding	3
SPH 106 Fundamentals of Oral Communication	3
or SPH 107 Fundamentals of Public Speaking	3
<b>Total</b>	<b>27</b>

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

The management 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. Courses are offered both online and in the classroom.

	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 Elective .....	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>
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>27</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
or ECO 232    Principles of Microeconomics .....	3
MST 201    Human Resource Management .....	3
or BUS 276    Human Resource Management .....	3
OAD 101    Beginning Keyboarding .....	3
<b>**Electives (ACC, BUS, ECO, MST, CIS, OAD, VCM)</b> .....	<b>15</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>

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

The entrepreneurship option is designed for individuals who wish to run a small business or to manage an operation within a larger organization. Courses are offered both online and in the classroom.

	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>
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    Computerized 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
or ECO 232    Principles of Microeconomics .....	3
MST 215    Small Business Management .....	3
or BUS 279    Small Business Management .....	3
OAD 101    Beginning Keyboarding .....	3
<b>**Electives (ACC, BUS, ECO, MST, CIS, OAD, VCM)</b> .....	<b>9</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>

## 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.

	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 Elective .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>6</b>
MTH 100    Intermediate College Algebra or higher-level MTH .....	3
CIS 130    Introduction to Information Systems .....	3
or 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>33</b>
<b>Required Computer Information Systems core</b> .....	<b>9</b>
CIS 185    Computer Ethics .....	3
CIS 268    Software Support. ....	3
CIS 269    Hardware Support. ....	3
<b>Required Cyber courses.</b> .....	<b>15</b>
CIS 171    Linux. ....	3
CIS 244    Introduction to Cybersecurity. ....	3
CIS 245    Cyber Defense .....	3
CIS 270    CISCO CCNA I. ....	3
CIS 271    CISCO CCNA II .....	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>60</b>

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

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

	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 Elective .....	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>37</b>
<b>Required Computer Information Systems core</b> .....	<b>12</b>
CIS 130   Introduction to Information Systems .....	3
CIS 185   Computer Ethics .....	3
CIS 268   Software Support .....	3
CIS 269   Hardware Support .....	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 207   Web Development .....	3
CIS 270   CISCO I .....	3
CIS 244   Cybersecurity .....	3
or CIS 171   Linux I .....	3
or 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>64</b>

## Short Certificate - Computer Information Systems: Cybersecurity option

The Cybersecurity certificate provides the necessary competencies for individuals to be employed in the growing field of cybersecurity. This certificate is Pell Grant eligible.

	credit hours
<b>Required courses</b> .....	<b>18</b>
CIS 130 Introduction to Information Systems .....	3
CIS 171 Linux I .....	3
CIS 245 Cyber Defense .....	3
CIS 246 Ethical Hacking .....	3
or CIS 244 Introduction to Cybersecurity .....	3
CIS 277 Network Services Administration .....	3
or CIS 270 CISCO CCNA I .....	3
CIS 280 Network Security .....	3
<b>Total</b> .....	<b>18</b>

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

The Information Technology certificate provides the necessary competencies for individuals to be employed as computer programmers in the information technology industry. This certificate is Pell Grant eligible.

	credit hours
<b>Required courses</b> .....	<b>24</b>
CIS 130 Introduction to Information Systems .....	3
CIS 149 Introduction to Computers .....	3
CIS 150 Introduction to Computer Logic and Programming .....	3
CIS 171 Linux I .....	3
CIS 185 Computer Ethics .....	3
CIS 268 Software Support .....	3
CIS 269 Hardware Support .....	3
CIS 270 CISCO I .....	3
<b>Total</b> .....	<b>24</b>

## Short Certificate - Computer Information Systems: Office Specialist option

The Microsoft Office Specialist certificate provides the necessary competencies for individuals to be employed as office personnel in different office environments. This certificate is Pell Grant eligible.

	credit hours
<b>Required courses</b> .....	<b>18</b>
BUS 105 Customer Service .....	3
CIS 146 Microcomputer Applications .....	3
CIS 149 Introduction to Computers .....	3
CIS 185 Ethics and the Internet .....	3
CIS 245 Cyber Defense .....	3
CIS 111 Word Processing Application (Dual listed as OAD 125) .....	3
or CIS 113 Spreadsheet Software Application (Dual listed as OAD 243) .....	3
or CIS 115 Presentation Software Application (Dual listed as OAD 246) .....	3
<b>Total</b> .....	<b>18</b>

## Short Certificate - Computer Information Systems: Mobile App Development option

The Mobile App Development certificate provides the necessary competencies for individuals to be employed as mobile app designers and developers. This certificate is Pell Grant eligible.

	credit hours
<b>Required courses</b> .....	<b>18</b>
CIS 150 Introduction to Computer Logic and Programming .....	3
CIS 155 Introduction to Mobile App Development .....	3
CIS 157 Introduction to App Development with Swift .....	3
CIS 207 Web Development .....	3
CIS 219 Android App Development .....	3
CIS 220 App Development with Swift I .....	3
<b>Total</b> .....	<b>18</b>

## 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+, and CISCO professional certifications. Credits earned may be applied toward the Associate of Applied Science degree in Computer Information Systems with the CISCO Networking option. This certificate is Pell Grant eligible.

	credit hours
<b>Required courses</b> .....	<b>18</b>
CIS 130 Introduction to Info Systems .....	3
or CIS 150 Introduction to Computer Logic and Programming .....	3
CIS 185 Computer Ethics. ....	3
CIS 268 Software Support .....	3
CIS 269 Hardware Support .....	3
CIS 270 CISCO CCNA I .....	3
CIS 271 CISCO CCNA II .....	3
or CIS 244 Introduction to Cybersecurity .....	3
<b>Total</b> .....	<b>18</b>

## A.A.S. - Criminal Justice

The criminal justice A.A.S. degree program is designed for students with an interest in a 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 are 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. In addition to the A.A.S. degree CVCC offers a Certificate in 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. The degree can be completed within five (5) semesters and the certificate program can be completed within three (3) semesters. The certificate courses can be applied toward the A.A.S. degree. **Courses can be completed either online or in class.** Online coursework allows you to earn your degree while maintaining your professional and personal obligations.

	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
or SPH 106 Fundamentals of Oral Communication .....	3
Humanities Electives .....	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
or CHM 104 Chemistry .....	4



<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
PSY 200    General Psychology. ....	3
or 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>
<b>Required Criminal Justice courses</b> .....	<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
<b>Electives (CRJ)</b> .....	<b>24</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>63</b>

## 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 CRJ 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. Courses can be completed **online or in class** within three (3) semester and the certificate courses can be applied toward the A.A.S. Degree in Criminal Justice.

	credit hours
<b>Required general education courses</b> .....	<b>12</b>
CIS 146 Microcomputer Application .....	3
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>3</b>
ORI 105B Orientation and Student Success with Technology .....	3
<b>Total</b> .....	<b>41</b>

## Short Certificate - Criminal Justice

This criminal justice short certificate program is designed for individuals employed in criminal justice and/or law enforcement and individual who were seeking employment in criminal justice and/or law enforcement professions. The program is an intermediate recognition step for individuals working towards the Criminal Justice associate degree and is a stackable credential. All coursework in this certificate program applies toward the Associate in Applied Science degree in Criminal Justice.

	credit hours
<b>Required courses</b> .....	<b>12</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
<b>Criminal Justice Elective courses</b> .....	<b>12</b>
CRJ Elective Course .....	3
CRJ Elective Course .....	3
CRJ Elective Course .....	1
CRJ Elective Course .....	1
<b>Total</b> .....	<b>24</b>

## A.A.S. - Fire Science

The Fire Science A.A.S. degree is designed for individuals employed as firefighters or individuals who are seeking employment in the fire protection industry. Additionally, it prepares 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. In addition to the A.A.S. degree CVCC offers certificates in Fire Science, EMT, and AEMT. The degree can be completed within five (5) semesters and the certificate programs can be completed within two (2) semesters. The certificate courses can be applied toward the A.A.S. degree. **Courses can be completed online or in class.** 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's partnership affords students and fire and emergency service personnel 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 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 Protection Systems Technician
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
Fire Investigator	Safety Officer

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, Hazardous Materials Awareness and Operations, National Incident Management System, EMT license and Advanced EMT license.

#### 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
or SPH 106   Fundamentals of Oral Communication .....	3
Humanities Electives .....	3

<b>Area III: Natural Science and Mathematics</b> .....	<b>7</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>3</b>
PSY 200 General Psychology.....	3
or 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>
<b>Required Fire Science courses</b> .....	<b>14</b>
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
<b>Electives (FSC and/or EMS).....</b>	<b>24</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>63</b>

## Certificate - Fire Science

This fire science certificate program is designed for individuals employed as firefighters or individuals who are seeking employment in the fire service or fire protection industry. The program is an intermediate recognition step for individuals working toward the Fire Science associate degree and is a stackable credential. All coursework in this certificate program applies toward the Associate Science degree in Fire Science.

	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>3</b>
SPH 107    Fundamentals of Public Speaking .....	3
or SPH 106    Fundamentals of Oral Communication .....	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>
PSY 200    General Psychology.....	3
or POL 220    State and Local Government .....	3
or POL 211    American National Government .....	3
or HIS 121/122/201/202 .....	3
<b>Area V: Technical Core, Technical Concentration electives</b> .....	<b>18</b>
ORI 105B    Orientation and Student Success with Technology .....	3
FSC 101    Introduction to Fire Science .....	3
FSC 110    Building Construction Principles .....	3
FSC 130    Introduction to Fire Suppression .....	3
FSC 151    Introduction to Fire Prevention/Education.....	3
FSC 295    Fire Department Safety Officer .....	3
<b>Total</b> .....	<b>30</b>

## Short Certificate - Fire Science

The certificate program is designed to individuals employed or seeking employment as fire fighters. The certificate is an intermediate recognition step for individuals working toward the A.A.S. Fire Science degree. Courses can be completed **online or in class** within three (3) semester and the certificate courses can be applied toward the A.A.S. Degree in Fire Science.

	credit hours
<b>Required courses</b> .....	<b>12</b>
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
<b>Fire Science elective courses</b> .....	<b>12</b>
FSC 120 National Incident Management System (NIMS I) .....	3
FSC Elective Course .....	3
FSC Elective Course .....	3
FSC Elective Course .....	3
<b>Total</b> .....	<b>24</b>

## 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 SERVICE/EMS CERTIFICATIONS HELD BY THE STUDENT	COLLEGE CREDIT THAT MAY BE AWARDED TOWARD THE FIRE SCIENCE DEGREE	CREDIT HOURS
Firefighter I	FSC 100 Orientation and Terminology of 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	7
	EMS 156 Advanced Emergency Medical Technician Clinical	2

## Short Certificate - Emergency Medical Technician

This short certificate program is designed to provide students with specialized skill sets for immediate employment and can be applied toward the A.A.S. degree in Fire Science. This EMS program is accredited by the ADPH Office of EMS. Upon successful completion of this program, student are 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. EMS courses are eligible for dual enrollment with area high schools upon approval by CVCC.

	credit hours
<b>Required EMT courses</b> .....	<b>12</b>
EMS 100    Cardiopulmonary Resuscitation I. ....	1
EMS 107    Emergency Vehicle Operator Ambulance .....	1
EMS 118    Emergency Medical Technician .....	9
EMS 119    Emergency Medical Technician Clinical.....	1
<b>Total</b> .....	<b>12</b>

## Short Certificate – Advanced Emergency Medical Technician

This short certificate program is designed to provide students 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. The AEMT program is designed to provide additional training, knowledge and skills in specific areas of ALS. This EMS program is accredited by the ADPH Office of EMS. Skills above the EMT level include IV therapy and the administration of certain medications. Upon successful completion, 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 EMT program are responsible for additional costs and fees related to the program and not included in tuition. Costs can include, but are not limited to: physicals, criminal background checks, random drug screening, clinical uniforms and required clinical supplies. Prerequisite: EMT National Registry certification. 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 107    Emergency Vehicle Operator Ambulance .....	1
EMS 155    Advanced Emergency Medical Technician .....	7
EMS 156    Advanced Emergency Medical Technician Clinical .....	2
<b>Total</b> .....	<b>9-10</b>

\* Not required if taken in EMT Basic



## 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 two hundred twenty-five (225) hour practicum in a medical setting.

Upon completion of program requirements, the student will be awarded the Associate of Applied Science in Medical Assisting and will be eligible to sit for the Certified Clinical Medical Assistant (CCMA) exam. Required enrollment in MAT 228R: Medical Assistant CCMA Review Course in conjunction with or following the completion of MAT 229: Medical Assisting Practicum is essential to prepare for the Certified Clinical Medical Assistant (CCMA) certification exam.

### credit hours

<b>Area I: Written Composition</b> .....	<b>3</b>
ENG 101 English Composition I. ....	3
or ENG 100 Vocational Technical English. ....	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-level MTH. ....	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>44</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 228R Medical Assistant CCMA Review Course .....	1
MAT 229 Medical Assisting Practicum .....	3
EMS 100 Cardiopulmonary Resuscitation .....	1

<b>Additional degree requirements .....</b>	<b>6</b>
ORI 105B   Orientation and Student Success with Technology .....	3
CIS 146     Microcomputer Applications .....	3
<b>**Optional courses .....</b>	<b>17</b>
MAT 218    EKG Technician .....	3
MAT 219    Radiology for the Medical Course .....	3
MAT 228A   Medical Assistant CMAA Review Course .....	1
MAT 228P   Medical Assistant CPT Review Course .....	1
MAT 228E   Medical Assistant CET Review Course .....	1
MAT 228H   Medical Assistant CEHRS Review Course .....	1
MAT 239    Phlebotomy Practicum .....	3
NAS 100    Long Term Care Nursing Assistant .....	4
<b>Total.....</b>	<b>72</b>

**\*\*Note: Students have the opportunity to complete optional courses for the purpose of completing stackable credentials. These courses are not required for the AAS in Medical Assisting.**

### **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 228R
 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	

### **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 in 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.
5. Be eligible for enrollment in English 100/101 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.
9. Acceptance to the Medical Assisting program is dependent upon meeting admission criteria in effect at the time of readmission

### **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.

Students are responsible for meeting all the progression and graduation requirements, including all necessary graduation fees for any desired medical assisting short certificate for which they have completed the necessary coursework and the Associate of Applied Science in Medical Assisting.

### **Readmission Policy**

Students who are not enrolled in the Medical Assisting program for two or more consecutive terms or have a total of two unsuccessful MAT course attempts in two separate semesters 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 the Medical Assisting Program Director.

### **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 coursework. Students must contact Health Sciences Secretary/Coordinator for more information about required health documents.

## Certificate - Medical Assisting

The Medical Assisting short certificate requires the student to complete thirty (30) semester hours, twenty-nine (29) of which are in medical assisting coursework. 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 short certificate, students will complete two hundred twenty-five (225) hour practicum in a medical setting. Prerequisites for MAT 229: Medical Assisting Practicum must be completed before students will be approved to register for MAT 229. Required enrollment in MAT 228R: Medical Assistant CCMA Review Course in conjunction with or following completion of MAT 229: Medical Assisting Practicum is essential to prepare for the Certified Clinical Medical Assistant (CCMA) certification exam. Please see "Required Documents" under A.A.S - Medical Assisting Program for required immunizations and certification.

credit hours

### **Required courses .....30**

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 216	Medical Pharmacology for the Medical Office .....	4
MAT 228R	Medical Assistant CCMA Review Course .....	1
MAT 229	Medical Assisting Practicum .....	3

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**Total .....30**

## **Short Certificate - Medical Assisting: Medical Administrative Assistant option**

The Medical Assisting - Medical Administrative Assistant short certificate requires the student to complete sixteen (16) semester hours of medical assisting coursework. This program is designed for students seeking employment in various physician' offices, hospitals or medical facilities who specialize in the production of documents that are the basis for medical records. Students will learn the principles of auditing patient records for compliance, perform basic coding to submit reimbursement claims, process release of information requests for medical records, review patient records to ensure completion and accuracy, collect patient demographic and insurance information and the proper communication skills to discuss patient information with physicians and insurance companies. Additionally, students will learn medical office management: patient scheduling, and various aspects of practice management. Prior to completion of the Medical Administrative Assistant Short Certificate, student will complete a practicum in a Medical setting. Required enrollment in MAT 228A: Medical Assistant CMAA Review Course is essential to prepare for the Certified Medical Administrative Assistant (CMAA) certification exam. Please see "Required Documents" under A.A.S. - Medical Assisting Program for required immunizations and certification.

credit hours

### **Required courses .....16**

MAT 101	Medical Terminology .....	3
MAT 120	Medical Administration Procedures I .....	3

MAT 121	Medical Administration Procedures II. ....	3
MAT 128	Medical Law and Ethics for the Medical Assistant .....	3
MAT 220	Medical Office Insurance .....	3
MAT 228A	Medical Assistant CMAA Review Course .....	1
<b>Total .....</b>		<b>16</b>

## Short Certificate - Medical Assisting: Electronic Health Records Specialist

The Medical Assisting - Electronic Health Records Specialist short certificate requires the student to complete thirteen (13) hours of medical assisting coursework. This program is designed for students seeking employment in various physicians' offices and healthcare organizations. Students will learn the principles of auditing patient records for compliance, perform basic coding to submit reimbursement claims, process release of information requests for medical records, review patient records to ensure completion and accuracy, collect patient demographic and insurance information and to learn the proper communication skills to discuss patient information with physicians and insurance companies. Required enrollment in MAT 228H: Medical Assistant CEHRS - review course is essential to prepare for the Certified Electronic Health Records Specialist (CEHRS) certification exam. Please see "Required Documents" under A.A.S. - Medical Assisting Program for required immunizations and certification.

### credit hours

<b>Required courses .....</b>	<b>13</b>
MAT 101 Medical Terminology .....	3
MAT 120 Medical Administrative Procedures I. ....	3
MAT 121 Medical Administrative Procedures II. ....	3
MAT 220 Medical Office Insurance .....	3
MAT 228H Medical Assistant CEHRS Review .....	1
<b>Total .....</b>	<b>13</b>

## Short Certificate - Medical Assisting: Phlebotomy

The Medical Assisting - Phlebotomy short certificate requires the student to complete fourteen (14) semester hours, thirteen (13) of which are in medical assisting coursework. This program will prepare students 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 short certificate, students must complete a two hundred twenty-five (225) hour practicum in a medical setting. Prerequisites for MAT 239: Phlebotomy Practicum must be completed before students will be approved to register for MAT 239. Required enrollment in MAT 228P: Medical Assistant CPT Review Course in conjunction with or following completion of MAT 239: Phlebotomy Practicum is essential to prepare for the Certified Clinical Phlebotomy Technician (CPT) certification exam. Please see "Required Documents" under A.A.S-Medical Assisting Program for required immunizations and certifications.

	credit hours
<b>Required courses</b> .....	<b>14</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 Practicum .....	3
MAT 228P Medical Assistant Review Course .....	1
<b>Total</b> .....	<b>14</b>

## Short Certificate - Medical Assisting: EKG Technician option

The College offers a four (4) credit hour EKG Technician program which prepares students to perform the critical tasks of administering EKGs, as well as Holter monitoring and stress testing. The program provides students with an overview of cardiovascular electrophysiology and its role in healthcare delivery. Topics include cardiovascular anatomy, physiology and electrophysiology, interpretation of rhythm strips and diagnostic electrocardiography. Students should be able to secure an EKG tracing, troubleshoot problems with the acquisition of EKG tracing, and interpret simple EKG rhythm strips. Students will also learn how to set up and administer stress tests and prepare patients for Holter and/or ambulatory monitoring. Required enrollment in MAT 228E: Medical Assistant EKG Technician Review Course is essential to prepare for the Certified EKG Technician (CET) certification exam.

	credit hours
<b>Required courses</b> .....	<b>4</b>
MAT 218 EKG Technician .....	3
MAT 228E Medical Assistant CET Review Course .....	1
<b>Total</b> .....	<b>4</b>

## Nursing Assistant Program

The Nursing Assistant program is one semester in length and requires the successful completion of NAS 100: Long-Term Care Nursing Assistant, a four (4) 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. 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. Upon successful completion of NAS 100, a student is eligible to take the Alabama 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.

	credit hours
<b>Required course</b> .....	<b>4</b>
NAS 100 Long Term Care Nursing Assistant .....	4
<b>Total</b> .....	<b>4</b>

## Required Documents

Students must submit all required health documents, as outlined at the beginning of NAS coursework. Students who do not have proof of BLS Provider level CPR certification must also enroll in EMS 100 and complete the training required for the certification prior to the deadline to submit health documentation. The deadline to submit health documentation will be provided by the NAS instructor the first week of class each semester.

