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- H. Councill Trenholm State Community College
Academic Freedom

H. Councill 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 below.

Grievance and Appeal Procedures

In order for the College to carry out its mission, any valid written complaint by a student concerning the College will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by the College:

Initial Steps to Resolve a Complaint

Any student enrolled at the College who wishes to make a complaint about an academic matter shall report that complaint in writing to the instructor. If the complaint is, or if related to the instructor’s actions, the complaint goes to the Program Coordinator. If the Program Coordinator is the instructor, the complaint goes to the Division Chair.

If the complaint cannot be resolved at this level; if unresolved, the complaint goes to the Dean of Students... If the complaint concerns any type of academic matter the Dean of Students will consult with the Dean of Instruction to resolve the complaint.

Any student enrolled at the College who wishes to make a complaint about a non-academic matter shall report that complaint in writing to the Dean of Students, or if a complaint is related to the Dean of Student’s actions, the complaint goes directly to the President’s Office.

Written complaints can be either typewritten or handwritten and must be signed. Written complaints may take the form of email but must be verified in person by the individual receiving the complaint.

If the complaint is about a specific occurrence, the complaint shall be made within ten (10) working days of the occurrence. The Grievance Officer on the Patterson Campus is located in Building M and may be contacted by calling 420-4298.

If, after discussion between the student and the respective parties, it is determined that the complaint cannot be resolved immediately, the College’s Grievance Officer will take action to resolve the complaint. The official will then submit a report within ten (10) working days of the filing of the complaint to the President, the College Grievance Officer, and such other appropriate College official(s) as the President may designate, detailing both the complaint and the resolution.

Plans for Resolution

If the student’s complaint cannot be resolved immediately but requires instead a “plan of resolution,” the College Grievance Officer to whom the complaint was made shall submit a written report to the President, the appropriate deans, and such other appropriate College official(s) as the President shall designate. The report shall be submitted within ten (10) working days of the complaint and shall detail the complaint and the plan to resolve the complaint.

Grievance Procedures

If a student’s complaint is not or cannot be resolved at the first level of supervision as described in the paragraphs above, such an unresolved complaint shall be termed a “grievance”. A student who submits a complaint to the appropriate College official(s) under the paragraphs above and who is not notified of a satisfactory resolution, or plan of resolution, of the complaint within ten (10) business days, shall have the right to file with the College Grievance Officer and shall include the following information:

1. Date the original complaint was reported;
2. Name of person to whom the original complaint was reported;
3. Facts of the complaint; and
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement may also contain other information relevant to the grievance that the complainant wants considered by the Grievance Officer. If the grievance involves a claim of discrimination based on sex, race, age, national origin, religion, or disability, the complaining party should state with particularity the nature of the discrimination and, if known, a reference to any statute, regulation or policy which the complainant believes to have been violated. The complainant shall file any claim involving illegal discrimination within thirty (30) days of the occurrence of the alleged discriminatory act or of the date on which the complainant knew or should have known that the alleged discriminatory act took place.

Investigation, Hearing and Findings

The College shall have thirty (30) calendar days from the date of receipt by the Grievance Officer of the grievance to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance, and submit a written report to the complainant of the findings arising from the hearing. Grievance Form A shall be used to report both the grievance and the hearing findings. The President or his designee shall report the findings to the complainant by either personal service or certified mail sent to the complainant’s home address.

Investigation Procedures

The Grievance Officer, either personally or with the assistance of such other persons as the President may designate, shall conduct a factual investigation of the grievance allegations and shall research the applicable statute, regulations or policies, if any. The factual findings from the investigation by the Grievance Officer shall be stated in a written report. The report will be submitted to the complainant and to the party against whom the complaint was made, the “Respondent,” and shall be made a part of the hearing record, if a hearing is requested by the complainant. Each of the parties shall have the opportunity to file written objections to any of the factual findings and to make their objections a part of the hearing record. The Grievance Officer for the hearing record shall also present publications or verified photocopies containing relevant statutes, regulations and policies. In the event that
the complainant does not request a hearing, the Grievance Officer’s report and a recommendation for resolution of the complaint shall be filed with the President, and a copy provided to the complainant and respondent.

