

2024-2025



**CATALOG AND  
STUDENT  
HANDBOOK**

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# Introduction

This *Catalog and Student Handbook*, effective August 19, 2024, is for information only and does not constitute a contract. **The College reserves the right to change, without notice, policies, fees, charges, expenses, and costs of any kind and further reserves the right to add or delete any course offerings or information in this *Catalog and Student Handbook*.**

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

# Accreditation

Chattahoochee Valley Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate degrees. Chattahoochee Valley Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Chattahoochee Valley Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

[Initial Accreditation Granted: 01/01/1976](#)

**Last Reaffirmation:** 2023

**Distance Education Approval Date:** 03/12/2009

**Next Fifth-Year Review:** 2028

**Next Reaffirmation:** 2033

## Associate Degree Nursing and Practical Nursing Programs

The Associate Degree and Practical Nursing programs are accredited by the Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

404-975-5000 / 404-975-5020 (fax)

Website: <https://www.acenursing.org/>

**Initial Accreditation Granted:** Fall 2012

**Last Reaffirmation Visit:** Fall 2017

**Next Reaffirmation:** Fall 2025

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

### **Medical Assisting Program**

The Associate of Applied Science in Medical Assisting program is accredited by the Accrediting Bureau of Health Education Schools (ABHES).

6116 Executive Blvd. Suite 730

North Bethesda, MD 20852

301-291-7550

Website: <https://www.abhes.org/>

**Initial Accreditation Granted:** August 14, 2018

**Last Reaffirmation Visit:** Spring 2023

**Next Reaffirmation:** Spring 2028

### **Emergency Medical Services Program**

The Emergency Medical Services program is accredited by the Alabama Department of Public Health (ADPH) Office of EMS.

208 Legends Court

Prattville, Alabama 36066

334-290-3088

Website: <https://www.alabamapublichealth.gov/ems/>

**Initial Accreditation Granted:** 2019

**Last Reaffirmation Visit:** October 2019

**Next Reaffirmation:** October 2024

## **Drug-Free Workplace Policy**

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

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

### **Disclaimer**

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

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

It is the official policy of the Alabama Community College System and Chattahoochee Valley Community College that no person, on the basis of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by law be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Furthermore, no qualified individual with a disability shall, on the basis of disability, be subject to discrimination of employment or in connection with any service, program, or activity conducted by the College.

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

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

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

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

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

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

The Compliance Officers for Chattahoochee Valley Community College are:

**Student Contact**

Ms. Vickie Williams, Title IX Coordinator  
Chattahoochee Valley Community College  
2602 College Drive  
Phenix City, AL 36869  
334-214-4803  
[vickie.williams@cv.edu](mailto:vickie.williams@cv.edu)

**Employee Contact**

Ms. Robin Jones, Title IX Coordinator  
Chattahoochee Valley Community College  
2602 College Drive  
Phenix City, AL 36869  
334-291-4927  
[robin.jones@cv.edu](mailto:robin.jones@cv.edu)

Assistant Secretary  
U.S. Department of Education  
Office of Civil Rights  
Lyndon Baines Johnson Department of Education Building



400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: 800-421-3481  
Fax: 202-453-6012; TDD: 800-877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

## Institutional Memberships

- Accreditation Bureau of Health Education Schools (ABHES)
- Accreditation Commission For Education in Nursing
- ACCS Facility and Safety Association
- ACCS Financial Management Association
- ACCS Human Resources Management Association
- ACCS Information Services Association
- ACCS Instructional Administrator Association
- ACCS Instructional Officers Association
- ACCS Presidents Association
- ACCS Public Relations Association
- ACCS Workforce Officers Association
- Alabama Association of College and Research Libraries
- Alabama Association of College and University Business Officers
- Alabama Association of Collegiate Registrars and Admissions Officers
- Alabama Association of Student Financial Aid Administrators
- Alabama Association for Institutional Research (ALAIR)
- Alabama Community College Association
- Alabama Community College Conference
- Alabama Deans of Student Affairs Association
- Alabama Skills USA Association
- Alabama Two-Year College Library Association
- American Association of Community Colleges
- American Society for Clinical Laboratory Scientists (ASCLS)
- American Welding Society
- Association on Higher Education and Disability (AHEAD)
- Council for Alabama Resource Development (CARD)
- NASPA - Student Affairs Administrators in Higher Education
- National Academic Advising Association (NACADA)
- National Association of College and Employers
- National Association of College and Universities
- National Association of Student Financial Aid Administrators
- National College Testing Association
- National Council for State Authorization Reciprocity Agreements - NC-SARA
- National Junior College Athletic Association
- National League of Nursing
- Online Computer Library Center
- Southern Association for Institutional Research (SAIR)
- Southern Association of Colleges & Schools Commission on Colleges
- Southern Association of Student Financial Aid Administrators

# Universal Human Rights Pledge

I believe that every individual has infinite and eternal worth.

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

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

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

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

I will discourage such prejudice by others at every opportunity.

I will treat all people with dignity and respect.

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

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

# Chattahoochee Valley Community College

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

[web](#) • [facebook](#)

## About CVCC

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### Alabama Community College System Mission

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

### Associate Degree Outcomes

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

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

# Campus Buildings and Facilities



## Chattahoochee Valley Community College Mission

Chattahoochee Valley Community College (CVCC) promotes student success and is committed to enriching our community by offering accessible, quality, and engaging educational opportunities through academic transfer, career technical education, workforce development, and adult education. CVCC fosters an environment in which all members are respected, appreciated, and empowered to reach their full potential.

## Contacts

Area or Concern	Department	Room #	Number to Call
Academic Divisions			
Applied Technology	Applied Technology	WTC	334-214-4853
Business and Computer Information Technology	Business and Computer Information Technology	IPAC 201	334-291-4975
English and Communication	English	IPAC 113	334-291-4974
Fine Arts and Social Sciences	Fine Arts and Social Sciences	Fine Arts 205	334-291-4989

Area or Concern	Department	Room #	Number to Call
Health Sciences	Health Sciences	IPAC 303	334-291-4925
Math	Math	Brassell Hall 216	334-291-4955
Public Safety	Public Safety	Key Hall 101A	334-291-4963
Science	Science	Brassell Hall 118	334-291-4958
Accreditation	Division of Strategic Initiatives	Wallace Hall	334-214-4816
Admissions Office	Admissions and Records	Wallace Hall 201	334-291-4929
Adult Education/GED	Workforce Development	WTC	334-214-4849
ADA Coordinator – Students	Student Development and Success	Wilson Hall	334-214-4803
ADA Coordinator – Employees	Human Resources	Wallace Hall	334-291-4927
Alabama Career Center		Brassell Hall 132	334-214-4828 or 334-2144829
Athletics	Athletics	Key Hall 203	334-214-4880
Bookstore-Barnes and Noble			334-448-5138
Blackboard	Computer and Information Technology	IPAC 206	334-291-4920
Buildings and Grounds	Facilities and Maintenance	Maintenance Shop	334-291-4954
Business Office/Payroll	Business Office	Wallace Hall 200	334-291-4937
Campus Police and Safety Department		Wilson Hall	334-291-4919
Campus Tours	Recruiter	Wallace Hall	334-291-4998
Career and Technical Education	Student Services	Owen Hall 101	334-214-4867
Changes in Academic Program of Study	Faculty Advisor		
Certified Nursing Assistant	Health Sciences	IPAC 303	334-291-4925
Counseling - Academic, Personal and Transfer	Student Development and Success	Wilson Hall	334-291-4905
Direct Deposit	Business Office	Wallace Hall 200	334-291-4933
Donations	Institutional Advancement	IPAC 114	334-291-4938
Dual Enrollment	Student Services	Owen Hall 112	334-214-4810
Email	Information Technology	Wallace Hall 200	334-291-4922
Employment – Faculty/Staff	Human Resources	Wallace Hall 201	334-214-4848
Evening Services & Police Officer	Police Department and Campus Safety	Wilson Hall	334-291-4850
Financial Aid	Financial Aid Office	Wilson Hall	334-291-4914
Foundation	Institutional Advancement	IPAC 114	334-291-4938
General Campus Information	Learning Resource Center	Owen Hall	334-291-4900
Grades (transcripts)	Admissions Office	Wallace Hall 201	334-291-4929
Graduation	Admissions Office	Wallace Hall 201	334-291-4929
Learning Resource Center	Instruction	First Floor and Mezzanine Owen Hall	334-291-4978
Lost and Found	Police Department and Campus Safety	Brassell Hall, Room 204	334-291-4919
Marketing and Public Relations	Marketing/PR	IPAC 105	334-291-4921
Military and Veterans	Financial Aid	Wilson Hall	334-291-4919
Military and Veterans Advocate	CEVSS	Owen Hall	334-214-4840
New Student Experience	Student Development and Success	Wilson Hall	334-214-4803

Area or Concern	Department	Room #	Number to Call
Nursing/Medical Assisting	Health Sciences	IPAC 303	334-291-4925
Orientation	Student Development and Success	Wilson Hall	334-214-4803
Parking Hang Tag and Fines	Learning Resource Center	Owen Hall	334-291-4900
Phi Theta Kappa	Student Development and Success	Wilson Hall	334-214-4803
Photocopying (student)	Learning Resource Center	Owen Hall First Floor	334-291-4978
Pit Crew (IT Help Desk)	Computer and Information Technology	IPAC 205	334-214-4804
Recruitment	Recruiter	Wallace Hall	334-291-4998
Ready-to-Work	Workforce Development	WTC	334-214-4807
Registration	Admissions Office	Wallace Hall 201	334-291-4929
Reserving Campus Facilities	President's Office	Wallace Hall 203	334-291-4981
Schedule Adjustment	Admissions Office	Wallace Hall 201	334-291-4929
Scholarships	Financial Aid	Wilson Hall	334-291-4914
SENSE Coordinator	SENSE	Owen Hall - Ground Fl.	334-291-4916
SENSE Career Services Center	SENSE	Owen Hall - Ground Fl.	334-291-4916
Testing (students)	Testing Center	Brassell Hall 206	334-291-4941
Title IX Coordinator (students)	Student Development and Success	Wilson Hall	334-214-4803
Title IX Coordinator (employees)	Human Resources	Wallace Hall 201	334-291-4927
Traffic Control	Fleet Manager/Campus Safety Officer	Campus Safety Kiosk	334-291-4950
Transcripts	Admissions and Records	Wallace Hall 201	334-291-4929
Tuition and Fees	Business Office, Cashier	Wallace Hall 200	334-291-4937
Tutoring	Instructional	Owen Hall 2nd Floor	334-291-4977
Withdrawal	Admissions Office	Wallace Hall 201	334-291-4929
WorkKeys	Testing	Brassell Hall 206	334-291-4964
Work Study	Financial Aid	Wilson Hall	334-214-4822
Workforce Development	Workforce Development	WTC	334-291-4964

**Updated August 2023**

## CVCC Foundation

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

Leaders from the College's service area community and an array of Chattahoochee Valley region companies and organizations voluntarily serve on the Foundation Board to secure appropriate sources of external funding through donations and grants.

## History

Chattahoochee Valley Community College was established in 1973 by an Act of the Alabama State Legislature. Located in Phenix City, Alabama, CVCC serves the citizens of Phenix City, Russell County, and parts of Bullock, Lee,

Macon, and Barbour counties. Its primary service area is Russell County, the eastern one-third of Macon County, and the southeastern corner of Lee County. It also provides a variety of educational opportunities for the citizens of Fort Moore-Columbus, Georgia, metropolitan area.

CVCC opened in January of 1974 and initially used temporary facilities located throughout Phenix City. CVCC first occupied its present permanent location (2602 College Drive) in 1976. Its campus contains approximately 130 acres upon which are located 14 permanent buildings: an instructional and performing arts center, an administrative/classroom building, a general-purpose classroom building, a learning resources center, a fine arts building, a health and physical education building/gymnasium, an athletic complex, a student services center, an industry training center and a security building; in 2020, the College acquired Adams Hall from Troy University to develop a one-stop student center and instructional facility; in 2021, three additional buildings were acquired from Troy University, a bookstore, a maintenance building, and Pitts Hall, which is now the Workforce Training Center.

During its history, CVCC has had six permanent presidents. Previous presidents include Dr. Ralph Savage (1973-1980), Dr. James Owen (1980-1993), Dr. Richard Frederinko (1993-2002), Dr. Laurel Blackwell (2003-2010), and Dr. Glen Cannon (2011-2014). The current President is Ms. Jacqueline B. Screws, who began her tenure on February 1, 2018.

## **Institutional Goals**

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

- To offer quality educational programs.
- To provide diverse educational and support programs that promote student success.
- To employ comprehensive planning and administration of the College's programs, services, and processes.
- To provide state-of-the-art technology, infrastructure, and facilities to support the College mission.

# The President's Message

Greetings!

As we embark on another academic year filled with promise and opportunity, I am bursting with gratitude and enthusiasm to address you, the heartbeat of our vibrant community.

This past year has brought its share of challenges as well as opportunities, requiring us to work strategically to demonstrate resilience, adaptability, and an unwavering commitment to our mission of learning and growth. In spite of the challenges, the College has achieved remarkable milestones:

- We have expanded access to education through innovative initiatives, such as the opening of our Workforce Training Center, the expansion of our health sciences programs, and the expansion of our welding facility;
- We have renovated our softball complex and our bookstore/student center;
- We have strengthened our ties with the community, working hand in hand with local businesses, organizations, and residents to create opportunities for growth and prosperity;
- We have enhanced student support services, and fostered a culture of excellence in teaching and learning;
- We have remained focused on student success, and strengthened our commitment to inclusivity, diversity, and student-centered learning, making a lasting impact on the lives of those we serve.



As we celebrate these accomplishments, we look forward to continuing our journey of growth and transformation, guided by our shared vision of empowering individuals and enriching our community through education. We will utilize the lessons learned from our experiences to forge ahead stronger than ever before.

At Chattahoochee Valley Community College (CVCC), we are not just educators, administrators, or students—we are a family, and each member contributes to the rich tapestry of diversity, knowledge, and creativity that defines us. Our strength lies in our differences, our willingness to listen and learn from one another, and our dedication to fostering an inclusive and supportive environment where all individuals can thrive.

As we navigate the road ahead, let us recommit ourselves to the values that define us: excellence, integrity, inclusivity, and service to others. Let us embrace innovation and collaboration as we continue to explore new horizons in education and student success. And let us never lose sight of the profound impact we have on the lives of those we serve, both within our college community and beyond.

To our students, we encourage you to seize every opportunity for learning and growth. We hope you will set lofty goals because your potential is limitless, and we will be here to support you every step of the way.



We extend our deepest gratitude to our faculty and staff for your tireless dedication and unwavering commitment to our students and our mission. Your passion, expertise, and compassion are the driving forces behind our college's success, and we are continually inspired by your extraordinary contributions. Together, let us write the next chapter of our college's story—one defined by innovation, collaboration, and a relentless pursuit of excellence. As we embark on this journey together, let us remember that our greatest strength lies not in our individual accomplishments, but in our collective ability to inspire, empower, and uplift one another, our students, and our community.

Thank you for your continued support, dedication, and belief in the transformative power of education. Together, there is no limit to what we can achieve!

With warmest regards,

Jackie Screws  
President

## Vision Statement

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

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

## Academic Calendar

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### Fall 2024 Academic Calendar

Term	Start and End Date	Late Reg/Drop and Add	Last Date to Withdraw	60% Date for Financial Aid	Final Exams	Grades Due
1	August 19 December 12	August 19, 20	December 4	October 28	December 9, 10, 11, 12	December 13 12 noon

Term	Start and End Date	Late Reg/Drop and Add	Last Date to Withdraw	60% Date for Financial Aid	Final Exams	Grades Due
1A	August 19 November 15	August 19, 20	November 8	October 13	November 13, 14, 15	November 18 12 noon
2A	August 19 October 10	August 19, 20	October 4	September 20	October 9, 10	October 11 12 noon
1B	September 9 December 12	September 9, 10	December 6	November 5	December 11, 12	December 13 12 noon
2B	October 14 December 12	October 14, 15	December 6	November 19	December 11, 12	December 13 12 noon
2D	December 2 December 12	December 2	December 9	December 9	December 12	December 13 12 noon
<p><b>Annual College-Wide Professional Development: August 13/August 14</b></p> <p><b>Holidays: September 2 (Labor Day)</b></p> <p style="padding-left: 40px;"><b>November 11 (Veterans Day)</b></p> <p style="padding-left: 40px;"><b>November 28, 29 (Thanksgiving)</b></p> <p style="padding-left: 40px;"><b>December 23 through January 1 (Christmas)</b></p> <p><b>Virtual Instruction Day for <u>Students Only</u>: October 14 (The College is Open for Business)</b></p> <p><b>No Classes for Students: November 25th, 26th, 27th (The College is Open for Business)</b></p> <p><b>Spring Registration Open and End Dates: October 28th through December 13</b></p> <p><b>Faculty Duty Days: August 15, 16; November 25, 26, 27; December 16<sup>th</sup></b></p>						

## Spring 2025 Academic Calendar

Term	Start and End Date	Late Reg/Drop and Add	Last Date to Withdraw	60% Date for Financial aid	Final Exams	Grades Due
1	Jan 13 May 6	January 13, 14	April 29	March 17	May 2, 5, 6, 7	May 7 12 noon
1A	Jan 13 April 16	January 13, 14	April 9	March 4	April 14, 15, 16	April 17 12 noon
2A	Jan 13 March 6	January 13, 14	February 28	February 13	March 5, 6	March 7 12 noon
1B	Jan 27 May 6	January 27, 28	April 30	March 23	May 5, 6	May 7 12 noon
2B	March 10 May 6	March 10, 11	April 30	April 9	May 5, 6	May 7 12 noon
<p><b>Spring Semester Holidays:</b></p> <p><b>Holidays: January 1 (New Year's Day) January 20 (MLK)</b></p> <p><b>Virtual Instruction Day for <u>Students Only</u>: February 17 (The College is Open for Business)</b></p> <p><b>Spring Break: March 31 through April 4 (The College is open for business-Students are on break only)</b></p>						

Term	Start and End Date	Late Reg/Drop and Add	Last Date to Withdraw	60% Date for Financial aid	Final Exams	Grades Due
<b>Summer Registration: April 14th - May 9th</b>						
<b>Faculty Duty Days: January 7, 8, 9, 10; May 9</b>						
<b>Graduation: May 9th</b>						

## Summer 2025 Academic Calendar

Term	Start and End Date	Late Reg/Drop and Add	Last Date to Withdraw	60% Date for Financial aid	Final Exams	Grades Due
1	May 19 July 29	May 19, 20	July 22	July 1	July 24, 25, 28, 29	July 30 12 Noon
2A	May 19 June 19	May 19, 20	June 12	June 7	June 18, 19	June 20 12 Noon
2B	June 23 July 29	June 23, 24	July 23	July 15	July 28, 29	July 30 12 Noon
SU 1	June 2 July 29	June 2, 3	July 23	July 6	July 28, 29	July 30 12 Noon
<b>Holidays: May 26 (Memorial Day) July 4 (Independence Day)</b>						
<b>Virtual Instruction Day for Students Only: July 3 (The College is Open for Business)</b>						
<b>Fall Registration: April 14th- August 8th</b>						
<b>Faculty Duty Days: May 15, 16; July 30, 31</b>						

## Academic Policies

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### Calendar System and Credits

Chattahoochee Valley Community College (CVCC) follows a semester calendar system comprising two main semesters and a summer term. The fall semester begins in August, the spring semester starts in January, and the summer term commences in May. Credits earned at the College correspond to the number of semester hours that classes meet.

### Class Attendance and Final Exams

#### Attendance

Chattahoochee Valley Community College students are expected to attend every class and laboratory session, arrive on time, and remain for the entire session. Registering for a class makes the student responsible for attending the class unless the student takes action to officially withdraw from the class. Students are responsible for course-related work, including assignments, assessments, and applicable deadlines, whether or not they attend class as scheduled. Instructors are not obligated to review missed material with students due to their absence, nor are they required to notify students if missed assignments impact their grades.

Each instructor's attendance expectations take effect from the first scheduled class meeting and continue throughout the semester. To comply with federal financial aid guidelines, instructors must verify attendance at the beginning of the semester. The "No Show" (NS)/attendance verification procedure will be used to ensure that students receiving financial aid are attending class before awards are disbursed.

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

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

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

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

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

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

### **Process Administrative Withdrawals Appeals**

- If a student is not reinstated in the class, the student may file a written appeal with all relevant documentation to the appropriate Division Chair, who will notify the student of the outcome through the Pirate email.
- If the matter cannot be resolved at the Division Chair level, the student may make a final documented written appeal to the Dean of Instruction. The Dean of Instruction's decision is final and will be communicated to the student through the student's Pirate email.

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

### **Student Withdrawal**

Chattahoochee Valley Community College understands that students may have to officially withdraw from classes if the need arises. Failure to attend or participate in class and assignments may result in a failing grade. Students are encouraged to officially withdraw under these circumstances, which has a negative impact on academic status and financial aid. CVCC instructors do not withdraw students from class. Students must initiate the withdrawal process themselves. If a student stops attending class and does not withdraw, the instructor is required to assign a letter grade for the student at the end of the semester.

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

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

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

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

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

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

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

## Final Exams

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

## Classification of Students

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

# Cooperative Arrangements

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

## Course Load

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

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

## CVCC Transcripts

Students may request an official transcript from the College [website](#). CVCC is a Parchment transcript receiver, sender institution, and National Student Clearinghouse transcript receiver. Unofficial transcripts can be viewed and printed from the website.

## Grades and Quality Points

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

Letter Grade	Meaning	Quality
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Poor	1.00
F	Failure	0.00
W*	Withdrawal	NONE
AU	Audit	NONE
I	Incomplete	NONE

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

## Definition of Terms

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

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

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

## Incomplete Grade

The grade of Incomplete (I) may be assigned when a student has been prevented from completing the requirements of a course due to exceptional circumstances. Exceptional circumstances include unforeseen issues such as unexpected hospitalization, the death of an immediate family member, or other related catastrophic events. The student must request a grade of Incomplete from the instructor. The instructor may grant or deny the request. A grade of Incomplete (I) must be cleared by the end of the following regular semester, or a final grade of “F” will automatically be recorded. This grade will be reported to the student at the end of the semester in which the grade is changed.

A grade of Incomplete (I) is not added to the total number of hours attempted until cleared. **Students are cautioned that “I” grades may affect their eligibility for financial aid benefits.**

## Grade Reports and Grade Point Averages

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

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

Semester Hours	Letter Grade	Quality Points
Three sem. hrs. of	“A” × 4 =	12 quality points
Three sem. hrs. of	“B” × 3 =	Nine quality points
Three sem. hrs. of	“C” × 2 =	Six quality points
Three sem. hrs. of	“D” × 1 =	Three quality points
Three sem. hrs. of	“F” × 0 =	0 quality points
Total:		30 total quality points

30 quality points ÷ 15 hours attempted = 2.0 GPA

AU, I, and W grades are omitted when computing a student’s grade point average (GPA) but will be recorded on a student’s transcript.

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

## Academic Honors

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

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

The Dean's List recognizes students who enroll for at least 12 semester hours (excluding institutional credit hours) during a semester and earn a grade-point average of 3.50 to 3.99 (B).

Students who consistently maintain high scholastic performance and meet other eligibility requirements may be invited to join the Alpha Theta Rho Chapter of the Phi Theta Kappa International Honor Society. For additional information, students may contact the Associate Dean of Student Development and Success at 334-214-4803.

## Graduation

### Degree Requirements

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

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

1. **Associate of Arts or Associate of Science degree** - Completion of a minimum of 64 semester hours credit in an approved Associate of Arts or Associate of Science degree program with sixteen semester hours taken at CVCC (the exact number of hours required in each program is specified in the Programs of Study section). Students must complete at least 25 percent of semester credit hours at CVCC.  
**Associate of Applied Science degree** - Completion of a minimum of 60-76 semester hours credit in an approved Associate of Applied Science degree with 25 percent of the semester hours taken at CVCC (the exact number of hours required in each program is specified in the Programs of Study section).
2. Meet all requirements for graduation within a calendar year of the last semester/term of attendance.
3. Successfully complete the general education and other required courses as specified in the program of study.
4. Achieve a minimum cumulative grade point average of 2.00.
5. Complete all incomplete grades.
6. Fulfill all financial obligations to the College.
7. To participate in the commencement ceremony and/or receive a diploma or certificate, students must complete an official application for graduation and pay the graduation fee by the specified deadline date.

### Certificate Requirements

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

1. Satisfactorily complete an approved program of study (See the Programs of Study section for Certificate requirements).
2. Earn a 2.00 cumulative grade point average in all courses attempted at the institution.
3. Complete at least 25% of semester credit hours at the institution granting the award.
4. Meet all requirements for graduation within a calendar year of the last semester/term of attendance.
5. Complete all incomplete grades.
6. Fulfill all financial obligations to the College.
7. To participate in the commencement ceremony and receive a diploma or certificate, students must complete an official application for graduation and pay the graduation fee by the specified deadline date.

### Competency Requirements

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



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

## Dual Degrees

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

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

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

## Application for Graduation

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

Although students may complete requirements for graduation during any semester, degrees will be officially conferred at the commencement ceremony at the end of the spring semester. The official date on which degree requirements have been completed for the degree will be specified on the student’s permanent transcript.

## Graduation Honors

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

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

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

- Graduation with Distinction: 3.50-4.0 GPA

**Note:** The method for calculating the GPA for graduation honors shall be identical to that used to fulfill graduation requirements for the degree or certificate earned.

In addition, to be eligible for a graduation honor, the student must have completed at least twenty-four semester hours at the College.

\*\*Graduation honors are calculated based on the cumulative grade point average of the last semester before the graduation term.

# Registration, Schedule Changes and Withdrawal

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

Students may obtain a schedule of classes on the college [website](#). In all cases, registration becomes official when students have paid all tuition and fees.

## Late Registration/Drop and Add

During the first two or three class days of the semester, students may change their schedule by adding and/or dropping courses. A student will not be allowed to add a class after the drop and add period except with the Dean of Instruction's approval. Any schedule adjustment during this time period will result in a \$25.00 administrative fee. Late registration and dates to drop/add are listed on the College's official academic calendar.

## Auditing a Course

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

## Independent Study

In certain extenuating circumstances, the Dean of Instruction, with a recommendation from the Division Chairperson and instructor, may permit a student to take a course by independent study. Permission will be based on factors as future course availability and the student's academic record. A student whose grade point average is below 2.0 will not be permitted to take a course by independent study. Because independent study courses must be completed without the usual assistance from instructors, a student will not be allowed to take more than one independent study course per semester. Exceptions due to extenuating circumstances, must be approved by the Dean of Instruction.

## Online Learning: Online and Hybrid Classes

Students who enroll in online and online classes should:

- Have a computer at home or available routinely with DSL or cable Internet access;
- Have strong typing skills;
- Know how to upload and download files;
- Be able to navigate the Internet via Firefox, Edge, Safari or Google Chrome;
- Be able to spend more than five **(5) hours** per week **online** for an online course;
- Understand that distance learning courses often require **more intense effort** than a traditional on-campus course;
- Be currently enrolled or successfully completed **ORI105**;
- Have Microsoft Office Suite and have a general knowledge about using Microsoft Word and Microsoft PowerPoint;
- Be self-disciplined, willing to seek help when needed, and have strong time-management skills.

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

## Proctored Examination and/or Assignment

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

Students have the following options for proctored examinations and/or assignments:

1. Campus Testing Center - Students may schedule testing appointments online through the link located in the Canvas course. There is no charge for CVCC students,
2. Alternate Testing Location - Under extenuating circumstances, students may request an alternate testing location by contacting the instructor for assistance. The instructor provides a list of [alternate certified testing centers](#) to the student. Once the student identifies the preferred alternate certified testing site, the instructor completes and submits the CVCC Alternate Testing Center Request Form to the alternate certified testing center. The student schedules an appointment; there may be a fee for using an alternate testing location. It is the student's responsibility to pay any fees.

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

## Course Changes

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

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

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

Starting the day after drop/add period each term/semester, students may withdraw from a class (partial) or all classes (total) using the following steps.

### **Partial Withdrawal Steps:**

1. Meet with your instructor prior to withdrawing from a class.
2. Login to your PiratePortal.
3. Click on "Registration" under the Student Card.
4. Click on "Register for Classes."
5. Select the term.
6. Click on the class that is to be dropped.
7. Click on "Action" and a drop down will appear.
  - a. Select "DW=Web Drop" to drop classes prior to the official start date of the College (You will not be charged for the course).
  - b. Select "WW – Web Withdraw" to drop a class after the College designated drop/add period until the end of the withdrawal period.

### **Complete Withdrawal Steps:**

1. Meet with your instructor prior to completing the withdrawal form.

2. Complete and submit the Withdrawal Dynamic Form.
3. If you have outstanding debt to the college (Library or Business Office), you will be notified via email by that office to pay the outstanding debt.

**Note:**

- The complete withdrawal form will be completed by the student and then routed to the instructor(s). The form will then be routed to a SENSE (Strategies to Enhance New Student Engagement) representative, if applicable. The student may be contacted by a SENSE Team member for consultation. Once a SENSE team member has signed off on the withdrawal form, it will be automatically routed to the Financial Aid Office, Business Office, Library, and lastly to the Admissions Office for processing.
- Final grades are determined according to the date the student withdraws from the course or the College as denoted in the College Academic Calendar.
- To receive a grade of “W,” the student must withdraw by the “Last Day to Withdraw” date posted in the College Academic Calendar.

**Special Populations Important Notes:**

- \*\* **Athletes** must receive approval from the Athletic Director in order to withdraw from classes.
- \*\* **Nursing and Medical Assisting students** must adhere to the policies set forth by those programs.
- \*\* **Scholarship students** must adhere to the policies as set forth in the scholarship guidelines.
- \*\* **High School Dual Enrollment students** must withdraw through the Dual Enrollment Coordinator.

## Standards of Academic Progress

The following academic standards of progress apply to all students except students taking developmental courses. In addition to these standards of academic progress, the nursing programs have departmental requirements.

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

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

2. When a student's cumulative GPA is below the GPA required for the number of credit hours attempted at the College, the student is placed on *Academic Probation*.
3. When a student on Academic Probation's cumulative GPA remains below the GPA required for the total number of credit hours attempted at the College and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read *Suspended-One Semester*.
4. A student who is suspended for one semester may appeal. If the student is readmitted without serving the one-semester suspension, the transcript will read *Suspended-One Semester/Readmitted Upon Appeal*.
5. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or been readmitted on appeal) and whose cumulative GPA falls below the level required

for the total number of hours attempted at the College with a semester GPA of 2.0 or above will remain on Academic Probation. If the student does not earn a cumulative GPA of 2.0 or above for the required hours, the student is *Suspended for One Academic Year*.

6. A student returning from a One-Term or One-Year Suspension while on Academic Probation who fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0 will be suspended for another calendar year.
7. A student may appeal a one-term or one-year suspension.
8. The student must attain a clear status before beginning the standards of the academic progress cycle again.

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

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

## **Exception**

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

## **Appeal Process for Readmission**

If a student does not contest the facts leading to suspension and desires to request consideration for readmission, the student may submit a request in writing for an “Appeal for Readmission” to the Admissions Committee no later than two working days before the beginning of regular registration. During the meeting of the Admissions Committee (which is not considered a “due process” hearing but rather a petition for readmission), the student may present a rationale and/ or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Committee and the materials presented by the student are placed in the student’s official record. A copy of the written decision is also provided to the student.

## **Intervention for Student Success**

Students placed on Academic Warning, Academic Probation, One-Semester Suspension, or One-Calendar-Year Academic Suspension may be required to meet with a Success Coach/ Retention Specialist to create an academic success plan with specific courses and limited credit hours and/or to take other steps as designated by the Dean of Instruction, Financial Aid, the student’s advisor, and/or the Admissions Committee.

Intervention activities may include monthly success coaching, academic workshops, and subject-specific tutoring. Students are also tracked for success through faculty alerts, which allows success coaches to provide early intervention in recognizing personal and academic barriers to success.

## Course Forgiveness

1. If a student repeats a course, the higher/highest grade awarded (excluding the grades of W and WP) replaces all previous grades for that course in the computation of the cumulative grade point average. The official transcript will list the course and grade each time it is attempted.
2. When a student completes a course more than once, the highest grade will be counted in the GPA, and all other grades will be excluded from the GPA. Official transcripts will list each course in which a student was enrolled.
3. The course forgiveness process will occur automatically after the course has been repeated and a new grade has been posted. The student may repeat a course more than once, but that course may be counted only once toward fulfilling credit hours for graduation.

**NOTE: STUDENTS SHOULD CHECK FINANCIAL AID REGULATIONS REGARDING THE REPETITION OF COURSES.**

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

## Academic Bankruptcy

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

1. Academic bankruptcy is initiated by a written request from the student to the Director of Admissions/Registrar.
2. Upon receipt of the student's request, the College will inform the student that an award of academic bankruptcy may impact his/her financial aid status.
3. Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.
4. The bankruptcy courses and grades will remain on the transcript but will not be calculated in the student's cumulative GPA.
5. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.
6. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
7. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at CVCC since the most recent semester for which the academic bankruptcy is requested. A grade of "C" or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.
8. When a student receives a declaration of academic bankruptcy, a permanent notation of "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester affected.
9. Approval of a college's academic bankruptcy status does not guarantee that other institutions will honor that status. The respective transfer institution(s) will make this determination.

