



# Student Services Department

## Mission and Goals

The fundamental mission of the Student Services Division is to demonstrate a strong commitment to student success by providing a learning environment in which individuals from varied backgrounds, with diverse goals and needs, are afforded both the conditions and opportunities for student success, not as an aside from instruction, but in partnership with and as a compliment to the educational opportunities afforded to students. Student Services goals are listed below. The belief of each member of the Student Services staff at H. Council Trenholm State Community College is that all people are provide the opportunity to reach their maximum potential. Dedicated to this belief, and in support of the educational mission of the College, the division assists students with admissions, registration and financial aid, advisement, assessment, achieving success, disabilities services, student activities, and career planning.

Coordinated by the Dean of Student Affairs and Information Services, these functions service the student and compliment classroom instruction by ensuring that each student has the opportunity for success.

- To work in concert with faculty to develop a holistic individual.
- To offer professional development opportunities that will enhance the recruitment and retention for students.
- To increase enrollment through assertive recruiting and retention strategies.
- To offer an array of social, cultural and educational activities to students to create a feeling of belonging.
- To develop an on-going comprehensive public relations campaign utilizing news releases, brochures, billboards, college website, civic speaking engagements, recruitment videos, college view book, television and radio commercials and other printed and electronic publications.
- To accommodate students in gaining access to the College by providing admission, registration, counseling, advising, placement testing and other support services.
- To facilitate the successful movement of the student through the educational process to completion of the student's identified goal (personal enhancement, specific job skill(s) improvement, career preparation and/or development, or continuation of an undergraduate education).
- To maintain a system of accurately recording, safely maintaining and efficiently retrieving student records.
- To provide a program of financial assistance to students.
- To enhance development of the student's mind, body and character by providing a program of student activities that compliment classroom instruction and/or other curricula endeavors.
- To assist in satisfying the College's and community's need for information relative to students served.
- To participate in the governing system of the College, particularly in the areas of student life, long-range planning and due process in student discipline.

# Admissions and Enrollment

## ADMISSIONS

The Office of Admissions is responsible for interpreting and implementing Alabama Community College System Policies in conjunction with federal, state, and local laws and policies regarding the admission of students to the College. The Office of Admissions coordinates all aspects of student recruitment and the admissions of a qualified student body. The Office processes student applications, receives required credentials, informs students of available program offerings, disseminates appropriate promotional material, and verifies student qualifications for specific certificate and degree programs. The Office of Admissions also coordinates scheduled communications with prospects and applicants regarding their admissions status.

## GENERAL ID POLICY

To be eligible for admissions to Trenholm State Community College, an applicant is required to provide one of the following forms of identification:

- Unexpired Alabama Driver's License or instruction permit
- Unexpired Alabama identification card
- Unexpired U.S. Passport
- Unexpired U.S. Permanent Resident Card
- Resident Alien Card - Pre-1997
- Unexpired Driver's License or instruction permit from another state or 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 the expiration date
- Voter identification card from a state that verifies lawful presence

International applicants must provide:

- VISA acceptable to the United States.
- an official translated copy of the student's high school /college transcript.
- a minimum score on an approved English as a Foreign Language exam as specified by the guidelines.
- signed, notarized statement verifying adequate financial support, and
- documentation demonstrating adequate health and life insurance, which must be maintained during the enrollment period.

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 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 the

section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives.

Applicants who fail to satisfy the forms of identification requirement will not be admitted to any ACCS institution.

## REQUIRED ADMISSIONS DOCUMENTATION

Degree-seeking students must provide:

- Admission application
- Primary form of identification
- Proof of graduation
- Official transcript - high school or GED®
- Official transcript(s) - all other colleges attended
- ACT scores (for placement purposes only)

Students who have achieved a minimum of an Associate or Baccalaureate degree are only required to submit a transcript from the granting institution. The College does require official transcripts of other undergraduate coursework earned elsewhere if that coursework is to be used toward earning a degree or fulfilling prerequisites.

Non-degree seeking students (who are high school graduates or GED® recipients) must provide:

- Admission application
- Primary form of identification
- Proof of graduation
- Official transcript - high school or GED®
- Official transcript - all other colleges (if attended)

Students who have achieved a minimum of an Associate or Baccalaureate degree are only required to submit a transcript from the granting institution

Non-degree seeking students (who are non-high school graduate or does not have a GED) must provide:

- Admission application
- Primary form of identification
- Official transcript - high school (if attended)
- Official transcript - all other colleges attended (if attended)
- Required Assessment Score (State Board Procedure 801.05: Admission: Non-High School Graduate)

Students who have achieved a minimum of an Associate or Baccalaureate degree are only required to submit a transcript from the granting institution.

## Readmission

After a break in enrollment of two consecutive terms, students returning to the College must complete the admissions application. In addition, returning students must submit official transcripts from all regionally

accredited colleges attended since the last date of attendance at Trenholm State Community College. Applicants are subject to fulfilling the current curriculum requirements at the time of readmission. Readmitted students are required to meet with their assigned advisor before registering for classes.

### Ability-to-Benefit

An applicant can enter certain programs without a high school diploma or GED certificate. Applicants applying to H. Councill Trenholm State Community College under this provision must pass the Ability-to-Benefit Test. The College will notify all applicants prior to enrollment each semester of the time, date, and place for the scheduled Ability-to-Benefit examination. For additional information, please contact the Office of Admissions at (334) 420-4310.

The Consolidated Appropriations Act of 2012 (Public Law 112-74) eliminated eligibility to receive Title IV student financial aid assistance to ability-to-benefit students without a high school diploma or GED, or who completed secondary education in a home or private setting effective July 1, 2012. Therefore, new students seeking enrollment without a high school diploma or recognized equivalent (GED) or who fail to meet the home or private school requirements will no longer be eligible to receive federal financial aid as of July 1, 2012.

If testing or retesting for the Ability-to-Benefit, all three test sections must be taken in one testing session. The fee for retaking the Assessment is \$24.00 and must be paid in the Cashier's Office. Please discuss taking a retest with testing personnel before paying the fee. Retest scores will replace previous scores.

### RESIDENCY

For the purpose of assessing tuition, applicants for admission will be classified into one of three categories.

#### I. Resident Student

- A resident student will be charged the in-state tuition rate established by the Alabama Community College System.
- A resident student is an applicant for admission who meets all legal requirements or is a duly registered resident in the state of Alabama for at least twelve (12) months immediately preceding application for admission, or whose non-estranged spouse has resided and had a habitation, home, and permanent residence in the state of Alabama for at least twelve (12) months immediately preceding application for admission. Consequently, an out-of-state student cannot attain resident student status only by attending school for twelve (12) months in the state of Alabama.
- In the case of minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the state of Alabama for at least twelve (12) months preceding application for admission. If the parents are divorced, the

residence will be determined by the parent's residency to whom the court has granted custody.

- **Minor:** An individual who, because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under nineteen (19) years of age and a married individual under eighteen (18) years of age but excludes an individual whose disabilities of non-age has been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama. If the current law changes, this definition shall change accordingly.
- **Supporting Person:** Either or both of the student's parents, parents who live 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, the supporting person will mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

In determining resident student status for the purpose of assessing tuition, the burden of proof lies with the applicant for admission.

1. Students having graduated from an Alabama high school or having obtained a GED in the state of Alabama within three (3) years of the date of application for admission shall be considered resident students for tuition purposes.
2. An individual claiming to be a resident will certify by a signed statement each of the following:
  - a) a specific address or location within the state of Alabama as their residence.
  - b) an intent to remain at this address indefinitely; and
  - c) possession of more substantial connections to the state of Alabama than with any other state.