Hearing Procedures

In the event that the complainant requests a hearing within the time frame designated by the Grievance Officer, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The hearing officer or committee shall notify the complainant, and each respondent, of the time and place of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall be open to the public unless both parties request in writing for the hearing to be conducted in private to the extent that there will be no violation of any applicable “sunshine laws.”

At the hearing, the complainant and respondent shall be read the grievance statement. After the grievance is read into the record, the complainant will have the opportunity to present such oral testimony and other supporting evidence as they shall deem appropriate to their claim. Each respondent shall then be given the opportunity to present such oral testimony and other evidence as they shall deem appropriate to the respondent’s defense against the charges. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the respondent. Any party to a grievance hearing shall have the right to retain, at the respective party’s cost, the assistance of legal counsel or other personal representative. However, the respective attorney(s) or personal representative, if any, shall not be allowed to address the hearing body or question any witnesses. In the event that the College is the respondent, the College representative shall not be an attorney or use an attorney unless an attorney or other personal representative assists the complainant.

The hearing shall be recorded either by a court reporter or on audio or videotape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

Report of Findings and Conclusions of Law

Following the hearing, there shall be a written report to the President of the findings of the hearing officer or the chairman of the committee, and the report shall contain at least the following:

1. Date and place of the hearing;
2. The name of each member of the hearing committee;
3. A list of all witnesses for all parties to the grievance;
4. Findings of fact relevant to the grievance;
5. Conclusions of law, regulations or policies relevant to the grievance; and
6. Recommendation(s) to the President arising from the grievance and hearing.

Available Appeals

The President (or his designee) shall submit a completed report, using Grievance Form B, to the complainant and the respondent(s) and shall include a copy of the report of the hearing officer/committee. If the grievance involves a claim of illegal discrimination, the complainant shall have the right to appeal the decision of the hearing officer or committee to the Chancellor of the Alabama Department of Postsecondary Education, provided that:

1. A notice of appeal is filed, using Grievance Form B, with the Grievance Officer and the Chancellor of the Department of Postsecondary Education within fifteen (15) calendar days following the complainant’s receipt of the committee report, and
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s) or recommendation(s) of the hearing officer or committee.

If the appeal is not filed by the close of business on the fifteenth (15) day following the complainant’s receipt of the report, the complainant’s right to appeal shall be forfeited.

Chancellor’s Review

The Chancellor shall have thirty (30) calendar days from receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, hold an appellate hearing (if deemed appropriate by the Chancellor) and to file a report of the Chancellor’s findings of fact and conclusions of law. The Chancellor shall have the authority to: (1) Affirm, (2) Reverse or (3) Affirm in part and reverse in part the findings arising from the College’s grievance hearing. The Chancellor’s report shall be served on the complainant and the respondent(s) by personal service or by certified mail return receipt requested, to the complainant and respondent(s) at their respective home addresses.

Appeal to State Board of Education

Except in cases involving a claim alleging illegal discrimination based on gender or disability, the Chancellor’s report shall not be appealable. However, pursuant to State Board of Education policy, a complainant who is alleging a claim of illegal discrimination based on gender or disability may file an appeal to the State Board of Education for a review of the Chancellor’s findings and the findings arising from the College grievance hearing.

A complainant who has grounds for appealing the findings of the Chancellor to the State Board of Education may do so by:

1. Filing the notice of appeal, using Grievance Form C which is located on the College’s website, to the State Board of Education within fifteen (15) calendar days following the complainant’s receipt of the report of the Chancellor’s findings; and
2. Specifying in the notice of appeal clear and specific objection(s) to the finding(s), conclusion(s) or recommendation(s) of the Chancellor.

If the appeal is not filed with the Chancellor by the close of business on the fifteenth (15) day following the complainant’s receipt of the Chancellor’s report, the complainant’s right to appeal shall be forfeited.

