

Academic Policies and Regulations

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Academic Freedom

H. Councill Trenholm State Technical College seeks to provide an atmosphere where students can make open and honest intellectual inquiry into any college matter appropriate for student participation. The student is free to express dissent to any college matter within the limits of good taste.

Academic Honesty

The primary goal of H. Councill Trenholm State Technical College is the promotion of an atmosphere conducive to studying and learning. Those conditions and actions that encourage scholarship are applauded; those conditions and actions which deter or discourage intellectual growth and development are deplored. Therefore, 'Academic Dishonesty' is defined as follows:

1. Cheating on an exercise, test, problem, practice or examination submitted by a student to meet course requirements. Cheating includes, but is not limited to, the following: the use of unauthorized aids (such as crib sheets, written materials, drawings, etc.); copying from another student's work; soliciting, giving and/or receiving unauthorized aid orally or in writing; or similar action contrary to the principles of academic honesty.
2. Plagiarism on an assigned paper, theme, report or other material submitted to meet course requirements. Plagiarism is the act of using, in one's own work, the work of another without giving appropriate attribution.
3. Use of tests or papers prepared by commercial or non-commercial agents and submitted as a student's own work.

Charges of academic dishonesty made against a student by a faculty member must follow the principles of due process. Faculty members must bring charges against a student in writing. A faculty member shall not give the grade 'F' or any punitive punishment for academic dishonesty unless guilt is established through the due process procedure. A hearing will be scheduled which will allow for the student to tell his/her side of the incident. After the hearing, the student will be given an explanation of the results of the hearing and any penalties imposed.

Schedule Planning

All new and returning students must see their assigned advisor prior to registering for classes. All currently enrolled students may register online. It is advisable for students to plan their schedules two or three terms in advance. This allows the student to fulfill prerequisites in preparation for advanced courses or sequences taught only once or twice a year. Students should have a degree plan on file in their department during the first term of enrollment. Students should work closely with advisors and instructors to follow the required degree plan for their program.

Prerequisites

A student who fails a course in a sequence cannot take the succeeding course before making up the failure. Prerequisites for a course must be met before the course is taken.

Time and Location of Courses

H. Councill Trenholm State Technical College offers most courses and instructional programs with both day and evening schedules. Some courses are offered at sites away from the two campuses. All courses meet the same standards and have the same requirements regardless of the time or place offered.

Change of Curriculum or Program of Study (Major)

A student accepted and enrolled in a particular program of study who seeks to pursue another program of study must meet the requirements for admissions to the new program. A student who changes a program of study will follow the program requirements of the College catalog which is current at the time of the program of study change. Students are cautioned that changing a program may negatively impact the student's financial aid status. Enrolled students who are Title IV recipients are allowed only two changes of major after declaring the initial major. Students who wish to change their program of study must obtain the proper form from the Office of Admissions and Records. This form must also be signed by the Office of Financial Aid.

Dropping and Adding Classes

Adding classes to a student's schedule is permitted only during the first three days of the Fall and Spring Semester. During the summer, the addition of classes is permitted only on the first day of the term. Students who wish to add or drop classes during the drop/add period must obtain the proper form from the Office of Admissions and Records.

Withdrawal Policy

If a student officially withdraws from a course after attending 70% of the term, and the student is failing the class at the time of withdrawal, a grade of WF must be assigned. If a student officially withdraws from a course after attending 70% of the term and is passing, a grade of WP must be assigned. If a student is unofficially withdrawn from a course for breaking the attendance policy prior to 70% of the term, a grade of "W" must be assigned. Refer to the Semester Class Schedule for the specific 70% date which is listed as "Last Day to Withdraw Without Any Academic Penalty." If a student never attended or the class is cancelled, the class will be deleted and no grade will be assigned.

Class Withdrawal or Total Withdrawal After Drop/Add Period

A student who wishes to withdraw from a class or withdraw from the College should do the following:

1. Obtain the appropriate withdrawal form from the Office of Admissions and Records;
2. Complete the withdrawal form, listing all courses as "withdrawals" and obtain the necessary instructors' signatures;
3. Obtain withdrawal clearance from the Financial Aid Office, if applicable, and
4. Submit the completed form to the Office of Admissions and Records.

Course Load

The maximum course load is nineteen (19) semester credit hours. A student may take more than nineteen (19) semester credit hours only with special permission from the Program Coordinator and the Academic Dean. Registration forms must be obtained in the Office of Admissions and Records. An absolute maximum of twenty-four (24) semester credit hours exists for all students. The minimum load for a regular full-time student is twelve (12) semester credit hours. Students who are enrolled in transitional courses are strongly encouraged to enroll in 12 hours or less each term until all transitional courses have been completed.

Course Cancellation Policy

Any course listed in the schedule of courses offered will be subject to cancellation when enrollment in the course is inadequate for that term. In the event that Trenholm cancels a class, enrolled students are entitled to a full refund of the related tuition and fees within forty-five (45) days (1) of the planned class start date or (2) from the date of cancellation.

Assignment of Class Instructor

The College reserves the right to change instructors listed to teach courses due to class cancellation, splits, or other conditions which might necessitate the reassignment of instructors. Students should be cautioned that the listing of an instructor's name to teach a course in the schedule of classes is no guarantee that the instructor will teach the course.