The certification of the applicant's address and the intent to remain in the state indefinitely will determine residency status factors. The institution will determine residency status by evaluating the applicant's documentation as proof of connection with the state of Alabama. This evaluation will include the consideration of the following connections:

- consideration of the location of high school graduation.
- payment of Alabama state income taxes as a resident.
- ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
- full-time employment in the state.
- residence in the state of spouse, parents, or children.
- previous periods of residency in the state continuing for one (1) year or more.
- 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.

- possession of state or local licenses to do business or practice a profession in the State.
- ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.
- continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
- membership in religious, professional, business, civic, or social organizations in the State.
- auxiliary services in the state of checking and savings accounts, safe deposit boxes, or investment accounts; and in-state address shown on selective service registration, drivers' license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.
- Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one (1) full academic year of their most recent previous enrollment unless there is evidence the student subsequently has abandoned resident status, for example: registering to vote in another state.
- Students failing to re-enroll within one (1) full academic year must establish eligibility upon re-enrollment.

## II. Non-Resident Student

a) A non-resident student is one who does not meet the standard of having resided in the state of Alabama for at least twelve (12) months immediately preceding application for admission.

b) A non-resident student will be charged the in-state tuition rate established by the Alabama Community College System under the following circumstances, provided such student is a citizen of the United States.

### 1. The dependent student is one:

a) whose supporting person is a full-time permanent employee of the institution at which the student is registering; or

b) whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within ninety (90) days of registration; or

c) whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or

d) whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.

### 2. The student is not a dependent (as defined by Internal Revenue Codes) who:

a) is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or

b) can verify full-time permanent employment within the state of Alabama or is the spouse of such an employee and will commence said employment within ninety (90) days of registration with the institution; or

c) is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or

d) is an accredited member of, or the spouse of, an accredited member of a consular staff assigned to duties in Alabama.

In determining non-resident student status for the purpose of assessing tuition costs, the burden of proof lies with the applicant for admission. The College may request proof that the applicant meets the stipulations noted above prior to admission.

## III. Out-of-State Student

1. Any applicant for admission who does not fall into Section II (Non-Resident Student) above shall be charged a minimum tuition of two (2) times the resident tuition rate charged by that institution.

2. Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until documentation is provided verifying eligibility for resident tuition.

## IV. Residency Policy for Veterans, Dependents, and Spouses

For the purpose of assessing tuition costs, students who are veterans, dependents, and spouses will receive in-state tuition rates if classified as one of the following:

1. The student is a member or spouse of a member of the United States military on full-time active duty stationed in Alabama under orders other than attending school.

2. Commencing on May 22, 2012, the student has been a member of the Alabama National Guard for a period of at least two years immediately preceding qualification for resident tuition and continues to be a member of the Alabama National Guard while enrolled at the public institution of higher education.

## VA Certificate of Compliance

It is hereby resolved that Trenholm State Community College in the State of Alabama is compliant with Public Law 114-315, which modified title 38 of the United States Code (U.S.C.) 3679(c). As amended, 38 U.S.C. 3679(c) requires that the following individuals be charged the resident rate:

- A Veteran using educational 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 the state in which the institution is located (regardless of their formal State of residence) and enrolls in the institution within three years of discharge or release from a period of active duty service of 90 days or more.

- Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal State of residence) and enrolls in the institution within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while remaining continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the state in which the institution is located (regardless of their formal State of residence).
- Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of their formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- Anyone using educational assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E).
- Anyone using educational assistance under chapter 35, Survivors' and Dependents' Educational Assistance (DEA) program.

*\*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).*

## ADMISSIONS STATUS TYPE

There are two types of admission status:

- Unconditional: Students who have submitted all required documentation may be admitted as unconditional status. An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.
- Conditional: Students who have not submitted all required documentation may be admitted as conditional status. Failure to provide documentation by the end of the first semester, as determined by institutional calendars, will prevent a student from future registration and release of an official transcript.

## ADMISSIONS CLASSIFICATIONS

1. First Time: A student who has no prior post-secondary experience attending any institution for the first time.
2. Transfer: A student entering the institution for the first time, having previously attended a post-secondary institution. The student may transfer with or without credit. Acceptance of transfer credits is based upon Trenholm State Community College policy.
3. Transient: A student enrolled at another college or university while also enrolled to take classes at an ACCS institution for the express purpose of transferring credit back to the home college or university.
4. Accelerated High School Program: A secondary education student who is earning college credit while still in high school.
5. Dual Enrollment and Dual Credit: A secondary education student who is earning college credit while still in high school. Dual enrollment credit may be applied toward a high school diploma, a technical or health certificate.
6. International: A student who is a citizen of another country.

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

### 1. First-Time Students

a) Unconditional Admission of First Time Students: Applicants who have not previously attended any regionally or nationally accredited College will be considered first-time college applicants or "native" applicants. A student who has no prior

postsecondary experience and attends any institution for the first time must apply for admission, submit appropriate I.D., an official high school transcript, or an official GED transcript.

b) Conditional Admission of First Time Students: A first-time student who does not have on file the official high school transcript or official GED transcript and any additional documents required may be granted conditional admission. No first-time student shall be allowed to enroll for a second semester unless all required admission records have been received prior to registration for the second semester.

If the College has not received all required admissions records prior to issuance of first-term grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

### 2. Transfer Students

a) Unconditional Admissions for Transfer Students:

An applicant who has previously attended another duly accredited postsecondary institution will be considered a transfer student. To be classified as degree eligible, a transfer student must apply for admission, submit official transcripts from all duly accredited postsecondary institutions attended, and any other documents required for first-time students. Even though transcripts from non-duly accredited institutions may not be required for admission to the College, transcripts from all institutions are required for federal student aid recipients. A duly accredited institution is accredited by one of the six regional accrediting bodies recognized by the U.S. Department of Education.

b) Conditional Admissions for Transfer Students: A transfer student who does not meet the requirements in the previous paragraph will be classified as a non-degree eligible student, ability to benefit student, or conditional. A transfer student who does not have official transcripts on file from all postsecondary institutions attended and any additional documents required may be granted conditional admission. No transfer student shall be allowed to enroll for a second semester unless all required admissions records have been received prior to registration for the second semester. An applicant who has completed an associate or baccalaureate degree will be required to submit only the transcript from the institution granting the associate or baccalaureate degree.

If all required admissions records have not been received prior to the issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records. Students with a conditionally admitted are not eligible for federal financial aid.

#### Initial Academic Status of Transfer Students

A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on Clear Academic status. A transfer student admitted on Clear Academic status is subject to the same academic progress standards as a “native” student. Grades accrued at other regionally accredited colleges are not included in the Grade Point Average (GPA) calculation at the College.

A transfer student admitted on Academic Probation retains that status until the applicant has attempted at least 12 semester credit hours.

If the Cumulative GPA at the College is below 1.5 at the conclusion of the semester in which the applicant has attempted a total of 12 or more semester credit hours, the student will be suspended for one semester. The transcript will read SUSPENDED--ONE TERM.

If the Cumulative GPA at the College is 1.5 or above at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 semester credit hours and earned a cumulative

2.0 or higher GPA, the student’s status will become clear.

### 3. Transient Students

Students who attended another college/university and wish to earn credits for transfer to that parent college may be admitted to Trenholm State Community College as transient students. Students must apply for admissions and submit a transient letter from the parent institution to certify that the credits earned at the College will be accepted as part of their academic program. The official letter or Transient Permission Form must be appropriately signed by the Dean of Students, College Registrar, or advisor at the parent college and must identify the specific college course(s) students have been approved to take. Transient students are not required to file transcripts of their previously earned credits at other colleges/universities. Transient students are not eligible for federal financial aid.