Review by State Board of Education

The State Board of Education shall have thirty (30) calendar days following its receipt of the complainant’s notice of appeal (which shall be presented to the State Board at,
or prior to, its next meeting following the receipt by the Chancellor of the notice of appeal) to investigate and review the allegations contained in the grievance, to review the reports of the Chancellor and the College hearing officer/committee, to hold an appellate hearing and to file a report of the State Board findings of fact and conclusions of the law.

The State Board shall have the authority to (1) affirm, (2) reverse or (3) affirm in part and reverse in part, the findings and conclusions of the Chancellor. The report of the State Board shall be served on the complainant and respondent(s) by personal service or by certified mail return receipt requested, to the respective home addresses of the parties. The report of the State Board shall not be further appealable within the Alabama Community College System. However, the complainant shall not be precluded from filing the grievance with an appropriate court or an administrative agency such as the Office of Civil Rights of the U.S. Department of Education or the Equal Employment Opportunity Commission.

General Rule on Filings

If the last date for filing a document under these procedures shall fall on a Saturday, Sunday or legal holiday, the date of the first working day following the respective Saturday, Sunday or legal holiday shall be considered the deadline date.

Academic Honesty

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

1. Cheating on an exercise, test, problem, practice or examination submitted by a student to meet course requirements. Cheating includes, but is not limited to, the following: the use of unauthorized aids (such as crib sheets, written materials, drawings, etc.); copying from another student’s work; soliciting, giving and/or receiving unauthorized aid orally or in writing; or similar action contrary to the principles of academic honesty.

2. Plagiarism on an assigned paper, theme, report or other material submitted to meet course requirements. Plagiarism is the act of using, in one’s own work, the work of another without giving appropriate attribution.

3. Use of tests or papers prepared by commercial or non-commercial agents and submitted as a student’s own work.

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

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

Prerequisites

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

Time and Location of Courses

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

Official Trenholm Connection

The College has installed an online system as the official link with students. To access the site, students should use www.trenholmstate.edu and visit the “My Trenholm” and Campus E-mail section under Quick Links on the home page. The College uses the campus “My Trenholm” and campus E-mail system as the official means of notification concerning a variety of administrative announcements:

• faculty-student communications
• staff-student communications
• admissions and enrollment information
• financial aid information
• registration dates
• grades and transcripts
• review of student accounts
• job placement announcements
• student activities and events

Change of Name

Academic records at Trenholm State are permanently maintained by student name. Name changes will not be made for an inactive student. A student may maintain academic records under the name used at the time of admission. There is NO requirement that a student must make a name change. A student who wishes to change his or her name must complete the Readmission/Information Change form in the Office of Admissions and Records. The student must provide proof of a divorce decree or a marriage license. If the aforementioned are not available, a valid Driver’s License AND social security card will be required.

Schedule Planning
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 for enrollment verification and www.degreerverify.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.

The mailing address is listed below.

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:

- 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 Student and Parents: many companies, including health insurers, ask students directly to provide proof of current enrollment. Students and parents can use the National Student Clearinghouse Enrollment Verify website to download or print certifications.

Change of Curriculum or Program of Study (Major)

A student accepted and enrolled in a particular program of study who seeks to pursue another program of study must meet the requirements for admissions to the new program. A student who changes a program of study will follow the program requirements of the College catalog which is current at the time of the program of study change. Students are cautioned that changing a program may negatively impact the student’s financial aid status.

Enrolled students who are Title IV recipients are allowed only two changes of major after declaring the initial major. All periods of students’ enrollment count when determining Satisfactory Academic Progress (SAP), even periods in which the student did not receive Federal Student Aid (FSA). After declaring the initial major, all students, including Title IV recipients, are only allowed two changes of major before completing a Program of Study not to exceed 150% of the current major. Students who are pursuing an Associate Degree may not be able to complete a second Associate Degree at the College on Title IV aid. Students who wish to change their program of study must obtain the proper form from the Office of Admissions and Records. This form must also be signed by the Office of Financial Aid.