Repetition of Courses

Students may repeat courses for which they have previously registered. If a course is repeated, only the last grade awarded for the course will be used in the calculation of the cumulative grade point average (GPA) for the purpose of fulfilling graduation requirements. A course may be considered in the calculation only once to satisfy the credit hours required for graduation. Some sources of financial aid will not pay tuition for repeated courses.

Transitional Courses

Transitional courses are required for students who score below the standard established on the COMPASS Assessment. Based on placement assessment scores, students may be required to take transitional courses in English, reading, math, and/or algebra. Students who do not take the algebra portion of the placement assessment will be required to complete MTH-098, Elementary Algebra, if applicable. Transitional students placing into Reading 083 should enroll in this class during their first term of enrollment. If this is not possible, the student must enroll no later than his/her second term of enrollment.

Through transitional courses, students will have the opportunity to strengthen their academic skills in order to be successful in college-level courses. Since transitional courses are preparatory in nature, they are not creditable toward a degree or certificate. Enrollment in transitional courses may increase the length of time in a program. A grade of “D” is NOT considered a passing grade in a transitional course. A student must earn a minimum final course average of 70, a grade of “C,” to pass a transitional course.

Student Classification

Students who have earned less than 30 credit hours are classified as freshmen. Students who enroll for less than twelve (12) credit hours are classified as part-time students. Part-time students’ programs of study should conform to the general curriculum requirements of all students. Students registered at the College for twelve (12) credit hours or more are classified as full-time students.

Independent Study Classes

In certain unusual circumstances, the appropriate academic officer (Dean), upon recommendation of the Division Director and instructor, may permit a student to take a course by independent study. Permission will be based on such factors as future course availability, completion for graduation, and the student’s academic record. The student’s grade point average will be considered before approval to take a course by independent study is granted. A student will not be allowed to take more than one independent study course per semester. Transient students and other students whose GPAs are unknown will not be allowed to take any courses by independent study.

Attendance Policy

Class attendance is considered an essential part of the educational process at H. Council Trenholm State Technical College. The college subscribes to the philosophy that the academic success derived by a student is directly proportional to class participation. A student is expected to attend all scheduled class meetings for courses in which he/she is registered and to participate in all required course activities.

Students are encouraged to attend all scheduled classes on time. Students whose unexcused absences exceed the maximum set for a course may be dropped from the course. Students are responsible for class activities missed during any absence, whether excused or unexcused. Instructors establish their own tardy policy. Instructors have the responsibility of informing their students of their class attendance and tardy policies.

Regulations pertinent to attendance are listed below:

1. All instructors are required to take and report attendance.
2. Student attendance will be recorded from the first day of class.
3. The course syllabus will specify how attendance will be checked and recorded and how it will be determined when the attendance policy is broken. Tardiness and checkouts will be addressed in the syllabus.
4. It is the student’s responsibility to keep up with the exact amount of class time missed and to ensure that any missed assignments are completed in a timely manner. The instructor is required to notify the student when that student is in danger of violating the attendance policy; however, the instructor is not required to cover any material missed as a result of the student’s being absent.
5. Students are expected to be present for all examinations. Instructors are not required to arrange for make-up tests.
6. A student who elects to withdraw from a class should notify his/her instructor and must complete the appropriate class withdrawal form in the Office of Admissions and Records. A student who discontinues attendance but fails to appropriately withdraw may be unofficially withdrawn by the instructor.
7. Students receiving financial aid should be aware that absences from class may result in a decrease in the amount of financial aid received or, in some cases, loss of financial aid.
8. If a student officially withdraws or is unofficially withdrawn (breaks the Attendance Policy) prior to 70% of the term, he/she will receive a “W.” After 70% of the term has been completed, a student who withdraws will receive a either “WP” if passing the course at the time of withdrawal or a “WF” if failing at the time of withdrawal. After 70% of the term has been completed, a student who misses class will not be allowed to make up any missed work unless he/she receives prior approval from the instructor. A student will not be issued an “I” based on absences; instead, a student will receive the grade he/she earns, with a grade of “0” being given for any homework, exams, projects, or other assignments not completed. Final grades will be calculated based on all assignments required, regardless of whether or not the student has completed those assignments.

Attendance Policy for Online Courses

According to the College’s attendance policy, students must demonstrate a minimum level of participation to receive college credit for

a course. For online courses, this means attending class on campus a minimum of three times (course orientation, midterm exam, and final exam) and making weekly log-ins to the course website. Failure to log in for any three weeks (consecutive or not) will result in withdrawal from the course.

If a student withdraws or is unofficially withdrawn from a course for breaking the attendance policy prior to 70% of the term being completed, a grade of “W” is assigned. If a student is passing the course and withdraws after the 70% point, a grade of “WP” will be assigned. If the student is failing the course, and withdraws after 70% point, a grade of “WF” will be assigned. Refer to the Semester Class Schedule for the specific 70% date. If a student discontinues participation in the course after the 70% point, he/she will receive the grade earned, with a grade of “0” being given for any homework, exams, projects, or other assignments not completed through the end of the term. Final grades will be calculated based on all assignments required, regardless of whether or not the student has completed those assignments.