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

## Change of Curriculum or Program of Study

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

## Standards of Academic Progress for Transfer Students

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

## Transfer of Credits

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

Transferability of credits will be determined in the following manner:

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

## Evaluation of Transfer Credits

The Admissions Office will evaluate official transcripts submitted by transfer students who enroll at the College.

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

1. The amount of transfer credit and the transferable courses will be provided on the College website at [www.cv.edu](http://www.cv.edu) after the evaluation.
2. The courses and the number of credits allowed through transfer are recorded on the student’s official and unofficial CVCC transcript.

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

## Nontraditional Credit

CVCC may award limited credit for advanced placement, challenge examinations, CLEP and DANTES examinations, armed forces, and service school training. Prior Learning Assessment (PLA) may be awarded for professional certifications, statewide articulation agreements, or programs. Course credit earned shall be noted on the student’s transcript. Any student interested in obtaining PLA credit should contact the appropriate college faculty member or the Admissions Director/Registrar to obtain the appropriate paperwork and advisement of the PLA process.

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

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

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

Credit through CLEP/DANTES examinations will not be recorded on the student's permanent record until the student has completed a minimum of twelve semester hours at CVCC. Notation will be made on the student's permanent record indicating the area in which credit was awarded, with the statement "Credit by Examination," followed by the number of semester hours granted.

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

### College Level Examination Program (CLEP)

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

CLEP Examination Subject Matter	Credit Awarded	CVCC Course Equivalents
<b>Business</b>		
Information Systems and Computer Applications	3	CIS 146
Principles of Accounting I and II	6	BUS 241, 242
Introductory Business Law	3	BUS 261
Introduction to Management	3	MST 201
Introductory Macroeconomics I	3	ECO 231
Introductory Macroeconomics II	3	ECO 231
<b>Language and Fine Arts</b>		
American Literature with essay	6	ENG 251, 252
English Literature with essay	6	ENG 261, 262
Spanish	3	SPA 101
<b>Mathematics and Science</b>		
College Algebra	3	MTH 112
College Trigonometry	3	MTH 113
Calculus with Elementary Functions	4	MTH 125



CLEP Examination Subject Matter	Credit Awarded	CVCC Course Equivalents
<b>Social Science &amp; Public Service Technologies</b>		
Western Civilization I	3	HIS 121
Western Civilization II	3	HIS 122
American History I	3	HIS 201
American History II	3	HIS 202
General Psychology	3	PSY 200
Introductory Sociology	3	SOC 200

## Other Areas for Credit by Examination

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

## DANTES Standardized Examinations

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

DANTES Examination Subject Matter Business	Credit Awarded	CVCC Course Equivalents
<b>Business</b>		
Introduction to Business	3	BUS 100
Principles of Accounting I	3	BUS 241
Introduction to Management	3	MST 201
Basic Marketing	3	BUS 285
Principles of Economics II	3	ECO 232
<b>Mathematics and Science</b>		
College Algebra	3	MTH 112
College Trigonometry	3	MTH 113
Calculus I	4	MTH 125
Calculus II	4	MTH 126
Linear Algebra	4	MTH 237
College Physics II	4	PHY 213
College Chemistry	4	CHM 111
<b>Social Science &amp; Public Service Technologies</b>		
Western Civilization I	3	HIS 121
Western Civilization II	3	HIS 122
General Anthropology	3	ANT 200
Introduction to Criminology	3	CRJ 208

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

1. An admitted student must apply to the Dean of Instruction to request credit by examination.
2. A student may not challenge a specific course more than once.

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

### **Credit-by-Examination Refund Policy**

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

### **Credit Through Advanced Placement**

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

### **Credit for Military Training and Educational Experiences**

CVCC will consider military experiences as a substitute for approved courses in the student’s training and education curriculum on an individual basis. The student is responsible for requesting military transcripts by contacting the [JST Operations Center](#).

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

Guidelines for extending credit are as follows:

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

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

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

## **Withholding Graduation Diplomas and Certificates**

The position of the Administration of CVCC is that a college degree or certificate has true merit and meaning only if granted when a student has demonstrated the level of effort and responsibility indicative of a worthy graduate. Therefore, it is the policy of the College that a student shall be entitled to a degree or certificate only by completing a prescribed course of study; paying all tuition, fees, and other appropriate charges, and fully abiding by College policies, rules, and regulations. If a student fails to meet any of the three (3) requirements for graduation, the College reserves the right to withhold official graduation and awarding of the degree or certificate to the student until the deficiency is rectified and to include a notation on the student's official transcript that the student is ineligible for graduation. Furthermore, it is the policy of CVCC that a student who has failed to make timely payment of tuition, fees, or other appropriate charges is ineligible to re-enroll for any subsequent academic semester at the College except with special permission from the President until appropriate payment is made. The Admissions Office has the authority to withhold official graduation as long as such authority is exercised in a manner consistent with the intent of this policy.

When the College intends to withhold official graduation from a student, withhold the degree or certificate, or declare a student ineligible for further enrollment, the Director of Admissions/Registrar will provide written notice to the student. The notice will be delivered by personal service, emailed to the student's official College email, or mailed to the student's last known home address. The notice will state the type of action the College intends to take.

A student who receives notice of any of the above-described actions has the right to meet with the Dean of Students and Campus Services and request that the action is erroneous or demonstrates to the satisfaction of the Dean of Students and Campus Services that the respective problem will be resolved within an acceptable time frame or if the Dean of Students and Campus Services will provide written notice to the student of any such decision. The Dean of Students and Campus Services also has the authority to make such a decision conditional based on the students meeting certain stated requirements and in such cases, the Dean of Students and Campus Services retains the right to re-impose the action if the stated conditions are not met by the student.

## **Admissions**

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

Students may apply to the College at [www.cv.edu](http://www.cv.edu). The Admissions Office assists students with application to the College and answers questions regarding the admission process. Admission to the College does not guarantee entrance into a particular course or program. Specific requirements for admission to Nursing (ADN), Direct Entry Nursing (DRN), Practical Nursing (PN), and Medical Assisting (MAT) are found in the "Programs of Study" section of this catalog.

Persons who are not citizens of the United States may not be admitted to any Alabama Community College System Institution for the purpose of enrolling in flight training or in any segment or portion of a flight training program until

appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives.

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

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

## **Admission Eligibility**

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

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

## **Admission Process**

Chattahoochee Valley Community College admissions processes and policies are based on Alabama Community College System (ACCS) BOT Policy 801. 01. All students must complete an admission application, provide one (1) form of primary identification (including but not limited to state or federal-issued ID), provide a transcript (if applicable), and provide other appropriate documentation as required by specific programs to complete their admission file.

For the protection of the public and to assist in maintaining state and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution to enroll in flight training or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives.

## **Admission Classifications & Required Admission Documentation**

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

- Admission Application

- Official final high school transcript with proof of graduation or GED®. Students with associate or bachelor's degrees are not required to submit a high school transcript.
- Official transcript(s) –all college(s) attended (if applicable)

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

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

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

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

\*Acceptance of transfer credits is based upon CVCC policy.

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

- Admission Application
- High school transcript
- Written approval from a school administrator

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

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

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

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

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

- Transient admission application
- Appropriate transient documentation from the home institution

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

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

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

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

- Admission Application
- Official final high school transcript with proof of graduation or GED® (if applicable). Students with associate or bachelor’s degrees are not required to submit a high school transcript.
- Official transcript(s) – all college(s) attended (if applicable)

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

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

- Refer to Admission International Student in this section.

**Non-high school graduates and non-GED students**

- Required assessment score (in accordance with current assessment procedures)
- Written consent from the appropriate secondary administrator (if under the age of 17)
- Students may be admitted to non-degree and career pathways programs as defined under the Workforce Innovation and Opportunity Act (WIOA) and by the federal Pell Grant Ability-to-Benefit criteria.

**Accelerated High School Students**

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

- The student has completed the 10th grade.
- The student provides a letter from the local principal or designee. Accelerated students enrolled in private, home school/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate secondary official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity,
- The student has completed the high school prerequisites for the courses he/she wants to enroll in.  
**Note: An accelerated student must satisfy admission requirements except proof of high school graduation or GED completion.**
- Accelerated students may enroll in academic, career and, technical, or health profession courses/programs in accordance with additional written guidance issued by the Chancellor.
- Enrolled students must pay tuition and fees as required by the institution.
- The Chancellor may grant exceptions for a student documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9-12. Exceptions apply only to grade completion requirements and completion of high school prerequisites.
- This admission status is available to students attending public, private, parochial, or church/religious schools pursuant to §16-28-1 of the Code of Alabama 1975 or who are receiving instruction from a home school offering educational instructions in grades K-12, home-schooled students, and those receiving instruction through private tutors.

**International Students**

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

International First-Time Students	International Transfer Students
<ul style="list-style-type: none"> <li>• Admission application</li> </ul>	<ul style="list-style-type: none"> <li>• Admission application</li> </ul>

International First-Time Students	International Transfer Students
<ul style="list-style-type: none"> <li>• A certified original translated and evaluated copy of the student's high school transcript if graduated outside of the United States</li> <li>• A current and valid passport or other official documentation to verify lawful presence</li> <li>• A current photo (passport-size, preferred)</li> <li>• A minimum score of 5.5 on the International English Language Testing System (IELTS), a total score of 61 on the Internet-based Test of English as a Foreign Language (TOEFL), a 2A on the Step EIKEN Test in Practical English Proficiency, or a total score of 500 on the paper-based TOEFL. Institutions may admit students to an established ESL program in preparation for the English Language Exam. However, students may not enroll in regular college courses until the English Language requirement is met.</li> <li>• A signed, notarized statement verifying adequate financial support</li> <li>• Receipt of I-90I Student and Exchange Visitor Information System (SEVIS) Fee payment.</li> <li>• A medical health history with proof of vaccination. (the form is attached)</li> <li>• Documentation demonstrating adequate accident, sickness, and life insurance, including evacuation repatriation. Students must maintain insurance coverage throughout their 1-20. The institution may provide an insurance plan or a list of available providers. Note: CVCC does not provide an insurance plan.</li> </ul>	<ul style="list-style-type: none"> <li>• A certified original translated and evaluated copy of the student's high school transcript verifying completion status and a translated and evaluated transcript from each college attended if graduated outside of the United States. Students who have achieved a minimum of a Baccalaureate degree are only required to submit a translated and evaluated transcript from the degree-granting institution</li> <li>• Original transcripts from all US institutions attended</li> <li>• A signed, notarized statement verifying financial support</li> <li>• Copy of the student's current Form 1-20</li> <li>• Receipt of 901 Student and Exchange Visitor Information System (SEVIS) Fee payment.</li> <li>• Copy of student's Visa and Passport</li> <li>• A medical health history with proof of vaccination (form is attached).</li> <li>• Documentation demonstrating adequate accident, sickness, and life insurance, including evacuation repatriation. Students must maintain insurance coverage throughout their 1-20. The institution may provide an insurance plan or a list of available providers. Note: CVCC does not provide an insurance plan.</li> </ul>

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

## English as a Second Language Exam Waiver

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

## Articulated Credit

Articulation is designed to create a smooth transition for students from secondary education to postsecondary education by awarding college credit for career/technical courses taken in high school. State articulation agreements are in place in many technical fields, and criteria for awarding articulated credit can be found at [www.accs.edu](http://www.accs.edu). Students seeking articulation high school credit should request documents from the high school administrator to support articulation and submit documents to the Admissions Office at CVCC. Please contact the Associate Dean of Technical Education and Workforce Development for additional information.

## Dual-Enrollment/Dual-Credit High School Students

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

High school students must have written approval from the appropriate high school administrator, who will work with the Dual Enrollment Coordinator for admissions and registration. To apply for dual enrollment/dual credit admissions, students will complete the required application packet and return it to the high school counselor or career tech director. All items included on the checklist must be completed in order to fulfill the admissions process. If any items are missing from the checklist, admissions to the College will be delayed.

The Statement of Eligibility Form requires the signature of the high school principal and/or school counselor; the counselor may help complete it.

- The high school counselor will denote the course(s) that a student is eligible to take at Chattahoochee Valley Community College while dually enrolled.
- A copy of the current high school transcript must be included with the application for processing.
- The counselor or career tech director will then give the completed application to the Chattahoochee Valley Community College Dual Enrollment Coordinator to process the application and assist the student with registration.

Students should work with their counselors, career tech directors, and/or career coaches to submit a completed packet and complete the enrollment process. Questions regarding the process should be directed to the Dual Enrollment Coordinator, Demeka Daniels, at 334-2144810. All applicants must meet the entrance requirements established by the College.

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

**Note: The student is responsible for submitting ACT scores for English and Math placement to the College. If an ACT score is unavailable, the student must make arrangements to take the ACCUPLACER placement exam before course registration. For more information about the ACCUPLACER exam, please view this information [here](#).**

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

The Career Technical Dual Enrollment Scholarship is available to pay for tuition and books while funds are available. Application for scholarships should be completed at the time of application to be eligible to participate. For more information, please go [here](#) or email the [Dual Enrollment Coordinator](#).

All students participating in dual credit coursework are considered Chattahoochee Valley Community College students and are bound by the rules, regulations, and policies of the College and the Alabama Community College System. For more information, please visit this [website](#).



## Noncredit Students

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

# Admission Procedures

## Standard Admission Procedures

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

1. **Apply to Admissions [here](#).**
2. **Submit official transcripts from previously attended high schools and colleges to the Admissions Office.**  
Transcripts that bear the official seal of the issuing institution and are sent from the institution will be accepted. Copies submitted directly by the student must be in an official sealed envelope from the institution to be considered official or
3. **Submit a GED certificate.** Non-high school graduates must submit scores on the General Educational Development Test and certification of achievement of the Certificate of High School Equivalency.

### Validation of High School Diplomas, GEDs, and College Transcripts:

Chattahoochee Valley Community College reserves the right to deny admissions if a high school diploma, GED, or college transcript is believed to be fraudulent or was not obtained from an entity that provides secondary or post-secondary school education. Students who are admitted and whose documents are found to be fraudulent will be dismissed from the College.

## Special Admission Procedures

### Readmission Students

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

### Readmission Service Member

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

### Noncredit Students

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

## Admission Status

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

## **Unconditional Degree Student**

An unconditional degree student has completed all the requirements for admissions and academic assessment and has been accepted into or is pursuing a program of study leading to an associate degree.

## **Conditional Degree Student**

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

## **Unconditional Certificate Student**

An unconditional certificate student has completed all admission requirements and academic assessment and has been accepted into or is pursuing a program of study leading to a certificate of completion.

## **Conditional Certificate Student**

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

## **Unconditional Unclassified Student**

A student who completes all admission requirements to enroll in courses for cultural improvement, enjoyment, or increased occupational proficiency may be admitted as an unconditional unclassified student. **An unclassified student is not required to complete assessments unless he/she plans to enroll in English, reading, and/or mathematics courses. Individuals enrolled as unclassified students will not be eligible for financial assistance, including veterans' benefits, from the college.** Credits earned by unclassified students may be applied toward a degree when the credits earned are required for a particular degree program. The student may declare a degree by completing a Student Change of Information Form in the Admissions Office.

## **Conditional Unclassified Student**

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

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

## **Noncredit Student**

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

## **Change Admission Status**

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

## Selection Program

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

## Academic Assessment and Placement

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

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

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

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

## English Placement Chart

ACT SUB-SCORES (Scores must be less than five years old)	SCORE RANGE	COURSE PLACEMENT
English	18-36	ENG101 – English Composition I
	17	ENG099 - Intro to College Writing <u>and</u> ENG101 English Composition I
	1-16	Accuplacer Writeplacer test required

SAT SUB-SCORES (Scores must be less than five years old)	SCORE RANGE	COURSE PLACEMENT
English	> 510	ENG101 – English Composition I
	< 510	Accuplacer Writeplacer test required

HIGH SCHOOL (Must be less than five years old)	GPA and Grade	COURSE PLACEMENT
English	>2.75 <u>and</u> A or B grade in English IV	ENG101 - English Composition I
	>2.75 and C grade in English IV	ENG099 - Intro to College Writing <u>and</u> ENG101 English Composition I
	<2.75	Accuplacer Writeplacer test required

ACCUPLACER TEST	SCORE RANGE	COURSE PLACEMENT (Refer to degree plan requirements)
Writeplacer	Five and above	ENG101 - English Composition I
	4	ENG099 - Intro to College Writing <u>and</u> ENG101 English Composition I
	0-3	ENR098 - Writing and Reading for College

## Math Placement Chart

ACT SUB-SCORES (Scores must be less than five years old)	SCORE RANGE	COURSE PLACEMENT
Math	20 +	Math placement based on high school math course completed
	18-19	MTH100 – Intermediate College Algebra
	17	MTH099 – Support for Intermediate College Algebra <u>and</u> MTH100 – Intermediate College Algebra
	1-16	Accuplacer Math test required

SAT SUB-SCORES (Scores must be less than five years old)	SCORE RANGE	COURSE PLACEMENT
Math	520 & HS Calculus with Grade > “C”	MTH125 – Calculus I
	520 & HS Precalculus Algebra with Grade > “C”	MTH113 – Precalculus with Trigonometry
	520 & HS Algebra II with Grade > “C”	MTH112 – Precalculus Algebra
	500	MTH100 – Intermediate College Algebra
	<500	Accuplacer Math test required

HIGH SCHOOL (Must be less than five years old)	GPA and Grade	COURSE PLACEMENT
Math	>2.75 <u>and</u> A or B grade in Algebra II	MTH100 – Intermediate College Algebra or MTH109 - Support for Finite Math <u>and</u> MTH110 <ul style="list-style-type: none"> <li>• Finite Math or MTH111</li> <li>• Support for Precalculus Algebra and MTH112 - Precalculus Algebra</li> </ul>
	>2.75 <u>and</u> C grade in Algebra II	MTH099 - Support for Intermediate College Algebra <u>and</u> MTH100 - Intermediate College Algebra
	<2.75	Accuplacer Writeplacer test required

ACCUPLACER TEST	SCORE RANGE	COURSE PLACEMENT (Refer to degree plan requirements)
Quantitative Reasoning, Algebra, and Statistics	267-300	MTH110 – Finite Math <u>or</u> MTH112 – Precalculus Algebra
	253-266	MTH100 – Intermediate College Algebra <u>or</u> MTH110 – Finite Math <u>or</u> MTH111 – Support for Precalculus Algebra <u>and</u> MTH112 – Precalculus Algebra
	243-252	MTH099 – Support for Intermediate College Algebra <u>and</u> MTH100 – Intermediate College Algebra <u>or</u> MTH109 – Support for Finite Math <u>and</u> MTH110 – Finite Math
	200-242	MTH098 – Elementary Algebra

## Required English, Mathematics, and Orientation Courses

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

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

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

# Financial Information and Tuition & Fees

## Cooperative Arrangements

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

## Cost of Attendance

### 2024-2025 Cost of Attendance

The cost of attendance (COA) is an estimate of what it costs the typical student to attend CVCC. The student's COA covers tuition and basic living expenses, including housing and food, books and supplies, transportation and travel, and personal expenses. COA is also used to create your financial aid package. Small changes to this estimate may or may not result in adjustments to aid depending on Federal/State policies and regulations. CVCC and other resources may provide financial aid up to your total COA but will not provide financial aid exceeding that amount.

	Alabama Resident with Parent	Alabama Resident Other	Non-Resident
Tuition and Fees	\$4,760.00	\$4,760.00	\$8,372.00
Books and Supplies	\$1,008.00	\$1,008.00	\$1,008.00
Food and Housing	\$11,200.00	\$15,300.00	\$15,300.00
Transportation	\$2,052.00	\$2,552.00	\$2,552.00
Miscellaneous	\$4,000.00	\$4,000.00	\$4,000.00
<b>Total</b>	<b>\$23,020.00</b>	<b>\$27,620.00</b>	<b>\$31,232.00</b>
<b>Additional COA Fees</b>			
ADN Licensure, Certificate, and Credentials	\$734.00	\$734.00	\$734.00
DRN Licensure, Certificate, and Credentials	\$440.00	\$440.00	\$440.00
LPN Licensure, Certificate, and Credentials	\$366.00	\$366.00	\$366.00
MAT Licensure, Certificate, and Credentials	\$80.00	\$80.00	\$80.00
EMT Licensure, Certificate, and Credentials	\$64.00	\$64.00	\$64.00

## Withdrawals and Refunds

### Alabama Community College System Policy

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

- Before classes begin: 100% Refund

### **During Schedule Adjustment**

- Drops a class or classes but less than total: 100% Refund
- Drops all classes during Schedule Adjustment: 75% Refund
- After Schedule Adjustment (Withdrawal refund period)

### **Regular Semester**

- Withdrawal during the first week of the semester: 75% Refund
- Withdrawal during the second week of the semester: 50% Refund
- Withdrawal during the third week of the semester: 25% Refund
- After the end of the third week of the semester: No refunds are given

### **Term I and II**

- Withdrawal during the first, second, and third class days of the semester: 75% Refund
- Withdrawal during the fourth, fifth, and sixth class day of the semester: 50% Refund
- Withdrawal during the seventh, eighth, and ninth class day of the semester: 25% Refund
- After the end of the ninth day of the semester: No refunds are given

### **Administrative Fees**

To drop or withdraw from courses they are enrolled in, students must complete the electronic withdrawal form on the website. The student will receive an email once all signatures are secured and withdrawals approved. A scholarship student must also secure the signature of his/her scholarship supervisor. The form must be returned to the Admissions Office when the student has all the required signatures. Once data is entered into the system, a student refund is set up to be paid at the published date in the class schedule. Drops and withdrawals are not official until all steps are completed.

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

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

This policy affects CVCC students who receive Pell Grant, direct student loans, and/or SEOG funds.

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

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

If a student owes CVCC for tuition and fees due to refunded Title IV funds, a hold is placed on his/her account. When an account is on hold, the student will not be able to receive grades or transcripts to register for future semesters until the amount is paid in full. Also, if student accounts are not paid in full to CVCC within 120 days, the accounts will be turned over to a collection agency and will be reported to the Credit Bureau. All students with accounts turned over to collections will be responsible for paying any and all collection costs.

## Return of Unearned Military Tuition Assistance Funds

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

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

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

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

### 7 & 8 Week Complete Withdrawal

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

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

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

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

Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty by executive order of the President of the United States or a State Governor in the time of

national crisis may receive a full refund of tuition and other appropriate institutional charges at the time of withdrawal. If a National Guard student is receiving Title IV funding, a recalculation must be performed as required by Federal Title IV regulations, which could result in less than a 100% refund.

## Exceptions

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

## Student Holds/Delinquent Accounts

Barnes & Noble Bookstore, Admissions Office, Business Office, Learning Resource Center, and parking “holds” will prevent students from registering, obtaining or sending College transcripts, receiving grades, or receiving student payable checks. If a student has a hold on his/her account, it should be paid immediately.

# CVCC 2024-2025 Tuition Schedule

In-State Rates								
Semester Credit Hours	Tuition	ACCS Enhancement Fee	Facility Renewal Fee	Technology Fee	Building Fee	Reserve Fee	Pirates Book Pack	Student Total
1	\$129.00	\$10.00	\$9.00	\$9.00	\$12.00	\$1.00	\$26.00	\$196.00
2	\$258.00	\$20.00	\$18.00	\$18.00	\$24.00	\$2.00	\$52.00	\$392.00
3	\$387.00	\$30.00	\$27.00	\$27.00	\$36.00	\$3.00	\$78.00	\$588.00
4	\$516.00	\$40.00	\$36.00	\$36.00	\$48.00	\$4.00	\$104.00	\$784.00
5	\$645.00	\$50.00	\$45.00	\$45.00	\$60.00	\$5.00	\$130.00	\$980.00
6	\$774.00	\$60.00	\$54.00	\$54.00	\$72.00	\$6.00	\$156.00	\$1,176.00
7	\$903.00	\$70.00	\$63.00	\$63.00	\$84.00	\$7.00	\$182.00	\$1,372.00
8	\$1,032.00	\$80.00	\$72.00	\$72.00	\$96.00	\$8.00	\$208.00	\$1,568.00
9	\$1,161.00	\$90.00	\$81.00	\$81.00	\$108.00	\$9.00	\$234.00	\$1,764.00
10	\$1,290.00	\$100.00	\$90.00	\$90.00	\$120.00	\$10.00	\$260.00	\$1,960.00
11	\$1,419.00	\$110.00	\$99.00	\$99.00	\$132.00	\$11.00	\$286.00	\$2,156.00
12	\$1,548.00	\$120.00	\$108.00	\$108.00	\$144.00	\$12.00	\$312.00	\$2,352.00
13	\$1,677.00	\$130.00	\$117.00	\$117.00	\$156.00	\$13.00	\$338.00	\$2,548.00
14	\$1,806.00	\$140.00	\$126.00	\$126.00	\$168.00	\$14.00	\$364.00	\$2,744.00
15	\$1,935.00	\$150.00	\$135.00	\$135.00	\$180.00	\$15.00	\$390.00	\$2,940.00
16	\$2,064.00	\$160.00	\$144.00	\$144.00	\$192.00	\$16.00	\$416.00	\$3,136.00
17	\$2,193.00	\$170.00	\$153.00	\$153.00	\$204.00	\$17.00	\$442.00	\$3,332.00
18	\$2,322.00	\$180.00	\$162.00	\$162.00	\$216.00	\$18.00	\$468.00	\$3,528.00
19	\$2,451.00	\$190.00	\$171.00	\$171.00	\$228.00	\$19.00	\$494.00	\$3,724.00
20	\$2,580.00	\$200.00	\$180.00	\$180.00	\$240.00	\$20.00	\$520.00	\$3,920.00
21	\$2,709.00	\$210.00	\$189.00	\$189.00	\$252.00	\$21.00	\$546.00	\$4,116.00
22	\$2,794.00	\$220.00	\$198.00	\$198.00	\$264.00	\$22.00	\$572.00	\$4,312.00
23	\$2,838.00	\$230.00	\$207.00	\$207.00	\$276.00	\$23.00	\$598.00	\$4,508.00
24	\$3,096.00	\$240.00	\$216.00	\$216.00	\$288.00	\$24.00	\$624.00	\$4,704.00
25	\$3,225.00	\$250.00	\$225.00	\$225.00	\$300.00	\$25.00	\$650.00	\$4,900.00



In-State Rates								
Out-of-State Rates								
Semester Credit Hours	Tuition	ACCS Enhancement Fee	Facility Renewal Fee	Technology Fee	Building Fee	Reserve Fee	Pirates Book Pack	Student Total
1	\$258.00	\$10.00	\$9.00	\$9.00	\$12.00	\$1.00	\$26.00	\$325.00
2	\$516.00	\$20.00	\$18.00	\$18.00	\$24.00	\$2.00	\$52.00	\$650.00
3	\$774.00	\$30.00	\$27.00	\$27.00	\$36.00	\$3.00	\$78.00	\$975.00
4	\$1,032.00	\$40.00	\$36.00	\$36.00	\$48.00	\$4.00	\$104.00	\$1,300.00
5	\$1,290.00	\$50.00	\$45.00	\$45.00	\$60.00	\$5.00	\$130.00	\$1,625.00
6	\$1,548.00	\$60.00	\$54.00	\$54.00	\$72.00	\$6.00	\$156.00	\$1,950.00
7	\$1,806.00	\$70.00	\$63.00	\$63.00	\$84.00	\$7.00	\$182.00	\$2,275.00
8	\$2,064.00	\$80.00	\$72.00	\$72.00	\$96.00	\$8.00	\$208.00	\$2,600.00
9	\$2,232.00	\$90.00	\$81.00	\$81.00	\$108.00	\$9.00	\$234.00	\$2,925.00
10	\$2,580.00	\$100.00	\$90.00	\$90.00	\$120.00	\$10.00	\$260.00	\$3,250.00
11	\$2,838.00	\$110.00	\$99.00	\$99.00	\$132.00	\$11.00	\$286.00	\$3,575.00
12	\$3,096.00	\$120.00	\$108.00	\$108.00	\$144.00	\$12.00	\$312.00	\$3,900.00
13	\$3,354.00	\$130.00	\$117.00	\$117.00	\$156.00	\$13.00	\$338.00	\$4,225.00
14	\$3,612.00	\$140.00	\$126.00	\$126.00	\$168.00	\$14.00	\$364.00	\$4,550.00
15	\$3,870.00	\$150.00	\$135.00	\$135.00	\$180.00	\$15.00	\$390.00	\$4,875.00
16	\$4,128.00	\$160.00	\$144.00	\$144.00	\$192.00	\$16.00	\$416.00	\$5,200.00
17	\$4,386.00	\$170.00	\$153.00	\$153.00	\$204.00	\$17.00	\$442.00	\$5,525.00
18	\$4,644.00	\$180.00	\$162.00	\$162.00	\$216.00	\$18.00	\$468.00	\$5,850.00
19	\$4,902.00	\$190.00	\$171.00	\$171.00	\$228.00	\$19.00	\$494.00	\$6,175.00
20	\$5,160.00	\$200.00	\$180.00	\$180.00	\$240.00	\$20.00	\$520.00	\$6,500.00
21	\$5,418.00	\$210.00	\$189.00	\$189.00	\$252.00	\$21.00	\$546.00	\$6,825.00
22	\$5,676.00	\$220.00	\$198.00	\$198.00	\$264.00	\$22.00	\$572.00	\$7,150.00
23	\$5,934.00	\$230.00	\$207.00	\$207.00	\$276.00	\$23.00	\$598.00	\$7,475.00
24	\$6,192.00	\$240.00	\$216.00	\$216.00	\$288.00	\$24.00	\$624.00	\$7,800.00
25	\$6,450.00	\$250.00	\$225.00	\$225.00	\$300.00	\$25.00	\$650.00	\$8,125.00

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

Resident vs. Non-Resident Charges			
Alabama Residents and Georgia Eligible Residents*		All Other Residents	
Tuition	\$129.00	Tuition	\$258.00
ACCS Enhancement Fee	\$10.00	ACCS Enhancement Fee	\$10.00
Facility Renewal Fee	\$9.00	Facility Renewal Fee	\$9.00
Technology Fee	\$9.00	Technology Fee	\$9.00
Building Fee	\$12.00	Building Fee	\$12.00
Bond Surety Fee	\$1.00	Bond Surety Fee	\$1.00
Pirate Book Pack	\$26.00	Pirate Book Pack	\$26.00
<b>TOTAL</b>	<b>\$196.00</b>	<b>TOTAL</b>	<b>\$325.00</b>

**Georgia Eligible Residents Are Those Students Residing in the Following Georgia Counties:**

- Chattahoochee
- Clay
- Harris
- Heard
- Macon
- Marion
- Meriweather
- Muscogee
- Quitman
- Randolph
- Schley
- Stewart
- Sumter
- Talbot
- Taylor
- Terrell
- Troup
- Upson
- Webster

Any Active Duty Military Personnel and Dependents at Ft. Moore

Program Fees	
Nursing Program (Direct Entry, Mobility, and Practical Nursing) - RNP	Fees vary depending on the program and semester
MAT Program - MAT	Fees vary, depending on semester

Program Course Fees	
Applied Technology - Lift Truck Certificate/ 10-hour OSHA - APT - ADM100	\$35
CPR/EMS Certification/Testing - CPR - EMS 100	\$15
First Aid Certification/Testing - CPR - EMS 104	\$25
CPR/EMS Liability Insurance/Lab Fees - EMB EMA	\$50
CPR/EMS National Registry Fee - EMS 118 NRF	\$104
EMS Clinical Course Fee ACEMAPP - EMS119	\$150
EMS National Registry Fee - EMS 155 NRFA	\$159
EMS Clinical Course Fee ACEMAPP – EMS 156	\$150
EMS Clinical Course Fee ACEMAPP – EMS 244	\$150
EMS Clinical Course Fee ACEMAPP – EMS 248	\$150
EMS Clinical Course Fee ACEMAPP – EMS 255	\$150
EMS National Registry Fee – EMS 255	\$175
BIT Certification/Testing - BIT CIS 111/OAD 125 / CIS115/OAD 246 / CIS 113/OAD 243/ACC 149 / CIS117/AOD 244 / CIS 149 / CIS130	\$95
NET + Certification - CIS 277	\$165
CIS 268 Software Support / CIS 269 Hardware Support	\$110
Nursing Assistant Liability Insurance, Lab Fee, Background Check & Drug Screening Certificate Exam - NAS NAS 100	\$249
Medical Assisting - Phlebotomy (CPT)Online Review Materials & Certification -MATP MAT228P	\$213

Program Course Fees		
Medical Assisting (CCMA) Online Review Materials & Certification- MATR MAT228R		\$259
Medical Assisting – EKG Tech (CET) – Online Review Materials & Certification - MATE / MAT228E		\$213
Medical Assisting – Health Records Specialist (CEHRS) Online Review Materials & Certification - MATS / MAT228H		\$204
Medical Assisting - (CMAA) Certified Medical Administrative Assistant Online Review Materials & Certification- MAT228A		\$218
Medical Laboratory Technology Liability Fee for MLT courses 111/141/142/151/296		\$16
Medical Laboratory Technology National Certification Fee MLT 293		\$225
Medical Laboratory Technology Comprehensive Exam Assessment fee MLT 293		\$100
Work Keys Certification/Testing Fee - WKY / WKO 102		\$20
Welding Lab Fee - WDTL - WDT 124 / WDT 125		\$20

Other Campus Fees	
Certificate Fee – CERT	\$37
Graduation Fee – GRAD	\$37
ID Replacement Fee – ID	\$5
Late Registration Fee – 436	\$25
Return Check Fee – RCKF	\$30
Transcript Fee (2nd Request)	\$5
Payment Plan Fee	\$40

## Financial Aid

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

### Grants

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

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

For students who have been selected by the federal processor for verification, additional documents must be submitted to the Financial Aid Office in Wilson Hall. The primary source of communication to students from the Financial Aid Office will be their Pirate Web at [www.cv.edu](http://www.cv.edu) for financial aid status, pending documents needed, offer letters, and additional information.