### 4. Accelerated High School Program

The Accelerated High School program allows high school students the opportunity to earn college credits while enrolled in high school. College students may enroll in academic, career and technical, or health profession courses/programs in accordance with guidelines issued by the Chancellor of the Alabama Community College System. Accelerated High School Students are not eligible for financial aid. College credits that are earned with the Accelerated Program cannot be substituted for high school credits.

A student is eligible for admission as an accelerated student if they meet all the following criteria:

- The student has completed the 10th grade.
- The student provides a letter from the local principal or their designee certifying that the student has a minimum cumulative 3.0 average and recommends the student be admitted under this policy.
- The student may enroll only in courses for which the high school prerequisites have been completed.

Exceptions may be granted for requirements 1 and 3 by the Chancellor of the Alabama Community College System for a student documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth.

### 5. Dual Enrollment/Dual Credit for High School Students

The Dual Enrollment program allows eligible high school students to enroll in college courses concurrently with high school classes to earn college and high school credit simultaneously. Institutions within the Alabama Community College System are authorized to establish dual enrollment/dual credit programs with local boards of education in the College service area. Courses offered by Alabama Community College System shall be of postsecondary level or as stipulated in a contract for services between the two levels.

Students are eligible for dual enrollment if the applicant

meets the following criteria:

- Must meet the entrance requirements established by Alabama Community College System and Procedures for Dual Enrollment.
- Must have a 2.0 Grade Point Average on a 4.0 scale in completed high school courses.
- Must have the written approval of the principal and/or Superintendent of education from the respective area.
- Must be enrolled as 10th, 11th, or 12th grade students.

#### Continuous Eligibility for Dual Enrollment

Students who meet the criteria for initial admission to the Dual Enrollment Program as specified in the Alabama Community College System Procedure for Dual Enrollment High School Students. Students will remain eligible as long as a grade of “C” or better in all attempted college courses is earned. Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The student may not re-enroll until the suspension has been served. For re-entry, the student must re-apply to the program and meet the minimum (unweighted) grade point average of 2.0 on a 4.0 scale.

For more information regarding the Dual Enrollment program, contact: Dual Enrollment Coordinator at (334) 420-4281.

#### College Orientation for Dual Enrolled Students

Dual enrolled students are required to attend an orientation session prior to their first semester of enrollment. Through attendance and participation, dual enrolled students are informed of the College’s policies and procedures, the many resources we offer, and more. This is non-credit and does not substitute for ORI-101.

### 6. International Students

International applicants are individuals who hold or will need to obtain, a non-immigrant visa, including students who hold or who intend to hold F-1 visa/status. All F-1 students who study at Trenholm State need a Form I-20 Certificate of Eligibility for Nonimmigrant Student Status. International students will be considered out-of-state for tuition residency purposes.

An international applicant must provide the documentation listed below prior to the issuance of Form I-20.

An international student must provide the following documentation:

- Completed Trenholm State Community College International Student Application for admission.
- Copy of student’s U.S. Visa and Passport with a current photo. Current and valid passport or other official documentation verifies lawful presence.
- An official translated copy of the student’s high school transcript and college transcript(s), if applicable; all foreign transcripts and credentials must be evaluated

by World Education Services (WES). The website is [www.wes.org](http://www.wes.org). International students must request that their previous high school and college(s), if applicable, mail all official transcripts to WES. Once credentials are evaluated, WES will send the students’ official transcripts to Trenholm State Community College.

- A minimum score ranging from 5.5 on the IELTS International English Language Testing System) as determined by the College, or a total score of 61 on the Internet-based 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. 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), British Indian Ocean Territory, the STUDENT SERVICES 161 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. Other waivers, with substantial documentation, must be submitted to the Chancellor for approval.
- A signed, notarized Affidavit of Financial Support that verifies financial support of the student from the sponsor indicating their full responsibility for the international student’s financial obligations while attending Trenholm State. The Affidavit must include an original official bank letter or statement from the sponsor’s financial institution showing sufficient funds to support the student’s educational expenses. Please note that Trenholm State Community College offers no financial assistance or scholarships for international students.
- Receipt of payment of I-901, Student Exchange Visitor Information System (SEVIS) Fee.
- Completed Medical History and Immunization form that demonstrates adequate health.
- Proof of health and life insurance that includes evacuation repatriation. International students must maintain insurance during all periods of enrollment.
- Transient or transfer international students must submit a Transient or Transfer Clearance Form signed by the international student advisor at the institution from which the prospective student comes. Transient or transfer international students must submit a copy of Form I-20 from the institution from which the

student transfers.

All required forms and documents for international students are published on the College's website <https://www.trenholmstate.edu/future-students/office-of-records-and-registrar/international-students/>

An international student applicant who fails to provide the required documentation will not be admitted to any Alabama Community College System institution. Other non-immigrant students must meet all ACCS admission requirements and provide documentation of immigration status determined by the College.

### Senior Citizen Admission

Alabama residents 60 years of age or older may attend classes tuition-free on a space-available basis. Such persons must follow standard admissions procedures and meet all course prerequisites as stated in the College Catalog. The tuition waiver covers tuition only in college-credit courses. A college-credit course is defined as a course measured in both credit hours and scheduled weekly contact hours

that is part of an organized and specified program leading to an associate degree, certificate, or short-term certificate. The Senior Adult Waiver does not cover books, fees, supplies, tools, or repeated courses. Persons who qualify must register for courses on the first day of class each semester.

### Admission Requirements for Allied Health Programs

Individuals seeking admission to selective Allied Health programs (Diagnostic Medical Sonography, Medical Radiologic Technology, Practical Nursing, Registered Nursing, Respiratory Therapy) must meet all admissions requirements of the College. In addition, these programs have a separate admissions application and several admissions requirements that must be met by a publicized application deadline. Advisors in those programs are available to answer questions and help students understand these requirements; however, meeting all admissions requirements for these programs is the student's sole responsibility.

Selective admissions programs are highly competitive. Meeting minimum admissions requirements ensures that students' applications will be considered but does not guarantee program acceptance. Students are selected based on an objective scoring system for each program; students selected for admission to selected programs generally exceed minimum admissions requirements. Prospective students should contact program faculty or staff or visit the College website's program section for up-to-date information.

### Audit Students

Applicants may apply for admissions to credit courses on a non-credit or audit basis. Students must meet all applicable admissions requirements. The individual instructor will define standards of performance for each class. A grade of "AU" will be given to denote an audit. Students must declare their intention to audit a class at the time of registration. A course may be changed from CREDIT to AUDIT or from AUDIT to CREDIT only

during the official drop/add period each semester.

### Non-Credit Students

An applicant enrolling exclusively in non-credit courses may be granted admissions to the College via the Continuing Education Department - (334) 420-4240 or the Workforce Development Division - 334-420-4400.

### Name Change

Students who desire to change their name must complete the Change of Information Form found on the Student Information webpage and submit legal documentation reflecting the requested name change.

Acceptable Legal Documentation:

- Driver's License
- Social Security Card
- Marriage License
- Divorce Documents
- Naturalization Papers
- Passport
- Court Order
- Birth Certificate

### Change of Curriculum or Program of Study (Major)

A student accepted and enrolled in a program and seeks to pursue a different program must meet the requirements for admissions to the new program. A student who changes their program will follow the College Catalog's curriculum requirements for that current academic year. Students are cautioned that changing a program may impact the student's financial aid status. Students who desire to change their major must complete the Change of Major Form found on the Student Information webpage.