Dropping and Adding Classes

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

Withdrawal Policy

If a student officially withdraws or is unofficially withdrawn (breaks the Attendance Policy) prior to 70% of the semester/term, he/she will receive a grade of “W.” If a student officially withdraws from a course after attending 70% of the semester/term, and the student is failing the class at the time of withdrawal, a grade of WF must be assigned. If a student officially withdraws from a course after attending 70% of the semester/term and is passing, a grade of WP must be assigned. Refer to the Student Calendar for the specific 70% date which is listed as “Last Day to Withdraw Without Any Academic Penalty.” If a student never attended the class is cancelled, the class will be deleted and no grade will be assigned.

Official Class Withdrawal or Official Total Withdrawal After Drop/Add Period

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

1. Obtain the appropriate Official Withdrawal form via My Trenholm Portal on the College’s website;
2. Complete the Official Withdrawal form, listing all enrolled courses and obtain the appropriate instructors’ signatures and grades;
3. Obtain official withdrawal clearance from the Office of Financial Aid, and
4. Submit the completed Official Withdrawal form to the Office of Admissions and Records.

Partial Withdrawal

Students who do not completely withdraw from the college but drop a class during the regular drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

Total Withdrawal

Students who officially or unofficially withdraw from all classes for which they are registered before the first day of classes for the term will be refunded the total amount of tuition and other refundable fees. Students who officially or unofficially withdraw completely 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.

<table>
<thead>
<tr>
<th>Total Withdrawal before the official first day of classes</th>
<th>100% refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Withdrawal during first week</td>
<td>75% refund</td>
</tr>
<tr>
<td>Total Withdrawal during second week</td>
<td>50% refund</td>
</tr>
</tbody>
</table>
An administrative fee not to exceed 5% of tuition and other refundable institutional charges or $100.00, whichever is smaller, 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, a week is defined as the first day of class running seven calendar days (inclusive of Saturday and Sunday).

**Title IV Refunds (General)**

When a Federal Pell, and/or Federal SEOG Grant recipient begins attending class and completely withdraws from the College before 60 percent of the semester/term has passed, the Business Office will determine the amount of the Grant(s) that the student earned as of the student’s withdrawal date.

The student’s date of withdrawal is either the date that the student began the withdrawal process prescribed by the College or the date, as determined by the College, that the student otherwise provided official notification to the College, in writing or verbally, of his or her intent to withdraw. If a student ceases attendance without providing official notification to the College, the midpoint of the payment period or the last data of an academically related activity in which the student participated is used as the date of withdrawal. This withdrawal determination usually occurs on a weekly basis but no later than 30 days after the end of each payment period. However, if a student receives the final grade of “F”, the instructor is required to complete the “Earned “F” Verification form to verify that the student actually earned the “F” grade. The Earned “F” Verification form must be submitted to the Office of Admissions and Records at the same time that final grades are entered each semester. Consequently, any student receiving the final “F” grade has actually earned this grade by either failing the course after attending 70% of the term or has not mastered the course material.

**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 Instruction. Registration forms must be obtained in the Office of Admissions and Records. An absolute maximum of twenty-four (24) semester credit hours exists for all students. The minimum load for a regular full-time student is twelve (12) semester credit hours. Students who are enrolled in transitional courses are strongly encouraged to enroll in 12 hours or less each term until all transitional courses have been completed.

**Course Cancellation Policy**

Any course listed in the schedule of courses offered will be subject to cancellation when enrollment in the course is inadequate for that term or when no qualified instructor is available. In the event that Trenholm cancels a class, enrolled students are entitled to a full refund of the related tuition and fees within forty-five (45) days (1) of the planned class start date or (2) from the date of cancellation.

**Assignment of Class Instructor**

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

**Orientation to College ORI-101**

All new students and returning students, who have not previously taken Orientation to college (ORI-101) at H. Councill Trenholm State Community College, are required to take ORI-101 during their first term of enrollment. No exceptions will be made. ORI-101 classes taken at another institution will not be accepted for transfer credit at Trenholm State.