## Short Certificate - Nursing Assistant: Home Health Aide

The Nursing Assistant/Home Aide program is an eleven (11) semester hour certificate program designed to provide the student with the necessary theory and laboratory experiences for the development of skills required to qualify as a long-term care Nursing Assistant/Home Health Aide. Emphasis is placed on the acquisition of skills in communications, observations, safety, mobility/body mechanics, personal and restorative care and infection control necessary to care for patients and clients of all ages. Upon completion of this program, students should be able to apply the concepts and skills in areas required by the Omnibus Budget Reconciliation Act (OBRA) and the National Association of Home Care & Hospice and will be eligible to take the Alabama 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.

	credit hours
<b>Required courses</b> .....	<b>11</b>
NAS 120 Fundamentals of Nursing Assistant Home Health Aid .....	7
NAS 121 Fundamentals of Nursing Assistant Home Health Aid Clinical .....	3
EMS 100 Cardiopulmonary Resuscitation .....	1
<b>Total</b> .....	<b>11</b>

## Certificate - Practical Nursing

A practical nursing certificate will be awarded to the student to who successfully completes the 3-semester curriculum, which consists of forty-five (45) credit hours, including twenty (20) credit hours of general education and twenty-five (25) credit hours of nursing core coursework. Stackable credentials include a nursing assistant certificate of completion and/or practical nursing certificate. Following completion of NUR 112: Fundamental Concepts of Nursing, or the first semester of the 3-semester curriculum, the student will be qualified to apply to take the Alabama Nurse Aide Certification Exam. Following completion of NUR 113: Nursing Concepts I, the student will be qualified to apply to take the Medication Aide Certification Exam. Upon successful completion of all three semesters of the Practical Nursing curriculum, the student will be qualified to apply to take the National Council Licensure Examination: NCLEX-PN.

	credit hours
<b>Required General Education courses</b> .....	<b>20</b>
*BIO 201 Human Anatomy and Physiology I. ....	4
BIO 202 Human Anatomy and Physiology II. ....	4
ENG 101 English Composition .....	3
MTH 100 Intermediate College Algebra .....	3
**PSY 210 Human Growth and Development. ....	3
SPH 106 Fundamentals of Oral Communication .....	3
or SPH 107 Fundamentals of Public Speaking .....	3

<b>Required Nursing courses</b> .....	<b>25</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
<b>Total</b> .....	<b>45</b>

**\* Must complete pre-requisite BIO 103 if not accepted into the Nursing program.**

**\*\* Must complete pre-requisite PSY 200 if not accepted into the Nursing program.**

### **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

### **A.A.S. – Nursing (ADN) - Direct Entry option**

The Associate of Applied Science in Nursing will be awarded to the student to who successfully completes the 5-semester curriculum, which consists of sixty-six (66) credit hours, including twenty-seven (27) credit hours of general education and thirty-nine (39) credit hours of nursing core coursework. Stackable credentials include a nursing assistant certificate of completion; practical nursing certificate and/or Associate of Applied Science in Nursing. Following completion of NUR112: Fundamental Concepts of Nursing, or the first semester of the 5-semester curriculum, the student will be qualified to apply to take the Alabama Nurse Aide Certification Exam. Following completion of NUR 113: Nursing Concepts I, the student will be qualified to apply to take the Medication Aide Certification Exam. A practical nursing certificate may be awarded to the student who successfully completes the first three semesters of the Nursing-Direct Entry curriculum. This qualifies the student to apply to take the National Council Licensure Examination: NCLEX-PN. Upon successful completion of all five semesters of the Nursing-Direct Entry curriculum, the student will be qualified to apply to take the National Council Licensure Examination: NCLEX-RN.

	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 College 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>

**\* Must complete pre-requisite BIO 103 if not accepted into the Nursing program.**

**\*\* Must complete pre-requisite PSY 200 if not accepted into the Nursing program.**

### **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	

### **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 established score on accepted examination:
  - a. ATI TEAS - a minimum TOTAL score of 58.7% on the TEAS exam. Scores valid for three years or;
  - b. NLN Pre-Admission (PAX) examination - a minimum composite score of 116 on the PAX exam. Scores valid for three years or;
  - c. ACT - a minimum COMPOSITE score of 21 on ACT exam. Scores are valid for three years.
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 ENG 101, BIO 201 and MTH 100.

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 Associate of Applied Science in Nursing-Mobility program enables the Licensed Practical Nurse (LPN) and Licensed Paramedic to complete a 3-semester curriculum leading to an Associate of Applied Science in Nursing. Upon successful completion of one of the two nursing-mobility curriculum tracks, the student will be qualified to apply to take the National Council Licensure Examination: NCLEX-RN.

### 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 established score on accepted examination:
  - a. ATI TEAS - a minimum TOTAL score of 58.7% on the TEAS exam. Scores valid for three years or;
  - b. NLN Pre-Admission (PAX) examination - a minimum composite score of 116 on the PAX exam. Scores valid for three years or;
  - c. ACT - a minimum COMPOSITE score of 21 on ACT exam. Scores are valid for three years.
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: ENG 101, MTH 100 or higher, BIO 201, BIO 202, PSY 210, and SPH 106 or SPH 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.

### Track One Option

Students who did not earn their practical nursing certificate from an approved Alabama Community College System (ACCS) concept-based curriculum within two-years and/or do not meet the requirement for 25% course completion at CVCC must complete Nursing-Mobility Track One, which includes NUR 209: Concepts for Healthcare Transition Students. After successful completion of NUR 209, the student will be awarded fifteen (15) hours of non-traditional credit, in addition to the ten (10) hours for the course, for a total of twenty-five (25) hours.

**credit hours**

#### **Area I: Written and Oral Communication . . . . . 6**

- \*ENG 101 English Composition . . . . . 3
- \*SPH 106 Fundamentals of Oral Communication . . . . . 3
- or SPH 107 Fundamentals of Public Speaking . . . . . 3

#### **Area II: Humanities and Fine Arts . . . . . 3**

- Humanities Elective (Ethics recommended) . . . . . 3

#### **Area III: Natural Science, Mathematics and Computer Science . . . . . 15**

- \*BIO 201 Human Anatomy and Physiology I . . . . . 4
- \*BIO 202 Human Anatomy and Physiology II . . . . . 4
- BIO 220 Microbiology . . . . . 4
- \*MTH 100 Intermediate College Algebra or higher-level MTH . . . . . 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 209 Concepts for Healthcare Transition Students .....	10
<b>Non-traditional credit hours awarded for NUR209 course completion</b> .	<b>15</b>
NUR 211 Advanced Nursing Concepts .....	7
NUR 221 Advanced Evidence Based Clinical Reasoning .....	7
<b>Total</b> .....	<b>66</b>

\* Pre-requisite course for the A.A.S. in Nursing Mobility program.

### **Track One Suggested Course Sequence**

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

### **Track Two Option**

Students who earned a practical nursing certificate from an approved Alabama Community College System (ACCS) concept-based curriculum within two years and meet the requirement for 25% course completion at CVCC may be eligible to complete Nursing-Mobility Track Two. Eligible students are exempt from taking NUR 209: Concepts for Healthcare Transition Students and will enter the Associate of Applied Science in Nursing-Mobility program during the second semester of the mobility curriculum.

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

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

- ATI TEAS total score or NLN Pre-Admission (PAX) or ACT examination composite score. SCORES must be less than three years old.
- 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.\*
- Students may be awarded up, but not to exceed, 10 additional points, as determined by college policy and procedures.\*
  - Applicants who have completed and been awarded a practical nursing certificate at CVCC  
or applicants who have completed and been awarded an A.A.S. in Medical Assisting at CVCC will receive an additional ten (10) points towards admission OR
  - Applicants who have completed ENG 101, MTH 100 or higher, BIO 201 and BIO 202 with a grade of "C" or higher at CVCC or at another institution and have received transfer credit at CVCC, or applicants who have completed a minimum of twelve (12) hours of college-level course work at CVCC or applicants who have completed and been awarded a Medical Assisting short certificate (Medical Assisting, Phlebotomy, Electronic Health .. Records Specialist, Medical Administrative Assistant) at CVCC will receive five (5)

additional points toward admission OR

- c. Applicants who have complete NAS 100: Long-term Care Nursing Assistant and received a “C” or higher at CVCC or applicants who have completed MAT 218: EKG Technician and received a “C” or higher at CVCC or applicants who received a nationally accredited medical assisting certification (current) will receive three (3) additional points toward admission.

*\* In order to receive Nursing required college course and/or additional points, courses must have been completed, with a grade of ‘C’ or better, prior to application deadline. Official transcripts reflecting grade MUST be on file in CVCC Admissions and an unofficial copy attached to nursing application in order to be considered for ranking purposes.*

### **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 designated within the curriculum.
  - b. Achieve a grade of “C” or better in all required general education and nursing courses.
  - c. Be acceptable by all 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 (2) 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. 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 apply for readmissions the CVCC Nursing Programs.
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. Apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
2. Apply for reinstatement to the nursing program and submit the application and letter of intent by the published deadline to the Health Sciences Secretary/Coordinator.
3. Submit ATI TEAS, NLN PAX, or ACT scores for purpose of reinstatement plan and determining reinstatement eligibility.

- a. ATI TEAS exam score. Scores must be from exam completed at the time student is seeking reinstatement. Individuals seeking reinstatement must achieve greater than 58.7%.
- b. NLN PAX exam score. Scores must be less than three years old. Individuals seeking reinstatement must achieve greater than 116.
- c. ACT exam score. Scores must be less than three years old. Individuals seeking reinstatement must achieve greater than 21.
4. Schedule reinstatement counseling appointment with the Health Sciences Director to develop and discuss reinstatement plan.
5. Update immunizations, CPR, drug testing, and background screening according to program policy.

### **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 Transfer/Transient.

### **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 Transfer/Transient.

### **Process for Transfer/Transient**

Students must do the following:

1. Apply for admission to the College if not currently enrolled. College admission must be accomplished by published deadlines.
2. Apply for transfer to the nursing program and submit the application and letter of intent ("I would like to transfer to the nursing program in spring 2022") by the published deadline to the Health Sciences Secretary/Coordinator.
3. Submit ATI TEAS, NLN PAX, or ACT scores for the purpose of remediation plan and determining transfer eligibility:
  - a. ATI TEAS exam score. Scores must be from exam completed at time student is seeking transfer. Individual seeking transfer must achieve greater total score than a 58.7% which is "proficient".
  - b. NLN PAX exam score. Scores must be less than three years old. Individuals seeking reinstatement must achieve greater than 116.
  - c. ACT exam score. Scores must be less than three years old. Individuals seeking reinstatement must achieve greater than 21.
4. Schedule transfer counseling appointment with the Health Sciences Director to develop and discuss transfer success plan.
5. Update immunizations, BLS, drug screen, and background check according to program policy.

### **Program Completion**

Students completing NUR 112, 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 NUR 211 and 221 will be awarded an Associate of Applied Science 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 in Nursing.

### **PN Progression**

Students successfully completing NUR 112, 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 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 the ADA Coordinator:

Vickie Williams, Associate Dean of Student Development and Success  
 334-214-4803  
[vickie.williams@cv.edu](mailto:vickie.williams@cv.edu)

## 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>
<b>Required Visual Communications core</b> .....	<b>24</b>
ART 121   Two-Dimensional Composition .....	3
CIS 151   Graphics for the Worldwide Web .....	3
or VCM 146   Digital Photography .....	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
or VCM 185   Digital Imaging .....	3
VCM 254   Graphic Design .....	3
<b>Required Multimedia core</b> .....	<b>18</b>
ART 113   Drawing 1 .....	3
BUS 285   Principles of Marketing .....	3
VCM 193   Digital Publishing 1 .....	3
VCM 253   Graphic Design Basics .....	3
or ART 273   Studio Photography .....	3
VCM 270, VCM 273 or CIS 294 .....	3
Approved elective in major (ART, 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>66</b>

## 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. This certificate is Pell Grant eligible.

	credit hours
<b>Required courses</b> .....	<b>27</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
or VCM 145 Introduction to Digital Photography .....	3
CIS 207 Introduction to Web Development .....	3
BUS 185 Principles of Marketing .....	3
VCM 150 Typography .....	3
VCM 171 Graphics Software Applications .....	3
VCM 185 Digital Imaging I .....	3
or VCM 172 Digital Illustration I .....	3
VCM 254 Graphic Design ..	3
<b>Total</b> .....	<b>27</b>

## Short Certificate - Design and Visual Communications: Digital Photography option

	credit hours
<b>Required courses</b> .....	<b>18</b>
ART 121 Two-Dimensional Composition .....	3
ART 273 Studio Photography .....	3
BUS 285 Principals of Marketing .....	3
VCM 145 Introduction to Digital Photography .....	3
VCM 146 Digital Photography .....	3
VCM 185 Digital Imaging I .....	3
<b>Total</b> .....	<b>18</b>

# 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 202	Children's Creative Experiences .....	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
ENG 101	English Composition.....	3
MTH 100	Intermediate College Algebra.....	3
<b>Additional certificate requirements.....</b>		<b>2</b>
EMS 100	Cardiopulmonary Resuscitation.....	1
EMS 104	First Aid For Students of Health Related Professions.....	1
<b>Total.....</b>		<b>26</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	MUS	Music
ACR	Air Conditioning	NAS	Nursing Assistant
ADM	Advanced Manufacturing	NUR	Nursing
ART	Art	OAD	Business and Office Technology
AUT	Automotive Manufacturing Technology	ORI	Orientation
BIO	Biology	PHL	Philosophy
BUS	Business	PED	Physical Education
CHM	Chemistry	PHS	Physical Science
CHD	Child Care and Development	PHY	Physics
CIS	Computer Information Systems	POL	Political Science
CRJ	Criminal Justice	PSY	Psychology
ECO	Economics	RDG	Reading
EDU	Education	REN	Renewable Energy
EMS	Emergency Medical Technology/Technician	SOC	Sociology
ENG	English	SPA	Spanish
FSC	Fire Science	SPH	Speech
GER	German	VCM	Visual Communications
GEO	Geography	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		

## 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. **Code C**

### **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. **Code C**

### **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. **Code C**

### **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)**

**Prerequisite:** INT 101 and INT 103

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. **Code C**

### **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. **Code C**

### **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. **Code C**

## **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 216. Printmaking I (0-3-3)**

**Prerequisite: ART 113, ART 121 and/or as required by program.**

This course introduces various printmaking processes. Topics include relief, intaglio, serigraphy, or lithography and the creative process. Upon completion, students should have a basic understanding of the creative and technical problems associated with printmaking. **Code C**

### **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 232. Watercolor Painting II (0-3-3)**

**Prerequisite: ART 231**

This course advances the skills and techniques of painting on paper using water based medium. Emphasis is placed on exploring the creative uses of watercolor and developing professional skills. Upon completion, students should demonstrate and compile a body of original paintings that reflect a personal awareness of the media's potential. **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 234. Painting II (0-3-3)**

This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas. **Code C (Offered intermittently.)**

### **ART 273. Studio Photography I (0-3-3)**

This course stresses image-making problems requiring studio or other controlled environment solutions. Topics include lights, props, and related equipment and techniques. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas. **Code C (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. (Dual listed as INT 253).

## **Biology**

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### **BIO 103. Principles of Biology I (3-1-4)**

#### **Core, Area III**

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 with a grade of "C" or better

This course is an introduction to the basic ecological and evolutionary relationships of plants, fungi and animals and a survey of plant, fungi 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 with a grade of "C" or better

Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body, a study of cells and tissues, joints, the 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 with a grade of "C" or better

Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition and metabolism; basic principles of fluids, electrolyte and acid-base balance and the endocrine, respiratory, digestive, urinary, 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 with a grade of "C" or better

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 130. Electronic Calculations (3-0-3)**

**Prerequisite:** MTH 090/091

**Dually listed as OAD 130**

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**

### **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 111) 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:** BUS 242

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

### **BUS 296. Business Internship (3-0-3)**

**Prerequisite:** As required by program

This course allows the student to apply knowledge and skills in a real-world work place. Evaluation is based upon a well-developed portfolio, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract. Code C

## **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 of 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 with a grade of "C" or better

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:** MTH 112, CHM 111, CHM 112 with a grade of "C" or better

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 (offered intermittently.)**

### **CHM 222. Organic Chemistry II (3-1-4)**

**Prerequisite:** MTH 112, CHEM 111, CHM 112, CHM 221 with a grade of "C" or better

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 202. Children's Creative Experience (3-0-3)**

**Prerequisite:** As determined by college.

**Note:** There is an approved Plan-of-Instruction for this course.

This course focus on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math, and math and movement with observation and participation with young children required. On completion students will be able to select and implement creative and age-appropriate experiences for young children. **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 developmentally 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 206. Children's Health and Safety (3-0-3)**

**Prerequisite:** As determined by college.

**Note:** There is an approved Plan-of-Instruction for this course.

This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on how to set up and maintaining safe, healthy environments for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. **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.**

### **CHD 209. (3-0-3)**

**Prerequisite:** As determined by college.

**Note:** There is an approved Plan-of-Instruction for this course.

This course focus on child development from infancy through thirty-five months of age with emphasis on planning programs using developmentally appropriate materials. Emphasis is placed on positive ways to support an infant or toddler's social, emotional, physical and intellectual development. Upon completion, the students should be able to plan and infant toddler program and environment that is appropriate and supportive of the families and the children. **Code C.**

### **CHD 210. Educating Exceptional Children (3-0-3)**

**Prerequisite:** As determined by college.

**Note:** There is an approved Plan-of-Instruction for this course.

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments, gifted and talented children, mental retardation, emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with children **Code C.**

## **Computer Information Systems**

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### **CIS 111. Word Processing Applications (3-0-3)**

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 2019 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 2019 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 2019 certification. (Dual listed as ACC149 and OAD 243) Code C

### **CIS 115. Presentation Graphics Software Applications (3-0-3)**

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 2019 certification. (Dual listed as OAD 246) 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 2019 certification. (Dual listed as OAD 244) Code C

### **CIS 130. Introduction to Information Systems (3-0-3)**

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)**

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)**

**Co-requisite:** 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 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)**

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 244. Introduction to Cybersecurity (3-0-3)**

**Prerequisite:** None.

This course will introduce students to cybersecurity, while they gain additional insight into the challenges that companies face today. Students will develop an understanding of cybercrime, security principles, technologies, and procedures and techniques used to defend networks.

**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 246. Ethical Hacking (3-0-3)**

**Prerequisite:** As required by college.

This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner. **Code C**

### **CIS 248. Introduction to IoT (Internet of Things) (3-0-3)**

**Prerequisite:** None.

This course will introduce students to the fundamentals of IoT. Emphasis will be on understanding how the IoT is bridging the gap between operational and information technology systems and the security concerns that must be considered, when implementing IoT solutions.

### **CIS 249. Microcomputer Operating Systems (3-0-3)**

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 130

**Co-requisite:** CIS 269

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 130

**Co-requisite:** CIS 268

**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)**

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 270 or 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)**

#### **Online or In-class**

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)**

#### **Online or In-class**

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)**

#### **Online or In-class**

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)**

#### **Online or In-class**

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)**

#### **Online or In-class**

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)**

#### **Online or In-class**

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)**

#### **Online or In-class**

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 107. Emergency Vehicle Operator Ambulance (1-0-1)**

The course provides the student with training as contained in the current National Standard Training Curriculum (NSTC) for the Emergency Vehicle Operator Course (EVOC) Ambulance. The course provides the knowledge and skill practice necessary for individuals to learn how to safely operate all types of ambulances. Topics include introduction to the NSTC for ambulance operators; legal aspects of ambulance operation; communication and reporting; roles and responsibilities; ambulance types and operation; ambulance inspection, maintenance, and repair; navigation and route planning; basic maneuvers and normal operating situations; operations in emergency mode and unusual situations, special considerations in safety; and te run. Completion of student competencies, utilizing NSTC guidelines, are required for successful completion of this course. NOTE: to qualify for licensure status as an ambulance driver in the State of Alabama, students must successfully complete this course and meet additional requirements as required by the Alabama Department of Public Health.