Excused Absence Petition

Attendance Requirements

A student enrolled in a particular course(s) is obligated for all work that may be assigned. Punctual and regular attendance is vital to the discharge of this obligation. Absences, excused or allowable, do not preclude a student’s responsibility for class activities missed during the period of absence.

16-Week Term (Fall/Spring)

Number of times class meets per week	1	2	3	4	5	6
Number of times class is scheduled to meet during semester	16	32	48	64	80	96
Number of times student may be absent during semester	2	5	7	10	12	14

10 Week Term (Summer)

Number of times class meets per week	1	2	3	4	5	6
Number of times class is scheduled to meet during semester	10	20	30	40	50	60
Number of times student may be absent during semester	1	3	4	6	7	9

NOTE: Individual programs may enforce a stricter policy with the written approval of the appropriate Dean and President.

Usage:

1. Excused absences may be allowed for:
 - a. Personal illness (documentation/verification required).
 - b. Serious illness or death in the immediate family (documentation/verification required).
 - c. Such conditions as the College may consider as dangerous to the health, welfare or life of the student.
 - d. Jury duty or other absences caused by legal authority (documentation/verification required).
 - e. Military related obligation (documentation/verification required).
 - f. Direct participation in a College-sponsored activity.
 - g. Other extenuating circumstances approved by the instructors, coordinators, or academic/technical deans.
2. All excused absences must be approved by the instructor, program coordinator, and academic/technical dean. The student’s progress in the course, course objectives, and the amount of time that the student was absent will be factors for consideration. Close scrutiny will be given to any student who has a pattern of being absent.

Moreover, it is the student’s responsibility to obtain an “excused” status for the days in question and to inform his/her instructor of the circumstances pertaining to the absences. This should be done prior to the occurrence, if possible. If it is not possible to notify the course instructor prior to the absence, then the student must inform the program coordinator or academic/technical dean of the absence before the absentee policy has been violated. Example: A student has been absent the allotted time from a course due to illness. The instructor is not aware of the reason why the student is absent from class since no one has informed the course instructor of the illness. The course instructor can and should withdraw the student due to non-attendance. It shall be the student’s responsibility to report to the course instructor, the first day he/she returns from an absence, verification of excused status. Failure to do so will automatically

dictate an unexcused absence for that occurrence.

3. All other absences except those listed above are unexcused.
4. Three tardies will count as one absence. A student is considered tardy when he/she is not present at the beginning of class; fails to return after a class break; or leaves the class before dismissed; or leaves without the instructor's permission.
5. A program may implement a more stringent attendance policy with the approval of the appropriate dean. Additionally, the policy must be provided to each student in writing, and it should be printed in the course syllabus.

Location of form: Office of Admissions and Records, Program Coordinators, Academic/Technical Deans Offices.

Submit to: Course instructor, coordinator, department chair, academic/technical deans.

Grades

Letter grades are assigned according to the following system for all courses for which students have registered.

A	Excellent	Numerical Range: 90-100	4 Quality Points
B	Good	Numerical Range: 80-89	3 Quality Points
C	Average	Numerical Range: 70-79	2 Quality Points
D	Poor	Numerical Range: 60-69	1 Quality Points
F	Failure	Numerical Range: Less than 60	0 Quality Points
I	Incomplete	Must be removed during the next term or the grade of "F" will be assigned.	0 Quality Points
AU	Audit	Course taken for no credit. Must be declared prior to the end of Drop/Add period.	0 Quality Points
W	Withdrawal	Must be prior to 70% date. Credit hours will not be averaged into the GPA.	0 Quality Points
WP	Withdrawal Passing	Must be after 70% date. Credit hours will be averaged into the GPA.	0 Quality Points
WF	Withdrawal Failing	Must be after 70% date. Credit hours will be averaged into the GPA.	0 Quality Points
T	Transfer	Credit accepted for course work completed at another institution	0 Quality Points
PL	Credit by Prior Learning Assessment	Departmental Exam or Portfolio Assessment	0 Quality Points
EA	Exemption/Advanced Placement	Credit hours will not be averaged into the GPA.	0 Quality Points
EC	Exemption/CLEP	Credit hours will not be averaged into the GPA.	0 Quality Points
ED	Exemption/DANTES	Credit hours will not be averaged into the GPA.	0 Quality Points
TP	Tech Prep	Credit for courses taken under Tech Prep Articulation Agreement. Credit hours will not be averaged into the GPA.	0 Quality Points

Satisfactory grades are "A", "B", "C" and "D". However, a grade of "D" is NOT considered a passing grade in a transitional course or in some programs of study. A student must earn a minimum final course average of 70, a grade of "C", to pass a transitional course. Some programs may have a more stringent grading system due to external agencies/accreditation requirements.

If a student withdraws after the 70% point of the term, a grade of "WP" will be assigned if the student is passing the course at the time of withdrawal. Refer to the Semester Class Schedule for the specific 70% date listed as "Last Day to Withdraw without Any Academic Penalty." If a student never attended or the class is cancelled, the class will be deleted and no grade will be assigned.