The Office of Student Records/Registrar provides information and services to meet the needs of the Trenholm State faculty, staff, students, and community. The department maintains student academic records, facilitates advising and registration each semester for credit classes, and verifies and certifies student enrollment

# Records and Registration

status. In addition to planning the Commencement Ceremony, the department is responsible for the processing of grade changes, transfer credits, awarding of certificates and degrees, curriculum updates, degree plans, and change of majors. To this end, the Office has the responsibility to maintain timely and accurate records of the academic progress and accomplishments of Trenholm students, while maintaining the privacy and security of those records.

## Advising

Academic advising is a critical part for students seeking a degree or certificate or planning to take courses prior to transferring to a four-year institution from Trenholm State. Its primary purpose is to assist students in the development of meaningful educational plans which are compatible with their life goals. Every student enrolled is assigned a faculty advisor.

Faculty advisors are available in each program to advise students regarding courses, programs, and career planning along guided pathways to ensure success in their respective programs of study. Advisors are also available during advising days and regular office hours throughout the semester. Prior to each semester, students are ultimately responsible to consult with their faculty advisor to plan their course of study and review their degree plan for a timely graduation.

The Faculty Advisor Directory is published on the College's website <https://www.trenholmstate.edu/programs/faculty-advisor/>.

Students who experience academic difficulty or consider withdrawal from the College for any reason are encouraged to contact their advisor or the Student Success Center.

## Registration

Registration dates are listed in the calendar section of the College Catalog. During the scheduled registration, Trenholm State students must consult with their faculty advisor to select courses appropriate for their program of study. Students must complete the registration process by registering online via their "My Trenholm" Portal.

Specific registration information is contained in instructions distributed to students before each semester begins. Registration is held each semester according to scheduled dates and procedures are published on the College's website [www.trenholmstate.edu](http://www.trenholmstate.edu) and the College Calendar. A schedule of courses is published on the College's website ([www.trenholmstate.edu](http://www.trenholmstate.edu)) each semester. Students are responsible for registering each semester.

Trenholm State may withhold the privilege of a student's registration for the following reasons:

- Unpaid Fees
- Library Books
- Incomplete Admissions Records

## Time and Location of Courses

Trenholm State Community College offers most courses and instructional programs with day, evening and online schedules. Courses are offered at the Trenholm Campus, the Patterson Site, Culinary Arts, and online. All courses meet the same standards and have the same requirements regardless of the time, place or method offered.

## Statewide Transfer and Articulation Reporting System (STARS)

The Alabama Articulation Program (also called STARS – Statewide Articulation Reporting System) is a computerized articulation and transfer planning system designed to inform students who attend Alabama Community Colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state funded four-year university. Students planning to transfer to an Alabama public four-year university should print and retain the Transfer Guide for their major along with the transfer institution's Area V courses. Failure to follow this guide may result in courses not being transferrable. It is the student's responsibility to become familiar with the requirements of the intended transfer four-year university. Students interested in receiving a STARS Transfer Guide should go to the STARS website at <http://stars.troy.edu> for more information or contact their advisor.

## 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 requisite course is taken.

## 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 Dean of Instructional Services. The Course Overload form is located on the College's website [www.trenholmstate.edu/current-students/student-forms/](http://www.trenholmstate.edu/current-students/student-forms/). An absolute maximum of twenty-four (24) semester credit hours exists for all students. The student must have a cumulative grade regular full-time student is twelve (12) semester credit hours. Students who are enrolled in developmental courses are strongly encouraged to enroll in 12 hours or less each term until all developmental courses have been completed.

## Schedule Changes/Drop and Add

All student schedule changes must be made during the

official schedule change period. Students may change their schedules by accessing their “My Trenholm” Portal.

### 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.

### Academic Freedom

Trenholm State Community 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. Any student who believes his or her rights to academic freedom have been suppressed should follow the procedures outlined in the Grievance Appeals Procedures listed in the Student Handbook section of the Catalog.

### Course Substitution

Generally, completion of the curriculum, as defined by program faculty, is required to be awarded a degree or certificate. It may be acceptable, on occasion, to substitute a different course/s for a course required in the curriculum.

Course substitutions will be made when the resulting substitution is relevant to the course it replaces and maintains the integrity of the academic program. No more than 25% of the total credit hours required in a degree or certificate program may be substituted. Credit for course substitutions required for a degree or certificate must be recommended by the program coordinator and approved by the Division Chair, College Registrar, and Dean of Instruction.

The Program Coordinator must submit a Course Substitution Request form listing the required course(s) and the requested Substitution course(s) to the appropriate Division Chair. Upon completion, the Division Chair forwards the request to the College Registrar and the Dean of Instruction for review. The Course Substitution form is located on the College’s website <https://www.trenholmstate.edu/current-students/student-forms/>

### Assignment of Course 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.

### Course Cancellation

If the course is cancelled, the class will be deleted, and no grade will be assigned.

### Independent Study Courses

In certain unusual circumstances, the appropriate 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.

### GENERAL PRINCIPLES FOR TRANSFER OF CREDIT

Coursework transferred or accepted for credit toward a certificate, or a degree must represent collegiate coursework relevant to the student’s degree plan. In assessing and documenting equivalent learning and qualified faculty, Trenholm State uses recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

The Director of Records/College Registrar is charged with initial evaluation of transcripts for potential transfer of credit. The Director of Records/College Registrar has the authority to approve transfer credit applicable to a student’s degree plan when (a) the transferred course meets the General Principles for Transfer of Credit as previously outlined and (b) the course name, level, description, and learning outcomes substantially match that of the course for which credit is awarded in the student’s degree plan. In addition, the Director of Records/College Registrar may grant transfer credit for a specific course in a student’s degree plan when the transferred course is of a higher level and has the specific course (or one with substantially similar learning outcomes) as a prerequisite. For example, the Director of Records/College Registrar may grant credit for MTH 100 (Intermediate Algebra) if the student earned a grade of C or better in MTH 112 (College Algebra) for which MTH 100 is a prerequisite.

Other potentially transferable courses are evaluated for credit toward the student’s degree plan cooperatively by the Director of Records/College Registrar and designated faculty member. For general education courses, the designated faculty member is the lead academic instructor credentialed in the discipline. For technical courses in the student’s major, the designated faculty member is the corresponding Program Coordinator. In determining whether credit is awarded, the Director of Records/

College Registrar and designated faculty member consider evidence such as the course description, the credentials of the instructor who taught the course, and the curriculum and learning outcomes detailed in the course syllabus. Credit is awarded when the evidence affirms that the student has achieved the knowledge, skills, and experiences comparable to those attained by students who successfully complete the required course at Trenholm State.

The College will accept courses completed at other duly accredited colleges for transfer credit only when the student earned a passing grade of “C” or higher in the course and the course is part of the student’s degree plan at Trenholm. Higher grades may be required by the College for selected courses provided the higher grades are also required in courses for native students.

- Transfer credit accepted for course work completed at another institution will reflect the letter grade earned and is not included in Trenholm State’s GPA calculation.
- Transfer credit(s) will be evaluated during the first term of enrollment, only if transferrable grades are “C” or better. College transcripts will only be evaluated when all transcripts are received.
- Awarding of transfer credit to fulfill graduation requirements will be based on the applicability of the credits to the requirements of the degree pursued.
- Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training. (See section on Alternative Sources of Credit).

Courses completed at Trenholm State may transfer to other duly accredited colleges and to the technical divisions of community colleges. Credits may transfer to the academic divisions of community colleges or to four-year colleges/universities. However, the decision on the acceptance of transfer credits always rests with the receiving college. All requests concerning transfer courses should be directed to the college/university to which a student plans to transfer.