### **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)**

### **Hybrid or In-class**

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 paired 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 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 integrates 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 100. Vocational Technical English (3-0-3)**

**Core, Area I**

**Prerequisite:** Completion of ENR 098, appropriate ACT score, high school GPA and English IV grade, or Accuplacer Score

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. **Code A**

### **ENG 101. English Composition I (3-0-3)**

**Core, Area I**

**Prerequisite:** Completion of 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 four 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 at least four formal, analytical essays, at least one of which is a research project using outside source 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:** A grade of "C" or better in ENG 101

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 247. Creative Writing II (3-0-3)**

**Prerequisite:** ENG 246

A continuation of ENG 246, 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 248. Creative Writing III (3-0-3)**

**Prerequisite:** ENG 247

A continuation of ENG 247, 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 beginning to the mid-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. 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 mid-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. Code A

### **ENG 261. English 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 English/British literature from its inception to the end of the eighteenth 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. Code A

### **ENG 262. English 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 English/British literature from the late eighteenth 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. 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 world literature from its inception to the mid-seventeenth 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. 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 world literature from the mid-seventeenth 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. Code A

## **ENG 277. Classical Mythology (3-0-3)**

**Prerequisite:** A grade of "C" or better in ENG 102 or the equivalent

This course is a study of Greek and Roman mythology and the influence of classical mythology on Western literature. Emphasis is placed on various classical myths and on the influence on Western literature of these myths. Students will demonstrate through tests and papers an understanding of classical myths and their relationship to Western literature. Code C

## **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 In-class**

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 In-class**

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)**

#### **Online or In-class**

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 In-class**

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 In-class**

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)** **Online or In-class**

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 Pro-Board 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)**

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 In-class**

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)**

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)**

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)**

#### **Online or In-class**

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**

## Geography

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### **GEO 100. World Regional Geography (3-3-0)**

**Prerequisite:** As required by program.

This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials. **Code A**

### **GEO 201. Principles of Human Geography (3-3-0)**

**Prerequisite:** GEO 100.

This course surveys the science of location, with emphasis on human activities as it relates to agricultural and industrial activities, and cities as market and production centers. Emphasis will be placed on human networks. **Code A**

## German

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### **GRN 101. Introductory German I (4-0-4)**

This course provides an introduction to German. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of German speaking. **Code A**

### **GRN 102. Introductory German II (4-0-4)**

**Prerequisite:** GRN 101.

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of German speaking areas. **Code A**

## 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 215. History Through Music and Movies (3-0-3)**

**Core, Area IV**

**Prerequisite:** None.

This course will explore historical topics through various popular culture sources, including movies and music. Students will be encouraged to compare the popular culture material with historical events, as well as analyze the sources in the context of their times. **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**

## **Interdisciplinary Studies**

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### **IDS 102. Ethics (3-0-3)**

This course introduces the student to the basic concepts, types and schools of moral theory, and illustrates how these may be applied to contemporary moral problems and ethical questions in academic, professional and social endeavors. **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 circuits 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. **Code C**

### **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. **Code C**

### **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, push button 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. **Code C**

### **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. Code C

### **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 Code C

### **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. Code C

### **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.** Code C

### **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. Code C

### **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. Code C

### **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. **Code C**

## **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 College Algebra (1-0-1IC)**

**Prerequisite:** Appropriate placement according to the screening guidelines or a grade of "C" or better in MTH 098. (Note that MTH 099 is required for students completing MTH 098.)

**Corequisite:** MTH 100 Intermediate College Algebra

This learning support course provides corequisite 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 course does not apply toward the general core requirement for mathematics. NCA

### **MTH 100. Intermediate College Algebra (3-0-3)**

**Prerequisite:** Appropriate placement according to the screening guidelines or a grade of "C" or better in MTH 098

**Corequisite:** MTH 099, if required. (Note that MTH 099 is required for students completing MTH 098.)

This course provides a study of algebraic concepts such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations, and quadratic equations. Functions and relations are introduced and graphed. This course does not apply toward the general core requirement for mathematics. Code B

### **MTH 109. Support for Finite Mathematics (1-0-1)**

**Prerequisite:** Appropriate placement according to the screening guidelines or a grade of "C" or better in MTH 098

**Corequisite:** MTH 110 (Note that MTH 109 or other mandatory support is required for students completing MTH 098)

This learning support course provides corequisite support in mathematics for students enrolled in MTH 110. The material covered in this course is parallel to and supportive of the material taught in MTH 110. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the student's paired MTH 110 class. This course does not apply toward the general core requirement for mathematics. Code C

### **MTH 110. Finite Mathematics (3-0-3)**

**Core, Area III**

**Prerequisite:** Appropriate placement according to the screening guidelines or a grade of "C" or better in MTH 098

**Corequisite:** MTH 109 or other mandatory support, if required (Note that MTH 109 or other mandatory support is required for students completing MTH 098)

This course provides an overview of topics in finite mathematics with their applications and is intended for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus). This course introduces logic, set theory, counting techniques, basic probability, statistics, and personal finance. Code A

### **MTH 111. Support for Precalculus Algebra (1-0-1)**

**Prerequisite:** Appropriate placement according to the screening guidelines or a grade of "C" or better in MTH 100

**Corequisite:** MTH 112

This learning support course provides corequisite support in mathematics for students enrolled in MTH 112. The material covered in this course is parallel to and supportive of the material

taught in MTH 112. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the student's paired MTH 112 class. This course does not apply toward the general core requirement for mathematics. **Code C**

### **MTH 112. Precalculus Algebra (3-0-3)**

**Core, Area III**

**Prerequisite:** Appropriate placement according to the screening guidelines or a grade of "C" or better in MTH 100

**Corequisite:** MTH 111, if required

This course emphasizes the algebra of functions - including polynomial, rational, exponential, and logarithmic functions. In addition, the course covers non-linear inequalities as well as systems of linear and non-linear equations and inequalities. **Code A**

### **MTH 113. Precalculus Trigonometry (3-0-3)**

**Core, Area III**

**Prerequisite:** Appropriate placement according to the screening guidelines or a grade of "C" or better in MTH 112

This course includes the study of trigonometric (circular) functions and inverse trigonometric functions as well as extensive work with trigonometric identities, equations, and formulas. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar graphs. Additional topics may include conic sections and product-sum formulas. **Code A**

### **MTH 115. Precalculus Algebra & Trigonometry (4-0-4)**

**Core, Area III**

**Prerequisite:** Appropriate placement according to the screening guidelines or a grade of "C" or better in MTH 100

This course is a one-semester accelerated combination of Precalculus Algebra (MTH 112) and Precalculus Trigonometry (MTH 113). This course is intended for students with a strong background in college preparatory mathematics. The course includes the algebra of functions (including polynomial, rational, exponential, and logarithmic functions) as well as the study of trigonometric functions and inverse trigonometric functions. This course also includes extensive work with trigonometric identities, equations, and formulas; vectors; complex numbers, and polar graphs.

**Code A**

### **MTH 120. Calculus and Its Applications (3-0-3)**

**Core, Area III**

**Prerequisite:** Appropriate placement according to the screening guidelines or a grade of "C" or better in MTH 112, MTH 113 or MTH 115

This course is intended to give a broad overview of calculus. It includes limits, differentiation, and integration of algebraic, exponential, logarithmic, and multi-variable functions with applications to business, economics, and other disciplines. This course may also include LaGrange multipliers, extrema of functions of two variables, method of least squares, linear approximation, and linear programming. **Code A**

### **MTH 125. Calculus I (4-0-4)**

**Core, Area III**

**Prerequisite:** Appropriate placement according to the screening guidelines or a grade of “C” or better in MTH 113 or MTH 115

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

This is the second of three courses in the basic calculus sequence. Topics include applications of integration, techniques of integration, infinite series, polar coordinates, and parametric equations, lines and planes in space, and vectors in the plane and in space. **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:** Appropriate placement according to the screening guidelines or a grade of “C” or better in MTH 100

This course is designed to develop a deeper understanding of elementary school mathematics content needed for teaching. The course is designed to develop conceptual understanding of number systems and operations by focusing on basic concepts and principles, exploring multiple representations and strategies, and illuminating connections among concepts and procedures. Topics include whole numbers and integers, fractions, ratio, percent, decimals, and arithmetic operations within these systems. **Code B**

### **MTH 232. Math for the Elementary Teacher II (3-0-3)**

**Prerequisite:** Appropriate placement according to the screening guidelines or a grade of “C” or better in MTH 100

This course is designed to provide mathematical insights into measurement and geometry for students majoring in elementary education. Topics include geometric shapes (two- and three-dimensional), measurement, congruence and similarity, symmetry, and transformations.

**Code B**



### **MTH 265. Elementary Statistics (3-0-3)**

**Prerequisite:** Placement at a level of MTH 110 or MTH 112 or above or a grade of “C” or better in MTH 100

This course provides an introduction to methods of statistics and includes the following topics: sampling, frequency distributions, measures of central tendency and variation, probability, discrete and continuous distributions, graphic representation, hypothesis testing, confidence intervals, regression, and applications. **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 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)**

**Co-requisite:** MAT 101 with a grade of “C” or better. All developmental coursework complete

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 and MAT 102 with a grade of “C” or better. All developmental coursework complete.

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. All developmental coursework complete.

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. All developmental coursework complete.

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. All developmental coursework complete.

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. All developmental coursework complete.

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:** MAT 101 with a grade of "C" or better. 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:** MAT 101 with a grade of "C" or better. 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 101, MAT 111 with a grade of "C" or better. All developmental coursework complete.

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 101, MAT 125 with a grade of "C" or better. All developmental coursework complete.

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 218. EKG Technician (2-1-3)**

This course provides students with an overview of cardiovascular electrophysiology and its role in health care delivery. Topics include cardiovascular anatomy, physiology and electrophysiology, interpretation of rhythm strips and diagnostic electrocardiography. Students should be able to secure an EKG tracing, troubleshoot problems with the acquisition of an EKG tracing, and interpret simple EKG rhythm strips. Students completing this course and MAT 228E will not receive a short certificate from the College; however, they will have the opportunity to receive a Certified Clinical EKG Technician certification from the National Healthcareer Association. Code C

### **MAT 219. Radiology for the Medical Assistant (2-1-3)**

This course will provide the student with an overview of radiography and its role in the health care delivery. Topics will include patient and medical assistant safety and protection. The student should be able to perform and process basic radiographs of the chest, abdomen, pelvis, sinus and extremities. Code C

### **MAT 220. Medical Office Insurance (2-1-3)**

**Prerequisite:** MAT 101, MAT 121 with a grade of "C" or better. All developmental coursework complete.

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 228A. Medical Assistant CMAA Review (1-0-1)**

**Prerequisite:** Consent of instructor required.

This course includes a general review of administrative functions performed in a medical office, specific to medical assistants. **This course will assist the student or graduate in preparing for the national credentialing examination, Certified Medical Administrative Assistant (CMAA).** Code C

### **MAT 228E. Medical Assistant CET 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, focusing on EKG in particular. **The course will assist the student or graduate in preparing for the national credentialing examination, Certified EKG Technician (CET).** Code C

### **MAT 228H. Medical Assistant CEHRS 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, focusing on electronic health records management in particular. **The course will assist the student or graduate in preparing for the national credentialing examination, Certified Electronic Health Record Specialist (CEHRS).** Code C

### **MAT 228P. Medical Assistant CPT Review Course I (1-0-1)**

**Prerequisite:** Consent of instructor required

This course includes a general review of administrative and clinical functions performed in a medical office, focusing on phlebotomy in particular. **This course will assist the student or graduate in preparing for the national credentialing examination. Certified Clinical Phlebotomy Technician (CPT).** Code C

### **MAT 228R. Medical Assistant CCMA 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, specific to medical assistants. **This course will assist the student or graduate in preparing for the national credentialing examination. Certified Clinical Medical Assistant (CCMA).** Code C

### **MAT 229. Medical Assisting Practicum (0-3-3) (P5)**

**Prerequisite:** All MAT coursework with a grade of "C" or better and consent of Instructor required.

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 Practicum (0-3-3) (P5)**

**Prerequisite:** MAT 101, 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 BLS 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).

### **NAS 120. Fundamentals of Nursing Assistant/Home Health Aide (7-0-2-5)**

**Prerequisite:** EMS 100 and successful completion of all developmental coursework or equivalent placement scores.

**Corequisite:** NAS 121

This course provides the student with the necessary theory and laboratory experiences for the development of skills required to qualify as a long-term care Nursing Assistant/Home Health Aide. Emphasis is placed on the acquisition of skills in communication, observation, safety, mobility/body mechanics, personal and restorative care, and infection control necessary to care for patients and clients of all ages. Upon completion of this course, the student will be able to apply concepts and skills in areas required by the Omnibus Budget Reconciliation Act (OBRA) and the National Association of Home Care.

### **NAS 121. Fundamentals of Nursing Assistant/Home Health Aide (3-0-3)**

**Prerequisite:** EMS 100 and successful completion of all developmental coursework or equivalent placement scores.

**Corequisite:** NAS 120

This course is designed for students to apply knowledge and skills needed to perform basic nursing care safely and efficiently in various supervised health care settings. Emphasis is placed on safety, therapeutic communication, infection control, critical thinking, and proper documentation. Upon completion of this course, the student will demonstrate beginning competency in the delivery of care to patients and clients in various health care settings.

## **Nursing**

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### **NUR112. Fundamental Concepts of Nursing (4-2-1-0-7)**

**Co-requisite:** MTH 100 or higher, BIO 201 with a grade of "C" or better.

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:** NUR 112 with a grade of "C" or better.

**Co-requisite:** ENG 101; PSY 210; BIO 202 with a grade of "C" or better

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:** NUR 112, NUR 113 with a grade of "C" or better

**Co-requisite:** NUR 115, SPH 106 or SPH 107 with a grade or better.

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:** NUR 112, NUR 113 with a grade of "C" or better

**Co-requisite:** NUR 114, SPH 106 or SPH 107 with a grade of "C" or better.

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:** MTH 100 or higher, BIO 201, ENG 101, PSY 210, BIO 202, SPH 106 or SPH 107 with a grade 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:** NUR 112, NUR 113, NUR 114, NUR 115; or successful completion of NUR 209 with a grade of "C" or better.

**Co-requisite:** BIO 220 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:** NUR 112, NUR 113, NUR 114, NUR 115, NUR 209 (if applicable), NUR 211 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)**

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 2019 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. (Dual listed as BUS 130) **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 2019 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 2019 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 2019 certification. **(Dual listed as CIS 117) Code C**

### **OAD 246. Office Graphics and Presentations (3-0-3)**

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 2019 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 with a grade of "C" or better OR equivalent math placement score

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:** MTH 113 and PHY 201 with a grade of "C" or better

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 with a grade of "C" or better 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:** MTH 125 and PHY 213 with a grade of "C" or better

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

## **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 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, and public. The course 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

### **SPH 116. Intro to Interpersonal Communication (3-0-3)**

**Core, Area II**

This course focuses on communication in interpersonal settings. The course surveys current interpersonal communication theory and provide application for personal and professional development. 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 185. Digital Imaging I (3-0-3)**

**Prerequisite:** Grade of "C" or better in VCM 185

This course covers principles of creating and manipulating raster images using current raster imaging software. Upon completion, the student should be able to produce professional raster images 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. **Code C**

### **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. **Code C**

### **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. **Code C**

### **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. **Code C**

**WDT 122. SMAW Fillet/OFC Lab (0-3-3)**

This course is designed 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 applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code. **Code C**

**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. **Code C**

**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. **Code C**

**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. **Code C**

**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. **Code C**

**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. **Code C**

**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. **Code C**

## **Workplace Skills Enhancement**

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### **WKO 141. MSSC Safety Course (3-2-1)**

#### **Prerequisite: None**

This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment. Topics covered include: work in a safe and productive manufacturing workplace, perform safety and environmental inspections, perform emergency drills and participate in emergency teams, identify unsafe conditions and take corrective action, provide safety orientation for all employees, train personnel to use equipment safely, suggest process and procedures that support safety of work environment, fulfill safety and health requirements for maintenance, installation and repair, monitor safe equipment and operator performance, and utilize effective, safety-enhancing workplace practices. Students completing courses WKO 141, 142, 143 and 144 will receive the Certified Production Technician credential.

### **WKO 142. MSSC Quality Practices and Measurement Course (3-2-1)**

#### **Prerequisite: WKO 141**

This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment. Topics covered include: participate in periodic internal quality audit activities, check calibration of gages and other data collection equipment, suggest continuous improvements, inspect materials and product/process at all stages to ensure they meet specifications, document the results of quality problems, communicate quality problems, take corrective actions to restore or maintain quality, record process outcomes and trends, identify fundamentals of blueprint reading, and use common measurement systems and precision measurement tools. Students completing this course will receive an MSSC certificate in quality practices and measurement. Students completing courses WKO 141, 142, 143 and 144 will receive the Certified Production Technician credential.

### **WKO 143. MSSC Manufacturing Processes and Production Course (3-2-1)**


#### **Prerequisite: WKO 141**

This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment. Topics covered include: participate in periodic internal quality audit activities, check calibration of gages and other data collection equipment, suggest continuous improvements, inspect materials and product/process at all stages to ensure they meet specifications, document the results of quality problems, communicate quality problems, take corrective actions to restore or maintain quality, record process outcomes and trends, identify fundamentals of blueprint reading, and use common measurement systems and precision measurement tools. Students completing this course will receive an MSSC certificate in quality practices and measurement. Students completing courses WKO 141, 142, 143 and 144 will receive the Certified Production Technician credential.

## **WKO 144. MSSC Maintenance Awareness Course (3-2-1)**

### **Prerequisite: WKO 141**

This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment. Topics covered include: prepare preventative maintenance and routine repair, monitor indicators to ensure correct operations, perform all housekeeping to maintain production schedule, recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with: electrical systems, pneumatic systems, hydraulic systems, machine automation systems, lubrication systems, bearings and couplings. Students completing this course will receive an MSSC certificate in maintenance awareness. Students completing courses WKO 141, 142, 143 and 144 will receive the Certified Production Technician 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 healthcare, 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.

## **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

Applied Technology

Business/Accounting

Computer and Information Technology

Child Care and Development

Public Safety (Fire Science, Criminal Justice and Emergency Medical Services)

Medical Assisting

Nursing

Visual Communication

## **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) 214-4869.





# **Administration, Faculty, and Staff**



## **Alabama Community College System Board of Trustees**

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## **Administration**

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Jacqueline Screws . . . . . **President**  
B.S., M.Ed., Tuskegee University

Sherri Taylor . . . . . **Dean of Students and Campus Services**  
B.A., Auburn University  
M.S., Troy State University  
Ed.D., Nova Southeastern University

Dexter Jackson . . . . . **Dean of Financial Affairs**  
B.S., B.A., Auburn University

Beth Mullin . . . . . **Associate Dean, Workforce and Technical Education**  
B.A., The College of William & Mary  
M.A., Virginia Commonwealth University  
M.B.A., Averett University  
Ph.D., Northcentral University

Christer Sanks . . . . . **Business Manager**  
A.A.S., Chattahoochee Valley Community College  
B.S., Troy University  
M.B.A., Troy University

Vickie Williams . . . . . **Associate Dean of Student Development and Success**  
**Student ADA Coordinator**  
B.S., M.S., Troy University

## **Division Chairs**

---

William Byrd . . . . . Social Sciences, **Chair,**  
**Division of Fine Arts and Social Sciences**  
B.A., M.A., Ph.D., Auburn University

Merry Cuervo .....	Biology, <b>Chair,</b> <b>Division of Science</b>
B.S., Auburn University	
M.A., The University of Alabama	
Ed. S., Columbus State University	
Kenneth Harrison .....	Fire Science, <b>Director,</b> <b>Public Safety Program</b>
A.A.S., Chattahoochee Valley Community College	
B.A.S., Troy State University	
Bridgett Jackson .....	Health Sciences, <b>Director,</b> <b>Division of Health Sciences</b>
A.A.S., Chattahoochee Valley Community College	
B.S.N., Troy University	
M.S.N., Walden University	
Shawn Junghans .....	Mathematics, <b>Chair,</b> <b>Division of Mathematics</b>
B.S., The University of Alabama	
M.Ed., Ed.S., Columbus State University	
Clint Langley .....	Applied Technology, <b>Director,</b> <b>Applied Technology Program</b>
A.A.S., Southern State Community College	
B.S., M.Ed., Auburn University	
Sheila Larkin .....	Business, <b>Chair,</b> <b>Division of Business and Computer Information Technology</b>
B.S., M.B.A., Troy University	
Samantha Vance .....	English, <b>Chair,</b> <b>Division of English and Communication</b>
B.S.Ed., Troy University	
M.A., California State University, Dominguez Hills	

## Administrative Staff

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Sanquita Alexander .....	<b>Director, Admissions/Registrar</b>
A.A.S., Chattahoochee Valley Community College	
B.S., Alabama State University	
M.S., Troy University	
Elizabeth Bradsher .....	<b>Director, Learning Resource Center</b>
A.S., Snead State Community College	
B.S. Ed., Troy University	
M. Ed., Auburn University	
M.L.I.S., The University of Southern Mississippi	