Incomplete (I) Grade

With the permission of the appropriate dean, an "I" may be assigned when a student's work in a course is incomplete because of circumstances beyond the student's control but is otherwise of passing quality. Unless the deficiency is made up within the following term, the "I" automatically becomes an "F." An "Incomplete Grade Contract" form must be signed by the student, instructor, program coordinator, and the appropriate dean. The instructor is responsible for securing all signatures required on this form before submitting to the Office of Admissions and Records along with the Class Attendance Roster. Students are not allowed to secure these signatures.

An incomplete grade (“I”) does not count toward course work completed and is not counted as courses attempted; therefore, it does not negatively impact on the incremental measurement of progress. A GRADE OF “I” - INCOMPLETE - IS NOT COUNTED IN HOURS ATTEMPTED AND EARNED. However, the grade that replaces the “I” is counted in hours attempted and hours earned once it is removed. An “I” grade is intended to be only an interim course grade. Unless the deficiency is made up within the following term, the “I” automatically becomes an “F.”

Grade Point Average (GPA)

To obtain a numerical measure of the quality of a student’s work, quality points are assigned to grades as indicated below:

A -	4	Quality Points	3 semester hours of “A” = $3 \times 4 = 12$ quality points
B -	3	Quality Points	3 semester hours of “B” = $3 \times 3 = 9$ quality points
C -	2	Quality Points	3 semester hours of “C” = $3 \times 2 = 6$ quality points
D -	1	Quality Points	3 semester hours of “D” = $3 \times 1 = 3$ quality points
F -	0	Quality Points	3 semester hours of “F” = $3 \times 0 = 0$ quality points

A student enrolled in 12 hours (four 3-hour courses) who earns 1A, 1B, 1C & 1D would earn 30 quality points.

The grade point average (GPA) of a student is determined by multiplying the number of quality points for each grade received by the number of credit hours for that course. The total number of quality points is divided by the total number of credit hours attempted, excluding courses with W, S, U, I, and AU designations. Example: 30 quality points divided by 12 semester hours attempted = 2.5 GPA.

Grade Changes

If a student has reason to believe that the letter grade earned in a particular course is wrong, the student must make an informal effort to correct the error with the instructor who issued the grade. If the informal efforts of the student and faculty member have not produced a satisfactory resolution, a formal appeal is in order. See the Formal Grade Appeal Process below. The grade change must be made within one semester after the grade was initially earned. Grade changes after one semester must be done through the Final Grade Appeal Process. The instructor is responsible for securing all signatures required on the Grade Change Request form before submitting to the Office of Admissions and Records. Students are not allowed to secure these signatures.

Grade Report

A grade report is posted on the College website, www.trenholmstate.edu, for every enrolled student at the end of each term. The grade report becomes a part of the student’s official transcript. The grade report will be withheld if there is an outstanding financial obligation to the College. If any student suspects that a grade may have been recorded in error, the student should schedule a conference with the instructor of that particular course. This must be done by the last day of the next term. If an error has been made, it will be corrected and reflected on the student’s transcript. If resolution is not attained, the student may appeal to the program coordinator. The program coordinator may resolve concerns or may convene an Ad Hoc Appeal Committee to review the concern. The Committee will make a decision and forward a recommendation to the appropriate dean. If a resolution is not obtained, the student may file a written appeal to the program coordinator.

Formal Grade Appeal Process

If the informal efforts of the student and faculty member have not produced a satisfactory resolution, a formal appeal is in order. A written appeal should be initiated by the student prior to the last day of classes of the semester following the semester in which the grade was issued. After this deadline, the appeals will not be considered. The following procedures should be followed for formally appealing a grade:

1. The student should first contact the instructor and request verification of the grade and how it was determined.
2. If the student does not receive satisfaction from the instructor, the student may confer with program coordinator and the faculty member in an attempt to reach closure. If the appeal is resolved at this point, a “memorandum of record” should be prepared by the program coordinator and be retained on file.
3. If closure is not reached, the student may file a formal grade appeal to the appropriate dean. This must be done in writing and dated prior to the one semester time limit. The appeal must state the name of the course, the reasons for the request, the dates involved,

and name of the instructor who issued the grade, to include all previous attempts to resolve the situation.

The appropriate dean will assign an ad hoc Grade Appeals Committee for deliberation. The Chairperson of the department or the program coordinator will chair of the Committee. The Committee shall consist of two full-time faculty members, one faculty member from the discipline and one faculty member from outside the division and a college counselor (or designee). The Committee will review the student's appeal letter, transcript, instructor's roll book, tests, papers, reports, projects, and any other documentation. A vote will be taken by the committee to attempt resolution. If no resolution is achieved a formal hearing will be scheduled where the student and faculty member will be requested to present their side of the matter. After deliberating, the Committee will make a recommendation to the appropriate dean to either support the grade as awarded or to change the grade. The appropriate dean will notify the student of the decision and/or action within 3-5 days following the hearing.

Standards of Academic Progress

The following Grade Point Averages (GPA) are required according to number of hours attempted at the College:

1. Students who have attempted 12-21 credit hours at the College must maintain a 1.5 Cumulative Grade Point Average.
2. Students who have attempted 22-32 credit hours at the College must maintain a 1.75 Cumulative Grade Point Average.
3. Students who have attempted 33 or more credit hours at the College must maintain a 2.0 Cumulative Grade Point Average.