Pell Grants are prorated based on the student's semester registration status. The course load will include only courses required for the student's degree plan.

Amount	Credit Hours
Full-Time Amount	12 or more credit hours
Three Quarter Time Amount	9-11 credit hours
Half-Time Amount	6-8 credit hours
Less than Half-Time Amount	Five or less credit hours

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

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

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

## Loans

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

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

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

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

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

Aggregate Year Loan Limits	Dependent	Independent
	Combined total \$6,500	Combined total \$10,500

To apply for Direct loans, students must first complete the FAFSA. To be awarded direct loans, students must have completed Entrance Counseling and a Master Promissory Note (MPN) online. Loan offers will allow students to accept their OneACCS Pirate Web accounts. Students may request different loan amounts using the OneACCS Pirate Web.

To qualify for direct loans, students must be enrolled and attending at least half-time for six (6) credit hours or more. Students must maintain the same eligibility requirements as described for federal aid in the Grants section. Students who graduate, stop attending, or drop below six credit hours must complete Exit Counseling online. Students have a six-month repayment grace period once enrollment drops below half-time status.

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

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

## Work-Study Program

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

## Scholarships

Scholarships vary greatly and range from institutional to outside agencies. This section will describe institutional, CVCC Foundation, and Senior Adult scholarships. Depending on the type of scholarship, applications may be completed online or available on campus. Go to our [website](#) for applicable deadlines.

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

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

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

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

## **Financial Aid Satisfactory Academic Progress Policy**

The **Financial Aid Satisfactory Academic Progress Policy** requires that all students receiving federal financial aid make satisfactory academic progress toward completing a degree. Academic progress must be monitored for all terms of enrollment, whether or not financial aid was received. A student's academic progress will be evaluated at the end of each semester. Students must view their Pirate Web for Financial Aid Warning or Financial Aid Suspension status.

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

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

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

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

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

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

- If the student has attempted 0-12 hours, he/she must maintain a 1.5 GPA.
- If the student has attempted 13 or more hours, he/she must maintain a 2.0 GPA.

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

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

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

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

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

### **Grades for Developmental Courses**

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

### **Repeated Courses**

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

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

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

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

- The maximum timeframe for completing an undergraduate degree program is defined as no more than 150 percent of the normal timeframe required to complete the degree program. Example: For degree programs that require 64 credit hours to graduate, the maximum time frame is 96 attempted credit hours. Students failing to complete their degree programs within this time frame will lose financial aid eligibility.
- All attempted courses, including transfer credits accepted by the institution, incompletes, periods where Academic Bankruptcy was applied, forgiven courses, and developmental courses, must be factored into the calculation for Maximum Time Frame. The maximum timeframe will not reset with a change of program. However, students may appeal if mitigating circumstances or circumstances beyond a student's control exist. Students should be aware that appeals may require supporting documentation.
- Students who have previously graduated with a degree (associate or bachelor) will be reviewed for the maximum timeframe based on the hours attempted in the current program of study. Students earning three (3) or more degrees from CVCC over the maximum timeframe will lose financial aid eligibility and may appeal.

## **Warning Semester**

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

## **SAP Calculation**

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

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

- Transfer credits accepted by the College will not be factored into the GPA calculation, but all accepted credits are included in Completion Rate/PACE and Maximum Timeframe Calculations. Following acceptance of transfer credits, an official review of these transfer credits will be completed at the end of the next semester of enrollment at CVCC.
- Course Forgiveness and Academic Bankruptcy are factored into the GPA, Completion Rate/PACE, and maximum Timeframe Calculations.
- Developmental courses are factored into the GPA, Completion Rate/PACE, and Maximum Timeframe Calculations. A student may receive federal aid for up to 30 developmental hours.
- Courses dropped during the add/drop period are not factored into GPA, Completion Rate/PACE or Maximum Timeframe Calculations.
- Audit courses are not considered credits attempted or earned; therefore, students cannot receive federal aid for audited courses.
- Completion Rate/PACE calculations are rounded based on traditional rounding rules (e.g., 66.5% = 67%).

#### **Additional conditions that each student must meet to maintain Eligibility at CVCC**

- Students must be enrolled in an eligible program of study that leads to a degree or certificate to receive financial assistance. Only courses required for completion will be eligible for federal aid.
- Students may not enroll in a developmental or remedial course more than three times and continue to receive federal aid for that course. Students cannot be paid for more than 30 credit hours of college preparatory coursework.

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

#### **Financial Aid Satisfactory Academic Progress Appeal**

**Financial Aid Appeal Forms** are located at [www.cv.edu/student-forms/](http://www.cv.edu/student-forms/) under Student Resources Student Forms and in the Financial Aid Office in Wilson Hall. Students may submit the appeal form with supporting documentation of extenuating circumstances during their semester(s) that caused them not to maintain satisfactory progress to the Financial Aid Office. If approved, the student is placed on Financial Aid Probation or an academic plan.

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

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

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



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

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

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

## **The Center of Excellence for Veteran Student Success Program (CEVSS)**

The Center of Excellence for Veteran Student Success "CEVSS" is the direct link for Veteran student support, resources, and referral assistance. Services are open to veterans, active duty, reservists, or National Guard students. CEVSS fosters a veteran-friendly culture by providing programs designed to increase student veterans' sense of belonging on campus. Veteran students will have access to academic success services, mental health referral assistance, and a space that promotes social, emotional, and mental well-being. CEVSS provides:

- A veteran quiet room as a temporary sanctuary where Veteran students can decompress and escape the fast pace of the work environment;
- A veterans lounge that will provide Veteran students with a comfortable space for student veterans to connect, unwind, and locate resources;
- a Veterans study room equipped with computer stations, printer, and office supplies, and
- a Veterans student organization.

Veteran students may register online to become members of CEVSS. If you would like additional information, including location, hours of operation, and resources, you can go here. Students may also contact Matthew Holtzendorff, CEVSS Program Coordinator, at [matthew.holtzendorff@cv.edu](mailto:matthew.holtzendorff@cv.edu) or (205)214-4840 for assistance.

## **Military Educational Benefits**

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

To be eligible for Veterans Administration benefits, students must meet the Satisfactory Academic Progress requirements applicable to all students at the College. The Financial Aid Office recommends that all students complete the [FAFSA](#) because they may be eligible for more than one type of financial aid.

For students receiving VA educational benefits, any complaint against the school should be routed through the VA GI Bill® Feedback System. The VA will then follow up through the appropriate channels to investigate and resolve the complaint satisfactorily.

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

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

**Post 9/11, or Chapter 33**, is the primary educational benefit used by students at CVCC. Students must apply to use this benefit. For the service member, the application for educational benefits can be made online at [www.va.gov](http://www.va.gov) or by completing VA Form 22-1990 and submitting it to the VA Regional Processing Office. For the dependent of a service member, the veteran/service member must transfer benefits to their dependent; then, like the application process for the veteran, the dependent student can apply online at [www.va.gov](http://www.va.gov) or by completing VA Form 221990e. Once the VA office has processed the application, a letter of eligibility is mailed to the student to present to the college.

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

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

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

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

### **State Benefits**

The State of Alabama offers financial assistance for many students. You can visit the website if you would like a more comprehensive list. The ASAP grant was discussed in the Grants section, and the Senior Adult Program is described in Scholarships. Two additional types of state benefits will be discussed below. Students must also apply for the [FAFSA](#).

**Alabama National Guard Education Assistance Program (ANGEAP)** provides financial assistance beyond tuition and fees to Alabama National Guard members. Application forms are available online at [www.ache.edu](http://www.ache.edu). The student must complete the forms and submit them to the SCO in the Financial Aid Office for any reimbursement.

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

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

### Tuition Assistance

Tuition assistance is a benefit paid to eligible Army, Navy, Marines, Air Force, and Coast Guard members. The approved tuition assistance form must be submitted to the Business Office in Wallace Hall. For more information regarding eligibility, amounts, and application procedures for the different military branches, see [www.military.com](http://www.military.com) in the Education section.

### Certification of Enrollment

For students who possess VA educational benefits within the GI Bill® program, a certification of enrollment will be submitted electronically each semester by SCO in the Financial Aid Office located in Wilson Hall. Students will receive an email notification of any change in enrollment status. The certification of enrollment is also called VA Form 22-1999. Students are encouraged to register for classes early so the certification of enrollment can be sent before the beginning of the term. To ensure timely completion of certifications of enrollment, students should complete the VA Certification Request at [www.cv.edu](http://www.cv.edu) under Student Resources and Student Forms whenever changes to their schedules are made.

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

## Health Sciences Students

*Fees listed below are applicable for MAT, Nursing, MLT and Pharmacy Tech students “Paid to Outside Vendor” costs are estimates based on current market prices.*

First Semester (Fall)	MAT, Nursing, MLT, and Pharmacy Tech
Paid to CVCC	Paid To Outside Vendor
	ACEMAPP Software Access (1 Year) - \$50
	Background Check and Drug Screen* - \$75
	Pharmacy Technician Program Fees* PHM Liability Fee - \$16
	Medical Laboratory Technician Lab Fees* MLT Liability Fee - \$16 ACEMAPP - \$50

First Semester (Fall)	MAT, Nursing, MLT, and Pharmacy Tech
	Background Check - \$75 MLT National Cert. Fee - \$215 Comprehensive Exam Fee - \$100
	<i>*Price reflects current market estimate for drug screening and background check.</i>

## Tuition and Fees

Tuition and fees are due at the time of registration. If tuition and fees are not paid, all courses for which the student has pre-registered will be dropped. Student will have to re-register for all courses. The College reserves the right to change, modify or alter tuition, fees, charges, expenses and costs of any kind as approved or authorized by the State Board of Trustees.

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

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

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

## Programs of Study

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

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

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

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

## Career Programs

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

#### Degree Type

Associate of Applied Science

The Associate of Applied Science degree is awarded to students who complete the requirements of a specific career or professional program outlined in this catalog. These programs are 60-76 semester hours. Of the total hours in a program, a representative percentage must be courses chosen to ensure competency in writing, oral communication, computer applications, and fundamental mathematics and to satisfy CVCC core requirements. The remaining hours

must be taken in the specific area of concentration and may include related courses and electives. This area of concentration must include 15 semester hours of coursework, with appropriate prerequisites, above the level of elementary courses. In addition, coursework in the area of concentration must follow an orderly, identifiable sequence.

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

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

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

## **Degree Requirements**

### **Area I: Written Composition**

### **Area II: Humanities, Speech and Fine Arts**

<b>Course Code</b>	<b>Title</b>	<b>Credits</b>
	Required Speech (3 credits)	3
	Required Humanities (3 credits)	3
	Humanities and/or Fine Arts (electives)	

### **Area III: Natural Science and Mathematics**

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

### **Area IV: History, Social and Behavioral Sciences**

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

## **Minimum General Education Requirements**

## Area V: Professional Core, Technical Concentration, and Electives

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

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

### Additional Degree Requirements:

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

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Total Credits

70-87

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## Certificate Programs

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

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

### Certificate program requirements

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

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

## University Parallel Programs

### Associate of Arts

#### Degree Type

Associate of Science and Associate of Arts

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

## **Degree Requirements**

### **Area I: Written Composition I and II**

<b>Course Code</b>	<b>Title</b>	<b>Credits</b>
ENG 101	English Composition I	3
ENG 102	English Composition II	3

### **Area II: Humanities, Speech and Fine Arts**

Must complete at least three semester hours in Literature.

Must complete at least three semester hours in Fine Arts.

Must complete at least three semester hours in Speech.

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

### **Area III: Natural Science and Mathematics**

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

Must complete eight semester hours in the Natural Sciences or laboratory experiences.

### **Area IV: History, Social and Behavioral Sciences**

Must complete at least three semester hours in History.

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

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

### **Areas I-IV: Minimum General Education Requirements**

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

## Area V: Preprofessional, Pre-Major, and Elective Courses

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

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

### Additional Degree Requirements:

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

## Areas I-V: General studies curricula

### Maximum program semester credit hours

### Semester credit-hour range by award

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

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

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Total Credits

64

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## General Requirements for the General Education Short Term Certificate

### Degree Type

Short Certificate

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

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

### Area I: Written Composition

Course Code	Title	Credits
ENG 101	English Composition I	3
ENG 102	English Composition II	3



## Area II: Humanities and Fine Arts

Course Code	Title	Credits
	SPH 106 or SPH 107	3
	Humanities (3 credits)	3

## Area III: Natural Science and Mathematics

Course Code	Title	Credits
MTH 100	Intermediate College Algebra	3
	Science Course (4 credits)	4

## Area IV: History, Social and Behavioral Sciences

Course Code	Title	Credits
	HIS Course (3 credits)	3
	Social and Behavioral Science Course (3 credits)	3

## Area V: Elective

Course Code	Title	Credits
CIS 146	Computer Applications	3
	Total Credits	28

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

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

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

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

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

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

As part of a transfer degree, students will take freshman- and sophomore-level general education courses in a wide range of disciplines. All students are required to complete a specific number of semester hours in **English Composition** (Area I), Humanities, Speech and Fine Arts (Area II), Natural Sciences and Mathematics (Area III), and

**History, Social and Behavioral Sciences** (Area IV). These courses are referred to as **CORE** courses. In addition to CORE courses, students will choose **Electives** (Area V), which will more specifically prepare them for transfer in their particular field of interest.

While the College does not offer specific majors, such as those offered at the bachelor's (four-year) degree level, the College is acutely aware that students should plan their course selection to meet the requirements at the transfer institution. Even though all general education coursework in Areas I through V will transfer, the specific Area V courses required for a major at different four-year institutions may vary. It is, therefore, most important that students consult their advisors and the catalog of the institution to which they wish to transfer to ensure proper transfer credit. Students should also contact an academic advisor at the senior institution who can provide definitive advice on major course requirements.

## **Alabama Transfers (formally known as STARS guide)**

The AGSC stands for the Alabama Articulation and General Studies Committee. The AGSC was created in March 1994 through [State Legislation \(ACT 94-202\)](#). The AGSC was designed to simplify the transfer of course credit between public institutions of higher education. To accomplish this task, the AGSC has developed and implemented a statewide general studies and articulation program that facilitates the transferability of coursework among all Alabama public colleges and universities. The AGSC continues to serve as a monitoring committee for the articulation program. They oversee and maintain the program on an ongoing basis. Finally, the AGSC works to resolve any student appeals related to the transfer of coursework as it relates to the articulation program.

## **Planning for Transferring**

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

Transfer guides have been developed for Alabama colleges and universities. Chattahoochee Valley Community College provides transfer guides and agreements for state colleges and universities through the Alabama Transfers program. Templates approved by the Articulation and General Studies Committee (AGSC) are available [here](#).

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

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

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

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

## Course Descriptions

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

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

### Abbreviations

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

Code	Name		
ACC	Accounting		
ACR	Air Conditioning		
ADM	Advanced Manufacturing		
ART	Art		
AUT	Automotive Manufacturing Technology		
BIO	Biology		
BUS	Business		
CHM	Chemistry		
CHD	Child Care and Development		
CIS	Computer Information Systems		
CRJ	Criminal Justice		
ECO	Economics		
EDU	Education		
EMS	Emergency Medical Technology/Technician		
ENG	English		
FSC	Fire Science		
GER	German		
GEO	Geography		

Code	Name		
HED	Health Education		
HIS	History		
HUM	Humanities		
INT	Industrial Maintenance Technology		
MAT	Medical Assisting		
MLT	Medical Laboratory Technician		
MST	Management and Supervision		
MTH	Mathematics		
MUL	Music Ensembles		
MUP	Music Performance		
MUS	Music		
NAS	Nursing Assistant		
NUR	Nursing		
OAD	Business and Office Technology		
ORI	Orientation		
PHL	Philosophy		
PED	Physical Education		
PHM	Pharmacy Technology		
PHS	Physical Science		
PHY	Physics		
POL	Political Science		
PSY	Psychology		
RDG	Reading		
REN	Renewable Energy		
SOC	Sociology		
SPA	Spanish		
SPH	Speech		
VCM	Visual Communications		
WDO	Welding		
WKO	Workplace Skills Enhancement		

## Descriptions

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

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

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

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

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

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

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

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

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

## Student Development and Success and Student Services

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

### Advising, Testing, and Academic Support

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

#### Academic Advising

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

## **Academic Advising Philosophy**

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

To be effective, academic advising must be taken seriously by students, advisors, and the institution, with an understanding that academic advising is critical to students' academic success. Effective academic advising requires an open environment in which the advisor is concerned about the student's welfare in pursuing academic and career goals. Effective academic advising is concerned with student development and success. It helps students establish educational plans consistent with life goals, as well as assisting students to evaluate and re-evaluate their progress toward established goals.

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

## **Responsibilities of the Institution**

1. Provide advisors with accurate and complete information on institutional policies and procedures, program of study requirements, courses of instruction, graduation requirements, and available institutional resources.
2. Provide advisors with access to necessary student data, accurate, current student transcripts, and evaluation of transfer credit.
3. Provide advisors with access to information needed in the advising process.
4. Assign advisors and inform students of their respective advisors' identities, office locations, email addresses, office telephone numbers, and times advisors may be contacted to make appointments.
5. Provide new students with pre-college and orientation classes.
6. Administer placement tests to new students upon admission, including portions of placement tests for transfer students when needed.
7. Conduct advising orientation for new advisors and professional development for advisors.

## **Responsibilities of the Advisor**

1. Be accessible to students.
2. Maintain accurate records of information relative to each advisee's academic activities and progress.
3. Be aware of each advisee's educational and career goals and, when needed, help students formulate and clarify these goals.
4. Guide students in obtaining accurate information about transfer institutions.
5. Provide students with information about alternatives, limitations, and possible long- and short-range consequences of academic choices.
6. Refer students to appropriate College services or off-campus agencies.
7. Help students choose courses appropriate for their educational and career goals and evaluate progress toward them.
8. Schedule appointments with advisees to ensure adequate time to discuss each advisee's academic progress.
9. help students make long-range plans about scheduling courses as much as possible.
10. Focus on *which* and *why* particular courses should be taken.
11. Review Degree Works and the student's progress toward degree completion.

## **Responsibilities of the Student Advisee**

1. Ensure academic records from other educational institutions have been sent to CVCC.
2. Know the advisor's identity, office location, office telephone number, email, and office hours.
3. Schedule an advising appointment at least once per term with his/her advisor apart from the scheduling and registration process.
4. Promptly keep appointments. If unable to keep appointments, notify the advisor as soon as possible and schedule a new appointment.
5. Discuss educational and career goals with his/her academic advisor and other resource persons.
6. Develop educational and career goals.
7. Be aware of CVCC policies and procedures, program-of-study, and graduation requirements.
8. Be prepared for the advising appointment to schedule classes before meeting with the advisor. Students should study the class schedule, know the courses needed, have a list of alternatives, know which courses are offered at times they can attend, and have a list of questions for the advisor.
9. Accept responsibility for academic choices. The advisor may discuss options with the student, but the student must decide.
10. Maintain personal records of academic activities and progress.
11. Seek help from the advisor when needed. The student should consult with the advisor whenever he/she is unsure of the best academic action to take and before making changes in the program of study.
12. Review Degree Works and progress toward degree completion.

## **COMPASS**

COMPASS (Comprehensive Onboarding by Mapping a Pathway for Advising and Student Success) provides intrusive onboarding and transition assistance to students enrolling at Chattahoochee Valley Community College. Student success navigators assist students in the application and enrollment process, and academic success coaches and advisors support students through academic advisement and career exploration activities. Students also receive monthly communications from academic support coaches and advisors to encourage them to utilize campus resources and ensure they are on track to graduate. To learn more about COMPASS, visit the Student Development and Success Office in Wilson Hall.

## **SENSE Program - Title III**

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

## **Job Placement**

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

## **Athletics**

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

## **Learning Resource Center**

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

The LRC is located in Owen Hall. It houses over 33,000 volumes of printed books and over 700 audio-visual items. It also provides access to over 70,000 electronic books through EBSCOHost and numerous online databases through the Alabama Virtual Library. The LRC also maintains special collections on genealogy and Southern history.

The LRC offers services such as circulation, reference, interlibrary loan, academic reserve, library instruction, LibGuides, and other customized services to meet special needs.

The LRC operates with the following objectives:

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

The LRC hours of operation are:

- Monday - Thursday: 8:00 am - 8:00 pm
- Friday: 8:00 am - 2:30 pm
- Saturday: Closed
- Sunday: Closed

## **Records**

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



## **Definition of Records**

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

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

## **Directory Information**

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

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

## **Release of Student Records**

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

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

Each student's file will contain a record of all requests for access to the file, the name of each person making a request for information from the file, the agency or institution represented by each person making a request and the action

taken by the records official in response to the request. However, such a record will not necessarily be kept for requests made by CVCC officials who have a need for access to the respective student file. An inspection of individual student records will be supervised by the appropriate records official and the student's record file will not be removed from the designated records official's office.

## **Inspection of Student Records**

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

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

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

## **Student Development and Success**

Student development is important to the educational experience at CVCC. Campus organizations recognized by the Student Government Association provide a comprehensive program of activities.

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

## **Student Honors**

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

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

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

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

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

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

## Students with Disabilities

The College is committed to assisting students with documented disabilities in accordance with the guidelines of the Americans with Disabilities Act (ADA) (as amended). It is the policy of Chattahoochee Valley Community College to provide reasonable accommodations for environmental and program accessibility for individuals with a disability as defined in *Section 504 of the Rehabilitation Act of 1973* (as amended) and *The Americans with Disabilities Act of 1990* (ADA) (as amended). Chattahoochee Valley Community College with the provisions of the Americans with Disabilities Act, which makes it illegal to discriminate against individuals with disabilities in employment, public accommodations, public services, transportation, and telecommunications. The College Disability Service Office (ADA) ensures equal access to the college experience for self-identified students with disabilities and is responsible for disseminating information concerning ADA compliance and accessibility matters to students, prospective students, faculty, staff, and community members. The Disability Services Office utilizes the College's web platform to ensure consistency and equal access in the distribution of information. The College website provides forms and documents related to the accommodations process. Additionally, the website includes the Disability Services Office Handbook for students as well as documentation guidelines. The information is available to all students and faculty regardless of location or course delivery. The Disability Services Office staff will interview all students requesting accommodations, review all documentation submitted, and will decide on the validity of the request for accommodations. Contact the Associate Dean of Student Development and Success, Vickie Williams, who also serves as the ADA Coordinator in Wilson Hall, or at 334-214-4803.

## Testing

The Testing Center helps support the institutional mission of Chattahoochee Valley Community College by providing comprehensive, accessible testing and assessment services to CVCC students and faculty, local businesses and industries, the Chattahoochee Valley community and the surrounding areas. CVCC is a member of the National College Testing Association (NCTA) and subscribes to the NCTA Professional Standards and Guidelines for Post-Secondary Test Centers. Go to the [website](#) for standards and guidelines.

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

**GED Test** - CVCC has been designated as a General Educational Development Testing Center by the state of Alabama. Go [here](#) for information.

## **Proctor Exam Fee**

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

## **Tutoring Services**

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

### **The Tutoring Center Hours of Operation:**

- Monday - Thursday: 8:00 am - 8:00 pm
- Friday: 8:30 am - 2:30 pm
- Saturday: Closed
- Sunday: Closed

## **Workforce Development, Adult Education, and Advisory Committees**

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### **Adult Education - GED Review Program**

The College provides instruction in Adult Education, English for Speakers of Other Languages (ESOL), General Educational Development (GED), and ASVAB review. Classes are offered to help individuals prepare for the GED test and enter the workforce. Contact the Adult Education office at (334) 291-4991 for more information. Students who desire admission to the academic programs of Chattahoochee Valley Community College but who have not completed high school and have not passed the GED Certificate examination are advised to enroll in the GED review program.

### **Alabama Non-Traditional High School Diploma Options (HSDO)**

The HSDO program offers assistance to students who attend high school in Alabama and earned all of the required credits needed to earn a high school diploma but did not pass all sections of the Alabama High School Graduation Exam and students who earned a minimum of 10 or more credits from a high school in Alabama and required additional credits needed to earn a high school diploma. Upon successfully completing the HSDO program and the requirements outlined by the previous high school, an official recommendation will be made to the local superintendent to confer the high school diploma.

### **Career Pathways**

The CVCC Technical Readiness + Academics=Career Knowledge (TRACK) program helps set students on the path to success by enrolling them in Adult Education courses to prep for the GED® and college-level career tech courses such as HVAC, industrial maintenance, nursing assistant, and welding. Through the TRACK program, students are exposed to various careers, develop career goals, and master resume skills, applications, and interviewing techniques. For more information, call (334) 291-4991.

## **Program Advisory Committees**

The President of the College is authorized to appoint members to program advisory committees to assist in planning programs that meet student needs, ensuring that the College's programs reflect the present and future expectations of employers, and providing, securing, and/or developing financial support for its programs and services.

Chattahoochee Valley Community College does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin, or age in regard to selecting individuals to serve on advisory boards, councils, or committees. Please see our nondiscrimination policy on page ii of this catalog.

High-quality educational programs demand the close involvement of knowledgeable citizens. The nature of change requires that educators remain informed of current and future societal needs. CVCC has established a number of program advisory committees consisting of representatives of business, government, and industry. These professionals provide the College with advice and counsel to ensure that programs are current and reflect the real needs of the region. These key people assist the College in identifying trends, technical advancements, and the varied business and industry requirements for specific skills and training. They also assist the College in identifying possible employment opportunities for graduates of the institution. They meet at least two times per year and at other times at the request of the Coordinator of the career program in consultation with the Division Chairperson, the Dean of Instruction, and the Associate Dean of Career and Technical Education and Workforce Training. Chattahoochee Valley Community College gratefully acknowledges the efforts made by those who serve on these committees and others that may be established in the future.

- Adult Education
- Applied Technology
- Business/Accounting
- Computer and Information Technology
- Child Care and Development
- Public Safety (Fire Science, Criminal Justice and Emergency Medical Services)
- Health Sciences (Nursing, Medical Laboratory Technology, Pharmacy Technology, Medical Assisting)
- Visual Communication

## **Workforce Development**

Chattahoochee Valley Community College offers comprehensive workforce training for emerging workers, transitional workers, and incumbent workers. Workforce Development provides basic skills and job readiness training, short-term, noncredit training, continuing education, and customized training for business and industry.

### **Training For Business and Industry**

The College offers various types of seminars, workshops, and courses for employees of area businesses and industries. Recognizing that economic development and continued economic stability are essential to the community it serves, the College extends its facilities and other resources to businesses and industries by providing training in such areas as healthcare, customer service, and information technology. Customized training is provided upon request. For current information regarding course and program availability, call (334) 214-4867.

## **WorkKeys® Job Profiling**

WorkKeys job profiles provide employers with information that can be used to select, hire, train, develop, and retain employees. The College can define skills and skill levels needed for any position. Job profiles are scheduled as needed and conducted on-site at your business. CVCC is an authorized WorkKeys Solutions Provider and can provide WorkKeys testing for companies, schools, and individuals. For more information, call (334) 214-4867.

## **Continuing Education**

The College provides professional development and continuing education courses for individuals seeking to enhance their education and for employers who want to offer professional development classes. Courses include specialized fields such as healthcare, where CEU credits and certificates can be earned.

Through its education partner, Ed2Go, the College offers certification courses for healthcare professionals, classroom teachers, and individuals seeking new or upgraded skills. A course listing of more than 250 courses offers professional development or continuing education to the friends and students of CVCC from home or work. The online courses may be accessed via the [website](#). For more information, call (334) 214-4867.

## **Ready to Work**

The Ready to Work program provides entry-level workplace skills to adults with limited education and employment experience. The Alabama Community College System, in cooperation with the Alabama Industrial Development Training Institute, has established a curriculum with which successful completers can earn an Alabama Certified Worker Certificate and an ACT National Career Readiness Certificate. Participants learn basic computer skills, problem-solving techniques, and proper workplace behavior. They also learn to document those basic employability skills, prepare a resume, and apply for jobs. Ready to Work is free to participants. For more information, call (334) 291-4991.

# Programs of Study

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## Accounting

### Basic Accounting

#### Degree Type

Short Certificate

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

### Required Courses

Course Code	Title	Credits
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
CIS 146	Computer Applications	3
ACC 149	Introduction to Accounting Spreadsheets	3
ACC 150	Computerized General Ledger	3
ORI 105	Orientation and Student Success	3
	Total Credits	21

## Air Conditioning/Refrigeration Technology

### Applied Technology: Air Conditioning and Refrigeration (HVAC) Option

#### Degree Type

Associate of Applied Science

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

### Area I: Written Composition

Course Code	Title	Credits
	ENG 101 or ENG 100	3

## Area II: Humanities and Fine Arts

Course Code	Title	Credits
	SPH 106 or SPH 107	3
	Humanities (3 credits)	3

## Area III: Natural Science and Mathematics

Course Code	Title	Credits
	MTH 100 or Higher Level MTH	3
	Math, Science or Computer Science Elective (3 credits)	3

## Area IV: History, Social and Behavioral Sciences

Course Code	Title	Credits
PSY 200	General Psychology	3

## Area V: Preprofessional Major and Elective Courses

Course Code	Title	Credits
ADM 100	Industrial Safety	3
ADM 101	Precision Measurement	3
ADM 102	Computer-Aided Design	3
ADM 105	Fluid Systems	3
ADM 106	Quality Control Concepts	3
INT 101	DC Fundamentals	3
INT 103	AC Fundamentals	3
INT 291	CO-OP	3
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 113	Refrigeration Piping Practices	3
ACR 119	Fundamentals of Gas Heating Systems	3
ACR 121	Principles of Electricity for HVAC/R	3
ACR 148	Heat Pump Systems I	3
ACR 183	Special Topics in Air Conditioning and Refrigeration	1
ACR 203	Commercial Refrigeration	3

## Additional Degree Requirements

Course Code	Title	Credits
ORI 105	Orientation and Student Success	3
CIS 146	Computer Applications	3
	Total Credits	70



# Applied Technology Air Conditioning and Refrigeration (HVAC) Option

## Degree Type

Certificate

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

## Required General Education Courses

Course Code	Title	Credits
	ENG 101 or ENG 100	3
	MTH 100 or Higher Level MTH	3
	SPH 106 or SPH 107	3

## Required Air Conditioning and Refrigeration Courses

Course Code	Title	Credits
ADM 100	Industrial Safety	3
ADM 101	Precision Measurement	3
ADM 102	Computer-Aided Design	3
ADM 105	Fluid Systems	3
ADM 106	Quality Control Concepts	3
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 113	Refrigeration Piping Practices	3
ACR 119	Fundamentals of Gas Heating Systems	3
ACR 121	Principles of Electricity for HVAC/R	3
ACR 148	Heat Pump Systems I	3
ACR 183	Special Topics in Air Conditioning and Refrigeration	1
ACR 203	Commercial Refrigeration	3

## Additional Certificate Requirements

Course Code	Title	Credits
ORI 105	Orientation and Student Success	3
CIS 146	Computer Applications	3
	Total Credits	52

# Applied Technology: Air Conditioning and Refrigeration (HVAC) Option

## Degree Type

## Short Certificate

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

## Required Courses

Course Code	Title	Credits
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 113	Refrigeration Piping Practices	3
ACR 119	Fundamentals of Gas Heating Systems	3
ACR 121	Principles of Electricity for HVAC/R	3
ACR 148	Heat Pump Systems I	3
ACR 183	Special Topics in Air Conditioning and Refrigeration	1
ACR 203	Commercial Refrigeration	3
	Total Credits	22

## Automotive Manufacturing Technology

### Applied Technology: Automotive Manufacturing Option

#### Degree Type

Associate of Applied Science

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

#### Area I: Written Composition

Course Code	Title	Credits
	ENG 101 or ENG 100	3

#### Area II: Humanities and Fine Arts

Course Code	Title	Credits
	SPH 106 or SPH 107	3
	Humanities (3 credits)	3

## Area III: Natural Science and Mathematics

Course Code	Title	Credits
MTH 100	Intermediate College Algebra	3
	Math, Science or Computer Science Elective (3 credits)	3

## Area IV: History, Social and Behavioral Sciences

Course Code	Title	Credits
PSY 200	General Psychology	3

## Area V: Preprofessional Major and Elective Courses

Course Code	Title	Credits
ADM 100	Industrial Safety	3
ADM 101	Precision Measurement	3
ADM 102	Computer-Aided Design	3
ADM 105	Fluid Systems	3
ADM 106	Quality Control Concepts	3
	AUT 210 or INT 253	3
INT 101	DC Fundamentals	3
INT 103	AC Fundamentals	3
INT 117	Principles of Industrial Mechanics	3
INT 184	Introduction to Programmable Logic Controllers (PLCs)	3
INT 284	Advanced Programmable Logic Controllers	3
INT 288	Applied Programmable Logic Controllers	3
INT 134	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
INT 291	CO-OP	3

## Additional Degree Requirements

Course Code	Title	Credits
ORI 105	Orientation and Student Success	3
CIS 146	Computer Applications	3
	Total Credits	66

## Applied Technology: Automotive Manufacturing Option

### Degree Type

Certificate

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

## Required General Education Courses

Course Code	Title	Credits
	ENG 101 or ENG 100	3
	MTH 100 or Higher Level MTH	3
	SPH 106 or SPH 107	3

## Required Automotive Manufacturing Courses

Course Code	Title	Credits
ADM 100	Industrial Safety	3
ADM 101	Precision Measurement	3
ADM 102	Computer-Aided Design	3
ADM 105	Fluid Systems	3
ADM 106	Quality Control Concepts	3
INT 101	DC Fundamentals	3
INT 103	AC Fundamentals	3
INT 117	Principles of Industrial Mechanics	3
INT 184	Introduction to Programmable Logic Controllers (PLCs)	3
INT 284	Advanced Programmable Logic Controllers	3
INT 288	Applied Programmable Logic Controllers	3
	AUT 210 or INT 253	3
INT 134	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3

## Additional Certificate Requirements

Course Code	Title	Credits
ORI 105	Orientation and Student Success	3
CIS 146	Computer Applications	3
	Total Credits	54

## Applied Technology: Automotive Manufacturing Option

### Degree Type

Short Certificate

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

## Required Courses

Course Code	Title	Credits
INT 101	DC Fundamentals	3
INT 103	AC Fundamentals	3
INT 117	Principles of Industrial Mechanics	3
INT 184	Introduction to Programmable Logic Controllers (PLCs)	3
INT 284	Advanced Programmable Logic Controllers	3
INT 288	Applied Programmable Logic Controllers	3
	AUT 210 or INT 253	3
INT 134	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
	Total Credits	24

## Business

### Business

#### Degree Type

Associate of Applied Science

The Associate of Applied Science in Business program is designed for individuals seeking employment in business, management, supervision, accounting, retail, technical, and office occupations or for professional development, leading to increased job satisfaction and enhancement. Courses are offered both online and in the classroom.