ORI-101 is designed to provide students with information to help them succeed at Trenholm State. Through attendance in ORI-101 and participation in class assignments via e-mail and the website, students are informed of the College’s policies and procedures as well as practices designed to help them with study and test-taking skills, time management, WorkKeys assessment, and more.

**Repetition of Courses**

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

**Transitional Courses**

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

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

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

Independent Study Classes

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

Attendance Policy

The attendance policy is designed to meet the requirements of external agencies that require attendance reports on enrolled students whom they fund.

As a result of the electronic student data system, the College identifies students each semester/term who are funded by external agencies to allow faculty the capabilities of reporting attendance throughout students’ enrollment. In addition, the faculty receives orientation on attendance verification in order to meet the reporting requirements of any external agencies.

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

Class attendance is considered an essential part of the educational process at H. Councill Trenholm State Community College. The College subscribes to the philosophy that the academic success derived by a student is directly proportional to class participation. A student is expected to attend all scheduled class meetings for courses in which he/she is registered and to participate in all required course activities. If students do not attend class before the end of drop/add or late registration, their classes will be deleted from their course schedule. Students will not be permitted to reenroll in these classes until the next term.

At the beginning of each term, the faculty must identify the names of those students who fail to attend their classes. Those students’ names are deleted from any pending financial aid credit balance submissions until attendance can be verified by the faculty member. Students will not receive financial aid for any classes they audit or for any classes they never attend.

Regulations pertinent to attendance are listed below:

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

Attendance Policy for Online Courses

Electronic interaction among learners and the instructor is a viable and vital portion of distance education. Students must actively participate in all aspects of the course, which may include electronic discussions (online forums and/or chat sessions), by providing input and responding to questions presented by the instructor throughout the course.

According to the College attendance policy (see the College Catalog), students must demonstrate a minimum level of participation to receive college credit for a course. For online courses, students must attend a mandatory on-campus orientation session and must log in to the online course website during the first week of the beginning course date. Failure to do so will result in withdrawal
from the course. Students must also complete an on-campus midterm and final exam/evaluation. Specific courses may require additional on-campus tests, labs, or other activities as indicated in the course syllabus. If a student cannot appear on campus at the required time, it is up to that student to contact the instructor in advance to make appropriate arrangements for an approved proctored session. All costs associated with proctoring and with travel to and from the campus or proctor location are the responsibility of the student.

Active, weekly participation in the online course through completion of assignments or participation in online course activities is mandatory. Activities and assignments required for students to demonstrate active weekly participation are determined by the online course instructor and are listed in the course syllabus. They may include discussion forums, chat sessions, group projects, quizzes, homework, tutorials, or any other activity that requires student engagement in the learning process. Students who fail to log in and complete required assignments for any three weeks (consecutive or not) during fall or spring semester (any two weeks in the summer term) will be withdrawn from the course. For official records (including financial aid), the last date of attendance for a student withdrawn from an online class will be the last day the student demonstrated active participation in the course.

If a student officially withdraws or is withdrawn (breaks the participation policy) prior to completing 70 percent of the term (see the current semester calendar), he/she will receive a grade of “W.” A student who breaks the participation policy after 70 percent of the term has been completed will receive zeros on all assignments missed. No makeup work is allowed after the 70 percent point in the term unless the student is able to document justifiable extenuating circumstances.

**Attendance Policy for Clock Hour Programs**

Federal regulations require that attendance in programs classified as “clock hour” programs be measured hourly. Therefore, students must “clock in” and “clock out” so that their attendance can be measured by the hour. For each clock hour program, a minimum number of hours (generally equivalent to half the number of hours required during an academic year) must be completed before students can receive the next disbursement of Federal aid. Thus, each hour missed delays the next disbursement. Details regarding attendance requirements for clock hour programs will be provided to students by the program instructors and in the course syllabus.