Exceptions to Standards of Academic Progress

Standards of academic progress shall apply to all students unless the following exceptions apply:

1. Programs which are subject to external licensure, certification, and/or accreditation or which have fewer than four semesters in length, may have higher academic standards;
2. Transfer students on Academic Probation on must adhere to these standards of academic progress;
3. Students who wish to remain eligible to receive Title IV financial aid and students enrolled in transitional (formally developmental) courses.

Intervention for Student Success

When a student is placed on academic probation, one term academic suspension, or one year academic suspension, the College may advise the student to take minimum course load, and refer them to Student Support Services for intervention in study skills and tutorials. Other services may be available on a case-by-case basis.

Application of Standards of Progress

1. When the Cumulative GPA of a student is at or above the GPA required for the total number of credit hours attempted, the student's status is CLEAR.
2. When the Cumulative GPA of a student is below the GPA required for the number of credit hours attempted, the student is placed on ACADEMIC PROBATION.
3. When the Cumulative GPA of a student on Academic Probation remains below the GPA required for the total number of credit hours attempted, but the semester GPA is 2.0 or above, the student remains on ACADEMIC PROBATION.
4. When the Cumulative GPA of a student on Academic Probation remains below the GPA required for the total number of credit hours attempted, and the semester GPA is below 2.0, the student is suspended for one term. The transcript will read SUSPENDED-ONE SEMESTER.
5. The student suspended for one term may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read SUSPENDED-ONE SEMESTER/READMITTED ON APPEAL.
6. The student readmitted on appeal will remain on ACADEMIC PROBATION until a 2.0 grade point average is earned.
7. A student on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted on appeal) without having since achieved Clear academic status and whose Cumulative GPA falls below the level required for the total number of hours attempted, but whose semester GPA is 2.0 or above, will remain on ACADEMIC PROBATION until the student achieves the required GPA for the total number of hours attempted. Readmission to the College does not mean that a student is automatically eligible to receive financial assistance.
8. A student returning from one semester or one year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a semester GPA of 2.0, will be placed on one year's suspension.
9. The student may appeal a one-term or one-year suspension.
10. The permanent student record will reflect the student's status (except when the status is 'clear'). When appropriate, the record will reflect ACADEMIC PROBATION, SUSPENDED ONE SEMESTER, ACADEMIC SUSPENSION ONE YEAR, SUSPENDED ONE SEMESTER/READMITTED ON APPEAL, OR ONE YEAR SUSPENSION READMITTED ON APPEAL.

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

Process for Appeal for Readmission

If a student declares no contest to the facts leading to suspension, but wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Admissions Committee within 3-5 days of notice of suspension. The Admissions Committee shall not be considered a "due process" hearing, but rather a petition for readmission. The student shall be given an opportunity to present rationale and/or statement of circumstances in support of immediate readmission. The decision of the Admissions Committee, along with the materials presented by the student, shall be placed in the student's official records. Additionally, a copy of the written decision shall be provided to the student.

Standards of Academic Progress for Transfer Students

A transfer student who is admitted on CLEAR academic status is subject to the same standards of academic progress as "native" students. Grades accrued at other regionally accredited colleges and universities are not included in grade point average calculation.

A transfer student admitted on ACADEMIC PROBATION retains that status until the student has attempted at least 12 credit hours. If, at the conclusion of the semester in which the student has attempted a total of 12 or more credit hours and the Cumulative GPA is below 2.0, the student is suspended for one semester. The transcript will read SUSPENDED ONE SEMESTER.

At the conclusion of the semester in which the transfer student was admitted on ACADEMIC PROBATION, has attempted a total of 12 or more credit hours, and the Cumulative GPA at the College is 2.0 or above, the student's status is CLEAR. For additional information regarding transfer credit see the "Admissions" section of this catalog.

Application of Standards of Progress for Institutional Credit Courses

College credit courses are those which are not creditable toward a formal degree and include Training for Existing Business and Industry, Continuing Education and courses numbered below the 100 series.

Course Forgiveness

If a student repeats a course, the second grade earned (excluding grades of "W") will replace the first grade in the calculation of the cumulative grade point average. A non-satisfactory grade ("F") will replace the first grade, even if the first grade is passing. The grade point average during the semester in which the course was first attempted will not be affected. See Financial Assistance section in Catalog regarding eligibility. The student's transcript will list all courses for which a student has enrolled.

Academic Bankruptcy

- I. A student must complete a request for Academic Bankruptcy listing the courses he/she wishes to bankrupt. This form must be signed by the Director of Admissions and Records and a Financial Aid Official.