### Area I: Written Composition

Course Code	Title	Credits
ENG 101	English Composition I	3
	BUS 215 (preferred) OR ENG 102	3

### Area II: Humanities and Fine Arts

Course Code	Title	Credits
	SPH 106 or SPH 107	3
	Humanities (3 credits)	3

### Area III: Natural Science and Mathematics

Course Code	Title	Credits
	MTH 100 or Higher Level MTH	3

### Area IV: History, Social and Behavioral Sciences

Course Code	Title	Credits
	GEO, HIS, POL, PSY or SOC Elective (3 credits)	3

## Area V: Preprofessional Major and Elective Courses

### Required Business Core

Course Code	Title	Credits
CIS 113	Spreadsheet Software Applications	3
BUS 100	Introduction to Business	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 263	The Legal and Social Environment of Business	3
BUS 271	Business Statistics I	3
BUS 275	Principles of Management	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
IDS 102	Ethics	3

### Electives

Course Code	Title	Credits
	Electives (ACC, BUS, ECO, MST, CIS, OAD, VCM) (9 credits)	9

### Additional Degree Requirements

Course Code	Title	Credits
ORI 105	Orientation and Student Success	3
CIS 146	Computer Applications	3
	Total Credits	63

## Business: Accounting Option

### Degree Type

Associate of Applied Science

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

### Area I: Written Composition

Course Code	Title	Credits
ENG 101	English Composition I	3
	BUS 215 (preferred) OR ENG 102	3

### Area II: Humanities and Fine Arts

Course Code	Title	Credits
	SPH 106 or SPH 107	3
	Humanities (3 credits)	3

## Area III: Natural Science and Mathematics

Course Code	Title	Credits
	MTH 100 or Higher Level MTH	3

## Area IV: History, Social and Behavioral Sciences

Course Code	Title	Credits
	GEO, HIS, POL, PSY or SOC Elective (3 credits)	3

## Area V: Preprofessional Major and Elective Courses

### Required Business Core

Course Code	Title	Credits
ACC 129	Individual Income Taxes	3
	ACC 149 (or CIS 113 or OAD 243)	3
ACC 150	Computerized General Ledger	3
BUS 100	Introduction to Business	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 248	Managerial Accounting	3
CIS 149	Introduction to Computers	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3

### Electives

Course Code	Title	Credits
	Electives (ACC, BUS, ECO, MST, CIS, OAD, VCM) (9 credits)	9

## Additional Degree Requirements

Course Code	Title	Credits
ORI 105	Orientation and Student Success	3
CIS 146	Computer Applications	3
	Total Credits	63

## Business: Management Option

### Degree Type

Associate of Applied Science

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

## Area I: Written Composition

Course Code	Title	Credits
ENG 101	English Composition I	3
	BUS 215 (preferred) OR ENG 102	3

## Area II: Humanities and Fine Arts

Course Code	Title	Credits
	SPH 106 or SPH 107	3
	Humanities (3 credits)	3

## Area III: Natural Science and Mathematics

Course Code	Title	Credits
	MTH 100 or Higher Level MTH	3

## Area IV: History, Social and Behavioral Sciences

Course Code	Title	Credits
	GEO, HIS, POL, PSY or SOC Elective (3 credits)	3

## Area V: Preprofessional Major and Elective Courses

### Required Business Core

Course Code	Title	Credits
ACC 149	Introduction to Accounting Spreadsheets	3
BUS 100	Introduction to Business	3
BUS 241	Principles of Accounting I	3
BUS 263	The Legal and Social Environment of Business	3
BUS 275	Principles of Management	3
CIS 149	Introduction to Computers	3
	ECO 231 or ECO 232	3
	MST 201 or BUS 276	3

### Electives

Course Code	Title	Credits
	Electives (ACC, BUS, ECO, MST, CIS, OAD, VCM) (15 credits)	15

## Additional Degree Requirements

Course Code	Title	Credits
ORI 105	Orientation and Student Success	3
CIS 146	Computer Applications	3
	Total Credits	63

## Basic Accounting - Short Certificate

Degree Type



## Short Certificate

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

### Required Courses

Course Code	Title	Credits
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
	BUS 150 or MTH 100 or higher	3
CIS 146	Computer Applications	3
ACC 149	Introduction to Accounting Spreadsheets	3
ACC 150	Computerized General Ledger	3
ORI 105	Orientation and Student Success	3
	Total Credits	21

## Business - Short Certificate

### Degree Type

Short Certificate

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

### Required Courses

Course Code	Title	Credits
BUS 100	Introduction to Business	3
	BUS 215 (preferred) OR ENG 102	3
BUS 241	Principles of Accounting I	3
BUS 275	Principles of Management	3
CIS 146	Computer Applications	3
ENG 101	English Composition I	3
	Total Credits	18

## Customer Service - Short Certificate

### Degree Type

Short Certificate

The Customer Service Certificate prepares students to provide excellent customer service in any industry. Proven leadership and marketing strategies are taught, along with interpersonal, communication, and general business skills,

to promote an overall culture of service excellence. The Customer Service Certificate can be a standalone credential or used as a major step towards completing an Associate degree in business or other academic discipline. This certificate is Pell Grant eligible.

## Required Courses

Course Code	Title	Credits
BUS 105	Customer Service	3
	BUS 189 or PSY 200	3
	BUS 215 (preferred) OR ENG 102	3
CIS 146	Computer Applications	3
CIS 185	Computer Ethics	3
ENG 101	English Composition I	3
	SPH 106 or SPH 107	3
	Total Credits	21

## Child Care and Development

### Child Care and Development

#### Degree Type

Short Certificate

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

## Required Courses

Course Code	Title	Credits
CHD 100	Introduction to Early Care and Education of Children	3
CHD 201	Child Growth and Development Principles	3
CHD 202	Children's Creative Experience	3
CHD 203	Children's Literature and Language Development	3
CHD 204	Methods and Materials for Teaching Children	3
CHD 205	Program Planning for Educating Young Children	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3

## Additional Certificate Requirements

Course Code	Title	Credits
EMS 100	Cardiopulmonary Resuscitation I	1
EMS 104	First Aid for Students of Health Related Professions	1

## Child Development Associate - CDA Credential

### Degree Type

Short Certificate

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

To sit for the national credentialing exam with the Council for Professional Recognition, students must complete 420 hours of approved training in a childcare facility in addition to the courses listed.

### Required Courses

Course Code	Title	Credits
CHD 100	Introduction to Early Care and Education of Children	3
CHD 201	Child Growth and Development Principles	3
CHD 204	Methods and Materials for Teaching Children	3
	Total Credits	9

## Computer Information Systems

### Computer Information Systems: Cyber Defense Option

#### Degree Type

Associate of Applied Science

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

#### Area I: Written Composition

Course Code	Title	Credits
ENG 101	English Composition I	3
	BUS 215 (preferred) OR ENG 102	3

#### Area II: Humanities and Fine Arts

Course Code	Title	Credits
	SPH 106 or SPH 107	3
	Humanities (3 credits)	3

## Area III: Natural Science and Mathematics

Higher MTH courses does not include MTH110.

Course Code	Title	Credits
	MTH 100 or Higher Level MTH	3

## Area IV: History, Social and Behavioral Sciences

Course Code	Title	Credits
	GEO, HIS, POL, PSY or SOC Elective (3 credits) or BUS 189	3

## Area V: Preprofessional Major and Elective Courses

### Required Computer Information Systems Core

Course Code	Title	Credits
CIS 130	Introduction to Information Systems	3
CIS 150	Introduction to Computer Logic and Programming	3
CIS 270	CISCO CCNA I	3
CIS 275	Workstation Administration	3

### Required Cyber Courses

Course Code	Title	Credits
CIS 185	Computer Ethics	3
CIS 244	Introduction to Cybersecurity	3
CIS 245	Cyber Defense	3
CIS 246	Ethical Hacking	3
CIS 271	CISCO CCNA II	3

### Electives

Course Code	Title	Credits
	CIS or VCM Courses (9 credits)	9

## Additional Degree Requirements

Course Code	Title	Credits
ORI 105	Orientation and Student Success	3
CIS 146	Computer Applications	3
	Total Credits	60

## Computer Information Systems: Information Technology Option

### Degree Type

Associate of Applied Science

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

## Area I: Written Composition

Course Code	Title	Credits
ENG 101	English Composition I	3
	BUS 215 (preferred) OR ENG 102	3

## Area II: Humanities and Fine Arts

Course Code	Title	Credits
	SPH 106 or SPH 107	3
	Humanities (3 credits)	3

## Area III: Natural Science and Mathematics

Course Code	Title	Credits
	MTH 100 or Higher Level MTH	3

## Area IV: History, Social and Behavioral Sciences

Course Code	Title	Credits
	GEO, HIS, POL, PSY or SOC Elective (3 credits)	3

## Area V: Preprofessional Major and Elective Courses

### Required Computer Information Systems Core

Course Code	Title	Credits
CIS 130	Introduction to Information Systems	3
CIS 150	Introduction to Computer Logic and Programming	3
CIS 270	CISCO CCNA I	3
CIS 275	Workstation Administration	3

### Required Information Technology Core

Course Code	Title	Credits
CIS 149	Introduction to Computers	3
CIS 171	Linux I	3
CIS 191	Introduction to Computer Programming Concepts	3
CIS 193	Introduction to Computer Programming Lab	1
CIS 207	Web Development	3
	CIS 276 or CIS 244	3-3
CIS 280	Network Security	3

### Electives

Course Code	Title	Credits
	CIS or VCM Courses (9 credits)	9

## Additional Degree Requirements

Course Code	Title	Credits
ORI 105	Orientation and Student Success	3
CIS 146	Computer Applications	3
	Total Credits	64

## Computer Information Systems: Cybersecurity Option

### Degree Type

Short Certificate

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

### Required Courses

Course Code	Title	Credits
CIS 130	Introduction to Information Systems	3
CIS 171	Linux I	3
CIS 245	Cyber Defense	3
	CIS 246 or CIS 244	3
	CIS 277 or CIS 270	3
CIS 280	Network Security	3
	Total Credits	18

## Computer Information Systems: Information Technology Option

### Degree Type

Short Certificate

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

### Required Courses

Course Code	Title	Credits
CIS 130	Introduction to Information Systems	3
CIS 149	Introduction to Computers	3
CIS 150	Introduction to Computer Logic and Programming	3
CIS 171	Linux I	3
CIS 185	Computer Ethics	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS 270	CISCO CCNA I	3
	Total Credits	24

# Computer Information Systems: Mobile App Development Option

## Degree Type

Short Certificate

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

## Required Courses

Course Code	Title	Credits
CIS 150	Introduction to Computer Logic and Programming	3
CIS 155	Introduction to Mobile App Development	3
CIS 157	Introduction to App Development with Swift	3
CIS 207	Web Development	3
CIS 219	Android App Development	3
CIS 220	App Development with Swift I	3
	Total Credits	18

# Computer Information Systems: Networking Technology Option

## Degree Type

Short Certificate

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

## Required Courses

Course Code	Title	Credits
	CIS 130 or CIS 150	3
CIS 185	Computer Ethics	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS 270	CISCO CCNA I	3
	CIS 271 or CIS 244	3
	Total Credits	18

# Computer Information Systems: Office Specialist Option

## Degree Type

Short Certificate

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

## Required Courses

Course Code	Title	Credits
BUS 105	Customer Service	3
CIS 146	Computer Applications	3
CIS 149	Introduction to Computers	3
CIS 185	Computer Ethics	3
CIS 245	Cyber Defense	3
	CIS 111 or CIS 113 or CIS 115	3
	Total Credits	18

## Criminal Justice

### Criminal Justice

#### Degree Type

Associate of Applied Science

The criminal justice A.A.S. degree program is designed for students interested in the criminal justice field and law enforcement professions. It prepares students for a career as a law enforcement officer, corrections officer, investigator, court administrator, private security officer, or customs agent. Graduates are employed by local, state, and federal agencies or private agencies. Students employed in related fields may use the program as a building block for career advancement or further education. Students gain knowledge of local, state, and federal statutes, civil liberties, policing, the justice system, ethics, constitutionalism, and public safety issues. In addition to the A.A.S. degree, CVCC offers a Certificate in Criminal Justice. The certificate program is designed to provide students with a specialized skill set to be competitive in the job market or to upgrade their skills for job advancement. The degree can be completed within five (5) semesters, and the certificate program can be completed within three (3) semesters. The certificate courses can be applied toward the A.A.S. degree. **Courses can be completed either online or in class.** Online coursework allows you to earn your degree while maintaining professional and personal obligations.

### Area I: Written Composition

Course Code	Title	Credits
	ENG 101 or ENG 100	3

### Area II: Humanities and Fine Arts

Course Code	Title	Credits
	SPH 106 or SPH 107	3
	Humanities (3 credits)	3



## Area III: Natural Science and Mathematics

Course Code	Title	Credits
	MTH 100 or Higher Level MTH	3
	PHS 111 or BIO 103 or CHM 104	4

## Area IV: History, Social and Behavioral Sciences

Course Code	Title	Credits
	PSY 200 or POL 220 or POL 211 or HIS 121/122/201/202	3

## Area V: Preprofessional Major and Elective Courses

### Required Criminal Justice Courses

Course Code	Title	Credits
CRJ 100	Introduction to Criminal Justice	3
CRJ 110	Introduction to Law Enforcement	3
CRJ 178	Narcotics/Dangerous Drugs	3
CRJ 216	Police Organization and Administration	3
EMS 100	Cardiopulmonary Resuscitation I	1
EMS 104	First Aid for Students of Health Related Professions	1

### Electives

Course Code	Title	Credits
	CRJ Electives (24 credits)	24

## Additional Degree Requirements

Course Code	Title	Credits
ORI 105	Orientation and Student Success	3
CIS 146	Computer Applications	3
	Total Credits	63

## Criminal Justice

### Degree Type

Certificate

### Credit Earned for Criminal Justice Certifications Held

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

CREDIT FOR NON-TRADITIONAL ACADEMIC WORK COMPARISON TABLE

LAW ENFORCEMENT ACADEMY CERTIFICATIONS	COLLEGE CREDIT THAT MAY BE AWARDED TOWARD THE CRIMINAL JUSTICE DEGREE	CREDIT HOURS
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**CREDIT FOR NON-TRADITIONAL ACADEMIC WORK COMPARISON TABLE**

Equivalent Certification	CRJ 110 Introduction to Law Enforcement	3
Equivalent Certification	CRJ 140 Criminal Law and Procedure	3
Equivalent Certification	CRJ 216 Police Organization and Administration	3
Equivalent Certification	Equivalent Certification CRJ 220 Criminal Investigation	3
Equivalent Certification	Equivalent Certification Other CRJ courses per POST Certification	3

The certificate program is designed to provide students with a specialized skill set to compete in the job market or upgrade their skills for job advancement in criminal justice and law enforcement. Courses can be completed **online or in class** within three (3) semesters, and the certificate courses can be applied toward the A.A.S. Degree in Criminal Justice.

## Required General Education Courses

Course Code	Title	Credits
CIS 146	Computer Applications	3
	ENG 101 or ENG 100	3
	MTH 100 or Higher Level MTH	3
	SPH 106 or SPH 107	3

## Required Criminal Justice Courses

Course Code	Title	Credits
CRJ 100	Introduction to Criminal Justice	3
CRJ 110	Introduction to Law Enforcement	3
EMS 100	Cardiopulmonary Resuscitation I	1
EMS 104	First Aid for Students of Health Related Professions	1

## Electives in Criminal Justice

Course Code	Title	Credits
	CRJ Electives (18 credits)	18

## Additional Certificate Requirements

Course Code	Title	Credits
ORI 105	Orientation and Student Success	3
	Total Credits	41

## Criminal Justice

### Degree Type

Short Certificate

### Credit Earned for Criminal Justice Certifications Held

Upon completing twelve (12) hours of approved Criminal Justice courses at CVCC, students may be awarded credit for certifications that meet relevant national standards determined by the Criminal Justice Lead Instructor. A maximum of 17 hours of non-traditional credit may be awarded and applied toward graduation. Official certification of completion

of approved State Law Enforcement/Corrections Academy work must be submitted to the Admissions Office. Certifications must be either an academic transcript from the State POST Academy/College, a certificate of completion, or a letter on official letterhead from the State Law Enforcement Academy/College.

CREDIT FOR NON-TRADITIONAL ACADEMIC WORK COMPARISON TABLE		
LAW ENFORCEMENT ACADEMY CERTIFICATIONS	COLLEGE CREDIT THAT MAY BE AWARDED TOWARD THE CRIMINAL JUSTICE DEGREE	CREDIT HOURS
Equivalent Certification	CRJ 110 Introduction to Law Enforcement	3
Equivalent Certification	CRJ 140 Criminal Law and Procedure	3
Equivalent Certification	CRJ 216 Police Organization and Administration	3
Equivalent Certification	Equivalent Certification CRJ 220 Criminal Investigation	3
Equivalent Certification	Equivalent Certification Other CRJ courses per POST Certification	3

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

## Required Courses

Course Code	Title	Credits
CRJ 100	Introduction to Criminal Justice	3
CRJ 110	Introduction to Law Enforcement	3
CRJ 178	Narcotics/Dangerous Drugs	3
CRJ 216	Police Organization and Administration	3

## Criminal Justice Elective Courses

Course Code	Title	Credits
	CRJ Elective Courses (12 credits)	12
	Total Credits	24

# Emergency Medical Technology/Technician

## Emergency Medical Services Paramedic

### Degree Type

Associate of Applied Science

Emergency Medical Services (EMS) programs prepare students to become Emergency Medical Technicians (EMTs), Advanced Emergency Medical Technicians (AEMTs), and Paramedics. EMS programs teach students the acute, critical differences in physiology, pathophysiology, and clinical symptoms pertaining to prehospital emergency medical care. They work in clinics, ambulances, emergency rooms, fire departments, aircraft, and other industries.

The Basic EMT program is one semester long and allows the entry-level EMT to manage medical and trauma patients. The Advanced EMT (AEMT) program is also one semester long and allows those at an EMT level to advance in skill preparation and job opportunities. The Paramedic certification requires three additional semesters.

Students may earn a short certificate, a long certificate, or an Associate in Applied Science Degree in Emergency Medical Services. Upon successfully completing the Basic EMT program, which is one semester long, the student is eligible to take the National Registry Examination and apply for licensure to practice as an EMT. Upon successfully completing the AEMT program, which is also one semester long, the student is eligible to take the National Registry Examination and apply for licensure to practice as an AEMT.

The Paramedic level is the third level of the EMS program and is three semesters long. The three levels of EMS lead to a Short Certificate, a Long Certificate, or an Associate in Applied Science Degree. Upon successfully completing the Paramedic program, the student is eligible to take the National Registry Examination for Paramedics. Completing the certification examination allows the student to apply for licensure to practice as a Paramedic.

The EMT and AEMT certificate programs are fully approved and accredited by the Alabama Department of Public Health, Office of Emergency Medical Services. The Paramedic program is currently not accredited by CoAEMSP.

### **Area I: Written Composition**

<b>Course Code</b>	<b>Title</b>	<b>Credits</b>
ENG 101	English Composition I	3

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

<b>Course Code</b>	<b>Title</b>	<b>Credits</b>
	SPH 106 or SPH 107	3

### **Area III: Natural Science and Mathematics**

<b>Course Code</b>	<b>Title</b>	<b>Credits</b>
	MTH 100 or Higher Level MTH	3
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4

### **Area IV: History, Social and Behavioral Sciences**

<b>Course Code</b>	<b>Title</b>	<b>Credits</b>
PSY 200	General Psychology	3

## Area V: Career and Technical Courses

Course Code	Title	Credits
EMS 100	Cardiopulmonary Resuscitation I	1
EMS 107	Emergency Vehicle Operator Ambulance	1
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
EMS 241	Paramedic Cardiology	3
EMS 242	Paramedic Patient Assessment	2
EMS 244	Paramedic Clinical I	1
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
EMS 253	Paramedic Transition to the Workforce	2
EMS 254	Advanced Competencies	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
EMS 257	Paramedic Applied Pharmacology	2

## Additional Degree Requirements

Course Code	Title	Credits
CIS 146	Computer Applications	3
ORI 105	Orientation and Student Success	3

## Notes

- Must complete pre-requisite [BIO 103](#) unless waived.

## Additional Fees

Students enrolled in the EMS programs are responsible for additional costs and fees related to the program and not included in tuition. Costs include, but are not limited to, physicals, background checks, random drug screening, clinical uniforms, software access fees, and required clinical supplies. See fees section listed in Student Handbook.

## Admission Requirements

The admission requirements for the EMS program are subject to change. Please contact your advisor for additional information or visit [www.cv.edu](http://www.cv.edu).

### EMT Level requires:

1. Unconditional admission to the College.
2. Achieve and maintain a cumulative college GPA of 2.0 or have a minimum cumulative high school GPA of 2.0 if no prior college work exists.
3. Official transcripts from all postsecondary institutions attended.
4. Age of 18 years or older within one (1) year of course completion.
5. Compliance with standards and policies in the current College Catalog and Student Handbook and EMS Student Handbook.
6. Meet essential functions required for EMS.
7. Compliance with additional requirements as outlined by clinical agencies such as background checks, drug screen, immunization requirements, and a physical.

### AEMT Level requires:

1. Completion of 1-7 as listed for EMT level.
2. Current National Registry license for EMT.
3. Unencumbered Alabama licensure as an EMT.
4. Minimum cumulative college GPA 2.0 for last semester credit hours of coursework completed at a regionally accredited college.

### Paramedic Level requires:

1. Meet the qualifications listed above for EMT and AEMT level admission requirements.
2. Minimum 2.5 GPA for last semester credit hours of coursework completed at a regionally accredited college.
3. Current Alabama license as an AEMT, or successfully completed AEMT from an accredited college by SACSCOC or other regional accrediting agencies. (Students who took EMT/ AEMT from a non-accredited program should meet with the Program Director)

## Progression Requirements

1. In order to progress in the EMS program, the student must:
  - a. Achieve a grade of "C" or better in all required EMS courses.
  - b. Meet clinical agencies' requirements for clinical experiences.
  - c. Meet essential functions for EMS.
  - d. Maintain all program health requirements.

- e. Receive a satisfactory rating for all laboratory, administrative, and clinical components.
2. A total of two (2) unsuccessful attempts in two separate semesters (D or F) in the EMS program will result in dismissal from the program for one semester.
3. Students dismissed from the program are eligible to appeal to the Program Director for reinstatement.
4. A student must have a 2.5 cumulative GPA at the current institution and meet all of the other requirements for the program to be considered for reinstatement.
5. No more than a 12-month interruption in matriculation through the Paramedic level course sequence.

## Readmission Requirements

Students who interrupt progression through the program must appeal to the Program Director for reinstatement.

1. Due to clinical space limitations, reinstatement is not guaranteed. All EMS program admission standards at the time of reinstatement must be met.
2. Compliance with standards and policies in the current College Catalog and Student Handbook.
3. No more than a 12-month interruption in matriculation through the Paramedic level course sequence.

## Transfer Policy

Students desiring to transfer into the EMS program must meet minimum admission/progression standards.

1. Must possess a minimum of a 2.5 cumulative GPA at time of transfer.
2. Previous CVCC students must have a minimum 2.0 at CVCC.
3. Must be a student in good standing and eligible to return to the EMS program.
4. Complete at least 25% of the total program at the CVCC.
5. Acceptance of transfer students into the EMS program is limited by the number of faculty and clinical facilities available. Students who have been enrolled in other programs are evaluated individually to determine appropriate placement.

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Total Credits

76

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# Emergency Medical Services Paramedic

## Degree Type

Certificate

This Paramedic certificate program is designed to provide students with specialized skill sets for immediate employment and to upgrade their skills for job advancement. It can be applied toward the A.A.S. degree in Emergency Medical Services. The Paramedic Certificate Program includes stackable EMT and Advanced EMT short certificates. The Paramedic certificate program is designed to provide additional training, knowledge, and skills in Advance Life Support. Prerequisite: Completion of a state-accredited AEMT program.

## Required Courses

Course Code	Title	Credits
CIS 146	Computer Applications	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3

## Required EMS Courses

Course Code	Title	Credits
EMS 100	Cardiopulmonary Resuscitation I	1
EMS 107	Emergency Vehicle Operator Ambulance	1
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
EMS 241	Paramedic Cardiology	3
EMS 242	Paramedic Patient Assessment	2
EMS 244	Paramedic Clinical I	1
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
EMS 253	Paramedic Transition to the Workforce	2
EMS 254	Advanced Competencies	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
EMS 257	Paramedic Applied Pharmacology	2
	Total Credits	59

## Advanced Emergency Medical Technician

### Degree Type

Short Certificate

This short certificate program is designed to provide students with specialized skills for immediate employment or job advancement. It can be applied toward a Paramedic short certificate, the Paramedic certificate, the A.A.S. degree in Emergency Medical Services, and the A.A.S. degree in Fire Science. The AEMT program provides additional training, knowledge, and skills in specific areas of Advanced Life Support. Skills above the EMT level include advanced airways, IV therapy, and administering certain medications. Prerequisite: EMT National Registry certification and an ADPH State of Alabama EMT License. Courses are eligible for dual enrollment upon approval by CVCC.

## Required AEMT Courses

Course Code	Title	Credits
EMS 107	Emergency Vehicle Operator Ambulance	1
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
	Total Credits	10

\*[EMS 107](#) not required if taken in EMT Basic



# Emergency Medical Services Paramedic

## Degree Type

Short Certificate

This short certificate program is designed to provide students with specialized skills for immediate employment or job advancement. It can be applied toward the Paramedic certificate and the A.A.S. degree in Emergency Medical Services. The Paramedic program provides additional knowledge and skills in Advanced Life Support. Prerequisite: Completion of a state-accredited AEMT program. Courses are eligible for dual enrollment upon approval by CVCC.

## Required Courses

Course Code	Title	Credits
EMS 241	Paramedic Cardiology	3
EMS 242	Paramedic Patient Assessment	2
EMS 244	Paramedic Clinical I	1
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
EMS 253	Paramedic Transition to the Workforce	2
EMS 254	Advanced Competencies	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
EMS 257	Paramedic Applied Pharmacology	2
	Total Credits	29

# Emergency Medical Technician

## Degree Type

Short Certificate

This short certificate program is designed to provide students with specialized skill sets for immediate employment. It can be applied toward the Advanced EMT certificate, the Paramedic short certificate, the Paramedic certificate, the A.A.S. degree in Emergency Medical Services, or the A.A.S. degree in Fire Science. EMS courses are eligible for dual enrollment upon approval by CVCC.

## Required EMT Courses

Course Code	Title	Credits
EMS 100	Cardiopulmonary Resuscitation I	1
EMS 107	Emergency Vehicle Operator Ambulance	1
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
	Total Credits	12

# Fire Science

## Fire Science

### Degree Type

Associate of Applied Science

The Fire Science A.A.S. degree is designed for individuals employed as firefighters or individuals who are seeking employment in the fire protection industry. Additionally, it prepares fire and emergency service personnel for advancement to leadership positions. Students may select fire science electives and/or emergency medical service electives such as EMT and/or Advanced EMT within this degree program. In addition to the A.A.S. degree, CVCC offers certificates in Fire Science, EMT, and AEMT. The degree can be completed within five (5) semesters, and the certificate programs can be completed within two (2) semesters. The certificate courses can be applied toward the A.A.S. degree. **Courses can be completed online or in class.** Online coursework allows you to earn your degree while maintaining professional and personal obligations.

### CVCC and Alabama Fire College Partnership

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

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

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

Program content focuses on fire service administration, command, control, coordination of emergency incidents, fire suppression operations, fire prevention and education, building construction principles, fire inspections, code enforcement, and emergency medical services. Several parallel certification courses within the program are offered through the Alabama Fire College. Students will receive National and/or State certifications upon successfully completing these courses and certification exams. These certifications include Fire Inspector I, Hazardous Materials Awareness and Operations, National Incident Management System, EMT license, and Advanced EMT license.

### Area I: Written Composition

Course Code	Title	Credits
	ENG 101 or ENG 100	3

## Area II: Humanities and Fine Arts

Course Code	Title	Credits
	SPH 106 or SPH 107	3
	Humanities (3 credits)	3

## Area III: Natural Science and Mathematics

Course Code	Title	Credits
	MTH 100 or Higher Level MTH	3
	PHS 112 or CHM 104 or BIO 103	4

## Area IV: History, Social and Behavioral Sciences

Course Code	Title	Credits
	PSY 200 or POL 220 or POL 211 or HIS 121/122/201/202	3

## Area V: Preprofessional Major and Elective Courses

### Required Fire Science Courses

Course Code	Title	Credits
FSC 101	Introduction to the Fire Service	3
FSC 110	Building Construction Principles	3
FSC 130	Introduction to Fire Suppression	3
FSC 299	Legal Aspects of the Fire Service	3
EMS 100	Cardiopulmonary Resuscitation I	1
EMS 104	First Aid for Students of Health Related Professions	1

### Electives

Course Code	Title	Credits
	Electives (FSC and/or EMS) (24 credits)	24

## Additional Degree Requirements

Course Code	Title	Credits
ORI 105	Orientation and Student Success	3
CIS 146	Computer Applications	3
	Total Credits	63

## Fire Science

### Degree Type

Certificate

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

## Area I: Written Composition

Course Code	Title	Credits
	ENG 101 or ENG 100	3

## Area II: Humanities and Fine Arts

Course Code	Title	Credits
	SPH 106 or SPH 107	3

## Area III: Natural Science and Mathematics

Course Code	Title	Credits
	MTH 100 or Higher Level MTH	3

## Area IV: History, Social and Behavioral Sciences

Course Code	Title	Credits
	PSY 200 or POL 220 or POL 211 or HIS 121/122/201/202	3

## Area V: Technical Core, Technical Concentration Electives

Course Code	Title	Credits
ORI 105	Orientation and Student Success	3
FSC 101	Introduction to the Fire Service	3
FSC 110	Building Construction Principles	3
FSC 130	Introduction to Fire Suppression	3
FSC 151	Introduction to Fire Prevention/Education	3
FSC 295	Fire Department Safety Officer	3

## Credit Earned for Fire/EMS Certifications Held

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

CREDIT FOR NON-TRADITIONAL ACADEMIC WORK COMPARISON TABLE		
FIRE SERVICE/EMS CERTIFICATIONS HELD BY THE STUDENT	COLLEGE CREDIT THAT MAY BE AWARDED TOWARD THE FIRE SCIENCE DEGREE	CREDIT HOURS
Firefighter I	<a href="#">FSC 100</a> Orientation and Terminology of the Fire Service	3
Firefighter II	<a href="#">FSC 131</a> Fire Extinguishment Principles	3
Hazardous Materials Awareness and Operations	<a href="#">FSC 161</a> Hazardous Materials Awareness and Operations	3
Hazardous Materials Technician	<a href="#">FSC 261</a> Hazardous Materials Technician	3
Fire Instructor I	<a href="#">FSC 201</a> Fire Instructor I	3
Fire Instructor II	<a href="#">FSC 202</a> Fire Instructor II	3
Fire Instructor III	FSC 203 Fire Instructor III	3
Fire Investigator I	<a href="#">FSC 241</a> Fire Investigator I	3
Fire Inspector I	<a href="#">FSC 251</a> Fire Inspector I	3
Fire Inspector II	FSC252 Fire Inspector II	3
Fire Inspector III	FSC 253 Fire Inspector III	3
Fire Officer I	<a href="#">FSC 291</a> Fire Officer I	3
Fire Officer II	<a href="#">FSC 292</a> Fire Officer II	3
Fire Officer III	<a href="#">FSC 293</a> Fire Officer III	3
Fire Officer IV	<a href="#">FSC 294</a> Fire Officer IV	3
Fire Department Safety Officer	<a href="#">FSC 295</a> Fire Department Safety Officer	3
Public Fire and Life Safety Educator I	<a href="#">FSC 255</a> Public Fire & Life Safety Educator	3
Rescue Technician: Confined Space	FSC 231 Rescue Technician: Confined Space	3
Rescue Technician: Trench	FSC 232 Rescue Technician: Trench	3
Rescue Technician: Rope	FSC 230 Rescue Technician: Rope	3
Rescue Technician: Structural Collapse	FSC 233 Rescue Technician: Structural Collapse	3
Rescue Technician: Vehicle and Machinery	FSC 237 Rescue Technician: Vehicle & Machinery	3
Current American Heart Association Basic Life Support CPR Card	<a href="#">EMS 100</a> Cardiopulmonary Resuscitation	1
Current American Heart Association Heart Saver First Aid Card	<a href="#">EMS 104</a> First Aid for Students of Health Related Professions	1
Current National Registry EMT Certification or State License	<a href="#">EMS 118</a> Emergency Medical Technician	9
	<a href="#">EMS 119</a> Emergency Medical Technician Clinical	1
Current National Registry Advanced EMT or EMT-Intermediate (99) Certification or State License	<a href="#">EMS 155</a> Advanced Emergency Medical Technician	7
	<a href="#">EMS 156</a> Advanced Emergency Medical Technician Clinical	2
<b>Total Credits</b>		<b>30</b>

# Fire Science

## Degree Type

Short Certificate

The certificate program is designed for firefighters or those seeking employment as firefighters. It is an intermediate recognition step for those working toward the A.A.S. Fire Science degree. Courses can be completed online or in class within three (3) semesters, and the certificate courses can be applied toward the A.A.S. Degree in Fire Science.