Susan Bryant	<b>Director, Financial Aid</b>
B.S. Ed., Auburn University	
Scot Craig	<b>Director, Physical Plant Operations</b>
B.S., Auburn University	
Melissa Creasy	<b>Executive Director, Student Financial Services, &amp; Title IV Compliance</b>
B.S., M.B.A., The University of North Alabama	
Darren Dean	<b>Director, Adult Education</b>
B.A., Auburn University	
M.S., Troy University	
Ed.D., Abilene Christian University	
Benjamin Hicks	<b>Director, Athletics/Head Men's Basketball Coach</b>
B.S., Shorter University	
M.S., Troy University	
Robin Jones	<b>Director, Human Resources</b>
A.S., B.S., M.S., Troy University	
Alisha Miles	<b>S.E.N.S.E. Project Coordinator</b>
B.S., Columbus State University	
M.B.A., University of Phoenix	
M.P.A., Troy University	
Aurelia Smith	<b>Director, Online Learning</b>
B.S., Washington College	
M.S., Columbus State University	
Warner Taylor	<b>Director, Information Systems</b>
B.S., Auburn University	
M.S., Colorado Technical University	
RoseMary Watkins	<b>Director, Strategic Initiatives</b>
B.A., University of South Alabama	
M.R.A., University of San Francisco	
Ph.D., Jackson State University	

## Faculty

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Mark Boisclair	Emergency Medical Services
A.A.S., Vincennes University	
A.S., B.S., Troy University	
M.P.A., Anna Maria College	
Patricia Boling	Mathematics
A.B., Mary Baldwin College	
M. Ed., University of Virginia	
M.A.M., Ph.D., Auburn University	

Marquette Brewer	Nursing
A.A.S., Southern Union State Community College	
B.S.N., M.S.N., Troy University	
Teresa Brown	Nursing
B.S.N., Barry College	
M.S.N., Troy University	
Ph.D., Walden 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	
Margot Cleveland	Nursing
B.A., B.S.N., Auburn University	
M.S.N., Albany State University	
William Cooper	Welding
A.A.S., Columbus Technical College	
Andrew Collins	Biology
B.S., Auburn University	
M.S., Jacksonville State University	
Elizabeth Cox	Mathematics
B.S., Auburn University	
M.Ed., Auburn University at Montgomery	
Ashley Cusanelli	Psychology
B.S., Columbus State University	
M.A., University of Connecticut	
Thomas Daniel	Music
B.M., B.M.Ed., M.Ed., Ph.D., Auburn University	
Taylor Dempsey	Art and Graphic Design
B.A., Auburn University	
M.F.A., Savannah College of Art and Design	
Daulton Gaddis	Nursing
B.S.N., M.S.N., Columbus State University	
Joseph Hancock	Computer Science
B.S., M.S., Strayer University	
Katherine Henderson	English
A.A., George C. Wallace Community College	
B.A., M.A., University of Montevallo	

Vanessa Hicks	Nursing
B.S.N., University of North Alabama	
M.S.N., Grantham University	
D.N.P., South University	
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	
Patricia James	Nursing
A.A., Columbus State University	
B.S.N., M.S.N., M.H.A., University of Phoenix	
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	
Michelle McGuire	Chemistry
B.A., M.S., Columbus State University	
Jacques McKinnon	Mathematics
A.S., Chattahoochee Valley Community College	
B.S., The University of Alabama	
M.Ed., Alabama State University	
James Rider, Jr	Emergency Medical Services
B.S., University of Alabama	
Heather Royse	English
B.A., Texas Tech University	
M.Ed., University of Mary Hardin-Baylor	
Gil Slouchick	Criminal Justice
A.S., Chattahoochee Valley Community College	
B.S., Troy University	
M.P.A., Columbus State University	
Shana Smith	Medical Assisting
A.A.S., Chattahoochee Valley Community College	
B.S., Troy University	
Vernissa Sparks	Nursing
A.D.N., Southern Union State Community College	
B.S.N., The University of Alabama at Birmingham	
M.S.N., Walden University	

Nekita Tingle	Speech
B.A., Alabama State University	
M.A., The University of Alabama	
Yien Wang	Computer Information Systems
B.M., The University of Texas at Austin	
M.M., Johns Hopkins University	
M.S., Columbus State University	

## Staff

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Connie Armstrong	Administrative Assistant to the Director of Strategic Initiatives
Dawn Bader	Clerk, Financial Aid
Terrah Boisclair	Administrative Assistant to the President
Jon Brannon	Housekeeping Technician
Antoinette Brown	Bus Driver/Environmental Technician
Demeka Daniels	Career Coach/Dual Enrollment Coordinator
Amber Davis	Access Services Assistant (LRC)
Tyrone Davis	Maintenance/Housekeeping
Shannon Feagins	S.E.N.S.E. Success Coach
David Fletcher	Institutional Advancement Coordinator
Amanda Gamble	Recruiter
Christopher Gilliam	Housekeeping Technician
Jacqueline Grant	Administrative Assistant to the Dean of Students and Campus Services
Ivory Grier	Mail/Copy Services Center Employee
Matthew Hall	Evening Services/Safety Officer
Courtney James	Accountant
Derrick James	Maintenance/Housekeeping
Leander James	Housekeeping Technician
Shanisty Johnson	Student Success/Career Coordinator
Wayne King	Computer Support Technician
Dwayne Mack	Supervisor, Maintenance & Grounds
Keith Manuel	Security Chief
Katie Mitchell	Testing Center Technician
Stephen Nesmith	Clerk, Student Information
Saundra Noles	Data Manager
Samuel Oliver, Jr.	Financial Aid Officer
Steve O'Steen	Women's Softball Coach
Diwana Patterson	Financial Aid Specialist
Melinda Pell	Coordinator, Tutoring Center

Felicia Reid .....	Accounting Technician
Jamekia Richardson .....	Student Development and Success Specialist
Myya Robinson .....	Marketing and Media Coordinator/Public Information Officer
Ron Robinson .....	Head Women's Basketball Coach
Alaina Rowe .....	Accounting Technician
Shuronica Rowe .....	Administrative Assistant to the Dean of Financial Affairs
Robin Rudd .....	Secretary, Adult Education
Justin Smith .....	Maintenance/Electrical Technician
Nanyail Smoke .....	Administrative Assistant to Associate Dean for Workforce and Technical Education
Tina Stamps .....	Testing Coordinator
Teala Sykes .....	Administrative Assistant to the Dean of Instruction
D'Anna Thomas .....	Clerk, Admissions
Hunter Vick .....	Clerk, Athletics/Head Baseball Coach
Paul Walton .....	Maintenance/Housekeeping
Latasha Wiley .....	SENSE Success Coach
Barak Williams .....	Adult Education Instructional Coordinator
Cory Williams .....	Electronic Services Assistant (LRC)
Jessica Williams .....	Human Resources Coordinator
Sheinoura Wise .....	Advising Coordinator





# **Student Handbook**





## Introduction

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The CVCC administration has prepared this Student Handbook to assist students as they pursue their educational objectives. General information about the College related to 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 are included. Students are urged to become familiar with the contents of this Handbook and to keep it available for 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 Dean of Students and Campus 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 local 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 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 are not required to register with the Security Office. CVCC students are not permitted visitor parking spaces.

**Parking for Students with Disabilities**

A student who needs special parking accommodations due to a 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 ADA Coordinator. The Student Information Clerk in Wilson Hall will issue the parking permit to the student at the direction 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**

Citations will be issued for traffic and parking violations. 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 also be referred to the Student Discipline Committee.

Traffic and parking fines must be paid within three (3) 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 must 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 the College may not be held 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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**A**t anytime the College transports a student or provides transportation, the student is required to sign a waiver, and CVCC will be responsible for the safety of the student 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 need; offering professional services to facilitate the usage of resources, and providing information literacy to students and faculty by conducting library instruction.

## **Tutoring Center**

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**C**hattahoochee Valley Community College offers comprehensive academic support services located on the second floor of Owens Hall (LRC). The Tutoring Center is staffed with peer and academic tutors and offers tutoring either in-person, by e-mail, or by holding an online session using zoom. The tutoring services are free for CVCC students. Appointments are not required.

## **Bookstore**

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**T**he “Pirate Book Pack” program covers required textbooks and course materials for CVCC classes. The program ensures students will receive required course materials before the first day of class, and the cost, which is provided at a discount rate, is included in the student’s tuition or as a course charge for the student’s course. The program requires no direct out-of-pocket expense for students. Students will be emailed information approximately one month prior to the start of classes each semester. Although not recommended, students may opt-out of the program. Student who opt out are responsible for purchasing required course materials at the College Bookstore managed by Barnes and Noble across the street from the Security Kiosk. Hours of operation are posted.

## **Buildings and Grounds**

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Students are expected to help maintain the cleanliness, safety, and good order of the College 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 Office of the Dean of Students and Campus Services located in Wallace Hall 203.

### **Building and Facilities Accessibility**

It is the policy of CVCC to make 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, the Instructional and Performing Arts Center, and the Learning Resource Center. A map of the campus is also available at [www.cv.edu](http://www.cv.edu)

A student who has needs accessibility assistance or orientation and mobility (O&M) assistance on campus may contact the Associate Dean of Student Development and Success, Vickie Williams, who also serves as the ADA Coordinator, located in the Office of Student Development and Success Wilson Hall at 334-214-4803 or e-mail [vickie.williams@cv.edu](mailto:vickie.williams@cv.edu).

## **Academic Support Services**

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Academic support services are available for current and prospective CVCC students. These services include: academic advising, career and placement counseling, testing, academic coaching, and personal guidance to help each student adjust successfully to college life. Academic Success Coaches also assists with registration and general advising. Educational and occupational information including catalogs and course equivalence information from other colleges are available in the Office of Student Development and Success. 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 of the College. All College services are free and available to all students.

### **New Student Experience**

Prospective or new students are required to participate in pre-college orientation, transfer students are encouraged to participate. New Student Experience (NSE) is coordinated by the Associate Dean of Student Development and Success 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 New Student Experience, students receive registration and financial aid information. Students or prospective students may contact the Associate Dean of Student Development and Success, located in Wilson Hall, for assistance.

### **Academic Advising**

Faculty advisors serve as official academic advisors and provide information on availability and content of programs, program prerequisites, and graduation requirements, and the availability of courses and learning laboratories. Faculty advisors also provide educational guidance in each student's field of interest or specialization and are available to help each student select his/her class schedule. Advisors help provide information about the knowledge and skills

required as well as information about job opportunities in the student's field. Faculty advisors access a program plan of study for each advisee, which is used to assist students in developing a schedule for term. In addition, Degree Works, an online degree auditing tool, enables students and their advisors to review and monitor academic progress leading to graduation. It organizes academic coursework so students may identify completed courses and requirements along with the requirements that are remaining for degree completion.

## **Career Services Center - Title III**

Through the SENSE program, the Career Services Center is available to assist all students with career development and job placement services. The Career Services Center provides a personalized student experience to explore career pathways. Specific services include career interest inventories, access to internship opportunities, and information on in-demand jobs. The Career Services Center hosts career fairs and visits with local businesses as well as community engagement opportunities to enhance personal and leadership development for students. Workshops on career readiness, resume building, interviewing skills, professionalism, work ethic, and leadership building are topics explored in the Career Services Center. Listings for part-time and full-time employment are available via Handshake and Career Coach. All of these efforts work collectively to create strong outcomes and futures for CVCC students. SENSE Success Coaches help students identify the pathway between academic and career goals. The Career Services Center prepares students with the head start they need to pursue their lifelong connections. Students also have access to browse other career opportunities, career assessments, and employment information at the Alabama Employment Center, which is located on the campus of the College.

To learn more about the Career Services Center, visit the SENSE staff in Wallace Hall 112.

## **SENSE Program - Title III**

The Strategies to Enhance New Student Engagement (SENSE) program is an academic support services initiative funded by a Title III Strengthening Institutions Programs grant that provides students with advising and success coaching to improve their college experience. The program engages first generation college students to assist them on their journey to success. Through Success Coaching, support is customized to fit specific needs including balancing commitments, connecting with campus resources, growth mindset, resiliency, and academic planning. Academic success workshops on study skills, learning style discovery, financial literacy, and goal setting also engage students in the academic process through SENSE program. In conjunction with the College Tutoring Center, students are provided an additional layer of academic support in various subjects to enhance their learning experience. The Retention Specialist works side-by-side with students to increase their persistence, retention, and completion rates. The collaboration of these support services provides constant contact and referrals for internal or external services to address their needs.

To learn more about the program, visit the SENSE staff in Wallace Hall 112.

## **Financial Aid**

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**T**he Financial Aid Office provides financial assistance to students who need aid 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.

## Grant

Three grants are available to students demonstrating financial need: Pell Grants, Federal Educational Opportunity Grants, and the Alabama Student Assistance Program. Grants do not have to be repaid. A student who has demonstrated financial need, has not earned a bachelor's degree, 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.studentaid.gov](http://www.studentaid.gov) with CVCC federal school code 012182. FAFSA must be renewed in order to determine aid eligibility each academic year.

**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. Grant amounts 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 amounts will vary based on funding.

## Financial Aid Warning, Suspension, and Appeal Process

Students who do not comply with outlined standards and conditions are placed on Financial Aid Suspension. The Financial Aid Suspension will remain in place until the student is awarded probationary status based on financial aid appeal, or the student re-establishes eligibility.

**Financial aid satisfactory academic progress policy** requires all students receiving federal financial aid to make Satisfactory Academic Progress (SAP) toward the completion of a degree. Academic progress must be monitored for all terms of enrollment, whether or not financial aid was received. Student may check their OneACCS Pirate Web account for financial aid status. Please refer to the Financial Aid Satisfactory Academic Progress in the College Catalog for additional information.

**Financial aid warning** status is placed on a student if 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 the student will be suspended.

**Financial aid suspension** remains in place until a student is awarded probationary status based on a financial aid appeal approval or the re-establish 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 Student Forms. Financial aid appeals should be received in the Financial Aid Office by close of business two days prior to the first day of classes. Submitting a financial aid form appeal is NOT an automatic approval. The decision of the Financial Aid Appeals Committee will be electronically delivered via CVCC email to the student. The decision of the Financial Aid Appeals Committee is final. Students may view their Satisfactory Academic Progress (SAP) status in their OneACCS Self-Service Banner (SSB) account. If approved, the student is placed on Financial Aid Probation or Academic Plan.

**Financial aid probation** status is placed on a student whose Financial Aid Appeal has been approved, or the student 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

his/her courses for that term successfully with C's or better, 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 be removed from Financial Aid Suspension. To re-establish eligibility, the student must take coursework credit hours at CVCC during one or more semesters and pass the semester with C's or better. Once the student meets the Financial Aid Standards of Academic Progress, the student may have his/her federal aid awarded during the following semester. The student is responsible for the monetary funding of the semester(s) he/she chooses to re-establish eligibility.

## 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 the lender (or agency). The appeal process for direct loans and Parent PLUS loans are the same as the Pell Grant. Private loans do not require an appeal process as private loans are not subject to Financial Aid Suspension.

**Direct loans** can be subsidized and/or unsubsidized. The government pays the interest on subsidized loans while the student is attending College 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 six credit hours must complete Exit Counseling online at [www.studentaid.gov](http://www.studentaid.gov). Repayment plans/options are also found at [www.studentaid.gov](http://www.studentaid.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 private loan applications, and these applications may be located on the website of lending agencies.

## Work-Study Program

The Federal Work-Study Program provides part-time employment on or off campus. Students work between 10-18 hours weekly, and their schedules will be coordinated around their class schedule. Students must complete the Free Application for Federal Student Aid (FAFSA), and a Chattahoochee Valley Community College Work-Study application to be considered for a position.

## 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 online at [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 covers general in-state tuition and fees. Students are required to complete a general admission application to CVCC, the FAFSA with CVCC federal school code 01282, and complete the scholarship application (located on [www.cv.edu](http://www.cv.edu)) with an attached unofficial transcript.

A student will be placed on institutional scholarship warning status if the student is not meeting the scholarship requirements for GPA, credit hour completion and, if applicable, duty hours after a semester review. Students may continue to receive scholarship funding while on warning with the understanding that all the scholarship requirements must be met at the end of the warning term or the scholarship will be suspended.

Institutional scholarship appeals must be submitted in writing to the Executive Director of Financial Aid and Title IV Compliance in the Financial Aid Office. The Executive Director of Financial Aid and Title IV Compliance will forward the appeals to the Financial Aid Appeals Committee. The Executive Director of Financial Aid and Title IV Compliance will notify students of the outcome of their appeal.

## **Institutional Scholarships**

- **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 scholarship is for a maximum of two years providing the student maintains all requirements by end of the first year. A cumulative GPA of 3.0 is required to maintain eligibility for this scholarship.
- **Ambassador scholarships** are for students who possess a 2.75 GPA or higher and will graduate from high school before the end of June. As a college ambassador, students are required to perform certain duties while representing CVCC. This scholarship is for a maximum of two years providing the student maintains all requirements by the end of the first year. A cumulative GPA of 2.75 and successful completion of duties are 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 team coaches determine the recipients of these scholarships. Students interested in being a team manager should contact the head coach of the specific team. Students may contact the Athletic Department staff at 334-214-4880.
- **Career Technical scholarships** are for students pursuing an associate in applied science (AAS) degree that have less than 12 credit hours of college credit. This scholarship is for a maximum of two years providing the student maintains all scholarship requirements. A cumulative GPA of 2.5 is required to maintain eligibility for this scholarship.
- **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 the current academic year. This scholarship is for one-year.
- **Fine Arts scholarships** are for students with artistic talent. Interested students are invited to submit their portfolios to the Fine Arts Department Chair. This scholarship is for a maximum of two years provided the student maintains all scholarship requirements.



- **Future Leader scholarships** are for minority students who possess a 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 must interview with the Future Leaders Subcommittee. As student leaders, students are required to attend all the Minority Males Mentoring (M3) meetings. Interested students should contact Financial Aid Office to be directed to the committee for more information. This scholarship is renewable for a maximum of two 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 2.75 GPA or higher will have graduated from high school before the end of June are eligible to apply. As student leaders, students are required to complete service hours for CVCC. This scholarship is renewable for two years provided the student maintains all requirements by the end of the first year. A cumulative GPA of 2.75 and successful completion of duties are required to maintain eligibility for this scholarship.
- **Non-Traditional scholarships** are for students who have not been enrolled for the current academic year. Students who possess a cumulative GPA of 2.5 or higher from either high school or college are eligible to apply. This scholarship is renewable for two years provided the student maintains all requirements by end of the 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). These students 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 and times of auditions. This scholarship is renewable for a maximum of two years provided the student maintains all requirements by end of the first year. A cumulative GPA of 2.5 is required to maintain eligibility for this scholarship.
- **Student Government Association (SGA) scholarships** are for students who are elected to serve as a Student Government Association Executive Board member by the student body. Students must meet the requirements to be eligible for SGA. This scholarship is for one-year. For more information, contact the Office of Student Development and Success at 334-214-4803.
- **Diplomate scholarships** are presidential scholarships that cover 50% of tuition and fees. Students must have cumulative GPA of 2.75 and be recommended by the high school counselor. Student must successfully complete the assigned 3 credit hour ORI 105B class fall term; participate in mentoring sessions, peer mentoring, and college programs as assigned.

## Other Scholarships

- **Alabama Automotive Manufacturing Association (AAMA) Dr. Bernard J. Schroer Scholarship** is facilitated through the Consortium for Alabama Regional Center for Automotive Manufacturing (CARCAM) and supports individuals pursuing

a career/technical education certificate or associate degree in the Alabama Community College System in preparation for a career in the automotive manufacturing industry. Additional criteria and scholarship applications are available at [www.carcam.org](http://www.carcam.org).

- **CVCC Foundation scholarships** are available from CVCC Foundation each semester. Scholarships 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 online at [www.cv.edu](http://www.cv.edu). 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.
- **Leadership in Child Care Scholarships** are made available from funding by the Alabama Department of Human Resources. These scholarships provide students with the opportunity to pursue several different credentials and degrees in Child Development/Early Care and Education/Early Childhood Education studies at a community college or at Athens State. Scholarship applications are available at [www.accs.edu/community-college/leadership-in-childcare/](http://www.accs.edu/community-college/leadership-in-childcare/).
- **Senior Adult Program scholarships** 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 the Admission Office in Wallace Hall or email [admissions@cv.edu](mailto:admissions@cv.edu) for additional information.
- **Workforce Innovation and Opportunity Act (WIOA)** is a resource for students looking for educational training to receive employment through the Career Center. A satellite Career Center office is located on CVCC campus in Brassell Hall.
- **External Agency Scholarships** and other student support funding is accepted at CVCC. Any agency interested in assisting student(s) with funding should contact the Business Office and provide the student's name and ID number, the amount of the scholarship, and the disbursement guidelines for the College.