A student may declare academic bankruptcy under the following conditions:

- A. If fewer than three (3) calendar years have lapsed since the term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during the one semester, provided he/she has taken a minimum of 18 semester credit hours since the bankruptcy term occurred. All coursework taken, even hours completed satisfactorily during the term for which academic bankruptcy is declared, will be disregarded in the cumulative grade point average.
 - B. If three (3) or more calendar years have lapsed since the most recent semester for which the student wishes to declare bankruptcy, he/she may declare academic bankruptcy on all coursework taken prior to 18 semester credit hours of coursework since the bankruptcy term occurred. All coursework taken, even hours completed satisfactorily, during semester(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
- II. When academic bankruptcy is declared, the term "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester affected. The transcript will be stamped "ACADEMIC BANKRUPTCY IMPLEMENTED". All individual courses and grades will remain on the permanent transcript. Academic Bankruptcy cannot be considered by the Financial Aid Office when calculating Satisfactory Academic Progress.
 - III. A student may declare academic bankruptcy only once.
 - IV. Implementation of academic bankruptcy at the College does not guarantee that other college/universities will approve such action.

This determination will be made by the respective transfer college/university.

Graduation Requirements

Associate of Applied Technology Degree

A student shall be awarded the Associate of Applied Technology degree upon satisfactory completion of the requirements of a specific program in accordance with policies of the Alabama State Board of Education. A student must:

1. Satisfactorily complete an approved program of study, including prescribed general education courses.
2. Earn a 2.0 cumulative grade point average in all courses attempted. The calculation of the grade point average for graduation shall not include grades earned for transitional courses. All grades earned in courses which have been repeated, will be calculated into the cumulative grade point average. However, only the last grade awarded in a course will be used in calculating the cumulative grade point average for graduation purposes.
3. Complete at least 25% of the total semester hours at the College.
4. Must satisfy all requirements for graduation within one calendar year from the last term of attendance. This timeframe includes credits earned at other colleges.
5. Fulfill all financial, academic, and admissions obligations to the College.
6. Submit an "Intent to Graduate" form, with graduation fee (if applicable), to the Office of Admissions and Records at the time of registration for the final semester of enrollment. This form must have the completed degree plan attached.

Multiple Degrees

To receive a second Associate Degree from H. Councill Trenholm State Technical College, a student must earn a minimum of twenty (20) semester credit hours beyond the requirements for the first degree and which are a part of the program requirements. Also, a student must meet all other graduation requirements.

Regular Certificate

A student may be granted a regular certificate upon satisfactory completion of the requirements of the specific program in accordance with the Alabama State Board of Education policies.

To earn a Regular Certificate a student must:

1. Satisfactorily complete an approved program of study.
2. Earn a 2.0 or above cumulative grade point average in all courses attempted. The calculation of the grade point average for graduation shall not include grades earned in transitional courses. All grades earned in courses repeated will be calculated into the grade point average. However, the last grade earned in a course will be used in calculating the cumulative grade point average for graduation purposes.
3. Complete at least 25% of the total semester credit hours required in the program at H. Councill Trenholm State Technical College.
4. Must satisfy all requirements for graduation within one calendar year from the last term of attendance.
5. Fulfill all financial, academic, and admissions obligations to the College.
6. Submit an "Intent to Graduate" form, with graduation fee (if applicable), to the Office of Admissions and Records at the time of registration for the final semester of enrollment. This form must have the completed degree plan attached.

Short Term Certificate

To earn a Short Term Certificate a student must:

1. Satisfactorily complete an approved program of study.
2. Earn a 2.0 or above cumulative grade point average in all courses attempted. The calculation of the grade point average for graduation shall not include grades earned in transitional courses. All grades earned in courses which have been repeated will be calculated into the grade point average. However, the last grade earned in a course will be used in calculating the cumulative grade point average for graduation purposes.
3. Complete all credit hours required in the program at H. Councill Trenholm State Technical College.
4. Fulfill all financial, academic, and admission obligations to the College.
5. Submit an "Intent to Graduate" form, with graduation fee (if applicable), to the Office of Admissions and Records at the time of registration for the final semester of enrollment. This form must have the completed degree plan attached.

Intent to Graduate/Commencement Ceremony

A student is responsible for submitting an “Intent to Graduate” form the semester before the student plans to graduate.

All candidates wishing to participate in the commencement ceremony will be charged a graduation fee of \$35.00, which qualifies them to receive a document cover, mortar board, gown and tassel, and the opportunity to march in the commencement ceremony. All candidates, upon payment of the graduation fee, will receive their Degrees six to eight weeks after the semester in which they graduate.

All candidates are encouraged to participate in the annual commencement ceremony which will be held in May of each year. Candidates not wishing to participate in the commencement ceremony will not be charged a graduation fee. They will receive their Degree, as other candidates, six to eight weeks after the ceremony. Candidates for graduation must submit an “Intent to Graduate” form regardless of whether the candidate intends to participate in the commencement ceremony. This must be done at the time of registration for the final semester of enrollment. This insures that the candidate’s status as a graduate is recorded on his/her transcript.

Degrees must bear the signatures of the College president, chancellor of the Alabama Community College System (ACCS) and governor of the State at the time of the student’s graduation.

Honors and Awards**Dean’s List**

A Dean’s List shall be compiled at the end of each semester. The requirements for the Dean’s List shall be:

1. A grade point average for the term of 3.5 to 3.99 on a 4.00 scale.
2. A completion of 12 credit hours of college-level work for the semester. Transitional courses do not count toward the minimum course load requirement.