**Formal Attendance Appeal Policy**

If a student has reason to believe that the recorded attendance in a particular course is wrong, the student must make an informal effort to correct the error with the instructor who recorded the attendance. 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 Attendance Appeal Process below. The recorded attendance change must be made within one semester after the attendance was initially recorded. Attendance changes after one semester must be done through the Formal Attendance Appeal Process. The instructor is responsible for securing all changes required on the Attendance Record before submitting the document to the Office of Admissions and Records. Students are not allowed to secure these changes.

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 attendance was recorded. After this deadline, the appeals will not be considered. The following procedures should be followed for formally appealing a recorded attendance:

1. The student should first contact the instructor and request verification of the attendance 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 attendance appeal to the Dean of Instruction. 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 recorded the attendance, to include all previous attempts to resolve the situation.

The dean will assign an ad hoc Attendance Appeals Committee for deliberation. The Chairperson of the department 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 college counselor (or designee). The Committee will review the student’s appeal letter, transcript, instructor’s roll book, tests, papers, reports, projects, and any other documentation. A vote will be taken by the committee to attempt resolution. If no resolution is achieved, a formal hearing will be scheduled where the student and faculty member will be requested to present their sides of the matter. After deliberating, the Committee will make a recommendation to the appropriate dean to either support or change the recorded. The dean will notify the student of the decision and/or action within 3-5 days following the hearing.

**Grades**

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Range</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>60-69</td>
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<tr>
<td>F</td>
<td>Failure</td>
<td>Less than 60</td>
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<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Incomplete (I) Grade

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

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

Earned “F” Verification Procedure

If a student receives the final grade of “F,” the instructor is required to complete the “Earned “F” Verification” form to verify that the student actually earned the “F” grade. The Earned “F” Verification form must be submitted to the Office of Admissions and Records at the time that final grades are entered each semester. Consequently, any student receiving the final “F” grade has actually earned this grade by either failing the course after attending 70% of the term or has not mastered the course material.

Students who officially or unofficially withdraw prior to 70% of the semester receive the “W” grade. Students who officially withdraw after attending 70% of the semester and are passing the course work will receive the “WP” grade. If students are not passing the course work after attending 70% of the semester, the “WF” grade will be assigned. If there are any Title IV recipients who withdraw or are withdrawn before completing 61% of the semester, a Return to Title IV Calculation is performed. If a Title IV recipient withdraws or is withdrawn after 60% of the term, then the student has actually earned all Title IV Funds. All instructors who submit a final grade of “F” for a student are required at the time of reporting the “F” grade to complete the “Earned “F” Verification” form to verify that the student actually earned the “F” grade. NOTE: This Earned ‘F’ Verification Procedure has been in place at the College since March 18, 2004.

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 x 4 = 12 quality pts
- B - 3 Quality Points
  3 semester hours of “B” = 3 x 3 = 9 quality points
- C - 2 Quality Points
  3 semester hours of “C” = 3 x 2 = 6 quality points
- D - 1 Quality Points
  3 semester hours of “D” = 3 x 1 = 3 quality points
- F - 0 Quality Points
  3 semester hours of “F” = 3 x 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, S, U, I, and AU designations. Example: 30 quality points divided by 12 semester hours attempted = 2.5 GPA.

Grade Changes

If a student has reason to believe that the letter grade earned in a particular course is wrong, the student must make an informal effort to correct the error with the instructor who issued the grade. If the informal efforts of the student and faculty member have not produced a satisfactory resolution, a formal appeal is in order. See the Formal Grade Appeal Process below. The grade change must be made within one semester after the grade was initially earned. Grade changes after one semester must be done through the Final Grade Appeal Process. The instructor is responsible for securing all signatures required on the Grade Change Request form before submitting the form to the Office of Admissions and 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, at the end of each term. The grade report becomes a part of the student’s official transcript. The grade report will be withheld if there is an outstanding financial obligation to the College. If any student suspects that a grade may have been recorded in error, the student should schedule a conference with the instructor of that particular course. This must be done by the last day of the next term. If an error has been made, it will be corrected and reflected on the student’s transcript. If resolution is not attained, the student may appeal to the program coordinator. The program coordinator may resolve concerns or may convene an Ad Hoc Appeal Committee to review the concern. The Committee will make a decision and forward a recommendation to the 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 Instruction. 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 Chairperson of the department 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 college counselor (or designee). The Committee will review the student’s appeal letter, transcript, instructor’s roll book, tests, papers, reports, projects, and any other documentation. A vote will be taken by the committee to attempt resolution. If no resolution is achieved, a formal hearing will be scheduled where the student and faculty member will be requested to present their 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

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

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

Exceptions to Standards of Academic Progress

Standards of academic progress shall apply to all students unless 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 (transitional 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 Student Support Services for intervention in study skills and tutorials. Other services may be available on a case-by-case basis.