## Military Educational Benefits

A student who wishes to use VA educational benefits must submit his/her certificate 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.studentaid.gov](http://www.studentaid.gov)) because students can receive more than one type of financial aid. 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 satisfactorily resolve it.

## State Benefits

The State of Alabama offers financial assistances for many students. For a more comprehensive list, see [www.ache.edu](http://www.ache.edu). 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 a completed FAFSA ([www.studentaid.gov](http://www.studentaid.gov)).

## 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 military branches, refer to [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 a 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.” To ensure timely completion of certifications of enrollment, students should complete the VA Certification Request at [cv.edu](http://cv.edu) under Student Resources then Student Forms whenever a change to their schedules are made.

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 dates will be reported to the VA for enrollment times.

## Student Development and Success

In keeping with the mission, educational goals, and values of the College, the Office of Student Development and Success strives to support the growth and development of students through:

- programs that develop leadership skills and encourage students to assume roles of significant responsibility;
- promotion of a learning environment in all student activities and services;
- encouragement of students to exercise their freedom and judgment while respecting the rights and needs of the campus community;
- activities that promote service to others on and off campus; and
- 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 and Success provides oversight of Leadership for Phi Theta Kappa (PTK), 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.

### **Art Club**

The Art Club serves as an outlet for all artists and those interested in art and the history of art for expression and appreciation. The club also promotes an interest in fine arts among CVCC students.

### **CVCC Choir**

The goal of the CVCC Choir is to represent the college with the highest standards of music and performance. Scholarships are available for students with exceptional ability. Students who are interested in singing and willing to commit to rehearsals and performances are invited to audition for the choir. The choir meets on Mondays and Wednesdays.

### **Math Club**

The Math Club encourages intellectual growth and promote mathematical awareness on campus and to the community. The club sponsors events throughout the year, creative activities, learning enhancements, and recognition for all levels of mathematics. All students are welcome to join at any point throughout the year.

### **Medical Assistant Organization**

The purpose of the Medical Assistant Organization is to promote interest in the medical assisting profession, develop leadership skills, promote educational opportunities, and promote a sense of civic and personal responsibility. Membership is open to all medical assisting students enrolled in the Medical Assisting Program at CVCC.

### **Pride Club**

The purpose of the Chattahoochee Valley Community College Pride Club is to promote tolerance and acceptance of the variation of sexual orientation and gender identity among individuals. The club will uplift and celebrate the diversity within the College and local community. The club will focus on heightening awareness and tolerance and provide an avenue to educate people without judgement about LGBTQ+ issues. All students are welcome to join at any point throughout the academic year.

### **Phi Theta Kappa**

Phi Theta Kappa (PTK) is the international honor society for students of two-year colleges. PTK was founded to acknowledge and encourage leadership and academic excellence in students attending two-year colleges. Membership is extended to full-time students who have a minimum 3.50 grade point average.

### **SkillsUSA**

SkillsUSA is a partnership of students, instructors and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. Students are provided educational programs, events and competitions that support career and technical education in the nation's classrooms.

### **Student Veterans Organization**

The mission of the organization is to support all student veterans in their pursuit of education at CVCC; provide a social atmosphere that is relaxed; act as an advocate for student veterans; establish a network that shares information with student veterans and the College in an effort to better serve veterans enrolled at CVCC.

Any student interested in joining or forming a club should contact the Office of Student Development and Success in Wilson Hall or call 334-291-4906.

## **Student Organizations and Events**

Student organization meetings and events are advertised on campus bulletin boards, in the College calendar, on the activity screens, and through campus email and College social media. For more information about specific organizations and activities, contact the Office of Student Development and Success. Students events include but are not limited to:

Black History Observance  
Constitution Day  
Fall Festival  
Holocaust Remembrance  
Homecoming  
Indigenous Day  
International Talk like a Pirate Day  
National Hispanic Heritage  
Spring Festival  
Veterans Day

Students may form new organizations on campus with the approval of the Associate Dean of Student Development and Success and the Dean of Students and Campus Services.

### **Procedures for Forming a New Student Organization**

Any group desiring to organize on campus must request permission from the Office of Student Development and Success and Dean of Students and Campus Services by submitting a Request for Official Recognition of Student Organization form to the Office of Student Development and Success. The following items must also be submitted with the form.

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; and
5. The name(s) of faculty/staff employee(s) who will serve as advisor(s).

The Dean of Students and Campus Services and the Associate Dean of Student Development and Success will approve or disapprove the application and the applying member(s) of the organization will be notified. The Dean of Students and Campus Services will authorize interested faculty and staff members to serve as advisors to approved organizations. The organization, upon approval by the Associate Dean of Student Development and Success and Dean of Students and Campus Services, will be given authorization to operate for one year.

### **Procedures for Student Meetings**

Recognized student organizations are required to hold meetings on campus. Special permission must be obtained from the Dean of Students and Campus 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 Success, and the Dean of Students and Campus 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 Associate Dean of Student Development and Success.
- 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 and Success 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 Dean of Students and Campus Services. The ruling of the Dean of Students and College 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 and Success. This form should be submitted at least two working weeks in advance.

## Procedure for Requesting Travel for Student Organizations

The following procedures must be followed for requesting travel for a student organization or group:

1. Prior to the travel occurrence, the advisor or chaperone shall submit a Request for Student Travel to the Associate Dean of Student Development and Success for travel approval.
2. The content of the request should included:
  - a. Dates of travel;
  - b. Names of traveler(s);
  - c. Requested trip costs to be paid by the club/organization;
  - d. The purpose and name of the event; and
  - e. Note any exceptional circumstances that may apply.

3. Upon approval, the advisors/chaperones will be notified by the Associate Dean of Student Development and Success.
4. All students and staff must sign the CVCC General Release Indemnity, and Waiver of Liability prior to traveling.
5. Upon completion of the approved travel, the advisor/chaperone shall submit to the Business Office a Statement of Actual Student Travel Form.

## **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 Community College 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 located in Key Hall at 334-214-4880.

## **Music**

The CVCC Concert Choir and Show Band is open to all interested students. Students are required to audition to participate. Please contact Tom Daniel, music instructor, located in Fine Arts 102 at 334-291-4987 in the Division of Fine Arts and Social Sciences 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 chapter. Students with a minimum of twelve credit hours, a cumulative GPA of 3.5 and a 3.5 GPA for the semester will receive an invitation the following semester additional to join *Phi Theta Kappa*. Please refer to <http://www.ptk.org> for information.

## **Student Government Association (SGA)**

The Student Government Association (SGA) has a major role in all phases of extracurricular programs and represents the student body in all matters of concern to students. This association operates under a constitution written by the students. There are four executive officers. The President, Vice President, Secretary, and Treasurer are elected in the spring or no later than the summer of each year to serve in the following academic year. The officers must maintain a 2.5 overall average and attend the College.

## **Student Publications**

Student publications at CVCC are expected to design to enhance the students' experience at 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 Dean of Students and Campus Services. If the proposed publication is expected to be funded by CVCC, it must be first approved by the Student Government Association. It is the responsibility of the student seeking publication approval to:

1. Meet with the Dean of Students and Campus Services to discuss the nature of the publication and request approval.
2. Submit the materials to be published and the requested time frame for publication to the Dean of Students and Campus Services.
3. Adhere to be regulated by the procedures governing clubs and organizations on campus.

At the request of a student and/or group of students, The Dean of Students and Campus Services or his/her designee 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 Dean of Students and Campus 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 Dean of Students and Campus Services or his/her designee will contact the requesting student(s) and make arrangements for publication and/or distribution which will be processed 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.

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 Admissions Office. 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 be 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 will not be removed from the designated records official's office.

## **Student Inspection of Records**

Each student may inspect records, files, and data primarily related to the respective student in the presence of the appropriate records official. To inspect his/her file, a student should go to the office of the appropriate records officials (primarily the Admissions Office, Financial Aid Office, or Dean of Students and Campus 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 student identification/driver's license and the completed appropriate form(s) certifying that he/she has requested to review his/her records and that CVCC 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 Records Content**

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 must 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 that 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, that challenge should be filed in writing to the Dean of Students and Campus 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 Dean of Students and Campus Services and the appropriate records official will examine the contested item(s), review information from the person(s) responsible for placing the item(s) in the file, examine the document(s) and review any information the student wishes to present in support of making a change to the file. The Dean of Students and Campus 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 a brief written commentary or explanation of his/her challenge in the file.

## **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* via campus to all students each semester. New students will also 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 a waiver of access, the student may sign and return the waiver and/or 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. This 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 statutes, regulations, guidelines, or court orders. Changes in policy will be included in subsequent appropriate College publications. All student policies, procedures, and publications are reviewed annually then approved by the College Administration.

## **Student Records Hold**

A student's records may be placed on hold 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 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 College graduate. Therefore, it is the policy of the College 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 College 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. The College may also 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 Dean of Students and Campus 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 Director of Admissions/Registrar will give written notice to the student. The notice will be either delivered by personal service, emailed to student's official College email, 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 Dean of Students and Campus Services.

A student who receives notice that any of the above described actions has the right to meet with the Dean of Students and Campus 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 of Students and Campus Services that the respective problem will be resolved within a time frame acceptable to the Dean of Students and Campus Services, or if the Dean of Students and Campus Services determines for any other appropriate reason that the intended action should be rescinded or modified, the Dean of Students and Campus Services may withdraw or modify the action. The Dean of Students and Campus Services or his/her designee will give written notice to the student and the Admissions Office of such a decision or modification. The Dean of Students and Campus Services may also base such a decision or modification on conditions that the student meet certain stated requirements and, in such cases, the Dean of Students and Campus Services may reimpose the action if the student does not meet stated conditions.

## **Student 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:

- The name of its accrediting and licensing organizations;
- About its programs, its institutional laboratories, and other physical facilities, and its faculty;
- About the cost of attending and its policy on refunds to students who withdraw;
- What financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs;
- What are the procedures and deadline for submitting applications for each financial aid program;
- What criteria are used to select financial aid recipients;
- What financial need is determined;
- How and when students on financial aid will receive a disbursement;
- How the school determines whether a student is making satisfactory progress and what happens if the student is not and;
- What special facilities and services are available to students with disabilities.

**As a student, you have the following responsibilities:**

- Review all information about the College programs before enrolling;
- Pay special attention to the Free Application for Federal Student Aid (FAFSA), complete it accurately, and submit it timely;
- Know and comply with all deadlines for applying and reapplying for financial aid;

- Provide all additional documentation, verification, corrections, and/or new information requested by the Financial Aid Officer or the agency to which the application was made;
- Read, understand, and keep copies of all forms the student is asked to sign;
- Notify the Admissions Office of any change in the student's name, address, program of study, or attendance status;
- Understand the refund policy.

## **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 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.

## **Student 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 Admissions Office and at [www.cv.edu](http://www.cv.edu). 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. Regulations and statements pertaining to student rights and responsibilities are annually reviewed, approved, and updated by the Office of the Dean of Students and Campus Services, approved by the President's Cabinet and published in the College Catalog and Student Handbook as well as under the Consumer Information section of the College website ([www.cv.edu/consumer-information/](http://www.cv.edu/consumer-information/)) These rights and responsibilities are consistent for all students, regardless of location or mode of delivery, (e.g., online students, dual enrollment students). In addition, rights and responsibilities are also outlined in the 2022-2023 Title IX Sexual Harassment Policy Manual, the 2022-2023 Student Complaints and Grievances Policy Manual, and the 2022-2023 Disability Services Policy and Procedures Manual, which is also found on the College website ([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 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 on Student Conduct**

Chattahoochee Valley Community College students are expected to obey national, 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, Chattahoochee Valley Community College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. This action may include pursuing disciplinary sanctions for violations of College rules, regulations, and policies as well as violations of national, state, and local laws. The College may take action for

violations that occur on-campus and off campus, if the actions impact the College community, or on the Internet when those actions adversely affect the educational interest of the College. Any member of the College community may file charges against any student for violation of the Student Code of Conduct.

The Chattahoochee Valley Community College 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. This 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 Dean of Students and Campus 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 Dean of Students and Campus Services, in consultation with the members of the President's Cabinet, will determine the composition of the Student Conduct Committee.
- The Dean of Students shall seek to ensure that the Student Conduct Committee is representative of the faculty and staff members who are willing and able to offer fair and thoughtful consideration of each case.

Chattahoochee Valley Community College students are responsible for knowing the information, policies, and procedures outlined in this document and the CVCC Catalog and Student Handbook. CVCC reserves the right to make changes to this code as deemed necessary, which become effective once those changes are posted online. Students are encouraged to check the College website for updated policies and procedures.

### **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, used or leased by Chattahoochee Valley Community College.

6. The term “college event” includes any activity conducted, sponsored, or authorized on behalf of Chattahoochee Valley Community College whether on or off college premises.
7. The term “organization” means a student organization who has complied with the formal requirements for recognition.
8. The term “Student Conduct Committee” refers to all persons designated by the Dean of Students 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/Student Organization Rights**

A student or student organization of Chattahoochee Valley Community College charged with a violation of the Student Code of Conduct has the following rights:

- To receive a written statement of the charges via CVCC official email account within five working days after the violation was reported.
- To receive a fair and impartial hearing.
- To know the nature of the evidence against them.
- To present evidence and witnesses in their own behalf.
- To be accompanied at a hearing by an advisor.
- 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.
- To refuse to answer questions.
- To receive a decision based solely on the evidence presented.
- To have a record made of the hearing.
- To receive a written notice of the decision and an explanation of the decision and sanctions.
- To appeal decisions.
- Students or organizations may waive these rights by agreeing to administrative adjudication. No student is required to agree to administrative adjudication.

## **VI. Due Process**

Students at Chattahoochee Valley Community College are provided a copy of the Student Code of Conduct annually in the form of a link on the College website. Hard copies are available upon request from the Office of the Dean of Students and Campus Services. Students are responsible for reading and abiding by the provisions of the Student Code of Conduct.

## **VII. Code of Conduct Violations**

The following list of 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 regard-



ing what constitutes a violation of the Student Conduct Code, the Dean of Students and Campus Services shall make the final determination. Any student or student organization found to be responsible for misconduct is subject to college sanctions.

Code of Conduct violations have been divided into various levels of severity and possible sanctions assigned based on this classification.

**Level I: Reprimand, Probation, Educational Sanctions, Community Service, Restitution, or Any Combination Thereof**

**Level I violations include but are not limited to the following:**

1. Tobacco
  - a. use of any tobacco product on college premises
2. Gambling
  - a. engaging in any form of gambling that is in violation of the law
3. Pets
  - a. possession of animals within campus buildings; service animals and medically approved emotional support animals are the only exception
4. Solicitation and Sales
  - a. solicitation and sales of any kind on campus without prior permission from the Dean of Students and Campus Services
5. Skateboards, Hover Boards, and Roller Blades
  - a. Use of skate boards, hover boards, or roller blades on campus

**Level II: Any Level I Sanction, Facilities Suspension, Suspension, or Any Combination Thereof**

Level II violations include but are not limited to the following: **repeat offenses of any Level I violations, and:**

1. 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
  - c. being in a state of alcohol intoxication on college premises or at a college event
2. Damage or Destruction of Property
  - a. any damage or destruction of college property or another person's property on campus or at any event with which the College is affiliated
3. Deception
  - a. any misuse of college records, forms, or documents through forgery, unauthorized alteration, reproduction, or other means
  - b. all forms of dishonesty including cheating and plagiarism
  - c. any giving or receiving of false information to the College or to any college official, administrator, or administrative unit

- d. providing false information to law enforcement officials
  - e. possession of any fake or altered or any other identification that belongs to another person
  - f. any attempt to perpetrate a fraud against the College or a member of the College community
4. Disorderly Conduct
- a. all lewd, obscene or indecent behavior or expression, or other forms of disorderly conduct
  - b. use of profane language or verbal abuse toward any College employee or student
  - c. any abuse or unauthorized use of sound amplification equipment
  - d. any conduct which materially interferes with the normal operation of the College or with the requirements of appropriate discipline
  - e. excessive noise determined to be disturbing to other students or College officials
  - f. significant or repeated classroom behavior that obstructs teaching or research activities.
5. 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, including failure to display student ID upon request
  - 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 Conduct Committee or any College official
  - d. fleeing from law enforcement or College officials
6. 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
7. 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 official 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
  - g. the possession and/or use of any type of fireworks
  - h. the possession or use of candles, incense, or other flame-emitting articles in the buildings

8. Harassment
  - a. the striking, shoving, kicking, or otherwise touching or making physical contact in regard to another for the purpose of harassing, annoying, or alarming
  - b. directing abusive or obscene language or making an obscene gesture toward someone for the purpose of harassing, annoying, or alarming (i.e. making or using persistent derogatory comments, epithets, or slurs that place a person in a hostile or fearful environment or where the person's safety is in jeopardy).
  - c. Engaging in any form of misconduct, intimidation, or bullying directed to any member of the College community
9. Unauthorized Use
  - a. unauthorized use or possession of College equipment or property
  - b. unauthorized use or duplication of any keys
10. Unauthorized Use of Computer Resources
  - a. use of a College owned computer when not currently enrolled in a class requiring the use of a College owned 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 individual's account number without permission
  - d. interference, electronically or otherwise, with other users of college computers
  - e. unauthorized use of computer resources for personal gain
  - f. use of another individual'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 best interest of the College
  - n. using computer resources to participate in Internet games, contests, or chatrooms or transmitting e-mail or other electronic communications that hides or misrepresents the identity of the sender
  - o. violation of copyright(s): Copyrighted materials may not be transmitted by individuals using the College 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

### **Level III: Any Level I or Level II Sanction, Expulsion, or Any Combination Thereof**

Level III violations include but are not limited to the following: **repeat offenses of any Level I or Level II violations, and,**

1. Assault\*
  - a. any intentional physical contact of an insulting or provoking nature
  - b. any physical abuse, intentional injury, or physical harm of another person
2. 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
  - b. any obstruction to the free movement of other persons about campus or the interference with the use of College facilities
3. 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
  - c. being in a state of drug intoxication on any College premises or at any College events
4. 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 apathy or acquiescence in the presence of hazing
5. Sexual Assault\*
  - a. Having or attempting to have sexual intercourse with another individual by force or threat of force without effective consent; or where that individual is incapacitated or incapable of consenting.
6. Sexual Misconduct\*
  - a. Committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined in the Code of Conduct or under Alabama state law
7. Sexual Harassment \*
  - a. Conduct on the basis of sex that reflects one or more of the following:
  - b. A school employee questioning education benefits on participating in unwelcome sexual conduct (i.e. quid pro quo);
  - c. Unwelcomed conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or

- d. Stalking, dating violence, or domestic violence.
- 8. 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
  - b. willful intimidation, battery, or sexual assault committed by a family member, household member, domestic partner, or intimate partner
- 9. Stalking \*
  - a. Stalking is a course of physical or verbal conduct directed at another individual that could cause a reasonable person to feel fear for her or his safety or the safety of others, or to suffer substantial emotional distress. Stalking may include, but is not limited to, pursuing or following a person in person or through electronic media (cyber-stalking); non-consensual (unwanted) communication by any means (i.e. letters, cards, photos, text messages, phone calls, emails, or other documentary or electronic communications); unwanted gifts; trespassing; and surveillance or other types of observation.
- 10. Sexual abuse in the first degree\*
  - a. A person commits the crime of sexual abuse in the first degree if:
    - 1) He subjects another person to sexual contact by forcible compulsion; or
    - 2) He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.
  - b. Sexual abuse in the first degree is a Class C felony (Alabama Code 13A-6-66).
- 11. Sexual abuse in the second degree\*
  - a. A person commits the crime of sexual abuse in the second degree if:
    - 1) He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or
    - 2) He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.
  - b. Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony (Alabama Code 13A-6-67).
- 12. Rape in the first degree\*
  - a. A person commits the crime of rape in the first degree if:
    - 1) He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or
    - 2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or

- 3) He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.
  - b. Rape in the first degree is a Class A felony (Alabama Code 13A-6-61).
13. Rape in the second degree\*
- a. A person commits the crime of rape in the second degree if
    - 1) Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.
    - 2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.
  - b. Rape in the second degree is a Class B felony (Alabama Code 13A-6-62).
14. Sodomy in the first degree\*
- a. A person commits the crime of sodomy in the first degree if:
    - 1) He engages in deviate sexual intercourse with another person by forcible compulsion; or
    - 2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
    - 3) He, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.
  - b. Sodomy in the first degree is a Class A felony (Alabama Code 13A-6-63).
15. Sodomy in the second degree\*
- c. A person commits the crime of sodomy in the second degree if:
    - 1) He, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old.
    - 2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.
  - d. Sodomy in the second degree is a Class B felony (Alabama Code 13A-6-64).