### **Credit for Prior Learning**

It is the philosophy of Trenholm State Community College that a student should not be required to repeat a learning experience for knowledge or skills currently possessed by the applicant. Therefore, if prior learning can be appropriately documented, the applicant may be awarded credit or advanced placement.

Prior Learning Assessment (PLA) is a means for a student to receive college level credit for learning that took place in a non-traditional learning environment, such as on-the-job training, military training, professional development seminars, volunteerism, and experience in-field. PLA relies heavily on aligning learning gained through experience with outcomes found in traditional courses of higher education. A maximum of 25% of non-traditional credit may be awarded and applied toward graduation. Non-traditional credit is not posted to the student’s transcript until the student is enrolled. Non-traditional credit may not count toward the 25% of TSCC work needed to satisfy residency for graduation. Students may

not earn credit, through non-traditional academic work, for any course in which a grade has previously been received. PLA applies only to non-academic transfer courses.

### **Advanced Placement**

Trenholm State recognizes a number of Advanced Placement (AP) courses that are taken in high school and supplemented by satisfactory scores on National Examinations of the College Entrance Examination Board Advanced Placement Program. With a score of 3 or higher, students receive credit for a minimum of one course in the subject area corresponding to the test. Credit is awarded based on students’ majors. Trenholm State is not currently a testing center for Advanced Placement examinations but will evaluate and accept credits for AP examinations for courses listed in the college catalog. Students who apply for AP credit should contact the Records Office.

### **Industry-Recognized Credentials**

Credit(s) may be awarded for prior learning that has been verified and assessed through an industry-recognized credentialing process. Individual departments may identify specific licensure and/or certification that will be accepted for course credit. The departmental faculty and the appropriate Dean will establish specific course credits to be awarded for specific industry credentials. The department must verify the credentials of the applicant requesting credit and attach supporting documentation for review by the appropriate Deans. There is no fee for evaluation of industry-recognized credentials.

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

Trenholm State welcomes students from a wide variety of backgrounds. The College recognizes students’ prior learning by accepting credits earned from the College Level Examination Program (CLEP) if there is a course equivalent in the student’s degree plan. Credit for CLEP subject examinations is granted based on 50th percentile scores with courses awarded for credit listed in the college catalog. Trenholm State is not currently a testing center for CLEP examinations but will evaluate and accept credits for CLEP examinations for courses listed in the college catalog. The College may grant up to 25% of the total credits required for degree completion. Students will be responsible for scheduling and paying for CLEP examinations. For information on testing centers, examinations, fees and other details, please visit the College Board website <https://clep.collegeboard.org/about-clep>.

Advanced Placement	AP Minimum Score Required	CLEP Credit Granting Score Percentile	Credit Hours Granted	Equivalent Courses
<b>COMPOSITION AND LITERATURE</b>				
American Literature	3	50	6	ENG 251, 252
Analyzing and Interpreting Literature	3	50	3	ENG 102
English Literature	3	50	6	ENG 261, 262
College Composition	3	50	3	ENG 101
Humanities	3	50	3	ART 100 or MUS 101
<b>FOREIGN LANGUAGE</b>				
Spanish Language, Level 1	3	50	6	SPA 101, 102
<b>HISTORY AND SOCIAL SCIENCES</b>				
American Government	3	50	3	POL 211
History of the United States I: Early Colonization to 1887	3	50	3	HIS 201
History of the United States II: 1865 to the Present	3	50	3	HIS 202
Human Growth and Development	3	50	3	PSY 210
Introductory Psychology	3	50	3	PSY 200
Introductory Sociology	3	50	3	SOC 200
Principles of Macroeconomics	3	50	3	ECO 231
Principles of Microeconomics	3	50	3	ECO 232
Western Civilization I: Ancient Near East to 1648	3	50	3	HIS 101
Western Civilization II 1648 to the Present	3	50	3	HIS102
<b>MATHEMATICS AND SCIENCE</b>				
Biology	3	50	8	BIO 103, 104
Calculus	3	50	4	MTH 112
College Algebra	3	50	3	MTH 100
College Mathematics	3	50	3	MTH 116
Natural Science	3	50	4	BIO 101
Precalculus	3	50	3	MTH 113

#### Military Credit

Military credit may be granted for any military service school or for any United States Armed Forces Institute/Defense Activity for Non-Traditional Education Services (USAFI/DANTES). Subject tests that have been satisfactorily completed and are determined to have a

course equivalent in the student's degree plan will be accepted.

Credit awarded through nontraditional means for academic transfer courses may be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PEP, DSST, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY) or through other statewide programs identified by the Alabama Community College System.

### WITHDRAWAL POLICY

A grade of "W" is assigned to a student who officially withdraws from the College. This specified date is included in the Student Calendar for each term and is listed as "Last Day to Withdraw for Automatic W." It is the responsibility of the student to become familiar with the Student Calendar to know the exact date to withdraw. A student who officially withdraws from the College will receive a grade of "W" if the student is passing the course at the time of withdrawal; or receive a grade of "F" if failing the course at the time of withdrawal. A grade of "W" earns zero quality points. If a student never attended or the class is cancelled, the class will be deleted, and no grade will be assigned.

### Withdrawal Process

Students may withdraw either from a class or from all classes from the end of the drop/add period to the withdrawal deadline which is published in the Student Calendar (listed as "Last Day to Withdraw for Automatic W").

To withdraw from a class, students must complete the following steps:

- Access their My Trenholm Portal
- Click on Drop Classes
- Click on the down arrow beside the course and select Web Withdraw.
- Be sure to also click on Submit Changes

### Withdrawal Prior to the Start of Classes

A student who withdraws from classes prior to the first day of class will be refunded the total tuition and other institutional charges. The first-class day is not the first day of the student's class, it is the first day of the semester.

### Official Withdrawal – Total Withdrawal

Students who wish to totally withdraw from the College must complete the official withdrawal form located on the Student Forms page of the Trenholm State website (<https://www.trenholmstate.edu/current-students/student-forms/>).

Students who submit the form prior to the first day of classes for the semester/term will be refunded the total amount of tuition and other refundable fees. The "first day of class" is the first day classes are offered within any term configuration, including, but not limited to, full terms, split terms, mini-terms and weekend terms.

Students who submit the form on or after the first day of classes, but prior to the end of the third week of classes will be refunded according to the withdrawal date, as follows:

Total Withdrawal before the official first day of class

**100% refund**

Total Withdrawal during the first week

**75% refund**

Total Withdrawal during the second week

**50% refund**

Total Withdrawal during the third week

**25% refund**

Total Withdrawal after the end of the third week

**NO REFUND**

An administrative fee not to exceed 5% of tuition and other refundable institutional charges shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class. The first official day of classes is indicated on the College calendar as the day that classes begin. There is only one first day of class. This day may not be the first day on which all classes begin. The calendar also indicates the last day to drop/add. For calculating refunds during the fall and spring sixteen-week terms, a "week" is defined as seven calendar days, i.e., the first day of class running seven calendar days (inclusive of Saturday and Sunday). Refunds of shorter than sixteen weeks, such as summer semesters and mini terms will reflect a prorated week based on the number of days in the term.

Example:

Classes begin June 14; student withdraws June 17.

Fourth day = 75% Refund due.

Tuition/fees paid:	\$648.00
	<u>x .75</u>
	\$486.00
Administrative Fee:	<u>- 32.40</u>
Round to nearest dollar	\$453.60
Refund amount:	\$454.00

Once the withdrawal has been processed, the student will not be allowed to register again during the term of withdrawal.