## Required Courses

Course Code	Title	Credits
FSC 101	Introduction to the Fire Service	3
FSC 110	Building Construction Principles	3
FSC 130	Introduction to Fire Suppression	3
FSC 299	Legal Aspects of the Fire Service	3

## Fire Science Elective Courses

Course Code	Title	Credits
FSC 120	National Incident Management System (NIMS) I	3
	FSC Elective Course (3 credits)	3
	FSC Elective Course (3 credits)	3
	FSC Elective Course (3 credits)	3

## Credit Earned for Fire/EMS Certifications Held

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

CREDIT FOR NON-TRADITIONAL ACADEMIC WORK COMPARISON TABLE		
FIRE SERVICE/EMS CERTIFICATIONS HELD BY THE STUDENT	COLLEGE CREDIT THAT MAY BE AWARDED TOWARD THE FIRE SCIENCE DEGREE	CREDIT HOURS
Firefighter I	<a href="#">FSC 100</a> Orientation and Terminology of the Fire Service	3
Firefighter II	<a href="#">FSC 131</a> Fire Extinguishment Principles	3
Hazardous Materials Awareness and Operations	<a href="#">FSC 161</a> Hazardous Materials Awareness and Operations	3
Hazardous Materials Technician	<a href="#">FSC 261</a> Hazardous Materials Technician	3
Fire Instructor I	<a href="#">FSC 201</a> Fire Instructor I	3
Fire Instructor II	<a href="#">FSC 202</a> Fire Instructor II	3
Fire Instructor III	FSC 203 Fire Instructor III	3
Fire Investigator I	<a href="#">FSC 241</a> Fire Investigator I	3
Fire Inspector I	<a href="#">FSC 251</a> Fire Inspector I	3
Fire Inspector II	FSC252 Fire Inspector II	3
Fire Inspector III	FSC 253 Fire Inspector III	3
Fire Officer I	<a href="#">FSC 291</a> Fire Officer I	3
Fire Officer II	<a href="#">FSC 292</a> Fire Officer II	3
Fire Officer III	<a href="#">FSC 293</a> Fire Officer III	3
Fire Officer IV	<a href="#">FSC 294</a> Fire Officer IV	3
Fire Department Safety Officer	<a href="#">FSC 295</a> Fire Department Safety Officer	3
Public Fire and Life Safety Educator I	<a href="#">FSC 255</a> Public Fire & Life Safety Educator	3
Rescue Technician: Confined Space	FSC 231 Rescue Technician: Confined Space	3
Rescue Technician: Trench	FSC 232 Rescue Technician: Trench	3
Rescue Technician: Rope	FSC 230 Rescue Technician: Rope	3
Rescue Technician: Structural Collapse	FSC 233 Rescue Technician: Structural Collapse	3
Rescue Technician: Vehicle and Machinery	FSC 237 Rescue Technician: Vehicle & Machinery	3
Current American Heart Association Basic Life Support CPR Card	<a href="#">EMS 100</a> Cardiopulmonary Resuscitation	1
Current American Heart Association Heart Saver First Aid Card	<a href="#">EMS 104</a> First Aid for Students of Health Related Professions	1
Current National Registry EMT Certification or State License	<a href="#">EMS 118</a> Emergency Medical Technician	9
	<a href="#">EMS 119</a> Emergency Medical Technician Clinical	1
Current National Registry Advanced EMT or EMT-Intermediate (99) Certification or State License	<a href="#">EMS 155</a> Advanced Emergency Medical Technician	7
	<a href="#">EMS 156</a> Advanced Emergency Medical Technician Clinical	2
<b>Total Credits</b>		<b>24</b>

# Industrial Maintenance Technology

## Applied Technology: Industrial Maintenance Option

### Degree Type

Associate of Applied Science

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

### Area I: Written Composition

Course Code	Title	Credits
	ENG 101 or ENG 100	3

### Area II: Humanities and Fine Arts

Course Code	Title	Credits
	SPH 106 or SPH 107	3
	Humanities (3 credits)	3

### Area III: Natural Science and Mathematics

Course Code	Title	Credits
	MTH 100 or Higher Level MTH	3
	Math, Science or Computer Science Elective (3 credits)	3

### Area IV: History, Social and Behavioral Sciences

Course Code	Title	Credits
PSY 200	General Psychology	3



## Area V: Preprofessional Major and Elective Courses

Course Code	Title	Credits
ADM 100	Industrial Safety	3
ADM 101	Precision Measurement	3
ADM 102	Computer-Aided Design	3
ADM 105	Fluid Systems	3
ADM 106	Quality Control Concepts	3
INT 101	DC Fundamentals	3
INT 103	AC Fundamentals	3
INT 113	Industrial Motor Controls I	3
INT 117	Principles of Industrial Mechanics	3
INT 253	Industrial Robotics	3
AUT 210	Industrial Robotics	3
INT 184	Introduction to Programmable Logic Controllers (PLCs)	3
INT 284	Advanced Programmable Logic Controllers	3
INT 134	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
INT 291	CO-OP	3

## Additional Degree Requirements

Course Code	Title	Credits
ORI 105	Orientation and Student Success	3
CIS 146	Computer Applications	3
	Total Credits	69

## Applied Technology: Industrial Maintenance Option

### Degree Type

Certificate

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

## Required General Education Courses

Course Code	Title	Credits
	ENG 101 or ENG 100	3
	MTH 100 or Higher Level MTH	3
	SPH 106 or SPH 107	3

## Required Industrial Maintenance Courses

Course Code	Title	Credits
ADM 100	Industrial Safety	3
ADM 101	Precision Measurement	3
ADM 102	Computer-Aided Design	3
ADM 105	Fluid Systems	3
ADM 106	Quality Control Concepts	3
INT 101	DC Fundamentals	3
INT 103	AC Fundamentals	3
INT 113	Industrial Motor Controls I	3
INT 117	Principles of Industrial Mechanics	3
	AUT 210 or INT 253	3
INT 184	Introduction to Programmable Logic Controllers (PLCs)	3
INT 284	Advanced Programmable Logic Controllers	3

## Additional Certificate Requirements

Course Code	Title	Credits
ORI 105	Orientation and Student Success	3
CIS 146	Computer Applications	3
	Total Credits	51

## Applied Technology: Industrial Maintenance Option

### Degree Type

Short Certificate

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

## Required Courses

Course Code	Title	Credits
ADM 101	Precision Measurement	3
INT 101	DC Fundamentals	3
INT 103	AC Fundamentals	3
INT 117	Principles of Industrial Mechanics	3
INT 184	Introduction to Programmable Logic Controllers (PLCs)	3
INT 134	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
	Total Credits	18

# Applied Technology: Industrial Maintenance Option (MSSC - Certified Production Technician)

## Degree Type

Short Certificate

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

## Required Courses

Course Code	Title	Credits
WKO 141	MSSC Safety Course	3
WKO 142	MSSC Quality Practices and Measurement Course	3
WKO 143	MSSC Manufacturing Processes and Production Course	3
WKO 144	MSSC Maintenance Awareness Course	3
	Total Credits	12

## Medical Assisting

### Medical Assisting Program

#### Degree Type

Associate of Applied Science

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

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

### Area I: Written Composition

Course Code	Title	Credits
	ENG 101 or ENG 100	3

## Area II: Humanities and Fine Arts

Course Code	Title	Credits
SPH 107	Fundamentals of Public Speaking	3
	Humanities (3 credits)	3

## Area III: Natural Science and Mathematics

Course Code	Title	Credits
	MTH 100 or Higher Level MTH	3
BIO 103	Principles of Biology I	4

## Area IV: History, Social and Behavioral Sciences

Course Code	Title	Credits
PSY 200	General Psychology	3

## Area V: Career and Technical Courses

Course Code	Title	Credits
MAT 101	Medical Terminology	3
MAT 102	Medical Assisting Theory I	3
MAT 103	Medical Assisting Theory II	3
MAT 111	Clinical Procedures I for the Medical Assistant	3
MAT 120	Medical Administrative Procedures I	3
MAT 121	Medical Administrative Procedures II	3
MAT 125	Laboratory Procedures I for the Medical Assistant	3
MAT 128	Medical Law and Ethics for the Medical Assistant	3
MAT 200	Management of Office Emergencies	2
MAT 211	Clinical Procedures II for the Medical Assistant	3
MAT 215	Laboratory Procedures II for the Medical Assistant	3
MAT 216	Medical Pharmacology for the Medical Office	4
MAT 219	Radiology for the Medical Assistant	3
MAT 220	Medical Office Insurance	3
MAT 228R	Medical Assistant CCMA Review Course	1
MAT 229	Medical Assisting Practicum	3
EMS 100	Cardiopulmonary Resuscitation I	1

## Additional Degree Requirements

Course Code	Title	Credits
ORI 105	Orientation and Student Success	3
CIS 146	Computer Applications	3

## **\*\*Optional Courses**

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

<b>Course Code</b>	<b>Title</b>	<b>Credits</b>
MAT 218	EKG Technician	3
MAT 227	Special Topics in Medical Assisting	1
MAT 228A	Medical Assistant CMAA Review	1
MAT 228P	Medical Assistant CPT Review Course I	1
MAT 228E	Medical Assistant CET Review Course	1
MAT 228H	Medical Assistant CEHRS Review Course	1
MAT 239	Phlebotomy Practicum	3
NAS 100	Long Term Care Nursing Assistant	4

## Notes

### Suggested Course Sequence

First Term	Second Term	Third Term	Fourth Term	Fifth Term
<a href="#">CIS 146</a>	<a href="#">BIO 103</a>	<a href="#">EMS 100</a>	<a href="#">MAT 128</a>	Humanities Elective  <a href="#">MAT 228R</a>  <a href="#">MAT 229</a>  <a href="#">PSY 200</a>
<a href="#">ENG 101</a>	<a href="#">MAT 103</a>	<a href="#">MAT 121</a>	<a href="#">MAT 211</a>	
<a href="#">MAT 101</a>	<a href="#">MAT 120</a>	<a href="#">MAT 215</a>	<a href="#">MAT 216</a>	
<a href="#">MAT 102</a>	<a href="#">MAT 125</a>	<a href="#">MAT 111</a>	<a href="#">MAT 220</a>	
<a href="#">ORI 105</a>	<a href="#">MTH 100</a>	<a href="#">MAT 200</a>	<a href="#">SPH 107</a>	

### Admission Requirements

Applicants to the Medical Assisting Program must:

1. Have unconditional admission to the College.
2. Complete the application for the Associate of Applied Science in Medical Assisting.
3. Achieve a minimum cumulative college GPA of 2.0 OR a minimum 2.0 cumulative high school GPA if no prior college coursework exists OR a GED certificate.
4. Complete all developmental coursework.
5. Be eligible for enrollment in English 100/101 and Math 100 as determined by the College.
6. Good standing with the College.
7. Meet essential functions required for medical assisting.
8. Be able to comply with any additional requirements as outlined by the clinical agencies such as dress code or confidentiality training.
9. Acceptance to the Medical Assisting program is dependent upon meeting admission criteria in effect at the time of readmission

### Progression

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

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

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

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

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

## **Readmission Policy**

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

## **Transfer Students**

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

## **Required Documents**

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

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Total Credits

72

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# **Medical Assisting**

## **Degree Type**

Certificate

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

## Required Courses

Course Code	Title	Credits
EMS 100	Cardiopulmonary Resuscitation I	1
MAT 101	Medical Terminology	3
MAT 102	Medical Assisting Theory I	3
MAT 103	Medical Assisting Theory II	3
MAT 111	Clinical Procedures I for the Medical Assistant	3
MAT 120	Medical Administrative Procedures I	3
MAT 121	Medical Administrative Procedures II	3
MAT 211	Clinical Procedures II for the Medical Assistant	3
MAT 216	Medical Pharmacology for the Medical Office	4
MAT 228R	Medical Assistant CCMA Review Course	1
MAT 229	Medical Assisting Practicum	3
	Total Credits	30

## Medical Assisting: EKG Technician Option

### Degree Type

Short Certificate

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

## Required Courses

Course Code	Title	Credits
MAT 218	EKG Technician	3
MAT 228E	Medical Assistant CET Review Course	1
	Total Credits	4

## Medical Assisting: Electronic Health Records Specialist

### Degree Type

Short Certificate

The Medical Assisting - Electronic Health Records Specialist short certificate requires the student to complete thirteen (13) hours of medical assisting coursework. This program is designed for students seeking employment in various physicians' offices and healthcare organizations. Students will learn the principles of auditing patient records for compliance, performing basic coding to submit reimbursement claims, processing release of information requests for medical records, reviewing patient records to ensure completion and accuracy, collecting patient demographic and insurance information, and learning the proper communication skills to discuss patient information with physicians and



insurance companies. Required enrollment in MAT 228H: Medical Assistant CEHRS - review course is essential to prepare for the Certified Electronic Health Records Specialist (CEHRS) certification exam. Please see “Required Documents” under A.A.S. - Medical Assisting Program for required immunizations and certification.

## Required Courses

Course Code	Title	Credits
MAT 101	Medical Terminology	3
MAT 120	Medical Administrative Procedures I	3
MAT 121	Medical Administrative Procedures II	3
MAT 220	Medical Office Insurance	3
MAT 228H	Medical Assistant CEHRS Review Course	1
	Total Credits	13

## Medical Assisting: Medical Administrative Assistant Option

### Degree Type

Short Certificate

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

## Required Courses

Course Code	Title	Credits
MAT 101	Medical Terminology	3
MAT 120	Medical Administrative Procedures I	3
MAT 121	Medical Administrative Procedures II	3
MAT 128	Medical Law and Ethics for the Medical Assistant	3
MAT 220	Medical Office Insurance	3
MAT 228A	Medical Assistant CMAA Review	1
	Total Credits	16

## Medical Assisting: Phlebotomy

### Degree Type

Short Certificate

The Medical Assisting - Phlebotomy short certificate requires the student to complete fourteen (14) semester hours, thirteen (13) of which are in medical assisting coursework. This program will prepare students for work in acute care settings such as major hospital laboratories, minor emergency centers, and free-standing laboratories under the supervision of medical laboratory technologists or laboratory managers. The courses will provide both classroom and clinical experiences. Prior to completion of the Medical Assisting - Phlebotomy short certificate, students must complete a two hundred twenty-five (225) hour practicum in a medical setting. Prerequisites for MAT 239: Phlebotomy Practicum must be completed before students will be approved to register for MAT 239. Required enrollment in MAT 228P: Medical Assistant CPT Review Course in conjunction with or following completion of MAT 239: Phlebotomy Practicum is essential to prepare for the Certified Clinical Phlebotomy Technician (CPT) certification exam. Please see "Required Documents" under the A.A.S-Medical Assisting Program for required immunizations and certifications.

## Required Courses

Course Code	Title	Credits
EMS 100	Cardiopulmonary Resuscitation I	1
MAT 101	Medical Terminology	3
MAT 125	Laboratory Procedures I for the Medical Assistant	3
MAT 215	Laboratory Procedures II for the Medical Assistant	3
MAT 239	Phlebotomy Practicum	3
MAT 228P	Medical Assistant CPT Review Course I	1
	Total Credits	14

## Medical Laboratory Technician

### Medical Laboratory Technician

#### Degree Type

Associate of Applied Science

The Medical Laboratory Technician (MLT) Program at Chattahoochee Valley Community College will prepare students to possess the entry-level competencies necessary to perform routine clinical laboratory tests in areas such as clinical chemistry, hematology, immunology, immunohematology, microbiology, urinalysis, body fluids, and laboratory operations. The level of analysis ranges from waived testing to highly complex testing encompassing all major areas of the clinical laboratory. Classroom training is integrated with clinical experiences. The medical laboratory technician will be prepared to practice in hospitals, clinics, physician offices, reference labs, and other healthcare facilities. Prior to completion of the course of study, students will complete three hundred and sixty (360) practicum hours in a clinical setting.

Upon completion of the program requirements, students will be awarded an Associate of Applied Science in Medical Laboratory Technician and will be eligible to sit for the national MLT certification exam administered by the American Society for Clinical Pathology, American Medical Technologist, and other agencies.

### Area I: Written Composition

Course Code	Title	Credits
ENG 101	English Composition I	3

## Area II: Humanities and Fine Arts

Course Code	Title	Credits
	SPH 106 or SPH 107	3
	Humanities (3 credits)	3

## Area III: Natural Science and Mathematics

Course Code	Title	Credits
	MTH 100 or Higher Level MTH	3
CHM 104	Introduction to Chemistry I	4
	BIO 103 or BIO 201	4

## Area IV: History, Social and Behavioral Sciences

Course Code	Title	Credits
PSY 200	General Psychology	3

## Area V: Career and Technical Courses

Course Code	Title	Credits
MLT 111	Urinalysis and Body Fluids	4
MLT 121	Hematology	5
MLT 131	Laboratory Techniques	4
MLT 141	MLT Microbiology I	5
MLT 142	MLT Microbiology II	3
MLT 151	MLT Clinical Chemistry	5
MLT 161	Integrated Laboratory Simulation	2
MLT 181	Clinical Immunology	2
MLT 191	MLT Immunohematology	5
MLT 293	MLT Medical Laboratory Review Seminar	2
MLT 294	Medical Laboratory Practicum I	2
MLT 295	Medical Laboratory Practicum II	2
MLT 296	Medical Laboratory Practicum III	2
MLT 297	Medical Laboratory Practicum IV	2

## Additional Degree Requirements

Course Code	Title	Credits
ORI 105	Orientation and Student Success	3
CIS 146	Computer Applications	3

## Notes

### Suggested Course Sequence

First Term	Second Term	Third Term	Fourth Term	Fifth Term	Sixth Term
<a href="#">BIO 103</a>		<a href="#">MLT 141</a>			<a href="#">MLT 293</a>
<a href="#">ENG 101</a> or <a href="#">BIO 201</a>	<a href="#">MLT 111</a>	<a href="#">MLT 181</a>	<a href="#">MLT 142</a>	<a href="#">MLT 151</a>	<a href="#">MLT 294</a>
<a href="#">MTH 100</a>	<a href="#">MLT 121</a>	<a href="#">CIS 146</a>	<a href="#">MLT 191</a>	<a href="#">MLT 161</a>	<a href="#">MLT 295</a>
<a href="#">CHM 104</a>	<a href="#">MLT 131</a>	Humanities	<a href="#">SPH 106</a> or <a href="#">SPH 107</a>	<a href="#">PSY 200</a>	<a href="#">MLT 296</a>
					<a href="#">MLT 297</a>

### Admission Requirements

Applicants to the MLT Program must:

1. Have unconditional admission to the College.
2. Complete the application for the Associate of Applied Science in Medical Laboratory Technology before published deadline.
3. Achieve a minimum cumulative college GPA of 2.0 OR a minimum 2.5 cumulative high school GPA if no prior college coursework exists OR a GED certificate.
4. Good standing with the College.
5. Meet essential functions required for medical laboratory technicians.
6. Complete ENG 101, CHM 104, MTH 100, BIO 103 or BIO 201 with a minimum of 2.0 GPA in each course.
7. Be able to comply with any additional requirements as outlined by the clinical agencies such as dress code or confidentiality training.

Total Credits

74

## Nursing

### Nursing (ADN) - Direct Entry Option

#### Degree Type

Associate of Applied Science

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

## Area I: Written Composition

Course Code	Title	Credits
ENG 101	English Composition I	3
	SPH 106 or SPH 107	3

## Area II: Humanities and Fine Arts

Course Code	Title	Credits
	Humanities (3 credits)	3

## Area III: Natural Science, Mathematics, and Computer Science

Course Code	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
BIO 220	General Microbiology	4
	MTH 100 or Higher Level MTH	3

## Area IV: History, Social and Behavioral Sciences

Course Code	Title	Credits
PSY 210	Human Growth and Development	3

## Area V: Career and Technical Courses

Course Code	Title	Credits
NUR 112	Fundamental Concepts of Nursing	7
NUR 113	Nursing Concepts I	8
NUR 114	Nursing Concepts II	8
NUR 115	Evidence-Based Clinical Reasoning	2
NUR 211	Advanced Nursing Concepts	7
NUR 221	Advanced Evidence-Based Clinical Reasoning	7

## Notes

\*[BIO 201](#): Must complete pre-requisite [BIO 103](#) if not accepted into the Nursing program.

\*\*[PSY 210](#): Must complete pre-requisite [PSY 200](#) if not accepted into the Nursing program.

## Suggested Course Sequence

First Term	Second Term	Third Term	Fourth Term	Fifth Term
<a href="#">NUR 112</a>	<a href="#">NUR 113</a>	<a href="#">NUR 114</a>		
<a href="#">MTH 100</a>	<a href="#">ENG 101</a>	<a href="#">NUR 115</a>	<a href="#">NUR 211</a>	<a href="#">NUR 221</a>
BIO 201	PSY 210	<a href="#">SPH 106</a> or <a href="#">SPH 107</a>	<a href="#">BIO 220</a>	Humanities
	<a href="#">BIO 202</a>			

## Admission Requirements

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

1. Unconditional admission to the College.
2. Receipt of completed application for admission to Nursing program before published deadline.
3. A minimum established score on accepted examination:
  - a. ATI TEAS - a minimum TOTAL score of 65% on the TEAS exam. Scores valid for three years or;
  - b. NLN Pre-Admission (PAX) examination - a minimum composite score of 12 on the PAX exam. Scores valid for three years or;
  - c. ACT - a minimum COMPOSITE score of 21 on ACT exam. Scores are valid for three years.
4. A minimum of 2.5 GPA for Nursing required academic core courses.
5. A minimum of 2.5 GPA cumulative high school GPA for students without prior college courses (GED will be used if applicable).
6. Meet the essential functions for nursing.
7. Eligible for ENG 101, BIO 201 and MTH 100.

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

Total Credits

66

## Nursing (ADN) - Mobility Option

### Degree Type

Associate of Applied Science

The Associate of Applied Science in Nursing-Mobility program enables Licensed Practical Nurses (LPN) and Licensed Paramedics to complete a three-semester curriculum leading to an Associate of Applied Science in Nursing. Upon successfully completing one of the two nursing mobility curriculum tracks, the student will be qualified to apply for the National Council Licensure Examination: NCLEX-RN.

### Admissions Requirements- Mobility Option

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

1. Unconditional admission to the college.
2. Receipt of a completed application for admission to the nursing program before the published deadline.
3. A minimum established score on the accepted examination:
  - a. ATI TEAS - a minimum TOTAL score of 58.7% on the TEAS exam. Scores valid for three years or;
  - b. NLN Pre-Admission (PAX) examination - a minimum composite score of 116 on the PAX exam. Scores valid for three years or;
  - c. ACT - a minimum COMPOSITE score of 21 on the ACT exam. Scores are valid for three years.
4. A minimum of 2.5 GPA for nursing required academic core courses.
5. Meet the essential functions of nursing.
6. Completion of prerequisite courses: ENG 101, MTH 100 or higher, BIO 201, BIO 202, PSY 210, and SPH 106 or SPH 107.
7. Proof of unencumbered or non-restricted Alabama Practical Nursing License, which must be kept current for the duration of the program, OR proof of unencumbered or non-restricted Alabama Paramedic License, which must be kept current for the duration of the program. All paramedic applicants must have a minimum Associate's Degree.

## Track One Option

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

## Area I: Written and Oral Communication

Course Code	Title	Credits
ENG 101	English Composition I	3
	SPH 106 or SPH 107	3

## Area II: Humanities and Fine Arts

Course Code	Title	Credits
	Humanities (3 credits)	3

## Area III: Natural Science, Mathematics, and Computer Science

Course Code	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
BIO 220	General Microbiology	4
	MTH 100 or Higher Level MTH	3

## Area IV: History, Social and Behavioral Sciences

Course Code	Title	Credits
PSY 210	Human Growth and Development	3

## Area V: Career and Technical Courses

Course Code	Title	Credits
NUR 209	Concepts for Healthcare Transition Students	10
	Non-traditional credit hours awarded for NUR 209 course completion	15
NUR 211	Advanced Nursing Concepts	7
NUR 221	Advanced Evidence-Based Clinical Reasoning	7

### Notes

\*[ENG 101](#), [SPH 106](#), [BIO 201](#), [BIO 202](#), [MTH 100](#), [PSY 210](#): Pre-requisite courses for the A.A.S. in Nursing Mobility program.

### Track One Suggested Course Sequence

First Term	Second Term	Third Term
<a href="#">NUR 209</a>	<a href="#">NUR 211</a> <a href="#">BIO 220</a>	<a href="#">NUR 221</a> Humanities Elective



## Track Two Option

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

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

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

1. ATI TEAS total score or NLN Pre-Admission (PAX) or ACT examination composite score. SCORES must be less than three years old.
2. Points from Nursing required college courses (i.e. ENG101, MTH100 or higher, BIO201 and BIO202). Points for grades are as follows: A = 3 points, B = 2 points, and C = 1 point.\*
3. Students may be awarded up, but not to exceed, 10 additional points, as determined by college policy and procedures.\*
  - a. Applicants who have completed and been awarded a practical nursing certificate at CVCC or applicants who have completed and been awarded an A.A. S. in Medical Assisting at CVCC will receive an additional ten (10) points towards admission OR
  - b. Applicants who have completed [ENG 101](#), [MTH 100](#) or higher, [BIO 201](#) and [BIO 202](#) with a grade of “C” or higher at CVCC or at another institution and have received transfer credit at CVCC, or applicant who have completed a minimum of twelve (12) hours of college-level coursework at CVCC or applicants who have completed and been awarded a Medical Assisting short certificate (Medical Assisting, Phlebotomy, Electronic Health Records Specialists, Medical Administrative Assistant) at CVCC will receive five (5) additional points toward admission OR
  - c. Applicants who have completed [NAS 100](#): Long-term Care Nursing Assistant and receive a “C” or higher at CVCC or applicants who have completed [MAT 218](#): EKG Technician and received a “C” or higher at CVCC or applicants who received a nationally accredited medical assisting certification (current) will receive three (3) additional points toward admission.

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

### Nursing Program Progression Policy

1. In order to progress in the nursing program, the student must:
  - a. Complete all non-nursing courses during or before the semester they are designated within the curriculum.
  - b. Achieve a grade of “C” or better in all required general education and nursing courses.
  - c. Be acceptable by all clinical agencies for clinical experiences.
  - d. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
  - e. Maintain all program health requirements.
2. A total of two (2) unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
3. A student may be reinstated to the nursing program only one time. Reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards at the time of reinstatement must be met.

4. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
5. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the nursing admissions committee or other appropriate college committee for a decision on repeating a course or readmission to the program.
6. Students who are unsuccessful in [NUR 112](#) or NUR 209 must apply for readmissions the CVCC Nursing Programs.
7. Students whose second unsuccessful attempt occurs in NUR211 or 221 may apply for the Mobility program. These students must meet all admission requirements for Mobility at the time of application, including a 2.5 cumulative GPA and valid Alabama Practical Nursing License.

## Definitions

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

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

## Process for Reinstatement

1. Apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
2. Apply for reinstatement to the nursing program and submit the application and letter of intent by the published deadline to the Health Sciences Secretary/Coordinator.
3. Submit ATI TEAS, NLN PAX, or ACT scores for purpose of reinstatement plan and determining reinstatement eligibility.
  - a. ATI TEAS exam score. Scores must be from exam completed at the time student is seeking reinstatement. Individuals seeking reinstatement must achieve greater than 65%.
  - b. NLN PAX exam score. Scores must be less than three years old. Individuals seeking reinstatement must achieve greater than 120.
  - c. ACT exam score. Scores must be less than three years old. Individuals seeking reinstatement must achieve greater than 21.
4. Schedule reinstatement counseling appointment with the Health Sciences Director to develop and discuss reinstatement plan.
5. Update immunizations, CPR, drug testing, and background screening according to program policy.

## Transfer Policy

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

## Criteria for Transfer

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at the time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.

4. Must comply with all program policy requirements at the accepting institution at the time of transfer.
5. Complete at least 25% of the nursing program required courses for degree/certificate at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
8. Students transferring to CVCC must demonstrate academic, pharmacological calculation, and skills competency as defined in the Process for Transfer/Transient.

## **Transient Student Policy**

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

## **Criteria for Transient Status**

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

## **Process for Transfer/Transient**

Students must do the following:

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

4. Schedule transfer counseling appointment with the Health Sciences Director to develop and discuss transfer success plan.
5. Update immunizations, BLS, drug screen, and background check according to program policy.

## **Program Completion**

Students completing NUR 112, 113, 114, and 115 and required academic courses will be awarded the Practical Nursing certificate. Students who have completed required academic courses and continue in the program through completion of [NUR 211](#) and 221 will be awarded an Associate of Applied Science in Nursing. Students are responsible for meeting all the progression and graduation requirements, including all necessary graduation fees for the Practical Nursing certificate and the Associate of Applied Science in Nursing.

## **PN Progression**

Students successfully completing NUR 112, 113, 114, and 115 at an Alabama Community College System institution that only offers the PN program and who wish to transfer to another Alabama Community College System institution to complete the Associate of Applied Science in Nursing, must meet the requirement for 25% course completion at the college of graduation. Students who cannot meet the 25% course requirement must apply for Mobility and take the transition course to meet the 25% course requirement.

## **Administrative Withdrawal/Drop**

A student may be dropped administratively from any course for

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

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

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

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

## **Essential Functions**

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

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

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

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

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

## **1. Sensory Perception**

### **a. Visual**

- i. Observe and discern subtle changes in physical conditions and the environment
- ii. Visualize different color spectrums and color changes
- iii. Read fine print in varying levels of light
- iv. Read for prolonged periods of time
- v. Read cursive writing
- vi. Read at varying distances
- vii. Read data/information displayed on monitors/equipment

### **b. Auditory**

- i. Interpret monitoring devices
- ii. Distinguish muffled sounds heard through a stethoscope
- iii. Hear and discriminate high and low frequency sounds produced by the body and the environment
- iv. Effectively hear to communicate with others

### **c. Tactile**

- i. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics

### **d. Olfactory**

- i. Detect body odors and odors in the environment

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

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

**3. Cognitive/Critical Thinking**

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

**4. Motor Function**

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

**5. Professional Behavior**

- a. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
- b. Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
- c. Handle multiple tasks concurrently
- d. Perform safe, effective nursing care for clients in a caring context
- e. Understand and follow the policies and procedures of the College and clinical agencies
- f. Understand the consequences of violating the student code of conduct
- g. Understand that posing a direct threat to others is unacceptable and subjects one to discipline
- h. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
- i. Not to pose a threat to self or others
- j. Function effectively in situations of uncertainty and stress inherent in providing nursing care
- k. Adapt to changing environments and situations
- l. Remain free of chemical dependency
- m. Report promptly to clinicals and remain for 6-12 hours on the clinical unit
- n. Provide nursing care in an appropriate time frame
- o. Accept responsibility, accountability and ownership of one's actions
- p. Seek supervision/consultation in a timely manner
- q. Examine and modify one's own behavior when it interferes with nursing care or learning

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

Requests for reasonable accommodations should be directed to the ADA Coordinator:

Vickie Williams, Associate Dean of Student Development and Success

334-214-4803

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

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Total Credits

66

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## Practical Nursing

### Degree Type

Certificate

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

### Required General Education Courses

Course Code	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
ENG 101	English Composition I	3
	MTH 100 or Higher Level MTH	3
PSY 210	Human Growth and Development	3
	SPH 106 or SPH 107	3

## Required Nursing Courses

Course Code	Title	Credits
NUR 112	Fundamental Concepts of Nursing	7
NUR 113	Nursing Concepts I	8
NUR 114	Nursing Concepts II	8
NUR 115	Evidence-Based Clinical Reasoning	2

## Notes

\*[BIO 201](#): Must complete pre-requisite [BIO 103](#) if not accepted into the Nursing program.

\*\*[PSY 210](#): Must complete pre-requisite [PSY 200](#) if not accepted into the Nursing program.