**Note: A third party may also file a violation of the Code of Conduct under this policy if the sexual conduct of others in the education or work environment has the purpose or effect of substantially interfering with the third party's welfare or academic or work performance.**

16. 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

17. Unauthorized Entry
  - a. unauthorized entry into any College building, office, parking lot, motor vehicle, or other facilities
  - b. remaining in any College building after normal closing hours without proper authorization
18. Weapons and Firearms
  - a. keeping, using, possessing, displaying, or carrying any weapon, firearm, ammunition, fireworks, incendiary or any type of explosive device or material, or dangerous device capable of launching a projectile by air, gas, explosion, or mechanical means (including BB or pellet 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
  - 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
  - c. using, possessing, or displaying dartboard, darts, or any type of throwing knives
19. 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:
    - occurs on any College premises;
    - occurs in the context of any College event;
    - occurs at any intercollegiate athletic event in which one of the College teams is participating, home or away;
    - involves more than one member of the College community;
    - otherwise adversely affects the College.

\*Even in the absence of a Complaint under the Title IX Sexual Harassment Procedure the College reserves the right to pursue disciplinary sanctions for any act of sexual misconduct occurring on any of the College's campuses, at any event with which the College is affiliated, or which negatively effects the employment or educational environment of a member of the college community.

## **VII. Notification Process of 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 Dean of Students and Campus Services to respond to the charges and a notification will be sent either via certified mail to the address on file with the Admissions Office or will be emailed to the student's official CVCC email.

- a. In the case of an interim suspension, a notification will be sent via certified mail to the address on file with the Admissions Office. Interim suspension notices will be delivered to the student in person by a campus security officer.
- b. If a student does not respond to the request to meet with the Dean of Students and Campus Services as instructed, a notice will be sent to the student, and a hearing will be held. Action will be taken as warranted by the fact 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 the disciplinary case is resolved.

### **VIII. Withdrawal During the Conduct Process**

A student's withdrawal from the College does not absolve the student from student conduct responsibility. A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Dean of Students and Campus Services or Student Code of Conduct Committee, in some circumstances, may specify a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the Dean of Instruction and meet the academic standards for readmission. Students will not be eligible for any refund from the College. If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College.

### **IX. Standards of Evidence**

The evidentiary standard to be used by the Dean of Students and Campus Services, Student Conduct Committee, or the President is based strictly on the evidence presented whether it was more likely than not that the allegation(s) made against the accused student was (were) true based upon a reasonable belief of the Dean of Students and Campus Services, Student Conduct Committee, or the President.

The Committee Chairperson, will inform the parties that the rules relating to evidence will be similar to but less stringent than those which apply to civil trials in the courts of Alabama. Generally speaking, irrelevant, immaterial, and privileged information (such as personal medical information or attorney-client communications) shall be excluded. However, hearsay evidence and other types of evidence may be admitted if the Dean of Students and Campus Services or Committee Chairperson determines that the evidence 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 testimony or other information offered at the hearing, the Dean of Students and Campus Services or Committee Chairperson will have the authority to determine the admissibility of the testimony or other information, and this decision 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 after a review of the findings. Code of Conduct



violations have been divided into various levels of severity and possible sanctions assigned based on this classification.

Prior to issuing a sanction, it will be determined whether or not 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 reprimand 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 sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student is determined by any of the disciplinary procedures herein set out to be in subsequent violation of the Student Code of Conduct during the probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the Dean of Students and Campus Services or Disciplinary Committee.
- **No Contact Orders.** Written notice to cease all contact with an alleged victim of sexual misconduct is a no contact order.
- **Cease and Desist Orders.** Written notice to the alleged perpetrator to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the Sexual Misconduct Policy is a cease and desist order.
- **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, attend writing an educational program, and/or writing reaction papers on a specified topic.
- **Community Service.** Students may be assigned to complete a certain number of hours of community service work to improve their campus. Tasks will be assigned and completion of hours will be monitored by the Dean of Students and Campus Services or his/her designee.
- **Fines and Restitution.** Compensation for loss, damage, and injury may be imposed upon students for violations of the Student Code of Conduct or failure to complete community service. A hold on the student's account may occur if fines and/or restitution is not paid.
- **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.
- **Disciplinary Suspension.** This suspension 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 and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for a refund from the College. If suspension is imposed when there are less than 30 days in the academic term, the suspension will carry over into the next semester of enrollment.
- **Voluntary Withdrawal.** A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Title IX Coordinator may specify a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the Dean of Instruction and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College).
- **Facility Suspension.** A student may be suspended from using various campus facilities for misconduct in those facilities.
- **Disciplinary Expulsion.** This sanction 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 two years from the date of expulsion.
- **Counseling/Substance Abuse Counseling.** Chattahoochee Valley Community College does not provide mental health counseling. If counseling is necessary, referrals may be made to off-campus professional services. CVCC can also provide a list of off-campus counseling resources to faculty, staff, and students for counseling services as well as resources for substance abuse. CVCC is not responsible for the cost of professional counseling for students. This information is provided only to assist students and is not intended as an endorsement of a particular resource.

## **XI. Interim Suspension**

In certain circumstances, the Dean of Students and Campus Services may impose a College suspension prior to a hearing. Interim suspension may be imposed only:

- to ensure the safety and well-being of members of the College community or preservation of College property;
- to ensure the student's own physical or emotional safety and well-being;
- if a student poses a threat to themselves or others or
- if a student poses a threat of disruption of or interference with the normal operations of the College.

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). If an interim suspension is imposed, the hearing should follow within three (3) business days. The student must be notified in writing through official CVCC email and/or certified mail or personal service.

## **XII. Confidentiality and Protection from 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 in the investigation of 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.

## **XIII. Filing a False Report**

It is a violation of College policies for any student, faculty or staff member, or administrator to file a false report against another individual.

## **XIV. Student Conduct Hearing Procedures**

The Student Conduct Committee will be composed of faculty members (one of whom serves as chairperson) and non-faculty (staff) members for a total of five members. The Committee may review and make recommendations to the Dean of Students and Campus Services on student conduct/disciplinary policies and procedures.

The Committee will hear charges and evidence concerning alleged students misconduct and determine the disciplinary action to be taken in cases referred to the Committee by the Dean of Students and Campus Services. The Chairperson of the Committee will be the administrative officer of the Committee. The Chairperson's duties include:

- coordinating the times and place for the hearings with the Office of the Dean of Students and Campus Services;
- informing committee members of the times and places of committee meetings and hearings;
- ensuring a quorum of committee members are present at the hearing;
- coordinating communication to the student and witnesses with Office of the Dean of Students and Campus Services;

- maintaining of committee and hearing records, which will be kept on file in the Office of the Dean of Students and Campus Services, and informing, in writing, the appropriate person(s) of the decision of the Committee.

The Student Discipline Committee Chairperson will notify the student of the time, place, and subject matter of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing will be conducted in a fair and impartial manner and disciplinary hearings will not be open to the public.

Members of the Committee may at any time disqualify themselves from consideration of any given case or cases because of personal bias or a conflict of interest.

Either party to the hearing may request of a chairperson that any member or members of the Committee be excluded from consideration of the case. Such a request must be for cause and brought to the Chairperson's attention as the first step in the hearing. In the event a member is disqualified by a majority vote of the Committee from consideration of the case, the President shall appoint a replacement. The replacement must meet the general requirement of regular committee members.

- Hearings will be held in a private, confidential area.
- Witnesses will be present only when providing information to the Committee.
- The Committee shall not have the power to require sworn testimony of witnesses. A witness may decline to make an oral or written statement. An accused student has the right to remain silent, and such silence shall not be used against him/her.
- All procedural questions are subject to the final decision of the Committee chairperson.

In the event a Complainant or Respondent (accused student) fails to attend a formal hearing after notification of the designated date, hour, and location, he/she waives the right to appear before the Committee. The hearing will be held and the Committee's determination shall be based on the evidence and information presented. If the Complainant or the Respondent is unable to attend the hearing for good cause, he/she shall make a written request stating the reason for delay at least three College working days prior to the designated date. This request shall be directed to the Chairperson of the Committee. If approved by the Chairperson, a new date shall be established and appropriate notification will be provided to all parties involved. If the Chairperson does not approve the request, the student shall be notified of the Chairperson's decision to continue the hearing as scheduled. Only one extension shall be granted. If the Complainant or the accused student fails to appear, the student forfeits the right to present his/her case and the Committee may proceed with the hearing.

At the hearing, the Committee Chairperson will read the Student Code of Conduct Charges filed against the student and provide a copy of the Incident Report to the student and the Committee members. After the incident report and Student Code of Conduct charges are read into the record, the Complainant will have the opportunity to present oral information and offer other supporting information as he/she deems appropriate to his/her claim of the violation of the Student Code of Conduct. The Respondent (student against whom the violation of the Student Code of Conduct was filed) will then be given the opportunity to present oral information and offer other supporting information as he/she deems appropriate to the his/her defense against the charges.

Any party to a Student Disciplinary Hearing will have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, will act in an advisory role only and will not be allowed to address the hearing body or question any witnesses. The College must be given a minimum of 48 hours' notice if the Respondent is being assisted by an attorney or personal representative. The names of the personal representative or attorney must be submitted 48 hours prior to the hearing to the Dean of Students and Campus Services. The Dean of Students and Campus Services or Student Discipline Committee members will not use an attorney unless the Respondent is also assisted by an attorney or other personal representative. The hearing will be recorded by an electronic recording medium. In addition, all supporting documents or information offered by the parties, whether admitted or not, will be marked and preserved as part of the hearing record.

The hearing officer or the Committee will make the participants aware that the rules relating to the admissibility of statements and information during the hearing will be less stringent than those which apply to civil trials. Generally speaking, irrelevant, immaterial and privileged information (such as personal medical information or attorney-client communications) will be excludable. However, hearsay conversations and unauthenticated documentary information may be allowed if the Committee chairperson determines that the information offered is of the type and nature commonly relied upon or taken into consideration by a reasonably prudent person in conducting his affairs.

In the event of an objection by any party to any statement, information or documentation offered at the hearing, the Committee chairperson will have authority to make a final ruling on the objection.

## **XV. Report of Findings**

Within five (5) working days following the hearing, there will be a written report given to the Dean of Students and Campus Services (with a copy to the President, the Complainant and each Respondent) of the findings of the Chairperson of the hearing committee, and the report will contain at least the following:

1. Date and place of the hearing;
2. The name of the hearing officer or each member of the hearing committee, as applicable;
3. A list of all witnesses for all parties;
4. Findings of fact relevant to the violation of the Student Code of Conduct;
5. Regulations or policies relevant to the violation, and
6. Recommendation(s) arising from the violation of the Student Code of Conduct and the hearing.

In the event of a finding by the Student Discipline Committee that the violation of the Student Code of Conduct was unfounded or was not supported by the evidence presented, the Dean of Students and Campus Services will notify the Complainant of any appeal that may be available to the Complainant. In the event of a finding that the violation of the Student Code of Conduct was supported, in whole or in part, by the information presented, the Dean of Students and Campus Services will advise the Respondent of any available appeal.

## **XVI. Presidential Appeals**

The Complainant and Respondent will have the right to appeal the decision of the Student Discipline Committee to the President of Chattahoochee Valley Community College, provided that:

1. A notice of appeal is filed with the Dean of Students and Campus Services and the President within fifteen (15) calendar days following the receipt of the Committee report and
2. The notice of appeal contains clear and specific objection(s) to the finding(s), and conclusion(s) and/or recommendation(s) of the hearing officer or committee. If the appeal is not filed by the close of business on the fifteenth (15th) day following the receipt of the Committee report, the right to appeal to the President will have been waived. If the appeal does not contain clear and specific objections to the hearing report, it will be denied by the President.
3. President's Review: If an appeal is accepted by the President, the President will have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the incident report, to review the hearing record, to hold a hearing (if deemed appropriate by the President) and to produce a report of the President's findings. The President will have the authority to (1) affirm, (2) reverse or (3) affirm in part and reverse in part and/or modify the findings, conclusions and recommendations arising from the student disciplinary hearing. The President's report will be served to the Complainant and Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

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. Please refer to the ACCS Student Complaint Process found on the ACCS website (<https://www.accs.edu/student-complaints/>).

## **XVII. 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 students 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.

## **XVIII. 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 a lesser offenses than the victim perceives them to be.
4. The right 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.

### **XIX. Academic Misconduct Policy**

This policy applies only to the violations of the Chattahoochee Valley Community College student conduct regulations relating to academic dishonesty. Academic misconduct includes all acts of dishonesty in any academically-related matter and any knowledge of helping, intentionally-helping, attempt at helping or conspiracy in helping another student commit an act of academic dishonesty. Academic misconduct includes, but is not limited to, each of the following acts when performed in any type of academic or academically related matter, exercise, or activity.

- Cheating: the use or attempted use of unauthorized materials, information, study aids, answers of others, or electronic information.
- Plagiarism: claiming as one’s own work (i.e., ideas, words, data, computer programs, creative compositions, artwork, etc.) what was done by someone else, improperly citing referenced works, using commercially available scholarly papers, failing to cite sources, or copying another’s ideas.
- Misrepresentation: the falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, transcripts, and medical or military excuses.
- Classroom Copyright Infringement: 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 or uploading any recordings

of lectures and/or class presentations to publicly accessible web environments. Note: it is not a violation if the student has been certified for reasonable accommodations through the ADA Coordinator.

- **Classroom Disruption:** any classroom behavior that obstructs teaching, learning, or research activities.

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 has occurred and what classroom sanctions, if any, are to 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 Dean of Instruction through the grade appeal process. The appeal must be filed in writing by the end of the next 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 Dean of Students and Campus 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 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 phencyclidine (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 City of 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 use 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 phenecyclidine.
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. Analogs 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 phenecyclidine 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
Russell County - East Alabama Mental Health Center 3170 Martin Luther King Jr. Parkway South Phenix City, AL 36869 (334)448-1555	The Bradley Center 2000 16th Ave. Columbus, GA 31901 (706)320-3700

Pastoral Institute 2022 15th Ave. Columbus, GA 31901 (706)649-6500	
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### **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. Lost and found items should be reported to and found items should be taken to the Kiosk or Student Information Clerk.

#### **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, but not limited to: illness in the student's family, death, accident.

#### **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 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 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. Expressive Activities by the Campus Community**

Chattahoochee Valley Community College respects your need to engage in expressive activities on campus. For purposes of this policy, the "Campus Community" includes CVCC students, administrators, faculty, and staff as well as the invited guests of the College and the



College's recognized student organizations (including organizations seeking recognition), administrators, faculty and staff.

Members of the Campus Community shall be permitted to engage in expressive activities in outdoor areas of the CVCC campus which enjoy general access during regular hours of College operation, subject to the limitations described below. Expressive activities are defined as those activities protected under the First Amendment to the United States Constitution and Article 1, Section 4 of the Alabama Constitution of 1901, including any lawful verbal, written or electronic communication of ideas; lawful forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; and circulating petitions.

Outdoor areas where expressive activities are not allowed include:

Areas within (12) circulating feet of classrooms, athletic facilities; outdoor classrooms and areas where access is restricted due to operational or safety protocols, such as energy or maintenance control areas.

This policy does not apply to expressive activities that take place in indoor areas on CVCC property including, but not limited to, classrooms or classroom buildings or offices; auditoriums; performing arts venues; event centers; and recreational facilities. Expressive activities in these areas are governed by CVCC policies as outlined in the College Catalog and Student Handbook and College Policies and Procedures Manual, subject to the requirement that CVCC must be open to any speaker whom CVCC student organizations or faculty have invited.

Members of the Campus Community who engage in expressive activities in permitted outdoor areas may do so freely, spontaneously, and contemporaneously as long as the conduct is lawful, in accordance with laws applicable to conduct and activities on CVCC property, and does not materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities.

Conduct that may materially and substantially disrupt the functioning of CVCC or infringe upon the rights of others to engage in expressive activities may include:

1. Obstruction of vehicular, bicycle, pedestrian, or other traffic;
2. Obstruction of entrances or exits to buildings or driveways or impeding entry or exit from any building or parking lot or vehicular path;
3. Violations of a state, federal or local law, regulation, or ordinance;
4. Threats to passersby or the use of fighting words, which are words that by their mere utterance inflict violence or would tend to incite a reasonable person to violence or other breach of the peace;
5. Following, badgering, or forcibly detaining individuals;
6. Interference with scheduled College classes, ceremonies or events, including memorials, dedications or classroom activities, whether indoors or outdoors
7. Damage to property, including buildings, benches, sidewalks, fixtures, grass, shrubs, trees, flowers, or other landscaping;
8. Use of sound amplification, including bullhorns, except within reasonable limits that will not disrupt normal College operations;
9. Use of placards, banners, or signs that are dangerous or cause obstruction;
10. Engaging in expressive activities in prohibited or restricted areas;

11. Any other interference with normal College operations beyond a minor, brief, or fleeting nonviolent disruption that is isolated or brief in duration; or
12. Any other conduct or activity not protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, or other state law.

CVCC will provide police and security officers and use other security measures to ensure the safety of all participants, the Campus Community, and the public. Nothing in this policy shall prohibit the College from charging a fee for security for events, provided that such fees may not be calculated or otherwise based on the content of the protected expressive activity or the anticipated reaction to the protected expressive activity.

If the organizer of the event or the College determines that security is needed for an event, beyond what security is typically provided by the College during regular hours of operation, the organizers of the event will be charged a fee based on the number of expected attendees. The fee schedule for security will be provided by the College Business Office upon request.

The President may waive this security fee, but may not base the decision on the basis of the content of the expressive activity or the anticipated reaction to the protected expressive activity, except in emergency situations in which there is a clear and present danger to the campus community or to the public.

CVCC may also charge a fee for the use of campus facilities, such as for the use of IT resources or cleanup costs. These fees will not be based on the content of the expressive activity..

To promote a safe and effective event, individuals or groups from the Campus Community planning to engage in expressive activity that they anticipate will require the assistance of security are expected to provide sufficient notice to the Office of the Dean of Students and Campus Services at least one week, but no less than 48 hours] in advance of the event. Such arrangements enable CVCC to ensure the event takes place in a safe and constructive manner.

Individuals and groups who engage in expressive activity in outdoor areas on CVCC property are subject to CVCC policies relating to the use and operation of campus facilities, including without limitation policies relating to firearms and weapons, alcohol, smoking, and trespass. CVCC prohibits the possession or use of clubs, bats, weapons, open flames, or other dangerous materials on campus property during these events. lease refer to CVCC.

CVCC shall not permit members of the Campus Community to engage in conduct that materially and substantially disrupts protected expressive activity or infringes on the right to engage in expressive activity. Any act of reprisal, interference, coercion, or restraint, by a student or employee, of protected expressive activity, violates this policy and will result in appropriate disciplinary action. Disciplinary sanctions for members of the Campus Community under the jurisdiction of CVCC who violate this shall be handled through the Student Code of Conduct, College Policy and Procedures Manual.

Nothing in this policy shall be construed to prevent CVCC from regulating and restricting expressive activity that is not protected by the United States Constitution, the Constitution of Alabama of 1901, or state law, including, but not limited to, any of the following:

1. Violations of state or federal law, including, but not limited to, actions that damage institutional property.
2. Expressions that a court has deemed unprotected defamation.
3. Harassment.

4. True threats, which are defined as statements meant by the speaker to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals.
5. An unjustifiable invasion of privacy or confidentiality not involving a matter of public concern.
6. An action that unlawfully disrupts the function or security of the institution.
7. Any constitutional time, place, and manner restrictions for outdoor areas of campus when they are narrowly tailored to serve a significant institutional interest and when the restrictions employ clear, published, content-neutral, and viewpoint-neutral criteria, and provide for ample alternative means of expression.

Complaints or questions regarding the application of this policy should be addressed with the Office of the Dean of Students and Campus Services and in accordance with the College Complaints and Grievances Policies as identified in the College Catalog and Student Handbook and College Policies and Procedures Manual.

Facilities of CVCC are available for meetings, seminars, workshops, and approved sporting or student events. All activities held on campus will comply with the laws of the State of Alabama, ACCS BOT policies, the rules and regulations of CVCC, and support the mission of the community college. Institutional use of any facilities takes precedence over, and has a higher priority than, any outside usage of these facilities. Within the institution, instructional needs take priority. The College reserves the right to limit or deny functions at any time and facilities cannot be committed to long-term agreements.