The withdrawn grade of "W" will be assigned for classes in which students officially withdraw from the end of the drop/add period to the withdrawal deadline.

A grade of "W" means official withdrawal from a course or from the College within a period designated by Trenholm State. Credit hours will not be calculated into the grade-point average.

If a student stops attending or participating in class assignments without officially withdrawing from the class or the College, a failing grade of "F" will be assigned.

### Withdrawal Process After Automatic W

Students who wish to withdraw from a class or classes after the Automatic W deadline must complete the official withdrawal form located on the Student Forms page of the Trenholm State website at <https://www.trenholmstate.edu/current-students/student-forms/>.

If a student withdraws from a class or the College after the Automatic W withdrawal date and the student is passing the course, the student will receive the grade of "W" at the time of withdrawal. Credit hours will not be calculated into the grade-point average.

If the student withdraws from a class or the College after the Automatic W withdrawal date and the student is failing the course or courses, the instructor will provide the student's last date of attendance and a grade of "F" will be assigned.

## GRADES

### Grade Points

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

Grade	Description	Numerical Range	Quality Points
A	Excellent	90-100	4
B	Good	80-89	3
C	Average	70-79	2
D	Poor	60-69	1
F	Failure	Less than 60	0
I	Incomplete	Must be removed during the following term or the grade of F will be assigned	0
AU	Audit	Must be declared prior to the end of Drop/Add Period	
W	Withdrawal	Must be prior to 70% date.	0

Satisfactory grades are "A", "B", "C" and "D." However, a grade of "D" is NOT considered a passing grade in a developmental 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 developmental course. Some programs may have a more stringent grading system due to external agencies/accreditation requirements.

Satisfactory grades are "A", "B", "C" and "D." However, a grade of "D" is NOT considered a passing grade in a developmental 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 developmental course. Some programs may have a more stringent grading system due to external agencies/accreditation requirements.

If a student withdraws from courses by the published withdrawal date identified in the Student Calendar, a grade of "W" will be assigned. If a student withdraws from a class or the College after the withdrawal date and the student is failing the course or courses, the instructor will provide the student's last date of attendance and a grade of "F" will be assigned. If a student never attended or the class is cancelled, the class will be deleted, and no grade will be assigned.

### 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  
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, I, and AU designations. Example: 30 quality points divided by 12 semester hours attempted = 2.5 GPA.

### INCOMPLETE (I) GRADE

With the permission of the instructor and 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". If circumstances prevent the deficiency from being made up within the following term, the College reserves the right to extend the make-up period for up to two semesters after the "I" is awarded. 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 it to the Office of Records. Students are not allowed to secure these signatures.

An incomplete grade ("I") does not count toward course work completed but is counted as course work attempted. However, the grade that replaces the "I" is counted in hours attempted and hours earned once the "I" grade 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."

### EARNED "F" VERIFICATION PROCEDURE

If a student receives the final grade of "F", the instructor is required to enter a last date of attendance on the course roster. Consequently, any student receiving the final F grade has earned this grade by either failing the course after attending 70% of the term or has not mastered the course material.

### Grade Changes

If a student has reason to believe that the letter grade earned in a course is incorrect, 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 the form to the Office of Records. Students are not allowed to secure these signatures.

### Grade Report

Students may access their grade reports and view their academic status via “My Trenholm” on the College website, [www.trenholmstate.edu](http://www.trenholmstate.edu), 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 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 decide and forward a recommendation to the Dean of Instruction. If a resolution is not obtained, the student may file a written appeal to the Dean of Instruction.

### 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 the 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 Dean of Instructional Services. 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 the name of the instructor who issued the grade, to include all previous attempts to resolve the situation.

The Dean will assign an Ad Hoc Grade Appeals Committee for deliberation. The Department Chair or the Program Coordinator will Chair 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 Student Services 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 sides 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 Dean will notify the student of the decision and/or action within 3-5 days following the hearing.

### STANDARDS OF ACADEMIC PROGRESS

Required Credit Hours, Grade-Point Averages (GPAs) and Required Pace of Completion

A student enrolled in an Associate Degree or Certificate Program requiring more than 26 credit hours must meet the following standards:

- After attempting 0-21 credit hours, must earn a 1.50 GPA
- After attempting 22-32 credit hours, must earn a 1.75 GPA
- After attempting 33 or more credit hours, must earn a 2.00 GPA

Students enrolled in Certificate Programs 26 credit hours or less must meet the following standards:

- After attempting 1-17 credit hours, must earn a 1.50 GPA
- After attempting 18 or more credit hours, must earn a 2.00 GPA

### Exceptions to Standards of Academic Progress

Standards of academic progress shall apply to all students unless otherwise noted:

- Exemptions: Programs which are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher academic standards.
- Transfer students on Academic Probation must adhere to these standards of academic progress.
- Special standards of academic progress have been established for students enrolled in institutional credit courses (developmental courses) and for students who wish to remain eligible to receive Title IV Financial Aid. (See Satisfactory Academic Progress detailed in the Financial Aid Section).

### 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 the minimum course load and refer the student to the Student Success Center for intervention in study skills and tutorials. Other services may be available on a case-by-case basis. For assistance or more information from the Student Success

Center, please email [mrobinson@trenholmstate.edu](mailto:mrobinson@trenholmstate.edu).

### Application of Standards of Progress for Institutional Credit Courses

Institutional 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.

### Standards of Academic Progress for Transfer Student

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 “Records and Registration” section of this catalog.

### ACADEMIC BANKRUPTCY

A student must complete a request for Academic Bankruptcy listing the courses he/she wishes to bankrupt. This form which is located on the College’s website at [www.trenholmstate.edu](http://www.trenholmstate.edu) must be signed by the Director of Records/College Registrar and a Financial Aid Official. A student may declare academic bankruptcy only once. 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. 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 12 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 12 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.

- C. When academic bankruptcy is declared, the term “ACADEMIC BANKRUPTCY” will be reflected on the transcript for each semester affected. 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.

### Course Forgiveness Policy

Students may repeat courses for which they have previously registered. Courses completed at Trenholm State may be repeated at Trenholm State. The last grade earned excluding W, and AU will be the grade used for graduation audits. Courses may not be repeated at another college and used as a component of Trenholm State’s Course Forgiveness Policy.

1. If a student repeats a course once, the second grade (excluding grades of W, or AU) replaces the first grade in his/ her cumulative grade point average if the student files a written request with the Office of Records. For example, 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. If the second grade is a non-satisfactory grade (F), the F will replace the first grade, even if the first grade is passing.
2. When a course is repeated more than once, all grades for the course, excluding the first grade, will be employed in computation of the cumulative grade point average provided the student has requested course repeat as noted in item 1.
3. Transcripts will list all courses and the grades earned. A repeat symbol, ‘R,’ may denote a course repeat. Zero credit hours can also indicate a course repeat. See financial aid section in the Catalog regarding eligibility. A transfer institution may choose to average all coursework regardless of Trenholm State’s institutional policy.
4. A student must request, by submission of the appropriate form, that the Registrar implement the “Course Forgiveness” policy after a course has been repeated.

*Some sources of financial aid will not pay tuition for repeated courses. See the Financial Aid section in Catalog regarding repeat courses and repeat developmental courses eligibility.*

### 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.
11. 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.

### Repeating 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.

### DEGREES AND GRADUATION-COMMENCEMENT

A student is responsible for completing the online Application for Graduation at least one term prior to your planned term of graduation. Students must complete the application for graduation via their My Trenholm portal.

To apply for graduation, students must complete the steps listed below.