## Suggested Course Sequence

First Term	Second Term	Third Term
<a href="#">NUR 112</a>	<a href="#">NUR 113</a>	<a href="#">NUR 114</a>
<a href="#">MTH 100</a>	<a href="#">ENG 101</a>	<a href="#">NUR 115</a>
BIO 201	PSY 210	<a href="#">SPH 106</a> or <a href="#">SPH 107</a>
	<a href="#">BIO 202</a>	

## Admission Requirements

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

1. Unconditional admission to the College.
2. Receipt of completed application for admission to Nursing program before published deadline.
3. A minimum established score on accepted examination:
  - a. ATI TEAS - a minimum TOTAL score of 65% on the TEAS exam. Scores valid for three years or;
  - b. NLN Pre-Admission (PAX) examination - a minimum composite score of 120 on the PAX exam. Scores valid for three years or;
  - c. ACT - a minimum COMPOSITE score of 21 on ACT exam. Scores are valid for three years.
4. A minimum of 2.5 GPA for Nursing required academic core courses.
5. A minimum of 2.5 GPA cumulative high school GPA for students without prior college courses (GED will be used if applicable).
6. Meet the essential functions for nursing.
7. Eligible for ENG 101, BIO 201 and MTH 100.

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

Total Credits

45



# Nursing Assistant

The Nursing Assistant program is one semester in length and requires the successful completion of NAS 100: Long-Term Care Nursing Assistant, a four (4) credit hour classroom and clinical course, which fulfills the requirements of the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) for the training of long-term care nursing assistants. Certified Nursing Assistants (CNAs) provide basic patient care under the direction of licensed nursing staff. Duties may include: bathing, grooming and feeding patients; obtaining and monitoring vital signs; ambulatory assistance and comfort measures. Nursing assistants care for patients confined to acute care hospitals, nursing homes, rehabilitation centers, mental health centers and their homes. Because many CNAs are employed in long-term care facilities and because the population of older Americans is growing, there are many job opportunities available for the Certified Nursing Assistant. Upon successful

completion of NAS 100, a student is eligible to take the Alabama Nurse Aide Certification Exam. Students who demonstrate competency on the exam will be placed on the Alabama Nurse Aide Registry maintained by the Alabama Department of Public Health.

## **Required Course**

- NAS 100 - Long-Term Care Nursing Assistant: 4 credits

## **Required Documents**

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

# Nursing Assistant: Home Health Aide

## **Degree Type**

Short Certificate

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

## **Required Courses**

<b>Course Code</b>	<b>Title</b>	<b>Credits</b>
NAS 120	Fundamentals of Nursing Assistant/Home Health Aide	7
NAS 121	Fundamentals of Nursing Assistant/Home Health Aide	3
EMS 100	Cardiopulmonary Resuscitation I	1

## Nursing Assistant Program

### Degree Type

Short Certificate

The Nursing Assistant program is one semester in length and requires the successful completion of [NAS 100: Long-Term Care Nursing Assistant](#), a four (4) credit hour classroom and clinical course, which fulfills the requirements of the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) for the training of long-term care nursing assistants. Certified Nursing Assistants (CNAs) provide basic patient care under the direction of licensed nursing staff. Duties may include bathing, grooming, and feeding patients; obtaining and monitoring vital signs; ambulatory assistance and comfort measures. Nursing assistants care for patients confined to acute care hospitals, nursing homes, rehabilitation centers, mental health centers, and their homes. Because many CNAs are employed in long-term care facilities and the population of older Americans is growing, many job opportunities are available for Certified Nursing Assistants. Upon successful completion of NAS 100, a student is eligible to take the Alabama Nurse Aide Certification Exam. Students who demonstrate competency on the exam will be placed on the Alabama Nurse Aide Registry maintained by the Alabama Department of Public Health.

### Required Course

Course Code	Title	Credits
NAS 100	Long Term Care Nursing Assistant	4

### Required Documents

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

Total Credits

4

## Pharmacy Technology

### Pharmacy Technology

#### Degree Type

Short Certificate

The Pharmacy Technology program provides a blended format of instruction that prepares students for careers in various pharmacy settings, including hospitals, retail pharmacies, home infusion pharmacies, and other relevant healthcare settings. Students will garner skills of expertise in medical dispensing, medical terminology, pharmaceutical calculations, medication interaction, and much more. Students will receive hands-on training through practicum experiences that will prepare them for various Pharmacy Technology Certification exams, yielding competitive employment opportunities in the workforce.

## Required Courses

Course Code	Title	Credits
PHM 100	Introduction to Pharmacy	2
PHM 102	Pharmacology I	3
PHM 112	Pharmacology II	3
PHM 113	Drugs and Health	3
PHM 205	Computers and Billings	3
PHM 207	Institutional Pharmacy	3
PHM 210	Pharmacy Practice	3
PHM 211	Clinical Practicum I	3
PHM 212	Clinical Practicum II	3
	Total Credits	26

## Visual Communications

### Visual Communications: Multimedia Graphic Design Option

#### Degree Type

Associate of Applied Science

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

#### Area I: Written Composition

Course Code	Title	Credits
ENG 101	English Composition I	3

#### Area II: Humanities and Fine Arts

Course Code	Title	Credits
ART 100	Art Appreciation	3
SPH 107	Fundamentals of Public Speaking	3

#### Area III: Natural Science and Mathematics

Course Code	Title	Credits
	MTH 100 or Higher Level MTH	3
CIS 150	Introduction to Computer Logic and Programming	3

## Area IV: History, Social and Behavioral Sciences

Course Code	Title	Credits
	Approved History, Sociology or Psychology Course (3 credits)	3

## Area V: Preprofessional Major and Elective Courses

### Required Visual Communications Core

Course Code	Title	Credits
ART 121	Two-Dimensional Composition I	3
	CIS 151 or VCM 146	3
CIS 207	Web Development	3
VCM 145	Introduction to Digital Photography	3
VCM 150	Typography	3
VCM 171	Graphics Software Applications	3
	VCM 172 or VCM 185	3
VCM 254	Graphic Design	3

### Required Multimedia Core

Course Code	Title	Credits
ART 113	Drawing I	3
BUS 285	Principles of Marketing	3
VCM 193	Digital Publishing I	3
	VCM 253 or ART 273	3
	VCM Elective or Art 273	3
	Approved Elective in Major (ART, CIS, OAD, VCM) (3 credits)	3

## Additional Degree Requirements

Course Code	Title	Credits
ORI 105	Orientation and Student Success	3
CIS 146	Computer Applications	3
	Total Credits	66

## Design and Visual Communications: Digital Photography Option

### Degree Type

Short Certificate

This digital photography certificate program is designed for job seekers and for professional development for those already employed. Credit earned may be applied towards the associate of applied science degree in Visual Communications Multimedia option.

## Required Courses

Course Code	Title	Credits
ART 121	Two-Dimensional Composition I	3
ART 273	Studio Photography I	3
BUS 285	Principles of Marketing	3
VCM 145	Introduction to Digital Photography	3
VCM 146	Digital Photography	3
VCM 185	Digital Imaging I	3
	Total Credits	18

## Visual Communications: Multimedia Graphic Design Option

### Degree Type

Short Certificate

The Multimedia Certificate program in Visual Communications is designed for job seekers and professional development for those already employed. Credits earned may be applied toward the Associate in Applied Science degree in Visual Communications with the Print Media or Multimedia option. This certificate is Pell Grant eligible.

## Required Courses

Course Code	Title	Credits
ART 121	Two-Dimensional Composition I	3
	CIS 150 or CIS 153	3
	VCM 145 or VCM 185	3
CIS 207	Web Development	3
BUS 285	Principles of Marketing	3
VCM 150	Typography	3
VCM 171	Graphics Software Applications	3
	VCM 172 or VCM 185	3
VCM 254	Graphic Design	3
	Total Credits	27

## Welding

## Applied Technology: Welding Option

### Degree Type

Associate of Applied Science

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

## Area I: Written Composition

Course Code	Title	Credits
	ENG 101 or ENG 100	3

## Area II: Humanities and Fine Arts

Course Code	Title	Credits
	SPH 106 or SPH 107	3
	Humanities (3 credits)	3

## Area III: Natural Science and Mathematics

Course Code	Title	Credits
MTH 100	Intermediate College Algebra	3
	Math, Science or Computer Science Elective (3 credits)	3

## Area IV: History, Social and Behavioral Sciences

Course Code	Title	Credits
PSY 200	General Psychology	3

## Area V: Preprofessional Major and Elective Courses

Course Code	Title	Credits
ADM 100	Industrial Safety	3
ADM 101	Precision Measurement	3
ADM 102	Computer-Aided Design	3
INT 291	CO-OP	3
WDT 108	SMAW/Fillet OFC	3
WDT 110	Industrial Blueprint Reading	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT 120	SMAW Groove	3
WDT 122	SMAW Fillet/OFC Lab	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 125	Shielding Metal Arc Welding Groove Lab	3
WDT 217	SMAW Carbon Pipe Theory	3
WDT 228	Gas Tungsten Arc Welding	3
WDT 257	SMAW Carbon Pipe Lab	3
WDT 268	Gas Tungsten Arc Welding Lab	3

## Additional Degree Requirements

Course Code	Title	Credits
ORI 105	Orientation and Student Success	3
CIS 146	Computer Applications	3
	Total Credits	69

# Applied Technology: Welding Option

## Degree Type

Certificate

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

## Required General Education Courses

Course Code	Title	Credits
	ENG 101 or ENG 100	3
	MTH 100 or Higher Level MTH	3
	SPH 106 or SPH 107	3
	History or Social or Behavioral Science Elective (3 credits)	3

## Area V: Preprofessional, Major and Elective Courses

Course Code	Title	Credits
ADM 100	Industrial Safety	3
ADM 101	Precision Measurement	3
WDT 108	SMAW/Fillet OFC	3
WDT 110	Industrial Blueprint Reading	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT 120	SMAW Groove	3
WDT 122	SMAW Fillet/OFC Lab	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 125	Shielding Metal Arc Welding Groove Lab	3
WDT 217	SMAW Carbon Pipe Theory	3
WDT 228	Gas Tungsten Arc Welding	3
WDT 257	SMAW Carbon Pipe Lab	3

## Additional Degree Requirements

Course Code	Title	Credits
ORI 105	Orientation and Student Success	3
CIS 146	Computer Applications	3
	Total Credits	54

## Gas Metal Arc Welding

### Degree Type

Short Certificate

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

## Required Courses

Course Code	Title	Credits
ADM 101	Precision Measurement	3
ADM 102	Computer-Aided Design	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
	Total Credits	12

## Shielded Metal Arc Welding

### Degree Type

Short Certificate

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

## Required Courses

Course Code	Title	Credits
ADM 100	Industrial Safety	3
WDT 110	Industrial Blueprint Reading	3
WDT 120	SMAW Groove	3
WDT 125	Shielding Metal Arc Welding Groove Lab	3
	Total Credits	12

## Welding Technology

### Degree Type

Short Certificate

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

## Required Courses

Course Code	Title	Credits
WDT 108	SMAW/Fillet OFC	3
WDT 110	Industrial Blueprint Reading	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT 120	SMAW Groove	3
WDT 122	SMAW Fillet/OFC Lab	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 125	Shielding Metal Arc Welding Groove Lab	3
	Total Credits	21



# Course Descriptions

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## Course Descriptions

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

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

## Abbreviations

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

Code	Name		
ACC	Accounting		
ACR	Air Conditioning		
ADM	Advanced Manufacturing		
ART	Art		
AUT	Automotive Manufacturing Technology		
BIO	Biology		
BUS	Business		
CHM	Chemistry		
CHD	Child Care and Development		
CIS	Computer Information Systems		
CRJ	Criminal Justice		
ECO	Economics		
EDU	Education		
EMS	Emergency Medical Technology/Technician		
ENG	English		
FSC	Fire Science		
GER	German		
GEO	Geography		
HED	Health Education		
HIS	History		
HUM	Humanities		
INT	Industrial Maintenance Technology		
MAT	Medical Assisting		

Code	Name		
MLT	Medical Laboratory Technician		
MST	Management and Supervision		
MTH	Mathematics		
MUL	Music Ensembles		
MUP	Music Performance		
MUS	Music		
NAS	Nursing Assistant		
NUR	Nursing		
OAD	Business and Office Technology		
ORI	Orientation		
PHL	Philosophy		
PED	Physical Education		
PHM	Pharmacy Technology		
PHS	Physical Science		
PHY	Physics		
POL	Political Science		
PSY	Psychology		
RDG	Reading		
REN	Renewable Energy		
SOC	Sociology		
SPA	Spanish		
SPH	Speech		
VCM	Visual Communications		
WDO	Welding		
WKO	Workplace Skills Enhancement		

## Descriptions

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

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

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

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

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

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

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

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

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

## Accounting

### ACC 129: Individual Income Taxes

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

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Course Code** C

### ACC 149: Introduction to Accounting Spreadsheets

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, the student should be able to use the Microsoft Excel 2010 application to design, format, graph, and produce business spreadsheets that incorporate accounting, financial, statistical, and other functions. The course also will help prepare the student for the Microsoft Office Excel 2010 Certification.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

CIS 146

**Dual Listed**

Dual listed as CIS113 and OAD243

## **ACC 150: Computerized General Ledger**

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

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Course Code** C

**Prerequisites**

BUS 241 or consent of instructor

## **Advanced Manufacturing**

### **ADM 100: Industrial Safety**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### **ADM 101: Precision Measurement**

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

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Course Code** C

**Note**

No changes

## **ADM 102: Computer-Aided Design**

This course introduces basic computer-aided design functions and techniques using “hands-on” applications. Topics include terminology, hardware, basic computer-aided design (CAD) and operating system functions, file manipulation, industry standards for CAD drawings, and basic CAD software applications in producing softcopy and hardcopy. At the completion of this course, students should be proficient in producing two-dimensional drawings that meet technical standards, including setting up print styles and exporting drawings to the appropriate format. This is a CORE course.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

## **ADM 105: Fluid Systems**

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

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

## **ADM 106: Quality Control Concepts**

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

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Course Code** C

**Prerequisites**

ADM 101

# Air Conditioning/Refrigeration Technology

## ACR 111: Principles of Refrigeration

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

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

## ACR 112: HVACR Service Procedures

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

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

## ACR 113: Refrigeration Piping Practices

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

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

## ACR 119: Fundamentals of Gas Heating Systems

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

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

## **ACR 120: Fundamentals of Electric Heating Systems**

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

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

## **ACR 121: Principles of Electricity for HVAC/R**

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

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

## **ACR 148: Heat Pump Systems I**

The instruction in this course centers around the basic theory and application of heat pump systems and components. Upon completion, students will be able to install and service heat pumps in a wide variety of applications.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

## **ACR 183: Special Topics in Air Conditioning and Refrigeration**

This course allows students to experience hands-on application of specialized instruction in various areas related to the air conditioning and refrigeration industry.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

**Course Code** C

## **ACR 203: Commercial Refrigeration**

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

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

# Art

## ART 100: Art Appreciation

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** CORE

**Prerequisites**

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

## ART 113: Drawing I

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

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Semester Hours** 3

**Course Code** B

## ART 114: Drawing II

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

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Semester Hours** 3

**Course Code** B

**Prerequisites**

ART 113



## **ART 121: Two-Dimensional Composition I**

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

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Semester Hours** 3

**Course Code** B

**Semester Offered**

Intermittently

## **ART 203: Art History I**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** CORE

**Prerequisites**

Completion of developmental English and reading coursework if needed. (ENG 093).

## **ART 216: Printmaking I**

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

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Semester Hours** 3

**Course Code** C

**Prerequisites**

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

## **ART 231: Watercolor Painting I**

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

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Semester Hours** 3

**Course Code** C

**Prerequisites**

ART 113, ART 121, or consent of instructor.

## **ART 232: Watercolor Painting II**

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

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Semester Hours** 3

**Course Code** C

**Prerequisites**

ART 231

## **ART 233: Painting I**

This course introduces the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate art fundamentals and discuss various approaches to the media and the creative processes associated with painting.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Semester Hours** 3

**Course Code** B

**Prerequisites**

ART 113, ART 121 or consent of instructor.

**Semester Offered**

Intermittently

## **ART 234: Painting II**

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

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Semester Hours** 3

**Course Code** C

### **Semester Offered**

Intermittently

## **ART 273: Studio Photography I**

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

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Semester Hours** 3

**Course Code** C

### **Prerequisites**

VCM 145 with a grade of "C" or higher.

### **Semester Offered**

Intermittently

## **ART 283: Graphic Animation I**

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

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Semester Hours** 3

**Course Code** C

### **Prerequisites**

As required by program

## **ART 284: Graphic Animation II**

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

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As required by program.

## **ART 286: Art for Teachers**

This course provides prospective teachers with the opportunity to experience and analyze art in order to effectively incorporate the art curriculum into the classroom. Emphasis is placed on exploring teaching skills using art knowledge and the aesthetic experience. Upon completion, students should be able to demonstrate the ability to communicate art knowledge and the validity of the art curriculum.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Semester Offered**

Intermittently

# **Automotive Manufacturing Technology**

## **AUT 210: Industrial Robotics**

This course covers principles of electro-mechanical devices. Topics include the principles, concepts, and techniques involved in interfacing microcomputers with various electro-mechanical devices to produce geographical movement. Upon completion, students should be able to apply the principles of electro-mechanical devices.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Dual Listed**

Dual listed as INT 253.

# Biology

## **BIO 103: Principles of Biology I**

This is an introductory course for both science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life. A 120-minute laboratory per week is required.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 1

**Semester Hours** 4

**Course Code** A

**Core** CORE

## **BIO 104: Principles of Biology II**

This introductory course synthesizes basic ecological and evolutionary relationships while surveying the diversity of plants, fungi, and animals, comparing classification, morphology, physiology, and reproduction. A 180-minute laboratory per week is required.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 1

**Semester Hours** 4

**Course Code** A

**Core** CORE

**Prerequisites**

BIO 103 with a grade of "C" or better

## **BIO 201: Human Anatomy and Physiology I**

This course covers the structure and function of the human body. It includes an orientation of the human body, a study of cells and tissues, joints, the integumentary, skeletal, muscular, and nervous systems, and the senses. The laboratory experience may feature dissection, histological studies, and physiology. A 120-minute laboratory per week is required.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 1

**Semester Hours** 4

**Course Code** B

**Prerequisites**

BIO 103 with a grade of "C" or better.

## **BIO 202: Human Anatomy and Physiology II**

This course covers the structure and function of the human body. It includes a study of basic nutrition and metabolism, basic principles of fluids, electrolyte and acid-base balance, and the endocrine, respiratory, digestive, urinary, cardiovascular, lymphatic, and reproductive systems. The laboratory experience may feature dissection, histological studies, and physiology. A 120-minute laboratory per week is required.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 1

**Semester Hours** 4

**Course Code** B

**Prerequisites**

BIO 103 and BIO 201 with a grade of "C" or better.

## **BIO 220: General Microbiology**

This course covers the fundamental principles of microbiology, which includes the characteristics of bacteria, archaea, eukaryotes, and viruses; cell functions, microbial genetics; chemical and physical control methods of microbial growth; and interactions between microbes and humans in relation to pathology, immunology, and the role of normal biota. The laboratory experience focuses on microbiological techniques, including culturing, microscopy, staining, identifying, and controlling microorganisms. This course requires 240 minutes of laboratory per week.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 2

**Semester Hours** 4

**Course Code** B

**Prerequisites**

BIO 103 with a grade of "C" or better

## **Business**

### **BUS 100: Introduction to Business**

This survey course is designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### **BUS 105: Customer Service**

This course presents the foundations for developing skills and knowledge to work effectively with internal and external customers. The student will gain an understanding of the skills, attitudes, and thinking patterns needed to achieve customer satisfaction and loyalty.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **BUS 130: Electronic Calculations**

This course is designed to give students job-level competency in using the ten-key touch method and develop their ability to solve business problems with an electronic display-printing calculator. Emphasis is placed on basic mathematical functions in a business context. Upon completion, students can perform basic electronic calculations at an acceptable speed and accuracy rate.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### **Dual Listed**

Dually listed as OAD 130

## **BUS 146: Personal Finance**

This is a survey course related to managing personal finance. Topics include personal financial planning, money management, taxes, consumer credit, insurance, investments, retirement planning, and estate planning.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **BUS 150: Business Math**

This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, markup, discounts, bank reconciliation, simple and compound interest discounting notes, depreciation methods, and present value.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **BUS 175: Retailing**

This course is a study of the principles and practices of retailing. Topics include planning, policies, and procedures of distribution, store design, layout and location, the economic and social role of retailing, competitive strategies, and retail management.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **BUS 186: Elements of Supervision**

This course is an introduction to the fundamentals of supervision. Topics include management functions, supervisory responsibilities for management-employee relations, organizational structure, project management, and employee training and rating.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### **Dual Listed**

Dual listed as MST 111

## **BUS 189: Human Relationships**

This course enables employees to better understand the organizational structure's actions and motivations. Topics include general principles of human behavior operating in the workplace.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **BUS 215: Business Communication**

This course covers written, oral, and nonverbal communication. Topics include applying communication principles to producing clear, correct, and logically organized business communications.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### **Prerequisites**

ENG 101 or ENG 131

## **BUS 241: Principles of Accounting I**

This course provides a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle and financial statement preparation.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

### **Prerequisites**

As required by the program.



## **BUS 242: Principles of Accounting II**

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course covers topics in managerial accounting, corporations, and financial statement analysis.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

**Prerequisites**

BUS 241

## **BUS 248: Managerial Accounting**

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

**Prerequisites**

BUS 242

## **BUS 263: The Legal and Social Environment of Business**

This course provides an overview of the legal and social environment for business operations. Topics include the Constitution, the Bill of Rights, court systems, alternative dispute resolution, civil and criminal law, administrative agencies, contracts, employment law, property interests and rights, intellectual property, business organizations, and ethics.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

## **BUS 271: Business Statistics I**

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include data collection, classification, presentation, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation, and an introduction to hypothesis testing.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

**Prerequisites**

MTH 100 or equivalent

## **BUS 275: Principles of Management**

This course provides a basic study of the principles of management. Topics include planning, organizing, leading, and controlling with emphasis on practical business applications.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

## **BUS 276: Human Resource Management**

This course provides an overview of the responsibilities of the human resources supervisor. Topics include employee selection, placement, testing, orientation, training, rating, promotion, and transfer.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### **Dual Listed**

Dual listed as MST 201

## **BUS 279: Small Business Management**

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### **Dual Listed**

Dual listed as MST 215

## **BUS 285: Principles of Marketing**

This course provides a general overview of the field of marketing. Topics include marketing strategies, distribution channels, marketing research, and consumer behavior.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

## **BUS 296: Business Internship**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As required by program.

## **Business and Office Technology**

### **OAD 100: Intro to Keyboarding and Technology**

This course is designed to enable the student to develop navigating Windows and touch keyboarding skills for efficient use of microcomputers through classroom instruction and lab exercises. Upon completion, the student should be able to demonstrate proper keying techniques and basic computer skills.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### **OAD 101: Beginning Keyboarding**

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is placed on speed and accuracy in keying alphabetic, symbol, and numeric information using the computer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable speed and accuracy rate, as defined by the course syllabus, in producing basic business documents such as memos, letters, reports, and tables.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **OAD 103: Intermediate Keyboarding**

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is placed on producing business documents, from unarranged rough drafts to acceptable formats, such as memoranda, letters, reports, tables, and outlines. Upon completion, the student should be able to demonstrate proficiency and an acceptable speed and accuracy rate, as defined by the course syllabus, when producing business documents. This is a CORE course.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

OAD 101 with a grade of C or better or equivalent.

## **OAD 125: Word Processing**

This course is designed to teach students basic word processing skills through classroom instruction and outside lab. Emphasis is placed on using software features to create, edit, and print common office documents.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Dual Listed**

Dual listed as CIS 111

## **OAD 130: Electronic Calculations**

This course is designed to give students job-level competency in using the ten-key touch method and develop their ability to solve business problems with an electronic display-printing calculator. Emphasis is placed on basic mathematical functions in a business context. Students can perform basic electronic calculations at an acceptable speed and accuracy rate upon completion.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

MTH 100

**Dual Listed**

Dual listed as BUS 130

## **OAD 242: Office Internship**

This course is designed to allow students to work in an office environment, emphasizing the efficient and accurate performance of job tasks. Upon completion, the student should be able to perform the skills required in an office support position successfully.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 6

**Semester Hours** 3

**Course Code** C

**Prerequisites**

Graduating student, last semester in the program.

## **OAD 243: Spreadsheet Applications**

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software to perform spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

CIS 146

**Dual Listed**

Dual listed as ACC 149 and CIS 113

## **OAD 244: Database Applications**

This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

CIS 146

**Dual Listed**

Dual listed as CIS 117

## **OAD 246: Office Graphics and Presentations**

This course is designed to provide the student with a foundation in using the computer and appropriate application software to produce business slides and presentations through classroom instruction and lab exercises. Emphasis is on available software tools, presentation options, and design, as well as presentation considerations such as the make-up of the target audience.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### **Dual Listed**

Dual listed as CIS 115

## **Chemistry**

### **CHM 104: Introduction to Chemistry I**

This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111. The lecture will emphasize the facts, principles, and theories of general chemistry, including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, and acids and bases. Laboratory is required.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 1

**Semester Hours** 4

**Course Code** A

**Core** CORE

### **Prerequisites**

MTH 098 or appropriate math placement score.

### **CHM 105: Introduction to Chemistry II**

This is a survey course in organic chemistry and biochemistry for students who intend to study something other than science or engineering. It will not substitute for CHM 112. Topics include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, and the function of biomolecules.

Laboratory is required.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 1

**Semester Hours** 4

**Course Code** A

**Core** CORE

### **Prerequisites**

Grade "C" or higher in CHM 104 or CHM 111.

## **CHM 111: College Chemistry I**

This is the first course in a two-semester sequence designed for science or engineering majors who are expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 1

**Semester Hours** 4

**Course Code** A

**Core** CORE

### **Prerequisite or Corequisite**

MTH 112 or equivalent math placement score

## **CHM 112: College Chemistry II**

This is the second course in a two-semester sequence designed primarily for science and engineering students who are expected to have a strong background in mathematics. Topics in this course include solutions, chemical kinetics, chemical equilibria, thermodynamics, oxidation-reduction, and selected topics. Laboratory is required.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 1

**Semester Hours** 4

**Course Code** A

**Core** CORE

### **Prerequisites**

CHM 111 and MTH 112 with a grade of "C" or better.

## **CHM 221: Organic Chemistry I**

This is the first course in a two-semester sequence. Topics include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for organic compounds, with special emphasis on reaction mechanisms and stereochemistry. Laboratory is required.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 1

**Semester Hours** 4

**Course Code** B

### **Prerequisites**

CHM 112 with a grade of "C" or better.

### **Semester Offered**

Intermittently

## **CHM 222: Organic Chemistry II**

This is the second course in a two-semester sequence. Topics include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for organic compounds, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 1

**Semester Hours** 4

**Course Code** B

**Prerequisites**

CHM 221 with a grade of "C" or better

**Semester Offered**

Intermittently

## **Child Care and Development**

### **CHD 100: Introduction to Early Care and Education of Children**

This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years, including infant, toddler, and pre-school years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language, and physical). The course includes observations of the young child in early childhood settings.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As determined by college.

**Note**

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



## **CHD 201: Child Growth and Development Principles**

This course is a systematic study of child growth and development from conception through early childhood. Emphasis is on principles underlying physical, mental, emotional, and social development, methods of child study, and practical implications. Upon completion, students will be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that support physical, social, emotional, language, cognitive, and aesthetic development. This is a CORE course.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### **Prerequisites**

As determined by college.

### **Note**

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

## **CHD 202: Children's Creative Experience**

This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math, and math and movement, with observation and participation with young children required. On completion, students will be able to select and implement creative and age-appropriate experiences for young children.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### **Prerequisites**

As determined by college.

### **Note**

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

## **CHD 203: Children's Literature and Language Development**

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate, and demonstrate activities that support a language-rich environment for young children.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### **Prerequisites**

As determined by college.

### **Note**

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

## **CHD 204: Methods and Materials for Teaching Children**

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Upon completion, students will be able to demonstrate basic methods of creating learning experiences using developmentally appropriate techniques, materials, and realistic expectations, including infant, toddler, and preschool. The course includes observations of young children in a variety of childcare environments. Note: CGM must teach this as a 2-1-3 configuration of theory/lab hours. This is a CORE course.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As determined by college.

**Note**

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

## **CHD 205: Program Planning for Educating Young Children**

This course provides students with the knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion, students will be able to develop and evaluate effective programs for the education of young children.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As determined by college.

**Note**

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

## **CHD 206: Children's Health and Safety**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As determined by college.

**Note**

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

## **CHD 208: Administration of Child Development Programs**

This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state, and federal regulations, budget planning, record keeping, personnel policies, and parent involvement. On completion, students should be able to identify elements of a sound business plan, familiarize themselves with basic record-keeping techniques, and identify elements of a developmentally appropriate program.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As determined by college.

**Note**

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

## **CHD 209: Infant and Toddler Education Programs**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As determined by college.

**Note**

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

## **CHD 210: Educating Exceptional Children**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As determined by college.

**Note**

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

# Computer Information Systems

## CIS 111: Word Processing Applications

This course provides students with hands-on experience using word processing software. Students will develop skills common to most word-processing software by developing a wide variety of documents. Emphasis is on planning, developing, and editing functions associated with word processing.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### Dual Listed

Dual listed as OAD 125

## CIS 113: Spreadsheet Software Applications

This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### Prerequisites

CIS 146

### Dual Listed

Dual listed as ACC149 and OAD 243

## CIS 115: Presentation Graphics Software Applications

This course provides students with hands-on experience using presentation graphics software. Students will develop skills common to most presentation graphics software by developing a wide variety of presentations. Emphasis is on planning, developing, and editing functions associated with presentations.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### Dual Listed

Dual listed as OAD 246

## **CIS 117: Database Management Software Applications**

This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

CIS 146

**Dual Listed**

Dual listed as OAD 244

## **CIS 130: Introduction to Information Systems**

This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, and programming and their past, present, and future impact on society. Topics include computer hardware, various types of computer software, communication technologies, and program development using computers to execute software packages and write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

## **CIS 146: Computer Applications**

This course is an introduction to computer software applications, including word processing, spreadsheets, database management, and presentation software. This course will introduce students to concepts associated with professional certifications. This course will help prepare students for the MOS and IC3 certification. This course or an equivalent is CORE for the A.A.S. CIS programs.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

## **CIS 149: Introduction to Computers**

This course is designed for individuals with little to no experience with digital technologies. By the end of the course, students will have a solid understanding of the key concepts and skills related to digital literacy and the confidence to use digital technologies effectively and ethically in their personal and professional lives. Students will learn about cybersecurity threats, such as malware, phishing, and social engineering attacks, and how to avoid digital attacks. The course will help prepare students for the IC3 certification.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Corequisites**

CIS 146

## **CIS 150: Introduction to Computer Logic and Programming**

This course includes logic, design, and problem-solving techniques used by programmers and analysts to address and solve common programming and computing problems. The most used techniques of flowcharts, structure charts, and pseudo code will be covered, and students will be expected to apply the methods to designated situations and problems. This is a CORE course for CIS.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

All developmental courses completed.

## **CIS 151: Graphics for the World Wide Web**

This course will provide an overview of the theory, tools, and techniques necessary for creating high-quality graphics using design software. It may be substituted for CAT 150 Imaging I: Principles of Photography and Introduction to Photoshop and CAT 180 Imaging II: Techniques of Photoshop and Painter or equivalent.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **CIS 153: Introduction to Unity 3D Scripting**

This course teaches Unity 3D in-game scripting along with programming basics. It will prepare students with basic knowledge of Namespaces and Classes, Conditional statements and loops, Unity 3D GUI, Unity's Mono Behaviors, proper formatting skills, and a firm understanding of Unity and Net data types.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

**Semester Offered**

Intermittently

## **CIS 155: Introduction to Mobile App Development**

This course introduces students to various app development tools for various mobile platforms. Specific topics include app distribution sources, mobile device operating systems, a survey of app development software, and processes for designing, building, deploying, and optimizing apps. At the conclusion of this course, students will be able to design, build, deploy, and optimize a basic app.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As required by college.

**Semester Offered**

Intermittently

## **CIS 157: Introduction to App Development with Swift**

This introductory one-semester course is designed to enable students to integrate graphics for mobile app development. Students receive practical experience with the tools, techniques, and concepts needed to build or incorporate basic graphics.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As required by the college.

## **CIS 159: Introduction to Graphic Design for Apps**

This introductory one-semester course is designed to enable students to integrate graphics for mobile app development. Students receive practical experience with the tools, techniques, and concepts needed to build or incorporate basic graphics.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As required by the college.

## **CIS 171: Linux I**

This course presents fundamental applications in Linux. It includes skills development for OS installation and setup, recompile techniques, system configuration settings, file/folder structures and types, run levels, basic network applications, and scripting. Additionally, the course presents security features from an administrative and user perspective.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As required by the college.

**Corequisites**

As required by college.

## **CIS 185: Computer Ethics**

This course will survey the various issues surrounding computer ethics.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **CIS 189: Co-op for CIS I**

This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to computer practices in informational technologies environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student and student development and assessment of a learning contract.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Semester Hours** 3

**Course Code** C

**Prerequisites**

Consent of instructor and minimum of 12 hours in CIS.