**Note: To use College facilities please complete a Campus Event Request Form and submit the form to the Dean of Student and Campus Services or the President's Office for approval.**

Chattahoochee Valley Community College reserves the right to make changes in the offerings and regulations announced in this publication as circumstances may require. Every reasonable effort has been made to present information herein, at the time of publication, that accurately describes the curriculum and the regulations and requirements of the College; however, no responsibility is assumed for editorial or publication errors. Statements in the handbook do not establish contractual relationships and the College reserves the right to make changes as required in course offerings, curricula, academic policies, student services, and other rules and regulations affecting students, to be effective whenever determined by the College. These changes will govern currently and formerly enrolled students. The current and latest edition of the handbook may be found on the College website, [www.cv.edu](http://www.cv.edu). Enrollment of all students is subject to these conditions.

## **Student Complaint and Grievance**

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Chattahoochee Valley Community College promotes the open exchange of ideas among all members of the College community, students, faculty, staff and administration. An environment conducive to the open exchange of ideas is essential for intellectual growth and positive change. Chattahoochee Valley Community College recognizes that in order to efficiently and effectively carry out its mission, employees and students must feel confident that any valid complaint or grievance an employee or student may make concerning the College will

be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by the College.

### ***Student Complaint Procedures***

For purposes of this policy, a complaint will mean a specific event, activity or occurrence within the scope of the authority of the College administration or faculty about which an individual has a specific concern.

1. **Complaints Related to Academic Matters:** Complaints involving academic disputes must follow the academic policies of the college found in the Student Handbook and College Catalog.
2. **Student Complaints Related to Disability:** Students with complaints related to a disability are encouraged to report incidents in writing within ten (10) working days of the occurrence of the event prompting the complaint. Complaints related to a disability should be reported to the ADA Coordinator, Ms. Vickie Williams, Associate Dean of Student Development and Success, located in the Office of Student Development in Wilson Hall. Students may also contact Ms. Williams at 334-214-4803 or email [vickie.williams@cv.edu](mailto:vickie.williams@cv.edu).
3. **Title IX Complaints:** Any student who has a complaint against a student or a member of the College faculty, staff, or administration concerning sexual harassment (Title IX of the Educational Amendments of 1972, as amended) or has knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned by the College or controlled by the College should report the complaint to the campus Title IX Coordinator, Ms. Vickie Williams, Associate Dean of Student Development and Success, located in the Office of Student Development in Wilson Hall. Students may also contact Ms. Williams at 334-214-4803 or email [vickie.williams@cv.edu](mailto:vickie.williams@cv.edu). An educational program or activity of the College includes, but is not limited to locations, events, or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.

Any individual may report a sexual harassment incident to Title IX Coordinator in person, by email, by telephone, or in writing. The report may also be submitted directly on line at [www.cv.edu](http://www.cv.edu). The report must include the following information:

- names of the Complainant(s) and Respondent(s),
- approximate date of incident,
- facts of the incident, and
- contact information for the person submitting the complaint.

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

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

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

4. **Other Types of Student Complaints.** Students with complaints related to any other matter are encouraged to report concerns in writing within ten (10) working days of the occurrence of the event prompting the complaint.
  - a. If a student complaint can be resolved immediately and informally after discussion between the student and the respective college official, the College official will act to resolve the complaint. The college official who received the complaint will record and keep a written report of the complaint and the resolution of the complaint. The College official will provide a copy of the written report to the official's supervising administrator and to the Associate Dean of Student Development and Success. The Associate Dean of Student Development and Success will provide the written report to the Office of the Dean of Students and Campus Services to be logged in and recorded by the Administrative Assistant to the Dean of Students and Campus Services.
  - b. If the student's complaint cannot be resolved immediately and informally, the appropriate College official who received the complaint will submit a written report, a "Plan of Resolution," to the Associate Dean of Student Development and Success. The report will be submitted within ten (10) business days of the receipt of the complaint and will detail the complaint and the plan to resolve the complaint. If the Plan of Resolution does not result in a satisfactory resolution to the complaint, the complainant may choose to pursue a grievance within fifteen (15) business days with the Associate Dean of Student Development and Success.

## **Student Grievance Procedures**

A student who submits a written complaint to the appropriate College official and who is not informed of a satisfactory resolution or Plan of Resolution of the complaint within ten (10) business days of the complaint then has the right to file a grievance with the Associate Dean of Student Development and within fifteen (15) business days. Grievance Procedure Forms are available online at [www.cv.edu](http://www.cv.edu) and in the Office of Student Development and the Office of the Dean of Students and Campus Services.

The written grievance statement will include at least the following information:

1. Date the original complaint was reported,
2. Name of person to whom the original complaint was reported,
3. Facts of the complaint, and
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement may also contain other information relevant to the grievance that the Grievant wants considered by the Associate Dean of Student Development and Success.

## **Investigation Hearing and Findings**

The College will have thirty (30) calendar days from the date of the receipt of the grievance by the Associate Dean of Student Development and Success to conduct an investigation of the allegation(s), hold a hearing on the grievance (if requested) and submit a written report to the Grievant and Respondent of the findings arising from the hearing. The Grievance Form will be used to report both the grievance and the hearing findings. The written report will be logged and maintained in the Office of the Dean of Students and Campus Services by the Administrative Assistant to the Dean of Students and Campus Services. The Associate Dean of Student Development and Success will report the grievance findings to the Grievant and Respondent by either personal service or certified mail sent to the Grievant and Respondent's respective home addresses.

## **Investigation Procedures**

The Associate Dean of Student Development and Success will conduct a factual investigation of the grievance allegations, either personally or with the assistance of any person(s) designated by the Dean of Students and Campus Services or the President, and will research any applicable statutes, regulations and/or policies, if any. After completion of the investigation, the Associate Dean of Student Development and Success will determine whether there is substantial support of the grievance. The factual findings of the investigation and the conclusions of the Associate Dean of Student Development and Success will be stated in a written report which will be submitted to the Grievant and to the party or parties against whom the grievance was made (the "Respondent"). The report will be made a part of the hearing record, if 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 part of the hearing record if there is a hearing. Publications or verified photocopies containing relevant statutes, regulations and policies will also be prepared by the Associate Dean of Student Development and Success for the hearing record. If the Associate Dean of Student Development and Success finds that the grievance is substantially supported, he or she will also make a recommendation in the report as to how the grievance should be resolved. Upon the receipt by the Grievant and Respondent of the Associate Dean of Student Development and Success report, the Grievant and Respondent will have five (5) business days to notify the Associate Dean of Student Development and Success whether or not the Grievant or Respondent demands a hearing on the grievance. The failure by the Grievant or Respondent to request a hearing by the end of the fifth business day will constitute a waiver of the opportunity for a hearing by the party failing to request a hearing. However, the Associate Dean of Student Development and Success may, nevertheless, at his or her discretion schedule a hearing on the grievance if doing so would appear to be in the best interest of the College. In the event that no hearing is to be conducted, the Associate Dean of Student Development and Success will file a final report with the Dean of Students and Campus Services and the President, and a copy will be provided to the Grievant and each Respondent.

## **Hearing Procedures**

In the event that either party requests a hearing within the time frame designated by the Associate Dean of Student Development and Success, the Dean of Students and Campus Services or President will designate a qualified, unbiased person or committee to conduct the grievance hearing. The hearing officer and/or committee members will generally be employees of Chattahoochee Valley Community College. However, the Dean of Students and Campus

Services or the President will have the discretion to select individuals that are not Chattahoochee Valley Community College employees to serve as a hearing officer or as a committee member.

The hearing officer and/or committee will notify the Grievant and each Respondent of the time, place, and subject matter of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing will be conducted in a fair and impartial manner and will not be open to the public unless both parties agree in writing for the hearing to be public.

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 oral information and offer other supporting information as he/she will deem appropriate to his/her claim. Each Respondent will then be given the opportunity to present oral information and offer other supporting information as he/she deems appropriate to the Respondent's defense against the charges.

If the College, or the administration of the College at large, is the party against whom the grievance is filed, the Dean of Students and Campus Services or the President will designate a representative to appear at the hearing on behalf of the College. Any party to a grievance hearing will have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, will act in an advisory role only and will not be allowed to address the hearing body or question any witnesses. The College must be given a minimum notice of 48 hours if the Grievant is being assisted by an attorney or personal representative. The names of the personal representative or attorney must be submitted 48 hours prior to the hearing to the Associate Dean of Student Development and Success. In the event that the College is the Respondent, the College representative will not be an attorney or use an attorney unless the Grievant is also assisted by an attorney or other personal representative. The hearing will be recorded by an electronic recording medium. In addition, all supporting documents or information offered by the parties, whether admitted or not, will be marked and preserved as part of the hearing record.

The hearing officer or committee will make the participants aware that the rules relating to the admissibility of statements and information during the hearing will be less stringent than those which apply to civil trials. Generally speaking, irrelevant, immaterial and privileged information (such as personal medical information or attorney-client communications) will be excludable. However, hearsay conversations and unauthenticated documentary information may be allowed if the hearing officer or chairperson determines that the information offered is of the type and nature commonly relied upon or taken into consideration by a reasonably prudent person in conducting his affairs.

In the event of an objection by any party to any statement, information or documentation offered at the hearing, the hearing officer or committee chairperson will have authority to make a final ruling on the objection.

## **Standards of Evidence**

The evidentiary standard to be used by the Associate Dean of Student Development and Success, the Disciplinary Committee, the Dean of Students and Campus Services or the President is based strictly on the evidence presented whether it was more likely than not that the allegation(s) made against the accused student was (were) true based upon a reasonable belief of

the Associate Dean of Student Development and Student Success, the Disciplinary Committee, Dean of Students and Campus Services or the President.

### **Report of Findings**

Within five (5) working days following the hearing, there will be a written report given to the Associate Dean of Student Development and Student Success (with a copy to the Dean of Students and Campus Service and the President, the Grievant and each Respondent) of the findings of the hearing officer or the chairperson of the hearing committee, whichever is applicable, and the report will contain at least the following:

1. Date and place of the hearing;
2. The name of the hearing officer or each member of the hearing committee, as applicable;
3. A list of all witnesses for all parties to the grievance;
4. Findings of fact relevant to the grievance;
5. Regulations or policies relevant to the grievance, and
6. Recommendation(s) arising from the grievance and the hearing.

### **Resolution of Grievance**

In the event of a finding by the hearing officer/committee that the grievance was unfounded or was not supported by the evidence presented, the Associate Dean of Student Development and Success will notify the Grievant of any appeal that may be available to the Grievant. In the event of a finding that the grievance was supported, in whole or in part, by the information presented, the Associate Dean of Student Development and Success will advise the Respondent of any available appeal or if the College is the Respondent, the Associate Dean of Student Development and Student Success will meet with the Grievant and the appropriate college representative(s) and attempt to bring about resolution of the grievance. If no such resolution is reached the Grievant may appeal to the President.

### **Presidential Appeals**

The Grievant or Respondent will have the right to appeal the decision of the hearing officer or committee to the President of Chattahoochee Valley Community College, provided that:

1. A notice of appeal is filed with the Associate Dean of Student Development and Success and the President within fifteen (15) calendar days following the receipt of the committee report and
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s) and/or recommendation(s) of the hearing officer or committee. If the appeal is not filed by the close of business on the fifteenth (15th) day following the receipt of the committee report, the right to appeal to the President will have been waived. If the appeal does not contain clear and specific objections to the hearing report, it will be denied by the President.
3. President's Review: If an appeal is accepted by the President, the President will have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, to hold a hearing (if deemed appropriate by the President) and to produce a report of the President's findings. The President will have the authority to (1) affirm, (2) reverse or (3) affirm in part and reverse in part and/or modify the findings,



conclusions and recommendations arising from the college grievance hearing. The President's report will be served to the Grievant and Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

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. Please refer to the ACCS Student Complaint Process found in the Handbook and on the ACCS website <https://www.accs.edu/student-complaints/>.

## **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 seven (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 seven (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 seven (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 seven (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.

## **Georgia Authorization Complaint Process**

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**C**hattahoochee Valley Community College is authorized for operation as a postsecondary educational institution by the Georgia Nonpublic Education Commission. Students who are Georgia residents who wish to file a complaint may do so by following the same complaint process outlined in the College's Student Handbook. If after exhausting all available institutional processes, a student may file an online complaint to the Georgia Nonpublic Education Commission at <https://gnpec.georgia.gov/student-resources/student-complaints>.

### **Alabama Community College System Appeals Process**

In 2015, the Alabama Legislature vested oversight of the state's public two-year institutions of higher education (known as the Alabama Community College System (ACCS) with the Alabama Community College System Board of Trustees. The Alabama Legislature further directed the Board of Trustees to delegate to the System's Chancellor the authority to act and make decisions concerning the management and operation of the community and technical colleges. The Chancellor is assisted in these duties by the staff of the System Office, formerly known as the Alabama Department of Postsecondary Education. Consumer and student complaints that are not resolved at the institutional level are thus arbitrated at the state level by the ACCS System Office.

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:

1. 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 (PDF) or Online Student Complaint Form found at [www.accs.edu/student-complaints/](http://www.accs.edu/student-complaints/). Students may submit completed complaint forms using one of the following options:
  - a. Printing the form, signing it, and then either (1) scanning it and

emailing 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. Electronically submitting the form using the Online Student Complaint Form at [www.accsedu/student-complaints/](http://www.accsedu/student-complaints/).
- c. The Division of Student Success will investigate the complaint.
- d. The institution which is the subject of complaint has 15 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
- e. The Division of Student Success will adjudicate the matter within 30 business days of receipt of complaint 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.
- f. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.
- g. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.
- h. The decision made by ACCS is final and cannot be appealed.

## **Title IX Sexual Harassment Policy**

### **Introduction**

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

Sexual harassment, which includes sexual misconduct and sexual assault, is a form of sex discrimination which is prohibited under Title IX of the Education Amendments of 1972 and the Violence Against Women Act. This policy is intended to reaffirm the College's commitment to address sexual harassment and take steps to prevent its reoccurrence and preserve or restore

equal access to the College's education programs and activities. Dating violence, domestic violence, and stalking may also be considered forms of sexual discrimination. Due to the seriousness of these offenses, the College has adopted specific policies and procedures, outlined in the Student Handbook, employment policies, and webpage, to address alleged instances of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, and stalking. The College believes that no person should bear the effects of sexual harassment alone. When such conduct occurs, paramount concern of the college is for the safety and well-being of those impacted. The College will support individuals by referring students and employees to community and local resources.

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

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

**Student Contact**

Ms. Vickie Williams

Title IX Coordinator

Chattahoochee Valley Community College

2602 College Drive

Phenix City, AL 36869

334-214-4803

vickie.williams@cv.edu

**Employee Contact**

Ms. Robin Jones

Title IX Coordinator

Chattahoochee Valley Community College

2602 College Drive

Phenix City, AL 36869

334-291-4927

robin.jones@cv.edu

Assistant Secretary

U.S. Department of Education

Office for Civil Rights

Lyndon Baines Johnson Department of Education Building

400 Maryland Avenue, SW

Washington, DC 20202-1100  
Telephone: 800-421-3481  
Fax: 202-453-6012; TDD: 800-877-8339  
Email: OCR@ed.gov)

Information regarding the Title IX Coordinators and their roles will be provided to all faculty, staff, students, applicants for admissions, and applicants for employment. Also, this information is available on the College website [www.cv.edu](http://www.cv.edu).

## **Policy**

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

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

## **Definitions Relating to Sexual Harassment**

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

### ***Actual knowledge***

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

### ***Complainant***

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

### ***Respondent***

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

### ***Formal complaint***

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College

Investigate the allegation of sexual harassment. Note: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an educational program or activity of the College at which the formal complaint is filed.

### ***Consent***

"Consent" must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over

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

### ***Incapacitation***

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

### ***Sexual Misconduct***

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

### ***Harassment***

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

### ***Sexual Harassment***

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

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

## **Definition of Sexually Based Offenses**

### ***Sexual abuse in the first degree***

- (a) A person commits the crime of sexual abuse in the first degree if:
  - (1) He subjects another person to sexual contact by forcible compulsion; or
  - (2) He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.
- (b) Sexual abuse in the first degree is a Class C felony (Alabama Code 13A-6-66).

### ***Sexual abuse in the second degree***

- (a) A person commits the crime of sexual abuse in the second degree if:
  - (1) He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or

- (2) He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.
- (b) Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony (Alabama Code 13A-6-67).

### ***Rape in the first degree***

- (a) A person commits the crime of rape in the first degree if:
  - (1) He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or
  - (2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
  - (3) He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.
- (b) Rape in the first degree is a Class A felony (Alabama Code 13A-6-61).

### ***Rape in the second degree***

- (a) A person commits the crime of rape in the second degree if:
  - (1) Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.
  - (2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.
- (b) Rape in the second degree is a Class B felony (Alabama Code 13A-6-62).

### ***Sodomy in the first degree***

- (a) A person commits the crime of sodomy in the first degree if:
  - (1) He engages in deviate sexual intercourse with another person by forcible compulsion; or
  - (2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
  - (3) He, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.
- (b) Sodomy in the first degree is a Class A felony (Alabama Code 13A-6-63).

### ***Sodomy in the second degree***

- (a) A person commits the crime of sodomy in the second degree if:
  - (1) He, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old.
  - (2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.
- (b) Sodomy in the second degree is a Class B felony (Alabama Code 13A-6-64).



### ***Domestic Violence***

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction (34 U.S.C.12291(a)(8)).

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

### ***Dating Violence***

Means violence committed by a person –

- (a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - (b) Where the existence of such a relationship will be determined based on a consideration of the following factors:
    - The length of the relationship,
    - The type of relationship,
    - The frequency of interaction between the persons involved in the relationship
- (34 U.S.C.12291(a) (10)).

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

### ***Stalking***

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress 34 U.S.C.12291(a)(30).

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

### ***Sexual Assault***

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

## **Victims Option to Report**

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

## **Formal Complaint Process**

### ***Initial Steps***

Any student or employee of the College or applicant for employment or admission who has a complaint against a student or a member of the College faculty, staff, or administration concerning sexual harassment (Title IX of the Educational Amendments of 1972) or has knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned by the College or controlled by the College should report the complaint to the campus Title IX Coordinator. An educational program or activity of the College includes, but is not limited to locations, events or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.

### ***Reporting A Complaint***

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

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

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

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

### ***Supportive Measures***

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the education programs or activities of the college without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or

other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus, and other similar measures. The College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

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

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

### ***Standard of Evidence for Determining Responsibility***

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

## **Formal Complaint Process**

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

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

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

## **Dismissal of Formal Complaint**

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

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

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

- the allegations do not meet the definitions of sexual harassment
- the alleged conduct did not occur within the United States, or
- the alleged conduct did not occur within a College sponsored program or activity.

If the College determines the formal complaint or allegations therein will be dismissed, the Title IX Coordinator will provide written notice to both parties of the dismissal of allegations, and the reason for dismissal within five (5) business days of the decision to dismiss the complaint.

## **Notice of Allegations**

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

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

## **Advisors**

In addition to providing the Complainant and Respondent with written notice of allegations and intent to investigate, the Title IX Coordinator will inform the parties of the availability of advisors. Both parties shall have the right to retain, at the respective party's own cost, the assistance of legal counsel or other personal representative advisor. In the alternative, either or both parties may also request an advisor provided by the College. Only an advisor may conduct cross-examination during the live hearing. Neither party may dismiss a College appointed advisor.

## **Investigation Procedure**

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

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

The Title IX investigator will notify the Complainant and Respondent in writing of the intent to investigate within five (5) business days of receipt of the formal complaint and will commence interviews within ten (10) business days of receipt of the formal complaint. The Title IX investigator will notify the Complainant and Respondent and their respective advisors in writing of all individuals the investigator intends to interview. Either party may identify other witnesses with relevant information for interview or other evidence for review by the investigator.

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

The College will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory (tending to establish fault or guilt) and exculpa-

tory (clearing or tending to clear from alleged fault or guilt) evidence. Creditability determinations may not be based on a person's status as a complainant, respondent or witness.

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

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

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

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

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

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

## **Live Hearing Procedure**

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

The hearing must be a live, recorded hearing with the opportunity for both advisors to conduct cross-examinations. The hearing shall be recorded by either a court reporter or on audio or

video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

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

The Hearing Officer, Decision Makers, Complainant, Respondent, and their respective advisors will attend the hearing. The Title IX investigator, Title IX Coordinator and witnesses will be called to provide testimony if requested by the Decision Makers, parties or their respective advisors. If a party does not have an advisor present at the live hearing, the College shall provide without fee or charge to that party, an advisor of the College's choice, who may be, but is not required to be an attorney.

The hearing process will consist of:

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

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

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

The Respondent shall then be given the opportunity to present such testimony and offer such other evidence as deemed relevant to the Respondent's defense against the formal complaint.

Subsequent to Respondent testimony, the Complainant advisor may conduct cross-examination. The Decision Makers may question the Respondent after the cross-examination.