1. Go to My Trenholm Portal
2. Click on the Students Tab
3. Under the Student Section, click on Student Records
4. Under the Student Records Section, click on Apply to Graduate

### Associate in Arts

**College Transfer** - Course work leading to the Associate in Arts (AA) designed to prepare students to transfer to a four-year college or university to pursue a Bachelor of Arts or a Bachelor of Science. Students are assigned advisors in the General Education Division. Degree plans have been outlined in the catalog to guide students in the choice and sequence of courses.

A student shall be awarded the Associate in Arts upon satisfactory completion of the requirements of a specific program in accordance with policies of the Alabama Community College System. A student must:

- Satisfactorily complete an approved program of study, including prescribed general education courses.
- 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 developmental 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.
- Complete at least 25% of the total semester hours at the College.
- Must satisfy all requirements for graduation within one calendar year from the last term of attendance. This timeframe includes credits earned at other colleges.
- Fulfill all financial, academic, and admissions

obligations to the College.

- Apply for graduation and pay the graduation fee online at the time of registration for the final semester of enrollment.

### Associate in Science

**College Transfer** - Course work leading to the Associate in Science (AS) are designed to prepare students to transfer to a four-year college or university to pursue a Bachelor of Arts or a Bachelor of Science. Students are assigned advisors in the General Education Division. Degree plans have been outlined in the catalog to guide students in the choice and sequence of courses.

A student shall be awarded the Associate in Science upon satisfactory completion of the requirements of a specific program in accordance with policies of the Alabama Community College System. A student must:

- Satisfactorily complete an approved program of study, including prescribed general education courses.
- 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 developmental 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.
- Complete at least 25% of the total semester hours at the College.
- Must satisfy all requirements for graduation within one calendar year from the last term of attendance. This timeframe includes credits earned at other colleges.
- Fulfill all financial, academic, and admissions obligations to the College.
- Apply for graduation and pay the graduation fee online at the time of registration for the final semester of enrollment

### Associate in Applied Science

The Associate in Applied Science is a specialized degree in a specific technical field. The degree is awarded based on the 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.

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 of Applied Science (AAS) Degree. General education courses also provide students with an exposure to broader and more varied intellectual concepts, thereby impacting each program by providing more quality and enhancing marketability of graduates.

To ensure preparedness of all students seeking an

AAS, the College has developed the following general education competencies which are assessed throughout the year in identified general education courses: computer literacy skills, computational skills, oral communication skills, and written communication skills.

A student shall be awarded the Associate in Applied Science upon satisfactory completion of the requirements of a specific program in accordance with policies of the Alabama Community College System. A student must:

- Satisfactorily complete an approved program of study, including prescribed general education courses.
- 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 developmental 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.
- Complete at least 25% of the total semester hours at the College.
- Must satisfy all requirements for graduation within one calendar year from the last term of attendance. This timeframe includes credits earned at other colleges.
- Fulfill all financial, academic, and admissions obligations to the College.
- Apply for graduation and pay the graduation fee online at the time of registration for the final semester of enrollment.

### Certificate Requirements

Each Certificate program is designed to prepare the student for employment in one of several 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.

### Certificate (CER) 30 to 60 Credit Hours

A student may be granted a Certificate upon satisfactory completion of the requirements of the specific program in accordance with the Alabama Community College policies. To earn a Certificate a student must:

- Satisfactorily complete an approved program of study.
- 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 developmental 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.
- Complete at least 25% of the total semester credit hours required in the program at Trenholm State Community College.

- Must satisfy all requirements for graduation within one calendar year from the last term of attendance.
- Fulfill all financial, academic, and admissions obligations to the College.
- Apply for graduation and pay the graduation fee online at the time of registration for the final semester of enrollment.

### Short-Term Certificate (STC) 9 to 29 Credit Hours

Each Short-Term Certificate program is designed to provide specialized preparation in a specific technical skill. The program requires several closely related technical courses. The Short-Term 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.

To earn a Short-Term Certificate a student must:

- Satisfactorily complete an approved program of study.
- 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 developmental 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.
- Complete all credit hours required in the program at Trenholm State Community College.
- Fulfill all financial, academic, and admission obligations to the College.
- Apply for graduation and pay the graduation fee online at the time of registration for the final semester of enrollment.

### Multiple Degrees

To receive a second Associate Degree from Trenholm State Community 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 for the second degree. Also, a student must meet all other graduation requirements.

### TEACH-OUT WHEN CLOSING A DEGREE PROGRAM OR CERTIFICATE PROGRAM

If Trenholm State Community College should decide to close a degree program or a certificate program, the College will make every effort to teach out currently enrolled students. The College will inform the community that no additional students will be accepted into the program. Students who have not completed their programs will be advised by faculty regarding suitable options including transfer to comparable programs. The College may offer the courses required for graduation by students enrolled in the program at the time of closure until all those students have had an opportunity to complete their degrees.

### 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:

- A grade point average for the term of 3.5 to 3.99 on a 4.00 scale.
- A completion of 12 credit hours of college-level work for the semester. Developmental 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:

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

### Definition of Academic Major/Area of Concentration

A "major" refers to the student's selected field of concentration.

### 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 in Applied Science (AAS), Associate in Arts (AA) or Associate in Science (AS)

**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)

In order to be eligible for any academic honor, a candidate must have completed a minimum of thirty (30) semester hours of credit at Trenholm State.

### ANNUAL NOTIFICATION OF FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The College is required by the provisions of the Family Educational Rights and Privacy Act (FERPA) to provide students annual notification of their FERPA rights. Students will be notified by publication of the regulations in the College Catalog/Student Handbook.

FERPA information is available on the College's website. A student who believes his or her FERPA rights have been violated can file a complaint with the Family Policy Compliance Office at the U.S. Department of Education.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
Phone: 1-800-USA-LEARN (1-800-872-5327)

The mailing address is:

National Student Clearinghouse  
2300 Dulles Station Blvd., Suite 300  
Herndon, VA 20171

Through Enrollment Verify, the National Student Clearinghouse will process enrollment verifications, on your behalf, for the following types of companies:

## TRANSCRIPTS

The transcript policy of the College includes the following:

In compliance with the Family Educational Rights and Privacy Act (FERPA), the College does not release transcripts of a student's work except upon the student's written request. Official transcripts are sent to institutions, companies, agencies, etc., after the student's request is received by the Office of Records. Transcripts will not be faxed to an individual or a receiving institution. Official transcripts will be accepted when delivered "by hand" in an unbroken sealed envelope. Upon receipt, the transcript must be official and in a sealed envelope. The College reserves the right to deny hand delivered transcripts if foul play is detected. Transcripts are available to former and current students.

Trenholm State Community has partnered with Parchment to accept online transcript orders. Students and alumni can order their official transcripts 24 hours a day, 7 days a week. Name, dates of attendance, social security number, fee (if any), and the address to which the transcript is to be sent are to be included in the request. Students with name changes should include ALL former names.

Transcripts can be sent electronically or mailed in hard copy, depending on the receiving institution or destination. Requests for transcripts of work where the student previously attended must be directed to those institutions.

Students will be charged a \$5.00 fee for each transcript requested, which can be paid online using credit or debit cards such as a Visa, MasterCard Discover, and American Express. More information can be found on the transcript ordering page <https://www.trenholmstate.edu/request-transcript/>.