President’s List

A President’s List shall be compiled at the end of each semester. The requirements for the President’s List shall be:

1. A grade point average for the semester on a 4.0 scale.
2. A completion of 12 credit hours of college-level work for the semester. Transitional courses do not count toward the minimum course load requirement.

Commencement Honors

Candidates for commencement will be recognized in the printed program for academic achievement. Recognition will be given according to the following designations:

Associate Degree in Applied Technology

Graduation with Honors	3.50 - 3.69 cumulative GPA
Graduation with High Honors	3.70 - 3.89 cumulative GPA
Graduation with Highest Honors	3.90 - 4.00 cumulative GPA

Certificate

Graduation with Distinction	3.50 - 4.00 cumulative GPA
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In order to be eligible for any academic honor, a candidate must have completed a minimum of thirty (30) semester hours of credit at H. Councill Trenholm State Technical College.

Programs of Study

Page Number	Program Areas	Campus Location	Department Code	High School or GED Required	AAT Degree	Certificate	Short Term Certificate	Industry Certification/ Articulation Agreement	Time Offered (Day or Night)
65	Accounting	LT	ACT	Y	X	X		*	Both
71	A/C & Refrigeration Technology	Patterson	ACR	Y	X	X	X		Both
77	Apparel & Design	Patterson	CMS	N			X	*	Both
83	Automotive Collision Repair	Trenholm	ABR	N		X	X		Both
89	Automotive Manufacturing Technology	Patterson	AUT	Y	X	X	X		Both
103	Automotive Service Technology	Patterson	ASE	Y	X	X	X	* @	Day
109	Building Construction	Patterson	BUC	--	--	--	---	-----	-----
115	Computer Information Systems	Patterson	DPT	Y	X		X	* @	Both
127	Cosmetology Nail Techniques (Not Pell Grant Eligible) Cosmetology Instructor Training (Not Pell Grant Eligible)	SB	COS	N (10th grade)		X	X X X	* @	Both
135	Culinary Arts/Hospitality Management	Mall	CUA	Y	X	X		* @	Both
143	Dental Assisting Technology	Trenholm	DAT	Y	X	X	X	* @	Day
151	Diagnostic Medical Sonography^	Trenholm	DMS	Y	X				Day
157	Diesel Mechanics	Patterson	DEM	N		X	X		Day
163	Drafting & Design Technology	Patterson	DDT	Y	X	X	X		Day
169	Early Care & Education	Trenholm	CGM	Y	X	X		*	Both
175	Electrical Technology	Patterson	ELT	Y	X		X	*	Both
183	Emergency Medical Technician/ Paramedic	Trenholm	EMT EPT	Y Y	X	X	X	* @ *	Both
191	General Education Courses	Both							
197	Graphic Communications Technology	Patterson	GRD	Y	X	X	X	*	Day
205	Horticulture (Ornamental)	Trenholm	OHT	--	--	--	---	-----	-----
211	Industrial Electronics Technology	Patterson	ILT	Y	X		X	* @	Both
217	Industrial Maintenance Technology	Patterson	INT	Y	X		X	*	Both
223	Machine Tool Technology	Patterson	MTT	Y	X	X	X	* @	Both
231	Massage, Therapeutic	SB	MSG	Y			X	@	Both
235	Medical Assisting Technology	Trenholm	MAT	Y	X		X	* @	Day
243	Medical Radiologic Technology ^	Trenholm	RAD	Y	X				Day
249	Nursing Assisting/Home Health Aide	Trenholm	NAS	N			X	* @	Day
253	Office Administration	LT	SET	Y	X	X		*	Both
259	Practical Nursing ^	Trenholm	LPN	Y		X		* @	Both
265	Radio & Television Broadcasting	Patterson	RTV	Y			X		Night
269	Truck Driver Training (Not Pell Grant Eligible)	TD	TRK	N			X	* @	Both
273	Welding	Patterson	WDT	N		X	X	*	Both

* Programs with High School Articulation Agreements

@ Programs with certification or accreditation by the industry

Not Pell Grant eligible

^ Selective admissions program - not all applicants will be admitted; specific program requirements apply

LT - Library Tower

SB - Service Occupations Building

Mall - Montgomery Mall

TD - Truck Driver Training Center

Associate Degree in Applied Technology (AAT)

The Associate of Applied Technology Degree is a specialized degree in a specific technical field as designated in column four on the previous page. The Degree is awarded on the basis of completion of an approved Degree Plan which includes specific technical courses from the technical area plus designated general education requirements. Requirements are listed with the program descriptions.

Certificate (CER)

Each Certificate program is designed to prepare the student for employment in one of a number of technical or skilled jobs in a specific occupational area. Each program requires in-depth technical preparation supported by related general education courses. The award is based upon completion of an approved Degree Plan.

Short Term Certificate (STC)

Each Specialized Training Certificate program is designed to provide specialized preparation in a specific technical skill. The program requires a number of closely related technical courses. The Specialized Training Certificate is appropriate for an individual who plans to enter a job requiring specific technical skills, or for a currently employed individual who needs to develop a new skill or to upgrade an existing skill. The award is based upon completion of an approved Degree Plan.

Definition of Academic Major/ Area of Concentration

A “major” refers to the student’s selected field of concentration.