Application of Standards of Progress

1. When the cumulative GPA of a student is at or above the GPA required for the total number of credit hours attempted, the student’s status is CLEAR.
2. When the cumulative GPA of a student is below the GPA required for the number of credit hours attempted, the student is placed on ACADEMIC PROBATION.
3. When the cumulative GPA of a student on Academic Probation remains below the GPA required for the total number of credit hours attempted, but the semester GPA is 2.0 or above, the student remains on ACADEMIC PROBATION.
4. When the cumulative GPA of a student on Academic Probation remains below the GPA required for the total number of credit hours attempted, and the semester GPA is below 2.0, the student is suspended for one term. The transcript will read SUSPENDED-ONE SEMESTER.
5. The student suspended for one term may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read SUSPENDED-ONE SEMESTER/READMITTED ON APPEAL.

6. The student readmitted on appeal will remain on ACADEMIC PROBATION until a 2.0 grade point average is earned.

7. A student on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted on appeal) without having since achieved Clear academic status and whose Cumulative GPA falls below the level required for the total number of hours attempted, but whose semester GPA is 2.0 or above, will remain on ACADEMIC PROBATION until the student achieves the required GPA for the total number of hours attempted. Readmission to the College does not mean that a student is automatically eligible to receive financial assistance.

8. A student returning from one semester or one year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a semester GPA of 2.0, will be placed on one year’s suspension.

9. The student may appeal a one-term or one-year suspension.

10. The permanent student record will reflect the student’s status (except when the status is “clear”). When appropriate, the record will reflect ACADEMIC PROBATION, SUSPENDED ONE SEMESTER, ACADEMIC SUSPENSION ONE YEAR, SUSPENDED ONE SEMESTER/READMITTED ON APPEAL, OR ONE YEAR SUSPENSION READMITTED ON APPEAL.

All applicable academic designations except “Clear” will appear on the student’s transcript.

Process for Appeal for Readmission

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

Standards of Academic Progress - 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 “Admissions” section of this catalog.

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.

Course Forgiveness

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

Academic Bankruptcy

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

A student may declare academic bankruptcy under the following conditions:

A. If fewer than three (3) calendar years have lapsed since the term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during the one semester, provided he/she has taken a minimum of 18 semester credit hours since the bankruptcy term occurred. All coursework taken, even hours completed satisfactorily during the term for which academic bankruptcy is declared, will be disregarded in the cumulative grade point average.

B. If three (3) or more calendar years have lapsed since the most recent semester for which the student wishes to declare bankruptcy, he/she may declare academic bankruptcy on all coursework taken prior to 18 semester credit hours of coursework since the bankruptcy term occurred. All coursework taken, even hours completed satisfactorily, during semester(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

II. When academic bankruptcy is declared, the term “ACADEMIC BANKRUPTCY” will be reflected on the transcript for each semester affected. The transcript will be stamped “ACADEMIC BANKRUPTCY”
Graduation Requirements

Associate of Applied Technology Degree

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

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

Short Term Certificate

To earn a Short Term Certificate a student must:

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

Multiple Degrees

To receive a second Associate Degree from H. Councill 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.