## **CIS 191: Introduction to Computer Programming Concepts**

This course introduces fundamental concepts, including an algorithmic approach to problem-solving, through the design and implementation of programs in selected languages. It also introduces structured programming techniques involving input/output, conditional statements, loops, files, arrays and structures, and simple data structures. Students are expected to write programs as part of this course.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

**Prerequisites**

CIS 150

**Corequisites**

CIS 193

## **CIS 193: Introduction to Computer Programming Lab**

This lab is designed to allow instructors to implement programming concepts further as needed. This course may be duplicated with an alpha suffix added to the course number.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 1

**Semester Hours** 1

**Course Code** C

**Corequisites**

CIS 191

## **CIS 196: Commercial Software Applications**

This is a “hands-on” introduction to software packages, languages, and utility programs currently in use. The course can be repeated for credit for each topic. Emphasis is placed on the purpose, capabilities, and utilization of each package, language, or program. Upon completion, students will be able to use the features selected for the application covered.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

CIS 146

**Semester Offered**

Intermittently

## **CIS 203: Introduction to the Information Highway**

This course introduces students to the basic principles of the information highway. Students are exposed to different network information tools such as electronic mail, network news, browsers, commercial information services, appropriate editors, and Web authoring software.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As required by college.

## **CIS 207: Web Development**

This course provides students with opportunities to learn Hypertext Markup Language, cascading style sheets, and JavaScript. At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As required by the college.

## **CIS 210: Case Study in Computer Skills Application**

This course is designed to provide students with a capstone experience incorporating the knowledge and skills learned in the Computer Information Systems program into student projects/case studies. Special emphasis is given to student skill attainment.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 1

**Semester Hours** 1

**Course Code** C

**Corequisites**

CIS 212

**Semester Offered**

Intermittently

## **CIS 211: Principles of Information Assurance**

This course is designed to introduce students to information security principles. Topics covered in this course will include the need for security, risk management, security technology, cryptography, and physical security. Security policies and legal/ethical issues will also be covered.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As required by college.

## **CIS 212: Visual Basic Programming**

This course emphasizes BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics such as advanced file-handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics by completing programming projects and appropriate tests.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

**Prerequisites**

CIS 150

**Corequisites**

CIS 210

## **CIS 214: Security Analyst (Pen Testing)**

This course introduces students to the concept of security analysis, or penetration testing, of information systems. Students will evaluate the security of a computer system or network, assessing security risks from the position of a potential attacker. Emphasis is on identifying security flaws and providing technical solutions.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Semester Offered**

Intermittently

## **CIS 219: Android App Development**

This course will help students learn to program apps for the Android operating system using a specified programming language. Students will be able to develop, build, deploy, and optimize an app for the Android operating system.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As required by college.

## **CIS 220: App Development with Swift I**

This is the first of two courses designed to teach specific skills related to app development using Swift Language.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As required by college.

## **CIS 223: Three-Dimensional Computer Modeling**

This course is a study in 3D computer modeling and 3D painting beginning with primitive shapes and creating compelling 3D objects for use in model libraries, games, print material, web sites, visual simulation and architectural applications. Powerful operations for modeling and 3D painting are incorporated into an interface that is simple and intuitive to use.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### **Semester Offered**

Intermittently

## **CIS 224: Three-Dimensional Computer Animation**

This course is a study in 3D computer animation. Course contents include a review of 3D modeling, rendering the 3D animations, compositing, and special effects for video and digital editing, video and film recording, storyboarding and sound design, technical testing, production estimates, and scheduling.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### **Semester Offered**

Intermittently

## **CIS 227: App Development with Swift II**

This course focuses on building specific features of iOS apps. Students apply their knowledge and skills to developing new apps.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

### **Prerequisites**

As required by college.

## **CIS 244: Introduction to Cybersecurity**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### **Prerequisites**

[CIS 270: CISCO CCNA I](#)

None.

## **CIS 245: Cyber Defense**

This course provides students with information on cyber defense. Topics include the legal aspects of cyber-attacks, threats to various levels of national and local social infrastructure, financial systems, personal data, and other direct and indirect threats. Students also explore current and historical cyber threats and U.S. policy regarding infrastructure protection.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As required by college.

## **CIS 246: Ethical Hacking**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

[CIS 130: Introduction to Information Systems](#)

As required by college.

## **CIS 248: Introduction to IoT (Internet of Things)**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Prerequisites**

None.

## **CIS 249: Microcomputer Operating Systems**

This course provides an introduction to microcomputer operating systems. Topics include a description of the operating system, system commands, and effective and efficient use of the microcomputer with the aid of its system programs. Upon completion, students should understand the function and role of the operating system, its operational characteristics, configuration, how to execute programs, and efficient disk and file management.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **CIS 250: E-Commerce**

This course is an introduction to e-commerce. Topics include marketing, e-commerce store building, security, and electronic payment systems. Upon completion, students will be able to build an e-commerce presence.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As required by college.

## **CIS 251: C++ Programming**

This course is an introduction to the C++ programming language, including object-oriented programming. Topics include problem-solving and design, control structures, objects and events, user interface construction, and document and program testing.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

**Prerequisites**

CIS 130 or CIS 150

**Semester Offered**

Intermittently

## **CIS 268: Software Support**

This course provides students with hands-on practical experience in installing computer software, operating systems, and troubleshooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This course is a suitable substitute for CIS 239, Networking Software. If used, this is a CORE course for the AAT and AAS CIS programs.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

CIS 130

**Corequisites**

CIS 269

## **CIS 269: Hardware Support**

This course provides students with hands-on practical experience in installing and troubleshooting computer hardware. It will help prepare participants for the A+ Certification sponsored by CompTIA. This is a suitable substitute for CIS 240 Networking Hardware.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

CIS 130

**Corequisites**

CIS 268

**Note**

There is an approved standardized plan-of-instruction for this course.

## **CIS 270: CISCO CCNA I**

This course is the first part of a three-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As required by college.

## **CIS 271: CISCO CCNA II**

This course is the second part of a three-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

CIS 270

## **CIS 272: Cisco CCNA III**

This course is the third part of a three-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

CIS 271

## **CIS 273: Cisco CCNA IV**

This course is the fourth part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. Its content is based on current requirements from the Cisco Networking Academy certification standards.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

CIS 272

## **CIS 275: Workstation Administration**

This course provides a study of client system administration in a network environment. Topics include installing, monitoring, maintaining, and troubleshooting client operating system software and managing hardware devices and shared resources. Students gain hands-on experience in client operating system installation and basic administration of network workstations.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

[CIS 130: Introduction to Information Systems](#)

## **CIS 276: Server Administration**

This course introduces network operating system administration. Topics include network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

CIS 275



## **CIS 277: Network Services Administration**

This course provides an introduction to the administration of fundamental networking services and protocols. Topics include implementing, managing, and maintaining essential network operating system services such as those for client address management, name resolution, security, routing, and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **CIS 279: Network Infrastructure Design**

This course studies network infrastructure design. Topics include strategies for planning, implementing, and maintaining server availability and security, client addressing schemes, name resolution, routing, remote access, and network security. Students gain experience by designing plans for implementing common network infrastructure and protocols.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

CIS 271

## **CIS 280: Network Security**

This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, methods of securing authentication, network access, remote access, web access, and wired and wireless network communications. Upon completion, students will be able to identify security risks and describe appropriate countermeasures.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

CIS 270 or CIS 277

## **CIS 282: Computer Forensics**

This course introduces students to computer forensics and investigation methods. This course helps prepare students for industry-specific certification.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **CIS 284: CIS Internship**

This course is designed to allow the student to work in a degree/program-related environment. Emphasis is placed on the student's "real world" work experience as it integrates academics with practical applications that relate meaningfully to careers in the computer discipline. Significance is also placed on the efficient and accurate performance of job tasks as provided by the "real world" work experience. Grades for this course will be based on the employer's evaluation of the student and the contents of a report submitted by the student. Upon completion of this course, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to a "real world" work experience.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Semester Hours** 3

**Course Code** C

**Prerequisites**

Consent of instructor and minimum of 18 semester hours in CIS

## **CIS 291: Case Study in Computer Science**

This course is a case study involving the assignment of a complete system development project for analysis, programming, implementation, and documentation. Topics include planning system analysis and design, programming techniques, coding, and documentation. Students should be able to design, code, test, and document a comprehensive computer information system upon completion.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

Consent of instructor.

**Semester Offered**

Intermittently

## **CIS 294: Special Topics**

This course allows the study of currently relevant computer science topics. It can be repeated for credit for each different topic covered. The instructor will determine the course content, which will vary according to the topic being covered. Upon completion, the student will be able to demonstrate knowledge of the course topic by completing assignments and appropriate tests.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

Consent of instructor.

## **CIS 299: Directed Studies in Computer Science**

This course allows independent study under the direction of an instructor. The instructor will approve the topics to be included in the course material prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics specified by the instructor.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

Consent of instructor

## **Criminal Justice**

### **CRJ 100: Introduction to Criminal Justice**

This course surveys the entire criminal justice process, from law enforcement to the administration of justice through corrections. It discusses the system's history and philosophy and introduces various career opportunities.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Core** Area V

### **CRJ 110: Introduction to Law Enforcement**

This course examines the history and philosophy of law enforcement and the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

**Core** Area V

### **CRJ 117: Community Relations**

This course discusses the role of the police officer in achieving and maintaining public support. It includes public information, juvenile relations, public relations, service, and mobilizing community involvement and cooperation.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Format** Online or In-class

## **CRJ 140: Criminal Law and Procedure**

This course examines both substantive and procedural law. The legal elements of various crimes are discussed with emphasis placed on the contents of the Alabama Code. Areas of criminal procedure essential to the criminal justice profession are also covered.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Core** Area V

**Format** Online or In-class

## **CRJ 146: Criminal Evidence**

This course considers the origins of the laws of evidence and current rules of evidence. It covers types of evidence, their definitions and uses, and the functions of the court regarding evidence.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Core** Area V

## **CRJ 147: Constitutional Law**

This course involves constitutional law as it applies to criminal justice. It includes recent Supreme Court decisions affecting criminal justice professionals, such as the right to counsel, search and seizure, due process, and civil rights.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Core** Area V

**Format** Online or In-class

## **CRJ 150: Introduction to Corrections**

This course provides an introduction to the philosophical and historical foundations of corrections in America. It considers incarceration and some of its alternatives.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

**Core** Area V

## **CRJ 160: Introduction to Security**

This course surveys the operation, organization, and problems of providing safety and security to business enterprises. It covers private, retail, and industrial security.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

**Core** Area V

## **CRJ 177: Criminal and Deviant Behavior**

This course analyzes criminal and deviant behavior systems. It emphasizes sociological and psychological theories of crime causation.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Core** Area V

### **Dual Listed**

Dual listed as SOC 217.

## **CRJ 178: Narcotics/Dangerous Drugs**

This course surveys the history and development of drug abuse in society. Theories of drug abuse, identification, and classification of drugs are covered. Strategies for combating the drug problem are discussed.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Core** Area V

**Format** Online or In-class

## **CRJ 208: Introduction to Criminology**

This course delves into the nature and extent of crime in the United States, criminal delinquent behavior, and theories of causation. It also includes criminal personalities and principles of prevention, control, and treatment.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

**Core** Area V

## **CRJ 209: Juvenile Delinquency**

This course examines the causes of delinquency. It also reviews programs for the prevention and control of juvenile delinquency and the role of the courts.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

**Core** Area V

**Format** Online or In-class

## **CRJ 216: Police Organization and Administration**

This course examines the principles of organization and administration of law agencies. It covers theories of management, budgeting, and various personnel issues.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Core** Area V

**Format** Online or In-class

## **CRJ 220: Criminal Investigation**

This course explores the theory and scope of criminal investigation. The duties and responsibilities of the investigator are included. The techniques and strategies used in the investigation are emphasized.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Core** Area V

**Format** Online or In-class

## **CRJ 227: Homicide Investigation**

This course covers the principles, techniques, and strategies of homicide investigation. Topics emphasized include ballistics, pathology, toxicology, immunology, jurisprudence, and psychiatry.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Core** Area V

## **CRJ 290: Selected Topics - Seminar in Criminal Justice**

This course involves reading, researching, writing, and discussing selected subjects relating to criminal justice. Various contemporary problems in criminal justice are analyzed. This course may be repeated with approval from the department head.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Core** Area V

## **Economics**

### **ECO 231: Principles of Macroeconomics**

This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include scarcity, demand, and supply theory, national income analysis, major economic theories concerning monetary and fiscal policies such as stabilization measures, the banking system, and economic issues or problems, including international trade.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** CORE

**Prerequisites**

MTH 092/098

### **ECO 232: Principles of Microeconomics**

This course introduces microeconomic theory, analysis, and applications. Topics include scarcity, consumer behavior theories, production and cost, markets, output and resource pricing, and international aspects of microeconomics.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** CORE

**Prerequisites**

MTH 092/098

# Emergency Medical Technology/Technician

## EMS 100: Cardiopulmonary Resuscitation I

This course provides students with concepts related to areas of basic life support, including coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED) and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

**Course Code** C

## EMS 104: First Aid for Students of Health Related Professions

This course is designed for students who plan to enter a health-related profession and provides educational concepts related to first aid for various health disciplines. It includes instruction in the emergency administration of oxygen, use of airway adjuncts, medication administration techniques, equipment for mechanical breathing, suctioning techniques, and automated external defibrillation (AED). Upon course completion, students should be able to recognize emergency situations requiring immediate action and appropriately manage these situations.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

**Course Code** C

## EMS 105: Emergency Medical Responder

This course provides theory in emergency procedures as contained in the current National Standard Training Curriculum (NSTC) for the First Responder. It is also an introduction to the emergency medical services system and provides fundamentals for students to improve the quality of emergency care provided as the first person to an emergency scene until emergency medical services arrive. Completion of specific student competencies, as outlined in the current NSTC for the First Responder, is required for successful course completion.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C



## **EMS 107: Emergency Vehicle Operator Ambulance**

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

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

### **Note**

NOTE: to qualify for licensure status as an ambulance driver in the State of Alabama, students must successfully complete this course and meet additional requirements as required by the Alabama Department of Public Health.

## **EMS 118: Emergency Medical Technician**

This course is required to apply for certification as an Emergency Medical Technician. It provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include EMS preparatory, airway maintenance, patient assessment, management of trauma patients, management of medical patients, treating infants and children, and various EMS operations. This course is based on the NHTSA National Emergency Medical Services Education Standards.

**Lecture/Theory Hours** 6

**Lab/Experimental Hours** 3

**Semester Hours** 9

### **Corequisites**

EMS 119 -Emergency Medical Technician Clinical

## **EMS 119: Emergency Medical Technician Clinical**

This course is required to apply for certification as an EMT. It provides students with clinical education experiences to enhance the knowledge and skills learned in EMS 118—Emergency Medical Technician Theory and Lab and helps students prepare for the National Registry Exam.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 1

**Semester Hours** 1

### **Corequisites**

EMS 118-Emergency Medical Technician

## **EMS 155: Advanced Emergency Medical Technician**

This course is required to apply for an Advanced Emergency Medical Technician (AEMT) certification. This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary for patient care and transportation. Topics include extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, and blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. It requires licensure or eligibility for licensure at the EMT level, and EMS 156 must be taken as a corequisite.

**Lecture/Theory Hours** 4

**Lab/Experimental Hours** 3

**Semester Hours** 7

**Core** Area V

### **Note**

Hybrid or In-class.

## **EMS 156: Advanced Emergency Medical Technician Clinical**

This course is required to apply for an Advanced Emergency Medical Technician (AEMT) certification. It provides students with clinical education experiences to enhance the knowledge and skills learned in EMS 155 and helps prepare them for the National Registry AEMT Exam. The student will have the opportunity to use the AEMT's basic and advanced skills in clinical and field settings under the direct supervision of licensed healthcare professionals. It requires licensure or eligibility for licensure at the EMT level, and EMS 155 must be taken as a corequisite.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 2

### **Corequisites**

EMS 155

## **EMS 241: Paramedic Cardiology**

This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to formulating field impressions and implementing treatment plans for specific cardiovascular conditions. Content areas include cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, prehospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease, and management techniques including appropriate pharmacologic agents and electrical therapy.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Clinical Hours** 0

**Semester Hours** 3

**Core** Area V

### **Prerequisites**

As required by program

## **EMS 242: Paramedic Patient Assessment**

This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and communicate assessment findings and patient care verbally and in writing. Content areas include airway management, history taking, techniques of the physical examination, patient assessment, clinical decision-making, communications, documentation, and assessment-based management.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 1

**Semester Hours** 2

**Core** Area V

**Prerequisites**

As required by program.

## **EMS 244: Paramedic Clinical I**

This course is directed toward applying knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment and management, advanced airway management, electrotherapy, I.V./I.O. initiation, and medication administration.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 1

**Semester Hours** 1

**Core** Area V

**Prerequisites**

As required by the program.

## **EMS 245: Paramedic Medical Emergencies**

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for chronic care patients.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Core** Area V

**Prerequisites**

As required by program.

## **EMS 246: Paramedic Trauma Management**

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Core** Area V

**Prerequisites**

As required by the program.

## **EMS 247: Paramedic Special Populations**

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 1

**Semester Hours** 2

**Core** Area V

**Prerequisites**

As required by the program.

## **EMS 248: Paramedic Clinical II**

This course is required to apply for certification as a Paramedic. This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 245, 246, and 247 and knowledge and proficiency from previous clinical experiences. This course helps prepare students for the National Registry Paramedic Exam. The student will have the opportunity to use the basic and advanced skills of the Paramedic in the clinical setting under the direct supervision of licensed healthcare professionals.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Semester Hours** 3

**Core** Area V

**Prerequisites**

As required by the program.

## **EMS 253: Paramedic Transition to the Workforce**

This course is designed to meet additional state and local educational requirements for paramedic practice. Content includes ACLS, PALS or PEPP, ITLS or PHTLS, prehospital protocols, transfer drugs, and other courses dictated by local needs or state requirements.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 1

**Semester Hours** 2

**Core** Area V

**Prerequisites**

As required by the program.

## **EMS 254: Advanced Competencies**

This course is designed to assist students in preparing for the paramedic licensure examination. Emphasis is placed on validating knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the examination.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 1

**Semester Hours** 2

**Core** Area V

**Prerequisites**

As required by the program.

## **EMS 255: Paramedic Field Preceptorship**

This course is required to apply for certification as a paramedic. It provides students with field experiences to enhance the knowledge and skills learned throughout the paramedic program and helps prepare them for the National Registry Paramedic Exam. Students will utilize paramedic skills in a field setting under the direct supervision of a licensed paramedic. It requires satisfactory completion of EMS 241, 242, 244, 245, 246, 247, 248, and 257.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 5

**Semester Hours** 5

**Core** Area V

**Prerequisites**

As required by the program.

## **EMS 256: Paramedic Team Leadership**

This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making and team leadership abilities to effectively function as a competent entry-level paramedic.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 1

**Semester Hours** 1

**Core** Area V

**Prerequisites**

As required by program.

## **EMS 257: Paramedic Applied Pharmacology**

This course introduces basic and advanced pharmacological agents and concepts, emphasizing drug classifications and the knowledge and skills required for safe, effective medication administration. Medication pharmacokinetics and pharmacodynamics will be evaluated for most medicines used in the pre-hospital setting. Students will also learn how to establish various routes of medication administration and procedures for administering medications via these routes. Students will also demonstrate mathematic computations for various drug and solution dose administration problems.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 1

**Semester Hours** 2

**Core** Area V

**Prerequisites**

As required by the program.

## **EMS 266: Advanced Cardiac Life Support**

The Advanced Cardiovascular Life Support Provider Course provides students with concepts related to advanced cardiovascular life support. Content areas include acute myocardial infarction, stroke, cardiovascular pharmacology, electrophysiology, various rhythm disturbances, and techniques for managing cardiovascular emergencies. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

**Core** Area V

**Prerequisites**

EMS 100 or valid BLS card.

## **EMS 267: International Trauma Life Support**

This course provides students with theory and demonstration in advanced trauma care and management. Content areas include mechanisms of trauma, trauma assessment, airway-breathing-circulation management, trauma to various portions of the body, multiple system trauma, and load-and-go situations. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

**Core** Area V

**Prerequisites**

As required by the program.

## **EMS 269: Pediatric Medical Life Support**

This course provides students with theory and simulated case studies in pediatric care. Content areas include recognition of pediatric pre-arrest conditions, shock, basic life support, oxygenation and airway control, newborn resuscitation, essentials in pediatric resuscitation, dysrhythmia recognition and management, vascular access, and medication use. This course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

**Core** Area V

**Prerequisites**

EMS 100 or valid BLS card.

## **English**

### **ENG 099: Introduction to College Writing**

This course is a Corequisite English course paired with ENG 101. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired ENG 101 class. The material covered or practiced in the ENG 099 course complements and supports the material taught in ENG 101 and the needs of the ENG 099 students.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

**Credits Note** Institutional Credit

**Prerequisites**

Appropriate ACT score, high school GPA and English IV grade, or Accuplacer Score.

**Corequisites**

ENG 101 - English Composition I

## **ENG 100: Vocational Technical English**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Core** Area V

**Prerequisites**

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

## **ENG 101: English Composition I**

English Composition I provides instruction and practice in the writing of at least four extended compositions, the development of analytical and critical reading skills, and basic reference and documentation skills in the composition process. It may also include instruction and practice in library usage.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area I

CORE

**Prerequisites**

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

## **ENG 102: English Composition II**

English Composition II provides instruction and practice in writing at least four formal, analytical essays, at least one of which is a research project using outside sources and references effectively and legally. Additionally, English Composition II provides instruction in developing analytical and critical reading skills in the composition process. English Composition II may include instruction and practice library usage.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area I

CORE

**Prerequisites**

A grade of "C" or better in ENG 101 or the equivalent.



## **ENG 246: Creative Writing I**

This course provides instruction and practice in the writing and critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature that may be read by or to the class.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Core** Area V

**Prerequisites**

A grade of "C" or better in ENG 101.

## **ENG 247: Creative Writing II**

This course is a continuation of ENG 246 and provides instruction and practice in the writing and critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature that may be read by or to the class.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Core** Area V

**Prerequisites**

Successful completion of ENG 246.

## **ENG 248: Creative Writing III**

This course is a continuation of ENG 247 and provides instruction and practice in the writing and critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature that may be read by or to the class.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Core** Area V

**Prerequisites**

Successful completion of ENG 247.

## **ENG 251: American Literature I**

This course surveys American literature from its beginning to the mid-nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and are reflected in them.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area II

Area V

CORE

**Prerequisites**

A grade of "C" or better in ENG 102 or the equivalent.

## **ENG 252: American Literature II**

This course surveys American literature from the mid-nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and are reflected in them.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area II

Area V

CORE

**Prerequisites**

A grade of "C" or better in ENG 102 or the equivalent.

## **ENG 261: English Literature I**

This course surveys English/British literature from its inception to the end of the eighteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and are reflected in them.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area II

Area V

CORE

**Prerequisites**

A grade of "C" or better in ENG 102 or the equivalent.

## **ENG 262: English Literature II**

This course surveys English/British literature from the late eighteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and are reflected in them.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area II

Area V

CORE

**Prerequisites**

A grade of "C" or better in ENG 102 or the equivalent.

## **ENG 271: World Literature I**

This course studies world literature from its inception to the mid-seventeenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and are reflected in them.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area II

Area V

CORE

**Prerequisites**

A grade of "C" or better in ENG 102 or the equivalent.

## **ENG 272: World Literature II**

This course studies world literature from the mid-seventeenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and are reflected in them.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area II

Area V

CORE

**Prerequisites**

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

## **ENG 277: Classical Mythology**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Core** Area V

**Prerequisites**

A grade of "C" or better in ENG 102 or the equivalent.

## **ENR 098: Writing and Reading for College**

This course will integrate the reading and writing skills students need to comprehend and interact with college-level texts and produce original college-level writing. Reading skills will center on processes for literal and critical comprehension and the development of vocabulary skills. Writing skills will focus on effective writing, including generating ideas, drafting, organizing, revising, and editing to produce competent essays using standard English. This course may include a one-hour lab component.

**Lecture/Theory Hours** 4

**Lab/Experimental Hours** 0

**Semester Hours** 4

**Credits Note** Institutional Credit

**Prerequisites**

Appropriate ACT score, high school GPA and English IV grade, or Accuplacer Score.

## **Fire Science**

### **FSC 100: Orientation and Terminology of the Fire Service**

This course provides the student with basic information on the organization and function of paid and volunteer fire services, the firefighter's role in the department, firefighter safety, the science of fire, and fire behavior. Specific course topics surveyed include orientation and safety, apparatus familiarization, fire behavior, personal protective equipment, rescue, and forcible entry.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **FSC 101: Introduction to the Fire Service**

This course teaches the many functions of the fire service, its importance, and its origins. It is designed to acquaint the student with the philosophy and history of the fire service and fire protection, the exacting loss of life and property, and the organization and function of public and private fire protection agencies. Emphasis is placed on federal, state, county, city, and private fire protection organizations and functions.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Format** Online or In-class

## **FSC 102: Occupational Safety & Health in Emergency Services**

This course provides a comprehensive overview of the many components of occupational safety and health for emergency services. It also takes a historical look at industrial safety and health and how history has impacted emergency services by providing a safer work environment that reduces first responder deaths and injuries.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Format** Online or In-class

## **FSC 110: Building Construction Principles**

This course highlights and assesses the problems and hazards to fire personnel when a building is attacked by fire or is under stress from other factors, such as collapse. Emphasis is placed on construction principles: wood, ordinary, steel, concrete, and truss construction.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Format** Online or In-class

## **FSC 120: National Incident Management System (NIMS) I**

This course introduces the student to the incident command system, its organizational structure, history, principles, and features, and the National Incident Management System as a template for integrating public and private entities working together on emergency incidents. Tabletop exercises and scenarios will allow the student to apply the practical aspects of the incident command system and demonstrate its relationship to the National Incident Management System. The course will also introduce students to the concepts and principles of the National Response Framework and the National Response Plan. Students will be given the opportunity to take online certification exams for FEMA IS-100, IS-200, IS-700, and IS-800. This course will meet the NIMS baseline training requirements for the courses mentioned above.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Format** Online or In-class

## **FSC 130: Introduction to Fire Suppression**

This course studies the organizational structure, fire suppression, fire suppression equipment, fire characteristics and behavior, and fire hazard properties of ordinary materials. Emphasis is placed on the most common structural, vehicle, and urban interface fires.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Format** Online or In-class

## **FSC 131: Fire Extinguishment Principles**

This is a study of water supplies and services, fire extinguishing chemicals, and the selection and use of extinguishing agents. Emphasis is placed on dry chemicals, dry powder, foam, and halogenated agents.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **FSC 151: Introduction to Fire Prevention/Education**

This course is an introduction to the history and philosophy of fire prevention and the need for fire prevention education. It includes fire prevention functions, the development and enforcement of fire prevention codes and regulations, the design and implementation of age-appropriate education materials, and the benefits of community relations, support, and programs.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **FSC 160: Hazards Awareness**

This course includes a basic awareness of the characteristics and behavior of solids, liquids, and gases when involved in fire. Emphasis is placed on the characteristics, storage, and handling of various materials.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **FSC 161: Hazardous Materials Awareness and Operations**

Alabama Fire College ProBoard Certification Course. This course is for emergency response personnel who may be first on the scene of a hazardous materials emergency. First responders at the awareness level are expected to recognize the presence of hazardous materials, protect themselves, secure the area, and call for trained personnel. At the operational level, the first responder uses the knowledge gained from the awareness level to act in a defensive posture to protect people, the environment, or property from the effects of an unplanned hazardous materials release. This course meets the requirements of the mandatory Awareness/Operational training in hazardous materials required by Title III - Emergency Planning and Community Right-to-Know Act of 1986 and NFPA 472, Standard on Professional Competence of Responders to Hazardous Materials Incidents current edition.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **FSC 170: Fire Hydraulics and Water Supply**

This course provides a foundation of theoretical knowledge to understand the principles of water and fire protection and to apply hydraulic principles to analyze and resolve water supply problems.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **FSC 201: Fire Instructor I**

A course that trains participants to teach a class from a prepared lesson plan. This course introduces the student to the concept of utilizing training aids to enhance his/her presentation, how to properly select these training aids, and how to use the training aid selected. Subject areas for this course include Communication, Concepts of Learning, Methods of Teaching, Organizing the Class, Performance Evaluations, Testing and Evaluations, The Lesson Plan, Teaching Techniques, and the Use of Instructional Materials. The student will give several presentations during the week, all leading to the final fifteen-minute graded presentation on the final day of class.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Format** Online or In-class

## **FSC 202: Fire Instructor II**

This course provides the Fire Instructor I with the next level of understanding for the training of personnel. This course trains the participants to perform job and task analysis, develop goals and objectives, develop a lesson plan, and coordinate training aids and student tests and evaluations. During the course, the students are divided into groups, each of which is responsible for the development of a lesson plan to be presented to the class on the final day.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **FSC 208: Fire Combat Tactics and Strategy**

This course offers the advanced firefighter or beginning fire officer the necessary information and related techniques to ensure effective fire scene operations. Study topics include Pre-fire Planning, Tactical Operations, and Scene Management Techniques. Students are given the opportunity to participate in group activities, discussions, and practical exercises to further enhance the learning experience and reinforce the methodology discussed.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Format** Online or In-class

## **FSC 240: Fire and Emergency Services Administration and Management**

This course provides the in-depth information needed to be a successful company officer, battalion, commander, deputy chief, or chief executive officer. This course will help you understand your personal style and tendencies so you can develop your leadership abilities and capacity, focusing on preparing you to be successful in the future. This course brings a focus on leadership ethics, team building, analytical approaches to fire and emergency services, continuous quality improvement, community risk reduction, planning, management of physical and financial resources, personnel management, employee relations, and training, and looks at future trends that will impact the profession.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **FSC 241: Fire Investigator I**

This course targets fire investigators, police officers, and company-level officers with a desire to learn more about determining the origin and cause of fire. Students attending this course should be prepared for an intense week of training and practical skills application. Topics covered include Determining the Point of Origin, Burn Patterns, Evidence Collection and Analysis, Interviewing Techniques, and Court Procedure and Testifying.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **FSC 251: Fire Inspector I**

Alabama Fire College Pro-Board Certification Course. A beginning-level course for firefighters and other interested parties wishing to become more involved in fire prevention and inspections. This course is primarily designed for those entering into fire service inspections and would be extremely useful to city inspectors and company-level officers. These topics covered in this course include building construction, decorative materials and furnishings, fire drills, inspection Procedures, code enforcement, and fire alarms and communications.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C



## **FSC 252: Fire Inspector II**

This course delves deeper into the interpretation of applicable codes and standards, covers the procedure involved in various types of inspections, and prepares the inspector for the plans review process. It is an advanced-level course that covers a wide range of topics, some of which are Inspection Procedure, Building Construction, Occupancy Classification and Means of Egress, Fire Protection and Water Supply Systems, Plans Review, and the Storage of Hazardous Materials.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **FSC 254: ISO (AIA) Standards**

This course is a study of insurance theory and practice, the economics of the ISO grading system, and a city's fire defense and insurance rates. It includes a detailed analysis of a city's water supply, fire department, fire alarm, fire prevention, and other grading methods of fire defense.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **FSC 255: Public Fire and Life Safety Educator**

With the leading cause of death among children being unintentional injuries, the need for fire and life safety education has become evident in today's society. This course will train the student to coordinate and deliver existing comprehensive community fire and injury prevention programs designed to eliminate or mitigate situations that endanger lives, health, property, and the environment.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **FSC 261: Hazmat Technician**

This course is designed for students already certified in hazardous materials awareness and operational level. It develops the skills they have already learned and provides in-depth training in mitigating hazardous materials incidents. The student becomes familiar with health and safety issues, incident management, hazard and risk analysis, personal protective clothing, and decontamination through classroom and practical training.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **FSC 270: Fire Protection Systems**

This course will teach students the design and operation of fire protection systems for commercial, residential, and special-hazard environments. Students will understand the general principles of automatic sprinkler systems, heat and smoke control systems, standpipe systems, fire detection/alarm systems, and portable extinguishing systems.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Format** Online or In-class

## **FSC 280: Fire Apparatus and Equipment**

This course is designed to familiarize students with the basics of modern fire apparatus and related equipment. It will include an examination of pumpers, ladders, quints, hazardous materials vehicles, and other emergency response vehicles. Students will understand the basic operation and purpose of each vehicle and identify the purpose and use of equipment routinely carried by each vehicle.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **FSC 291: Fire Officer I**

The Fire Officer I curriculum identifies the requirements necessary to perform the duties of a first-line supervisor. This course introduces the student to the basic concepts of management and supervision by concentrating on topics such as Organizational Structure, Communication Skills, Human Resource Management, Public Relations, Planning, Emergency Service Delivery, and Safety.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **FSC 292: Fire Officer II**

This course is structured for the fire officer who is ready to assume a leadership role by moving into the middle management level of his/her department. This course gives the officer more knowledge of management and supervision so that he/she can make basic evaluations of employee relations and assume a proactive role in the department. This course expands on the knowledge base attained in Fire Officer I by revisiting some of the same subjects and adding additional material. Some new subject areas include information management, government structure, and department budget planning and management.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **FSC 293: Fire Officer III**

This course is specialized for the chief officer who is ready to advance into the upper management level of his/her department. This course consists of subjects designed to give the officer more knowledge of management and administration so that he/she can make basic evaluations of employee relations and assume a more proactive role in their department. This is a projects-based class.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **FSC 294: Fire Officer IV**

This course meets executive management-level needs and is designed to meet the elements of NFPA 1021, Chapter 7. Fire Officer IV will emphasize the management of fire protection services, including human resource management, multi-agency emergency service delivery with horizontal/vertical communication requirements, and risk management. Group interactive exercises will reinforce class lectures.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **FSC 295: Fire Department Safety Officer**

The purpose of this course is to provide training for fire officers and firefighters on the role and responsibilities of the Incident Safety Officer and to allow participants to practice some of the key skills needed for competency as an Incident Safety Officer. This training program is for Fire Officers who could be asked to assume the duties of the Incident Safety Officer either as a staff assignment or an on-scene appointment. The program is also appropriate for firefighters who will be working on-scene with the Incident Safety Officer and must understand and appreciate the scope and duties of the job.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Format** Online or In-class

## **FSC 297: Selected Topics in Fire Service Operations**

This course provides directed reading and discussion of selected topics related to fire service operations. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **FSC 299: Legal Aspects of the Fire Service**

This course introduces students to the legal obligations and responsibilities within the fire service and the limitations and restrictions placed on emergency responders. Students will discuss and apply federal and state laws, codes, regulations, and standards relevant to the fire service. Both civil and criminal law will be addressed.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Format** Online or Traditional class format

## **Geography**

### **GEO 100: World Regional Geography**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 3

**Semester Hours** 0

**Course Code** A

**Prerequisites**

As required by program.