Prerequisites

Prerequisites for a course must be met before the course is taken unless permission to omit the prerequisite is obtained from the program coordinator and the division director. A student who fails the first course of a sequence cannot take the succeeding course(s) before having passed the first course.

Maximum and Minimum Course Loads

The student course load for a full-time student will be 12 to 19 credit hours per semester. Credit hours above 19 credit hours will constitute a student overlaod. A student course overlaod must be approved by the Dean of Instruction. Twenty-four (24) credit hours is the maximum number of credit hours that can be taken in a semester.

General Education Requirements

Since general education courses provide students with a solid understanding of a wide variety of subjects and methods of learning, the general education courses are required of all students seeking an Associate in Applied Technology Degree (AAT). General education courses also provide students with an exposure to broader and more varied intellectual concepts thereby impacting on each program by providing more quality and enhancing marketability of graduates.

General education has four traditional objectives: self-realization, economic efficiency, civic responsibility, and human relationship. Courses offered in postsecondary education represent a continual commitment to those objectives within contemporary concepts.

General Education Degree Requirements

The following is a general description of State Board of Education requirements for general education courses. Please see the individual curriculum requirements listed in this catalog for the specific general education requirements for each award.

The General Education Core for Associate in Applied Technology Degree:

Area I: Written Composition I and II 3 - 6 Credit Hours

Area II: Humanities and Fine Arts 3 - 6 Credit Hours

In addition to Literature, disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Speech, Theater and Dance.

Note: Individual colleges may establish specific course requirements within program of study parameters set forth in the general education core for the Associate in Applied Technology Degree.

Requirements Prescribe: Minimum of 9 hours in Area I and Area II which could include 6 hours in Written Composition I and II and 3 hours in Area II; or 3 hours in Written Composition I and 3 hours in Technical Writing and 3 hours in Area II; or 3 hours in Area I with 3 hours in Speech in Area II, plus 3 additional hours in Area I or II.

Area III: Natural Science and Mathematics 9 Credit Hours

In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.

Requirements Prescribe: Distributed in Mathematics or Science or Computer Science (Data Processing). Minimum of 3 hours in Mathematics required. One Computer Science (Data Processing) course (2 are preferred) or demonstrated computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s). Appropriate 100 level courses (or higher) as denoted in The Alabama College System Course Directory may be substituted.

Students enrolled as majors in health-related disciplines for which the AAT 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 or in lieu of successfully complete the system-wide biology placement examination.

Students enrolled as majors in health-related disciplines for which the AAT degree is awarded may take BIO 211 and BIO 212 in which case BIO 212 would serve as the prerequisite for BIO 220.

Area IV: History, Social, and Behavioral Sciences 3 Credit Hours

In addition to History, the Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.

Programs in which the AAT represents the Terminal Award are not required to complete the 6 semester hour sequence in Area IV.

Minimum General Education Requirements 18 - 24 Credit Hours

Area V: Maximum General Education Core, Technical Concentration, 58 - 52 Credit Hours
and Electives

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

General Studies Curricula 76 Credit Hours

Maximum Program Semester Credit Hours 76 Credit Hours

Semester Credit Hour Range by Award 60 - 76 Credit Hours

The General Education Core for the Certificate:

Area I: Written Composition I and II 2 - 6 Credit Hours

COM 100 and COM 103 may be substituted only in non-degree eligible programs.

Area II: Humanities and Fine Arts 2 - 6 Credit Hours

Speech is required in certificate program unless provisions for addressing Oral Communication Competencies represent an integral module in a required discipline-specific course.

SPC 100 and SPC 103 may be substituted only in non-degree eligible programs.

Area III: Natural Science and Mathematics 6 Credit Hours

Requirements Prescribe: Distributed in Mathematics or Science or Computer Science (Data Processing). One Computer Science (Data Processing) course (2 are preferred) or demonstrated computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s). MAH 100, MAH 103, and MAH 105 may be substituted only in non-degree eligible programs. DPT 100 and DPT 103 may be substituted only in non-degree eligible programs.

Area IV: History, Social, and Behavioral Sciences 0 Credit Hours

Minimum General Education Requirements 10 - 18 Credit Hours

General Studies Curricula 60 Credit Hours

Area V: Maximum General Education Core, Technical Concentration, 50 - 42 Credit Hours and Electives

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

Maximum Program Semester Credit Hours 60 Credit Hours

Semester Credit Hour Range by Award 30 - 60 Credit Hours

The General Education Core for the Short Term Certificate:

Area I: Written Composition I and II 0 - 3 Credit Hours

Specialized Training Certificate Semester Hours recommends one technical writing course.

Area II: Humanities and Fine Arts 0 Credit Hours

Area III: Natural Science and Mathematics 0 - 3 Credit Hours

Area IV: History, Social, and Behavioral Sciences 0 Credit Hours

Minimum General Education Requirements 0 - 6 Credit Hours

General Studies Curricula 26 Credit Hours

Area V: Technical Concentration, and Electives 9 - 26 Credit Hours

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

Maximum Program Semester Credit Hours 26 Credit Hours

Semester Credit Hour Range by Award 9 - 26 Credit Hours