Regular Certificate

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

To earn a Regular Certificate a student must:

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

Intent to Graduate/Commencement Ceremony

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

All candidates wishing to participate in the commencement ceremony will be charged a graduation fee of $35.00, which qualifies them to receive a document cover, mortar board, gown and tassel and the opportunity to march in the commencement ceremony. All candidates will receive their degrees six to eight weeks after the semester in which they graduate.
All candidates are encouraged to participate in the annual commencement ceremony which will be held in May of each year. Candidates not wishing to participate in the commencement ceremony will not be charged a graduation fee. They will receive their degree, as other candidates, six to eight weeks after the ceremony. Candidates for graduation must submit an “Intent to Graduate” form regardless of whether the candidate intends to participate in the commencement ceremony. This must be done the semester before the student plans to graduate. This insures that the candidate’s status as a graduate is recorded on his/her transcript.

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

Honors and Awards

Dean’s List

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

1. A grade point average for the term of 3.5 to 3.99 on a 4.00 scale.

2. A completion of 12 credit hours of college-level work for the semester. Transitional courses do not count toward the minimum course load requirement.

President’s List

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

1. A grade point average for the term of 4.0 on a 4.0 scale.

2. A completion of 12 credit hours of college-level work for the semester. Transitional courses do not count toward the minimum course load requirement.

Associate Degree in Applied Technology (AAT)

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

Certificate

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

Short Term Certificate

Each Short Term Certificate program is designed to provide specialized preparation in a specific technical skill. The program requires a number of 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.

Definition of Academic Major/Area of Concentration

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

Prerequisites

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

Maximum and Minimum Course Loads

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

General Education Requirements

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

To ensure preparedness of all students seeking an AAT degree, 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.

Commencement Honors

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

Associate Degree in Applied Technology

Graduation with Honors
3.50 - 3.69 cumulative GPA

Graduation with High Honors
3.70 - 3.89 cumulative GPA

Graduation with Highest Honors
3.90 - 4.00 cumulative GPA

Certificate

Graduation with Distinction
3.50 - 4.00 cumulative GPA

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.
## Programs of Study

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<th>Page Number</th>
<th>Program Areas</th>
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<th>Department Code</th>
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<th>AAT Degree</th>
<th>Certificate</th>
<th>Short-Term Certificate</th>
<th>Industry Certification/Articulation Agreement</th>
<th>Time Offered (Day or Night)</th>
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<td>56</td>
<td>Accounting</td>
<td>LT ACT</td>
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<td>Automotive Collision Repair</td>
<td>Trenholm ABR</td>
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</table>

* Programs with High School Articulation Agreements
@ Programs with certification or accreditation by the industry
# Not Pell Grant eligible
^ Selective admissions program - not all applicants will be admitted; specific program requirements apply

LT - Library Tower  SB - Service Occupations Building  Downtown - 8 Commerce St.  TD - Truck Driver Training Center
General Education Degree Requirements

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

The General Education Core for Associate in Applied Technology Degree:

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

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

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

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

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

Area III: Natural Science and Mathematics ................................. 9 Credit Hours

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

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

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

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

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

Minimum General Education Requirements ................................. 18 - 24 Credit Hours

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

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

General Studies Curricula ..................................................... 76 Credit Hours
Maximum Program Semester Credit Hours ....................... 76 Credit Hours
Semester Credit Hour Range by Award ......................... 60 - 76 Credit Hours
The General Education Core for the Certificate:

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

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

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

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

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

Area III: Natural Science and Mathematics ...................... 6 Credit Hours

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

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

Minimum General Education Requirements ..................... 10 - 18 Credit Hours

General Studies Curricula ........................................... 60 Credit Hours

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

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

Maximum Program Semester Credit Hours ...................... 60 Credit Hours

Semester Credit Hour Range by Award ......................... 30 - 60 Credit Hours

The General Education Core for the Short Term Certificate:

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

Specialized Training Certificate Semester Hours recommends one technical writing course.

Area II: Humanities and Fine Arts ................................. 0 Credit Hours

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

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

Minimum General Education Requirements ..................... 0 - 6 Credit Hours

General Studies Curricula ........................................... 26 Credit Hours

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

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

Maximum Program Semester Credit Hours ...................... 26 Credit Hours

Semester Credit Hour Range by Award ......................... 9 - 26 Credit Hours