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

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

Decision makers cannot draw an inference about the determination regarding responsibility based solely on a party or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

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

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

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

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

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

The College must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the College provides

the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

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

## Appeal Procedure

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

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

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

As to all appeals, the College will:

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

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

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



### ***Informal Resolution***

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

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

### **Retaliation Prohibited**

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

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

#### **For Students:**

- **Reprimand.** A reprimand is a written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.
- **Restitution.** Restitution is compensation for damages to property owned by the College, limited to actual cost of repair or replacement.
- **Probation.** This sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus

driving privileges. Furthermore, if the student is determined by any of the disciplinary procedures herein to be in subsequent violation of the Code of Student Conduct during the probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the Title IX Coordinator.

- **No Contact Orders.** Written notice to cease all contact with an alleged victim of sexual misconduct are no contact orders.
- **Cease and Desist Orders.** The alleged perpetrator will be directed by written notice to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the Sexual Misconduct Policy.
- **Voluntary Withdrawal.** A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Title IX Coordinator in some circumstances, may specify a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the Dean of Academic Programs and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated college official at the time of reentry into the College).
- Other requests of the victim as deemed appropriate.
- For violations of this policy by faculty or staff members, disciplinary penalties may include some of the sanctions listed above as appropriate, in addition to other penalties (in accordance with the employment laws, regulations, and policies governing the employee in question):
  - o Counseling or training;
  - o Written warning;
  - o Reprimand;
  - o Suspension without pay;

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

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

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

## **College and Community Resources**

### ***College Resources***

#### ***Campus Security***

Keith Manuel, Chief of Security

Kiosk Security

334-291-4950

keith.manuel@cv.edu

Officer

Kiosk Security

331-214-4850

#### ***Office of Dean of Students and Campus Services***

Dr. Sherri Taylor, Dean of Students and Campus Services

2nd Floor Wallace Hall

334-291-4928

sherri.taylor@cv.edu

#### ***Office of Associate Dean of Student Development and Success and ADA Coordinator***

Ms. Vickie Williams, Associate Dean of Student Development and Success

Wilson Hall

334-214-4803

vickie.williams@cv.edu

#### ***Admissions Office***

Ms. Sanquita Alexander

Wallace Hall 200

334-291-4996

### ***Community Resources***

- |   |              |
|---|--------------|
| • Phenix City Police Department               | 334-448-2800 |
| • Russell County Sheriff Department           | 334-298-6535 |
| • Alabama Coalition against Domestic Violence | 334-832-4842 |
| • Alabama Statewide Domestic Violence Hotline | 800-650-6522 |
| • National Domestic Violence Hotline          | 800-537-2238 |

#### ***Medical Facilities***

- |  |              |
|--|--------------|
| • Piedmont Columbus Regional - Midtown | 706-571-1000 |
| • St. Francis Hospital                 | 706-257-7715 |

### ***Counseling and Mental Health Resources***

- East Alabama Mental Health - Russell County 334-298-2405
- Muscogee County Mental Health New Horizons) 706-596-5500
- Pastoral Institute 706-649-6500

### ***Records***

The Title IX Coordinator will retain records of all reports and complaints, regardless of the nature of the resolution. Complaints resolved during the informal complaint process may become part of an offending or respondent student's conduct file, depending on the nature of the offense but will not be included as a part of the academic record or of an employee's personnel file.

Affirmative findings of responsibility in matters resolved through the grievance or formal resolution process will become part of an offending or respondent student's conduct record and an employee's personnel record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student's conduct record or an employee's personnel file. Additionally, the College will comply with all requirements under the Jeanne Clery Act as amended and will report crimes associated with the College as required.

### ***Prevention and Education***

CVCC is committed to preserving the safety and security of the College environment and will implement activities designed to prevent incidents of sexual misconduct, inform members of prohibited conduct; identify prevention measures, and provide information regarding reporting protocols. The College prevention and education program will include but will not be limited to:

- Annual training and awareness programs for current employees and students;
- Orientation for new employees and students that will educate them about college policy and prevention measures that may be utilized;
- Information regarding the Sexual Harassment Policies and Procedures on the College website;

### ***Training***

Chattahoochee Valley Community College will ensure that all college employees, including those officials involved in redressing incidents of sexual misconduct are trained on an annual basis through the College Professional Development process and through external resources when appropriate. All members of the Title IX Sexual Harassment Committee have been trained at certified for their roles on the Committee. For information regarding the certification and training process, go to : <https://iclawyer.com/posting-for-review-alabama-cc-virtual-certified-title-ix-investigator/>.

### **Helpful Information**

#### **Bystander Intervention Tips**

- Remember intervention doesn't have to be confrontational; say something or do something to call attention to the situation.
- Remain calm, speak up and challenge inappropriate behavior.
- Tell someone if you believe he/she is acting inappropriately. Challenge inappropriate jokes or conversations.

- Attempt to calmly reason with the perpetrator or distract him or her.
- Ask others in the area for assistance with group intervention.
- Assist the victim by walking him/her to his/her car or to a safe area until assistance arrives.
- Call 911 then Campus Security.

### ***Prevention Tips***

- Date people you know and trust.
- Be cautious when meeting people through social media.
- Tell someone when you are going out on a date.
- Set limits and boundaries.
- Avoid drugs and alcohol.

### ***Warning Signs of Dating/Relationship Violence***

- You feel isolated from friends and family.
- Your significant other has angry outbursts.
- Your significant other threatens to harm you or is very jealous of you.
- Your significant other is cruel to animals or children.
- Your significant other belittles you, makes fun of you, or tries to control you.

## **Emergency Procedures**

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### **Reporting Emergencies**

When dialing from an ON-CAMPUS telephone, dial 291-4900. In an emergency in which Campus Security cannot be reached, dial 911. When reporting an emergency, stay calm and carefully explain the problem and location to the Student Information Clerk or Public Safety Dispatcher. **Stay on the line until you are directed to disconnect.**

After 5:00 p.m., contact Security at 334-291-4950, and/or the Phenix City Police Department at 334-448-2800, or 911.

### **Emergency Notification System**

In the event of a campus lockdown, evacuation, shelter, weather emergency, or any other emergency that warrants immediate notification, the College will notify students and employees through SchoolCast, an emergency notification system. Employees and students are automatically placed on the notification list upon being hired or enrolled at the College. Students may log into SchoolCast and update their information as needed with the information provided to them by the College.

### **Fire Evacuation**

In the event of a campus fire, there will be a loud continuous horn blast. Walk quickly to the nearest marked exit and alert others to do the same. Do not use building elevators in the event of fire. If you discover the fire, evacuate the area, close the doors, activate the fire alarm, and call 911. Assist persons with disabilities in exiting the building.

Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Campus officials will respond and issue verbal directives. Do not return to an evacuated building unless told to do so by a College official.

**NOTE:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window to notify rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

## **Tornado Watch**

A tornado watch means that conditions are favorable for tornadoes. Under this situation, pay close attention to changing weather conditions and listen for additional weather statements. When a tornado watch is posted, Chattahoochee Valley Community College will be notified via weather radio by the National Weather Service.

## **Tornado Warning**

A tornado warning is issued when an actual tornado has been observed either visually or on radar. The warning is issued for a particular area and immediate action is required. A tornado generally moves at 20 to 60 miles per hour forward speed so warning time is critical.

When a Tornado Warning is received for the Phenix City area, the same notification procedures as listed above should be followed, and a weather siren will be sounded by the local EMA. However, under a warning condition, students should take the following actions:

- Move to the designated protective area for the facility you are in;
- Stay clear of windows and exterior doors;
- Leave vehicles and seek shelter in a building;
- Cease outdoor activities and move inside a building.

Students will be notified when a warning is cancelled. If any damages or injuries result from a tornado or damaging winds, notify the Student Information Clerk (334-291-4900), Security (334-291-4950) or the Phenix City Police Department (dial 911).

## **Severe Weather at Weekend Athletic Events**

If a tornado warning is issued for the Phenix City area during athletic events on week-ends, all Head Coaches as well as the Athletic Clerk will receive notification from the Emergency Management Agency (EMA), and a weather siren will be sounded by the local EMA. Under a warning condition the following actions should be taken:

- All basketball players, coaches, and spectators should move in an orderly fashion to the locker rooms located in the basement of Key Hall. The Game Announcer will dismiss each side of the gym separately through different entrances to the gym to expedite the exit.
- All CVCC baseball and/or softball players as well as officiating staff will move in an orderly fashion to the locker rooms located in the basement of Key Hall. Spectators, visiting team players, and coaches will move in an orderly fashion to the safe rooms on the first floor of

the IPAC. The Game Announcer will dismiss everyone, making an announcement of the locations to which each group should travel.

- Once in the shelter location:
  - a. Stay clear of windows and exterior doors;
  - b. Leave vehicles and seek shelter in a building;
  - c. The Game Day Administrator working at the event at which the warning takes place, should notify the Dean of Students and Campus Services and the Chief of Security of the shelter in place.

## Student Injury

If a student is injured on campus, no matter how minor, the following procedures apply:

- If a serious injury or illness occurs on campus, immediately dial 911 then dial 0 for the Student Information Clerk. Give your name, describe the nature and severity of the medical problem, and give the campus location of the victim. Only certified personnel should provide first aid treatment (i.e., first aid, CPR);
- Perform the following steps:
  - a. **DO NOT MOVE THE VICTIM.** Keep the victim still and comfortable.
  - b. Ask the victim, “Are you okay?” and “What is wrong?”
  - c. Control serious bleeding by applying direct pressure on the wound;
  - d. Continue to assist the victim until help arrives;
  - e. Look for an emergency medical I.D., question witness(es), and share all information with the paramedics.

Automated External Defibrillators (AEDs) are located throughout the campus at the Security Kiosk, the Switchboard in Wallace Hall, the Owen Hall Learning Resource Center, the Key Hall Gymnasium and Phenix City Room, the IPAC 3rd floor Health Sciences Office, and the baseball field.

## Building Evacuation

In the event it becomes necessary to evacuate a building, vacate the facility as directed by the signage located in each building. In the event of a building evacuation, a rally point will be identified in the emergency evacuation warning.

## Lock Down

In the event of a campus Lock Down, you will receive a campus emergency notification and/or face-to-face directive from a campus official. In the absence of a verbal directive from a campus official, we ask that you remain where you are and secure the door until an all-clear is delivered via the e-notification system and/or campus official.

## All-Clear

In the event the campus officials call for action to lock down, evacuate, or shelter, they will also deliver a message of all- clear. This message can be delivered verbally through face to face communication, email, voicemail, e-notification, and/or all of the above.

## Active Shooter Response Protocol

- **RUN** and escape, if possible. Getting away from the shooter or shooters is the top priority;
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 911 when you are safe, and describe shooter, location, and weapons.

**HIDE**, if escape is not possible:

- Get out of the shooter's view and remain quiet;
- Silence all electronic devices and place them on vibrate;
- Lock and block doors, close blinds, and turn off lights.
- Don't hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text messaging services or social media platform(s) to tag your location, or put a sign in a window.
- Stay in place until law enforcement gives you the all-clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

**FIGHT** as an absolute last resort:

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons; such as, chairs, fire extinguishers, scissors, or books.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

## AFTER:

- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may not be able to immediately assist the injured.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.



- Officers will shout commands and may push individuals to the ground for their safety.
- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
- Take care of yourself first then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help them to safety.
- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas.

## **Automobile Accident**

In the event 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. Call 911.
2. Notify security, an administrator, instructor or other CVCC staff person who will then follow up with emergency services and law enforcement as needed.

## **Campus Safety and Covid-19**

In response to the Department of Education's issued guidance suggested that COVID-19 is a significantly "dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus," CVCC provides students and employees a single notification through the regular means of communicating emergency notifications informing them about COVID-19 and necessary health and safety precautions, as well as encouraging them to obtain information from health care providers, state health authorities, and the CDC website. The College follows the guidance of the Centers for Disease Control, Alabama Department of Public Health, and the Alabama Community College System. Information about COVID-19 and a link to the CDC website may be found at [www.cv.edu](http://www.cv.edu).

## **Campus Safety and Crime Information**

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### **Disclosure of Crime Statistics**

CVCC encourages anyone who is the victim or witness to any crime to promptly report the incident. Police reports are public records under state law thus, Russell County Sheriff's Department cannot hold reports of crime in confidence. Anonymous reports to Campus Safety Authorities may be filed for statistical reporting purposes. A student's privacy concerns are weighed against the needs of the College to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. In compelling situations, CVCC reserves the right to take reasonable action in response to any crime report, and information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. All reports submitted on a confidential or anonymous basis are evaluated for purposes of issuing a campuswide "timely warning notification" as well as inclusion in the annual crime statistics.

Campus crime, arrest, and referral statistics include those reported to the CVCC Security Office, designated campus officials (including but not limited to directors, deans, department heads, advisors to students/student organizations, and athletic coaches) and local law enforcement agencies. Data is gathered for the academic year.

Each semester, notification is made to all enrolled students providing the web site to access the CVCC Annual Security Report and national campus safety data. Faculty and staff receive similar notification via email.

Copies of the Annual Security Report may also be obtained at the Security Kiosk or by calling 334-291-4950 or in the Office of the Dean of Students and Campus Services in Wallace Hall.

## Crime Statistics

The following crime statistics are compiled for all on-campus property, the public property immediately adjacent to campus, and off-campus locations at which the College has written agreements to provide services. Crime statistics include information collected from the daily crime log, student discipline records, and local law enforcement agencies.

	On Campus			Non-Campus			Public Property			Unfounded Cases
	2019	2020	2021	2019	2020	2021	2019	2020	2021	
<b>Type of Clery Crime</b>										
Murder / Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	
Incest	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>										
Domestic Violence	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0
Stalking	1	0	0	0	0	0	0	0	0	0
<b>Arrest</b>										
Liquor / Alcohol Law Violation	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	0	0	0
Weapons, Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0	0

Campus Disciplinary Referrals										
Liquor / Alcohol Law Violation	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	0	0	0
Weapons, Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0	0

The categories of Bias included in Hate Crime reporting include: race, gender, gender identity, religion, sexual orientation, ethnic / national origin, and disability.

Year	Offense	Number of Offenses	Bias
2021	NONE	0	NA

### Notification to Victims of Crime of Violence

CVCC will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of the crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purpose of this paragraph.

According to Section 16 of Title 18 of the United States Code, the term “crime of violence” means:

- an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or
- any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.
- The results of a disciplinary proceeding means only the institutions final determination with respect to the alleged sex offense and any sanctions that is imposed against the accused.

### Sex Offender Registry

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000 and the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921) requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. Information about sex offenders in Alabama can be found at <https://www.alea.gov/node/270>.

## **Sexual Offenses**

CVCC places a high priority on the safety of all students, employees and visitors. Any type of sexual misconduct is strictly forbidden at CVCC. Both College disciplinary procedures and criminal charges may be applied to sexual offenses. Please refer to the Title IX Sexual Harrassment Policy in the Student Handbook.

## **Educational Programs**

Education programs aimed at making the CVCC community free from sex offenses are administered by Campus Security and include:

- a. presentations at orientation sessions by Campus Security,
- b. presentations by Campus Security as requested by the College community, and
- c. posters throughout the campus community to heighten awareness of sexual assault.

## **Sanctions**

Upon determination that a student or employee has committed rape, acquaintance rape or another sexual offense, the following sanctions are available:

- Criminal charges
- Probation
- Suspension from college and/or employment
- Expulsion from college
- Termination of employment
- Ban from college property

## **Sexual Assault Elimination Act**

Enacted in March 2013, the Campus Save Act is the most recent, and far reaching, in a long line of laws that protect students from sexual violence and harassment. The act requires students, faculty and staff to be trained in the appropriate response to sexual violence and harassment. These programs will include a discussion of what constitutes sexual harassment and sexual violence, the school's policies and disciplinary procedures, and the consequences of violating these policies.

## **Policy**

CVCC places a high priority on the safety of all students, employees and visitors. Any type of harassment, abuse, physical violence or intimidation is forbidden. Both college disciplinary procedures and criminal charges may be applied to these offenses.

## **Student Bill of Rights**

1. Complainants have the right to assistance by all faculty and staff in reporting allegations of harassment, abuse, physical violence, sexual violence or intimidation.
2. Complainants have the right in choosing the manner in which the complaint is filed.
  - a. The complainant may report the crime to law enforcement.
  - b. The complainant may request a school disciplinary inquiry.

- c. The complainant may choose both options.
  - d. The complainant may choose not to report the incident.
- 3. Complainants have the right to confidentiality when reporting allegations of harassment, abuse, physical violence, sexual abuse or intimidation.
- 4. Complainants have the right to a thorough and professional investigation that protects the rights of both the accused and the accuser.
- 5. Complainants have the right to know that criminal sanctions include probation, fines, imprisonment or counseling.
- 6. Victims have the right to know that school disciplinary sanctions include probation, suspension, expulsion, counseling, termination of employment and ban from College property.
- 7. Complainants have the right to assistance in obtaining orders of protection, no contact orders and restraining orders by the Campus Police concerning offenses that occur on campus, when requested and when probable cause exists.
- 8. Complainants have the right to know that there will not be a monetary charge for filling criminal or school disciplinary complaints.
- 9. Complainants have the right to a prompt, fair, and impartial investigation, conducted by properly trained individuals conducted by officials who receive annual training.
- 10. Accusers and accused have the right to simultaneous written notification of outcome at each stage in the process.
- 11. Accusers and the accused both have the right to appeal code of conduct decisions.
- 12. Complainants have the right to assistance with accommodations regarding academic and work scheduling when requested and reasonably available; whether or not the offense was reported to law enforcement. The location of the offense does not affect this right.
- 13. CVCC will not allow any form of retaliation against a complainant for making an allegation of harassment, abuse, physical violence, or intimidation.

## **Instructions for Sexual Assault Victims**

In the event you or another person is the victim of sexual assault, it is important to remember details, follow procedures and notify the proper departments. The single most important thing a victim of rape or sexual assault can do is tell someone, the police, a friend or, a medical professional. Rape or sexual assault, whether by a stranger or someone you know, is a violation of your body, your trust and your right to choose. The following are recommended procedures to follow:

- A. Do not shower, wash or change your clothes.
- B. Do not brush your teeth.
- C. Preserve any evidence such as clothing, used condoms, towels, tissue or other items which may be useful for investigation purposes.
- F. Seek medical attention immediately. Local emergency medical services can be contacted by dialing 911.

- G. Seek counseling to assist with mental and emotional trauma. Information concerning counseling services available through various agencies can be obtained in the Campus Security Office.

## **Resources for Sexual Assault Victims**

### **Preventing and Responding to Sexual Offenses**

The College educates the student community about sexual assaults and date rape through various outlets each academic year. Literature on date rape education, risk reduction, and College response is available through the Office Associate Dean of Student Development and Success and the Office of the Dean of Students and Campus Services.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Campus Security strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a College officer.

- Filing a report with a College officer will not obligate the victim to prosecute nor will it subject the victim to scrutiny or judgmental opinions from officers. However, filing a police report will ensure that a victim of sexual assault receives necessary medical attention at no expense to the victim;
- provide the opportunity for collection of evidence for prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet or change clothing prior to a medical/legal exam); and
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault student victim contacts Campus Security or another College administrator, the local police will not be notified unless the victim requests that this be done. The Dean of Students and Campus Services will be notified. A student who is the victim of a sexual violence may choose for the investigation to be pursued through the criminal justice system, the College conduct process, or both. Please refer to information on Title IX and Sexual Harrassment Policy in the Student Handbook for additional information and resources.

### **How to be an Active Bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. A bystander is defined as a “individual who observes or witnesses’ conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” CVCC want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do in the event we want to help. The link below provides useful information to help bystanders make informed decisions: <https://www.nsvrc.org/bystander-intervention-online-learning-opportunities>.

- If you or someone else is in immediate danger, dial 911. An example is when a person is yelling or being physically abusive toward another person and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.

## **Risk Reduction**

With no intent to victim blame and recognize that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

## **Protection from Abuse Orders**

CVCC complies with Alabama law in recognizing protection from abuse orders. Any member of the campus community that obtains such order should notify the Campus Security. Campus Security will assist the complainant with developing a Safe Action Plan. The purpose of this plan is to reduce the risk of harm to the complaint while on campus or traveling to and from campus.

## **Sex Offender Registration**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, the Dean of Students and Campus Services provides a link to the Alabama Department of Public Safety Sex Offender Registry. This act also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Alabama, convicted sex offenders must register with local law enforcement who then forward the information on to the Alabama Bureau of Investigation. For additional information, access the Alabama Department of Public Safety Community Information Center website (<https://app.alea.gov/Community/default.aspx>).

## **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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