## Enrollment Verification

Trenholm State Community College has authorized the National Student Clearinghouse to act as the agent for all verifications of student enrollment and provide verification of degrees. Requestors should use [www.studentclearinghouse.org](http://www.studentclearinghouse.org) for enrollment verification and [www.degreeverify.org](http://www.degreeverify.org) for degree verification. The telephone number is (703) 742-4200, Monday – Friday, from 9:00 a.m. to 7:00 p.m., Eastern Standard Time. The fax number is (703) 742-4239. The email address is [enrollmentverify@studentclearinghouse.org](mailto:enrollmentverify@studentclearinghouse.org).

- Credit Issuers: verification for students who have applied for student cards.
- Travel Companies: verification for students who have applied for discounted student travel.
- Housing Providers: verification for students who have applied to rent property.
- Scholarship Providers: verification for students who have been awarded scholarships.
- Consumer Product Companies: verification for students who have applied for student discounts when purchasing computers, books, etc.
- Requests by Students and Parents: many companies, including health insurers, ask student directly to provide proof of current enrollment. Students and parents can use the National Student Clearinghouse Enrollment Verify website to download or print certifications.

## Definition of Educational Records

Student educational records are defined as those records, files, documents and other materials which contain information directly related to a student and are maintained by the College or by a person acting for the College. Specifically excluded from the definition of "educational records" and not open to student inspection are the following materials:

- 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;
- Records of campus security, except in those instances where they have been transmitted within the College for administrative purposes;
- Records which are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in capacity or assisting in that capacity.
- Records created, maintained, or used only in connection with the provision of treatment to the student will not be available to anyone other than persons providing such treatment or who could not be involved officially within the College, but such records are available to a physician or appropriate professional of the student's choice.

## Definition of Student

The purpose of this policy, a "student" is defined as any person who is or has been officially enrolled in and is attending or has attended any course offered at the

College. This definition does not include prospective students.

### Access of Student Records to Students

The student is accorded the right to inspect and review, in the presence of the appropriate College staff member, any records, files and data directly related to the student. To inspect a personal folder or file, a student shall submit a written request signed by the student to the appropriate records official, and if not personally submitted by the student, then the student's signature shall be acknowledged by the affidavit of a Notary Public. The request for inspection shall be acted upon within forty-five (45) days from the date the request is received. If in the opinion of the appropriate records official, inspection can reasonably be accomplished by providing copies of said documents, such copies shall be made and provided to the student. The Request to Inspect-Review Academic Records is located on the College's website <https://www.trenholmstate.edu/current-students/student-forms/>.

### Limitations of Access

The right of inspection of personal information described in the above paragraph does not include:

- Financial records of the parent(s) of the student or any information contained therein,
- Confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended, or
- Other confidential records, access to which has been waived by the student in accordance with policy concerning waivers.

### Waiver of Access

A person applying for admission may waive the right of access to confidential statements concerning his/her application for admissions, financial aid, employment, honorary recognition(s) or any other benefit made available by the College. No such application shall be denied because of the student's failure or refusal to sign such waiver.

### Amendment of Educational Records

After inspecting his/her record, a student may request an explanation to challenge any part of the contents of such record. The student shall submit a written request for a hearing in the same manner and under the same procedures as provided within the preceding section titled, "Location of Records."

The request for hearing should identify the item or items in the file to be challenged and state the grounds for the challenge, e.g., inaccuracy, misleading information or inappropriateness, etc. The records official shall examine the contested item, shall hear the person responsible for placing the item in the file, if appropriate and possible, and shall examine any documents or hear any testimony the student wishes to present. The records official may

decide that the contested item should be retained, deleted or revised or the records official may refer the matter.

### Directory Information

The following categories of information with respect to each student have been designated by the College as directory information which may be made available to the public, absent a student's request that any such information should not be released without the student's prior consent:

- Student's name, address, telephone number
- Date and place of birth
- Dates of attendance
- Educational agencies or institutions most recently attended by the student
- Program of study, degree desired and classification
- Participation in officially recognized clubs, organizations and activities
- Degrees and awards received.

If a student has an objection to any of the aforementioned information being released during a given semester or academic year, the student should notify, in writing, the Dean of Students during the first three weeks of the semester or academic year. The Request to Prevent Disclosure Information form is located on the College's website <https://www.trenholmstate.edu/current-students/student-forms/>.

### Release of Student Records

Federal law governs how colleges and universities supervise student educational records. Trenholm State Community College adheres to the Family Educational Rights and Privacy Act (FERPA) of 1974. This act is designed to protect the privacy of students' educational records. FERPA also establishes the rights of students to inspect and review their educational records; it provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings; and establishes the rights of students to file complaints with the FERPA Office. Students will be notified by publication of the regulations in the College Catalog/Student Handbook. The College shall not permit access to or allow the release of education records or personally identifiable information contained therein, other than directory information as defined within the paragraph titled 'Directory Information,' without the written consent of the student, to any party other than the following:

- Other school officials and teachers of the College who have been determined by the College to have legitimate educational interests;
- Officials of schools or school systems in which the student seeks or intends to enroll, upon the condition that the student may receive a copy of the record, if desired, and have an opportunity for a hearing to challenge the content of the record;
- Certain authorized representatives of federal departments/agencies or state educational authorities for purposes of audits, evaluative studies, etc. Data collected will be protected in a way which prevents

personal identification except when specifically authorized by federal law;

- State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974;
- Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
- Accrediting organizations in order to carry out their accrediting functions;
- Parents of a student who is a dependent for income tax purposes;
- A lawful subpoena or court order;
- Other appropriate persons in an emergency to protect the health or safety of the student or others. Students shall have access to all such information in accordance with the procedures outlined in this statement with the exceptions specified within the following paragraph.

#### Location of Records

The College has designated the following officials as responsible for student records within their respective areas of responsibility:

Type of Records	Office Location	Director Responsible
Permanent	Records	Records/ College Registrar
Admissions	Enrollment Management	Enrollment Mgmt
Financial	Business Office	Dean of Finance
Financial Aid	Financial Aid	Financial Aid
ADA/504	Student Services	Student Success

These officials shall hereinafter be referred to as “records officials.” Each official is responsible for maintaining a listing of student records. The listing shall indicate the location and general content of the records. A student’s request concerning his/her records or files, including requests that information not be disclosed to the public, requests for disclosure to third parties and requests for access by the student shall be directed to the appropriate records official listed above. Forms for all such requests may be obtained from these officials. The appropriate records official will also attempt to resolve any challenges to the records at an informal hearing with the student. If an agreeable solution is not reached, the records officials will refer the student and his/her challenge to the College Hearing Officer, who shall set a hearing within ten (10) days for the final decision.

#### Providing Records to Third Parties

The general policy of Trenholm State Community College

is to refuse access to student records to third parties without the written consent of the individual student. Should a student wish to have such records released, a written request must be directed to the proper records official specifying the records to be released, the person and address to whom records are to be released, and a request for copies to the student, if desired. Trenholm will then transfer or grant access to the information. A record of requests of access, the legitimate interest involved, and action taken will be placed in the student’s file for all requests of the file, except those from school officials as noted in paragraph one.

The Director of Records/College Registrar will supervise the inspection of individual student records, and the student’s record file shall not be taken from the designated records office. The student may obtain one unofficial copy of his/her academic record in writing. An unofficial copy is defined as copy that does not bear the official seal of the College embossed on the record, but otherwise an official copy when released by the College’s records official.

The Director of Records/College Registrar, or designee, is the only person authorized to reproduce copies of official transcripts. Transcripts of records received from other colleges or universities become the property of Trenholm State Community College. Records of documents received from third parties will not be reproduced.

#### Records Retention and Disposal

All records are safely secured at the College and are retained and disposed of in accordance with policies established by the Alabama Department of Archives and History and the Alabama Community College System.