### **GEO 201: Principles of Human Geography**

This course surveys the science of location, emphasizing human activities as they relate to agricultural and industrial activities and cities as market and production centers. Emphasis will be placed on human networks.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 3

**Semester Hours** 0

**Course Code** A

**Prerequisites**

GEO 100.

# German

## GRN 101: Introductory German I

This course provides an introduction to the German language. Topics include developing basic communication skills and acquiring basic knowledge of German-speaking cultures.

**Lecture/Theory Hours** 4

**Lab/Experimental Hours** 0

**Semester Hours** 4

**Course Code** A

**Core** Area II

Area V

## GRN 102: Introductory German II

This continuation course includes developing basic communication skills and acquiring basic knowledge of the cultures of German-speaking areas.

**Lecture/Theory Hours** 4

**Lab/Experimental Hours** 0

**Semester Hours** 4

**Course Code** A

**Core** Area II

Area V

**Prerequisites**

GRN 101.

# Health Education

## HED 224: Personal and Community Health

This course covers health problems for the individual and the community. Areas of study include mental health, family life, physical health, chronic and degenerative disease, control of communicable diseases, and understanding of depressants and stimulants. Healthful living habits will be emphasized.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

## HED 226: Wellness

This course provides health-related education to those individuals seeking advancement in the area of personal wellness. The course has five major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **HED 230: Safety and First Aid**

HED 230 is divided into two parts. The first part concerns the development of a safety education program within an organization (e.g., school, office, shop, etc.). The second part deals with physical injuries, emergency care, and treatment of those injuries. CPR provider cards are given upon successful completion of CPR requirements.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

## **HED 232: Care and Prevention of Athletic Injuries**

This course studies specific athletic injuries and their treatment and preventive measures.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

# **History**

## **HIS 101: Western Civilization I**

This course surveys social, intellectual, economic, and political developments that have molded the modern Western world. This course covers the ancient and medieval periods and concludes with the era of the Renaissance and Reformation.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Prerequisites**

As required by the program.

## **HIS 102: Western Civilization II**

This course is a continuation of HIS 101. It surveys the development of the modern Western world from the Renaissance and Reformation to the present.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Prerequisites**

As required by the program.

## **HIS 121: World History I**

This course surveys the social, intellectual, economic, and political developments that have molded the modern world. It focuses on both non-Western and Western civilizations from the prehistoric to the early modern era.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** CORE

## **HIS 122: World History II**

This course is a continuation of HIS 121. It covers both Western and non-Western world history from the early modern era to the present.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** CORE

## **HIS 201: United States History I**

This course surveys the history of the United States during colonial, revolutionary, early national, and antebellum periods. It concludes with the Civil War and Reconstruction.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** CORE

## **HIS 202: United States History II**

This course is a continuation of HIS 201. It surveys the history of the United States from the Reconstruction era to the present.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** CORE

## **HIS 215: History Through Music and Movies**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** CORE

**Prerequisites**

None.

## **HIS 216: History of World Religions**

This course compares the major religions of the world from a historical perspective. Emphasis is placed on the origin, development, and social influence of Christianity, Judaism, Islam, Hinduism, Buddhism, and others.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **HIS 220: Contemporary Studies**

This course surveys contemporary problems and issues within a historical context. Topics might include nationalism, the rise of Islam as a powerful influence in the post-Cold War environment, environmental issues, and the impact of colonialism on modern Third World Society.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

As required by program.

## **HIS 260: Alabama History**

This course surveys the development of the state of Alabama from historic times to the present. The course presents material on the discovery, exploration, colonization, territorial period, antebellum Alabama, Reconstruction, and modern history.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

**Prerequisites**

As required by program.



# Humanities

## HUM 101: Introduction to Humanities I

This is the first course in a two-semester sequence that offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy related to a unifying theme.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area II

Area V

CORE

**Format** Online or In-class

**Prerequisites**

As required by program.

## HUM 102: Introduction to Humanities II

This is the second course in a two-semester sequence that offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy related to a unifying theme.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area II

Area V

CORE

**Prerequisites**

As required by program.

## HUM 106: Humanities Through the Arts

This course is an integrated survey of film, drama, music, literature, painting, sculpture, and architecture.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Core** Area V

**Prerequisites**

As required by program.

## **HUM 299: PTK Honors Course**

This course allows the student to study selected humanities topics under the supervision of a qualified instructor. The chosen topics will be broad in scope and content rather than specific. They will reference important cultural works from various areas, including literature, religious studies, speech, foreign languages, art, music, theatre, and dance.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area II

Area V

CORE

## **Industrial Maintenance Technology**

### **INT 101: DC Fundamentals**

This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, and direct current characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced, and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuit variables, and use basic electronic test equipment. This course also provides hands-on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of the scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction. This is a CORE course.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Course Code** C

**Corequisites**

INT 103

### **INT 103: AC Fundamentals**

This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to describe AC circuits and explain the specific AC theory functions such as RLC, impedance, phase relationships, and power factor. This course also provides hands-on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on operating standard test equipment used to analyze and troubleshoot AC circuits to prove the theories taught. This is a CORE course.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Course Code** C

**Corequisites**

INT 101

## **INT 113: Industrial Motor Controls I**

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three-phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, push button stations, multiple control stations, two-wire control, three-wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters and overload protection, interpret ladder diagrams using pushbutton stations, and understand complex motor control diagrams.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

## **INT 117: Principles of Industrial Mechanics**

This course provides instruction in basic physics concepts applicable to the mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair, and maintenance functions on industrial production equipment. This is a CORE course.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Course Code** C

## **INT 134: Principles of Industrial Maintenance Welding and Metal Cutting Techniques**

This course provides instruction in the fundamentals of acetylene cutting and welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment. This is a CORE course.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Course Code** C

## **INT 184: Introduction to Programmable Logic Controllers (PLCs)**

This course provides an introduction to programmable logic controllers (PLCs). Emphasis is placed on, but is not limited to, PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Course Code** C

## **INT 253: Industrial Robotics**

This course provides instruction in concepts and theories for operating robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on using the computer to control power systems to perform work. Student competencies include an understanding of the functions of hydraulic, pneumatic, and electrical power system components, the ability to read and interpret circuitry for proper troubleshooting, and the ability to perform preventative maintenance.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Course Code** C

### **Dual Listed**

Dually Listed as AUT 210.

## **INT 284: Advanced Programmable Logic Controllers**

This course covers the advanced principles of PLCs, including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability to develop programs and troubleshoot the system.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Course Code** C

## **INT 288: Applied Programmable Logic Controllers**

This course provides a comprehensive study of the theory and application of specific models of programmable logic controllers. Topics include hardware configuration, memory and addressing detail functions of software, instruction types, system troubleshooting, and simple programming techniques.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Course Code** C

## **INT 291: CO-OP**

This course involves the student working part-time in a job directly related to welding. The employer evaluates the student's productivity, and the student submits a descriptive report of his work experience. Upon completion, the student will demonstrate skills learned in an employment setting. Students must meet all industry-specific requirements to participate in cooperative training.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Semester Hours** 3

**Course Code** C

# Interdisciplinary Studies

## IDS 102: Ethics

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area II

Area V

CORE

# Management and Supervision

## MST 111: Elements of Supervision

This course is an introduction to the fundamentals of supervision. Topics include management functions, supervisory responsibilities for management-employee relations, organizational structure, project management, and employee training and rating.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### Dual Listed

Dual listed as BUS 186.

## MST 201: Human Resource Management

This course provides an overview of the responsibilities of the human resources supervisor. Topics include employee selection, placement, testing, orientation, training, rating, promotion, and transfer.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### Dual Listed

Dual listed as BUS 276.

## **MST 215: Small Business Management**

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### **Dual Listed**

Dual listed as BUS 279.

## **MST 231: Management Seminar**

This course studies current problems, issues, and developments in management. Students are guided through individual projects and outside research related to their areas of concentration and employment training.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### **Prerequisites**

Nine credit hours of MST courses.

# **Mathematics**

## **MTH 098: Elementary Algebra**

This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations and inequalities in two variables, and systems of equations. This course does not apply toward the general core requirement for mathematics. NCA

**Lecture/Theory Hours** 4

**Lab/Experimental Hours** 0

**Semester Hours** 4

**Credits Note** Institutional Credit

### **Prerequisites**

None.

## **MTH 099: Support for Intermediate College Algebra**

This learning support course provides corequisite support in mathematics for students enrolled in MTH 100. The material covered in this course parallels and supports the material taught in MTH 100. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 100 class. This course does not apply toward the general core requirement for mathematics. NCA

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

**Credits Note** Institutional Credit

### **Prerequisites**

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

### **Corequisites**

MTH 100 Intermediate College Algebra

## **MTH 100: Intermediate College Algebra**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

### **Prerequisites**

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

### **Corequisites**

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

## **MTH 108: Quantitative Reasoning**

This course is intended for students not majoring in science, engineering, commerce, or mathematics (i.e., students not required to take calculus). It provides a foundation for thinking quantitatively. An emphasis is placed on real-world applications. Topics include mathematical reasoning, data interpretation, problem-solving strategies, equation solving, number sense, probability, counting principles, geometric applications, and measurement.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

**Core** Area V

### **Prerequisites**

None

## **MTH 109: Support for Finite Mathematics**

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

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

**Course Code** C

**Prerequisites**

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

**Corequisites**

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

## **MTH 110: Finite Mathematics**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area III

**Prerequisites**

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

**Corequisites**

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

## **MTH 111: Support for Precalculus Algebra**

This learning support course provides corequisite support in mathematics for students enrolled in MTH 112. The material covered in this course parallels and supports the material taught in MTH 112. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the student's paired MTH 112 class. This course does not apply toward the general core requirement for mathematics.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

**Course Code** C

**Prerequisites**

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

**Corequisites**

MTH 112



## **MTH 112: Precalculus Algebra**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area III

**Prerequisites**

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

**Corequisites**

MTH 111, if required

## **MTH 113: Precalculus Trigonometry**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area III

**Prerequisites**

Appropriate placement according to the screening guidelines or a grade of “C” or better in MTH 112

## **MTH 115: Precalculus Algebra & Trigonometry**

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

**Lecture/Theory Hours** 4

**Lab/Experimental Hours** 0

**Semester Hours** 4

**Course Code** A

**Core** Area III

**Prerequisites**

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

## **MTH 120: Calculus and Its Applications**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area III

**Prerequisites**

Appropriate placement according to the screening guidelines or a grade of “C” or better in MTH 112, MTH 113 or MTH 115.

## **MTH 125: Calculus I**

This is the first of three courses in the basic calculus sequence taken primarily by science, engineering, and mathematics students. Topics include the limit of a function, the derivative of algebraic, trigonometric, exponential, and logarithmic functions, and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.

**Lecture/Theory Hours** 4

**Lab/Experimental Hours** 0

**Semester Hours** 4

**Course Code** A

**Core** Area III

**Prerequisites**

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

## **MTH 126: Calculus II**

This is the second of three courses in the basic calculus sequence. Topics include integration applications and techniques, infinite series, polar coordinates, parametric equations, lines and planes in space, and vectors in the plane and in space.

**Lecture/Theory Hours** 4

**Lab/Experimental Hours** 0

**Semester Hours** 4

**Course Code** A

**Core** Area III

**Prerequisites**

A grade of “C” or better in MTH 125.

## **MTH 227: Calculus III**

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, curl and divergence, surface integrals, and Stokes' Theorem).

**Lecture/Theory Hours** 4

**Lab/Experimental Hours** 0

**Semester Hours** 4

**Course Code** A

**Core** Area III

**Prerequisites**

A grade of "C" or better in MTH 126.

## **MTH 231: Math for the Elementary Teacher I**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

**Prerequisites**

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

## **MTH 232: Math for the Elementary Teacher II**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** B

**Prerequisites**

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

## **MTH 237: Linear Algebra**

This course introduces the basic theory and application of the following topics: systems of linear equations and matrices, (finite-dimensional) vector spaces, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product and orthogonality, Gram-Schmidt, least squares, and the diagonalization of symmetric matrices.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area III

**Prerequisites**

Grade of "C" or better in MTH 126.

## **MTH 238: Applied Differential Equations I**

This course is an introduction to techniques for solving differential equations with applications. Topics include solving first-order differential equations, applications to various models (e.g., populations, motion, chemical mixtures, etc.), solving higher-order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters, and Laplace transform). Series solutions and solutions to systems are also covered.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area III

**Corequisites**

Corequisite of MTH 227

## **MTH 265: Elementary Statistics**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area III

**Prerequisites**

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

# Medical Assisting

## **MAT 101: Medical Terminology**

This course is designed for medical assistants, student nurses, and other medical-related fields. The course will focus on the more common prefixes, roots, and suffixes used to construct medical terms with these word parts to determine the meanings of new or unfamiliar terms. The word-building system will enable them to interpret medical terms. **This is a CORE course for Medical Assisting.**

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Credits Note** Institutional Credit

**Course Code** C

**Core** CORE

**Format** Online or Traditional class format

**Corequisites**

MAT 120; MAT 125; MAt 111

## **MAT 102: Medical Assisting Theory I**

A description of anatomical descriptors and the cell introduces the student to and serves as an overview of the body's systems. The structure and function of the nervous, sensory, integumentary, muscular, skeletal, respiratory, and cardiovascular systems are taught, along with the diseases related to these systems presented. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. **This is a CORE course for Medical Assisting.**

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Credits Note** Institutional Credit

**Course Code** C

**Core** CORE

**Format** Online or Traditional class format

**Corequisites**

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

## **MAT 103: Medical Assisting Theory II**

The structure and function of the digestive, urinary, reproductive, endocrine, and immune systems are presented. Disease processes related to these systems will be included. Basic concepts of reproduction, growth and development, and nutrition are taught. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. This is a CORE course for Medical Assistance.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Credits Note** Institutional Credit

**Course Code** C

**Core** CORE

**Format** Online or Traditional class format

### **Prerequisites**

MAT 101 and MAT 102 with a grade of "C" or better. All developmental coursework is complete.

## **MAT 111: Clinical Procedures I for the Medical Assistant**

This course includes instruction on clinical examination room procedures. Topics include asepsis, infection control, assisting with examination, and patient education. Upon completion, students will be able to demonstrate competence in exam room procedures. **This is a CORE course for Medical Assisting.** Health documents are required for progression at the conclusion of this course.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Credits Note** Institutional Credit

**Course Code** C

**Core** CORE

**Format** Online or Traditional class format

### **Prerequisites**

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

### **Note**

***Health documents are required for progression at the conclusion of this course.***

## **MAT 120: Medical Administrative Procedures I**

This course introduces medical office administrative procedures. Topics include appointment scheduling, telephone techniques, managing the physician's schedule, handling mail, preparing and maintaining medical records, and patient orientation. Upon completion, students should be able to perform basic medical secretarial skills. **This is a CORE course for Medical Assisting.**

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Credits Note** Institutional Credit

**Course Code** C

**Core** CORE

**Format** Online or Traditional class format

**Corequisites**

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

## **MAT 121: Medical Administrative Procedures II**

This course introduces medical office administrative procedures not covered in Medical Administrative Procedures I. Topics include fees, credit and collections, banking, bookkeeping, payroll, and computerized finance applications. Upon completion, students should be able to manage the financial aspects of medical offices. **This is a CORE course for Medical Assisting.**

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Credits Note** Institutional Credit

**Course Code** C

**Core** CORE

**Format** Online or Traditional class format

**Corequisites**

MAT 220

## **MAT 125: Laboratory Procedures I for the Medical Assistant**

This course provides instruction in basic lab techniques used by medical assistants. Topics include lab safety, quality control, collecting and processing specimens, performing selective diagnostic tests, such as a CBC, screening and follow-up test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. **This is a CORE course for Medical Assisting.**

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Credits Note** Institutional Credit

**Course Code** C

**Core** CORE

**Format** Online or Traditional class format

### **Prerequisites**

MAT 101 with a grade of “C” or better. All developmental coursework complete.

### **Corequisites**

Corequisite MAT 101

## **MAT 128: Medical Law and Ethics for the Medical Assistant**

This course provides basic information about the legal relationship between patient and physician. Topics to be covered include the creation and termination of contracts, implied and informed consent, professional liability, invasion of privacy, malpractice, tort, liability, breach of contract, and the Medical Practice Act. Upon completion, students should be able to recognize the ethical and legal implications of these topics as they relate to the medical assistant.

**This is a CORE course for Medical Assisting.**

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Core** CORE

**Format** Online or Traditional class format

### **Corequisites**

MAT 101 with a grade of “C” or better. All developmental coursework complete.



## **MAT 200: Management of Office Emergencies**

This course is designed to instruct students in handling emergencies in the medical office. Emergencies presented will include cardiovascular emergencies, diabetic emergencies, seizures, syncope, hyperthermia and hypothermia, shock, musculoskeletal emergencies, and poisoning. Upon completion, students should be able to recognize emergencies and take appropriate action. This is a CORE course for Medical Assisting.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 0

**Semester Hours** 2

**Credits Note** Institutional Credit

**Course Code** C

**Core** CORE

**Format** Online or Traditional class format

### **Prerequisites**

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

### **Corequisites**

MAT 101

## **MAT 211: Clinical Procedures II for the Medical Assistant**

This course includes instruction in vital signs and special examination procedures. Emphasis is placed on interviewing skills, appropriate triage, and preparing patients for diagnostic procedures. Upon completion, students should be able to assist with special procedures. **This is a CORE course for Medical Assisting.**

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Course Code** C

**Core** CORE

**Format** Online or Traditional class format

### **Prerequisites**

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

## **MAT 215: Laboratory Procedures II for the Medical Assistant**

This course instructs the student in the fundamental theory and lab application for the medical office. Microbiology, urinalysis, serology, blood chemistry, venipuncture theory, and venipuncture collection procedures are discussed and performed. Upon completion, students should be able to perform basic lab tests/skills on course topics. **This is a CORE course for Medical Assisting.**

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Course Code** C

**Core** CORE

**Format** Online or Traditional class format

### **Prerequisites**

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

## **MAT 216: Medical Pharmacology for the Medical Office**

This course teaches the commonly administered drugs used in the medical field, including their classifications, actions, indications, contraindications, and side effects on the body. It also teaches the correct demonstration of drug calculation, preparation, administration, and documentation. Upon completion, students should be able to demonstrate safe drug administration and recognize standard medical classifications and their patient implications.

**This is a CORE course for Medical Assisting.**

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 1

**Semester Hours** 4

**Credits Note** Institutional Credit

**Course Code** C

**Core** CORE

**Format** Online or Traditional class format

**Prerequisites**

MAT 101, MAT 102 and MTH 100 (or higher) with a grade of "C" or better. All developmental coursework complete.

## **MAT 218: EKG Technician**

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

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Credits Note** Institutional Credit

**Course Code** C

**Format** Online or Traditional class format

**Corequisites**

[MAT 228E: Medical Assistant CET Review Course](#)

## **MAT 219: Radiology for the Medical Assistant**

This course will give the student an overview of radiography and its role in healthcare delivery. Topics will include safety and protection for patients and medical assistants. The student should be able to perform and process basic chest, abdomen, pelvis, sinus, and extremities radiographs.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Credits Note** Institutional Credit

**Course Code** C

**Core** CORE

**Format** Online or Traditional class format

**Prerequisites**

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

**Corequisites**

MAT 101

## **MAT 220: Medical Office Insurance**

In this course, emphasis is placed on insurance procedures with advanced diagnostic and procedural coding in an outpatient facility. The study will include the correct completion of insurance forms and coding. Upon completion, students should be able to demonstrate proficiency in coding for reimbursements. **This is a CORE course for medical assisting.**

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Credits Note** Institutional Credit

**Course Code** C

**Core** CORE

**Format** Online or Traditional class format

**Corequisites**

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

## **MAT 227: Special Topics in Medical Assisting**

This course includes specialized study on current topics and issues in the field of medical assisting. Emphasis is placed on personal and occupational responsibilities and developing problem-solving skills encountered in the medical office. Upon completion, students should be able to apply problem-solving skills to medical office situations as needed.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

**Credits Note** Institutional Credit

**Course Code** C

**Format** Online or Traditional class format

**Corequisites**

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

## **MAT 228A: Medical Assistant CMAA Review**

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

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

**Credits Note** Institutional Credit

**Course Code** C

**Format** Online or Traditional class format

**Prerequisites**

Consent of instructor required.

## **MAT 228E: Medical Assistant CET Review Course**

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

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

**Credits Note** Institutional Credit

**Course Code** C

**Format** Online or Traditional class format

**Prerequisites**

Consent of instructor required.

**Corequisites**

MAT 218

## **MAT 228H: Medical Assistant CEHRS Review Course**

This course includes a general review of administrative and clinical functions performed in a medical office, focusing on electronic health records management in particular. **It will assist the student or graduate in preparing for the Certified Electronic Health Record Specialist (CEHRS) national credentialing examination.**

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

**Credits Note** Institutional Credit

**Course Code** C

**Format** Online or Traditional class format

**Prerequisites**

Consent of instructor required.

## **MAT 228P: Medical Assistant CPT Review Course I**

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

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

**Credits Note** Institutional Credit

**Course Code** C

**Format** Online or Traditional class format

**Prerequisites**

Consent of instructor required.

## **MAT 228R: Medical Assistant CCMA Review Course**

This course includes a general review of administrative and clinical functions performed in a medical office, specific to medical assistants. **It will assist the student or graduate in preparing for the Certified Clinical Medical Assistant (CCMA) national credentialing examination.**

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

**Course Code** C

**Core** CORE

**Format** Online or Traditional class format

**Prerequisites**

Consent of instructor required.

## **MAT 229: Medical Assisting Practicum**

This course is designed to provide the opportunity to apply clinical, laboratory, and administrative skills in a physician's office, clinic, or outpatient facility. The student will gain experience applying knowledge learned in the classroom to enhance competence and strengthen professional communications and interactions. Upon completion, students should be able to perform as entry-level Medical Assistants. The content of this course is aligned with standards and guidelines from the American Association of Medical Assisting.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Preceptorship Hours** 225

**Semester Hours** 3

**Credits Note** Preceptorship 5:1

**Course Code** C

**Core** CORE

**Format** Online or Traditional class format

**Prerequisites**

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

## **MAT 239: Phlebotomy Practicum**

This course is designed to provide the opportunity to apply phlebotomy techniques in the physician's clinic and hospital setting. Emphasis is placed on training individuals to properly collect and handle blood specimens for laboratory testing and interact with healthcare personnel, patients, and the general public. Upon completion, students should be prepared for entry-level phlebotomy and sit for the Phlebotomy Technician Examination (ASCP).

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Preceptorship Hours** 225

**Semester Hours** 3

**Credits Note** Preceptorship 5:1

**Course Code** C

**Format** Online or Traditional class format

### **Prerequisites**

MAT 101, MAT 125, MAT 215, EMS 100 with a grade of "C" or better and consent of Instructor required.

## **Medical Laboratory Technician**

### **MLT 111: Urinalysis and Body Fluids**

This course focuses on the safety and quality management practices in the urinalysis and body fluids department. The student is introduced to the physiology and pathology of the urinary system. The student is also introduced to the theory and practical methods of examining urine specimens and other body fluids and identifying cells and crystals, including physical, chemical, and microscopic examinations using manual and automated techniques. Upon completion, students should be able to practice safety and quality management to perform routine urinalysis and body fluids analysis and correlate laboratory results to renal disorders and other disease states according to the standard operating procedure manual.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 1

**Semester Hours** 4

### **Prerequisites**

ENG 101, BIO 103 or 201, MTH 100 or higher, CHM 104 or higher with a grade of "C" or better.

### **MLT 121: Hematology**

This course focuses on the hematology and hemostasis department's safety and quality management practices. It covers the theory and practical techniques of hematology. The student is presented with blood components, normal and abnormal cell morphology, hemostasis, and selected manual and automated analytical methods. Upon completion, students should be able to perform various hematological and hemostasis testing procedures, including preparation and examination of hematologic slides, and correlate the laboratory results to specific hematological and hemostasis diseases and disorders.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 2

**Semester Hours** 5

### **Prerequisites**

ENG 101, BIO 103 or 201, MTH 100 or higher, CHM 104 or higher with a grade of "C" or better.

## **MLT 131: Laboratory Techniques**

This course covers the basic principles and techniques used in the medical laboratory. Emphasis is placed on terminology, basic laboratory equipment, specimen collection and processing, safety, and computations. Upon completion, students should be able to perform various basic laboratory techniques and utilize fundamental theories of laboratory principles.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 1

**Semester Hours** 4

**Prerequisites**

ENG 101, BIO 103 or 201, MTH 100 or higher with a grade of “C” or better.

## **MLT 141: MLT Microbiology I**

The student is presented with the theories, techniques, and methods used in basic bacteriology. The focus is on bacterial isolation, identification, and susceptibility testing. Upon completion, students should be able to select media, isolate and identify microorganisms, and discuss modern concepts of epidemiology.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 2

**Semester Hours** 5

**Prerequisites**

MLT 111, MLT 121, MLT 131 with a grade of “C” or better.

## **MLT 142: MLT Microbiology II**

The student is presented with the theories, techniques, and methods used in basic parasitology, mycology, and virology. Emphasis is placed on special bacteria, identification, life cycles, culture growth, and pathological states of infection and infestation. Upon completion, students should be able to identify certain parasites, demonstrate various staining and culture procedures, and discuss the correlation of certain microorganisms to pathological conditions.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Prerequisites**

MLT 141 with a grade of “C” or better.

## **MLT 151: MLT Clinical Chemistry**

This course emphasizes theories and techniques in basic and advanced clinical chemistry. It covers various methods of performing biochemical analyses on medical specimens. Upon completion, students should be able to apply the principles of chemistry, evaluate quality control, and associate abnormal test results with clinical significance.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 2

**Semester Hours** 5

**Prerequisites**

MLT 191 with a grade of “C” or better.

## **MLT 161: Integrated Laboratory Simulation**

This course provides an opportunity for the student to perform medical laboratory procedures in all phases of laboratory testing as a review of previous laboratory courses. Emphasis is placed on the organization of tasks, timing, accuracy, and simulation of routine operations in a clinical laboratory. Upon completion, students should be able to organize tasks and perform various basic laboratory analyses accurately and precisely.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 2

### **Prerequisites**

MLT 191 with a grade of "C" or better.

## **MLT 181: Clinical Immunology**

Theory and techniques in immunology are presented to the student. Emphasis is placed on the basic principles of the immune system, serologic testing, the production of specific antibodies, and their use in identifying infectious organisms. Upon completion, students should be able to relate basic principles of immunology, describe techniques for analytical methods utilizing immunological concepts, and correlate the results of analyses to specific disease states.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 1

**Semester Hours** 2

### **Prerequisites**

MLT 111, MLT 121, MLT 131 with a grade of "C" or better.

## **MLT 191: MLT Immunoematology**

The student is presented with theory and techniques in immunoematology. This course covers antigen and antibody reactions, including blood typing, antibody detection and identification, and compatibility testing. Upon completion, students should be able to apply the theories and principles of immunoematology to procedures for transfusion and donor services and correlate blood banking practices to certain disease states and disorders.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 2

**Semester Hours** 5

### **Prerequisites**

MLT 141 with a grade of "C" or better.

## **MLT 293: MLT Medical Laboratory Review Seminar**

This course is a cumulative review of medical laboratory science theory. The seminar consists of a cumulative review of previous courses emphasizing recall, application of theory, correlation, and evaluation of all areas of medical laboratory science. This course will assist in preparing students for the National Board of Certification exam.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 0

**Semester Hours** 2

### **Prerequisites**

MLT 161 with a grade of "C" or better.



## **MLT 294: Medical Laboratory Practicum I**

This supervised practicum is within the medical laboratory setting and provides laboratory practice in hematology and urinalysis. Emphasis is placed on medical laboratory skills and performance in areas such as specimen preparation and examination, instrumentation, reporting of results, data management, and quality control. Upon completion, students should be able to process specimens, perform analyses utilizing various methods, including instrumentation, report results, and manage data and quality control using information systems.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 2

### **Prerequisites**

MLT 161 with a grade of "C" or better.

## **MLT 295: Medical Laboratory Practicum II**

This supervised practicum is within the medical laboratory setting and provides laboratory practice in microbiology. Emphasis is placed on medical laboratory skills and performance in areas such as recovery, isolation, culturing, and identification of microorganisms. Upon completion, students should be able to isolate, culture, and analyze microorganisms utilizing various methods, report results, and manage data and quality control using information systems.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 2

### **Prerequisites**

MLT 161 with a grade of "C" or better.

## **MLT 296: Medical Laboratory Practicum III**

This supervised practicum is within the medical laboratory setting and provides laboratory practice in immunohematology. Emphasis is placed on medical laboratory skills and performance in detecting and identifying antibodies, typing blood, and compatibility testing of blood and blood components. Upon completion, students should be able to screen for and identify antibodies, test compatibility, record and manage data, and quality control using information systems.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 2

### **Prerequisites**

MLT 161 with a grade of "C" or better.

## **MLT 297: Medical Laboratory Practicum IV**

This supervised practicum is within the medical laboratory setting and provides laboratory practice in medical chemistry and immunology. Emphasis is placed on medical laboratory skills and performance in areas such as computerized instrumentation and recognizing technical problems. Upon completion, students should be able to perform biochemical analyses using various methods, including testing utilizing computer-oriented instrumentation, reporting test results, and managing patient data and quality control statistics using information systems.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 2

### **Prerequisites**

MLT 161 with a grade of "C" or better.

## **Music**

### **MUS 100: Convocation**

This course is designed to expose students to a variety of repertory styles and give them an opportunity to practice individual performance skills. Emphasis is placed on exposure to performances and lectures by guest artists, faculty, or students.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

**Course Code** C

### **MUS 101: Music Appreciation**

This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction, including lectures, guided listening, and similar experiences involving music. The course will cover at least three (3) stylistic periods, provide a multicultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** CORE

## **MUS 111: Music Theory I**

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical material (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to voice leading and harmonic progression principles. Upon completion, students should be able to demonstrate a basic competency in using diatonic harmony through analysis, writing, sight singing, dictation, and keyboard skills.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 1

**Semester Hours** 4

**Course Code** B

**Prerequisites**

Consent of instructor

## **MUS 112: Music Theory II**

This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three- and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases, and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation, and keyboard skills.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 1

**Semester Hours** 4

**Course Code** B

**Prerequisites**

MUS 111

## **Music Ensemble**

### **MUL 101: Class Piano I**

Group instruction is available in voice and piano for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and acknowledgment of music fundamentals.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **MUL 102: Class Piano II**

Group instruction is available in voice and piano for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and acknowledgment of music fundamentals.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **MUL 111: Class Voice I**

Group instruction is available in voice and piano for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and acknowledgment of music fundamentals.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **MUL 112: Class Voice II**

Group instruction is available in voice and piano for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and acknowledgment of music fundamentals.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **MUL 180: Concert Choir I**

These courses provide opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the group's mission and goals. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** B

**Prerequisites**

Consent of instructor

## **MUL 181: Concert Choir II**

These courses provide opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** B

**Prerequisites**

Consent of instructor.

## **MUL 184: Show Choir I**

This course provides opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the group's mission and goals. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** B

**Prerequisites**

Consent of instructor

## **MUL 185: Show Choir II**

This course provides opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the group's mission and goals. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** B

**Prerequisites**

Consent of instructor.

## **MUL 196: Show Band I**

These courses provide opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** B

**Prerequisites**

Consent of instructor.

## **MUL 197: Show Band II**

These courses provide opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the group's mission and goals. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** B

**Prerequisites**

Consent of instructor.

## **MUL 201: Class Piano III**

Group instruction is available in voice and piano for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and acknowledgment of music fundamentals.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **MUL 202: Class Piano IV**

Group instruction is available in voice and piano for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and acknowledgment of music fundamentals.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **MUL 211: Class Voice III**

Group instruction is available in voice and piano for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and acknowledgment of music fundamentals.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **MUL 212: Class Voice IV**

Group instruction is available in voice and piano for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and acknowledgment of music fundamentals.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **MUL 280: Concert Choir III**

This course provides opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the group's mission and goals. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** B

**Prerequisites**

Consent of instructor.

## **MUL 281: Concert Choir IV**

This course provides opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the group's mission and goals. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** B

**Prerequisites**

Consent of instructor.

## **MUL 284: Show Choir III**

This course provides opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** B

**Prerequisites**

Consent of instructor.

## **MUL 285: Show Choir IV**

These courses provide opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** B

**Prerequisites**

Consent of instructor.

## **MUL 296: Show Band III**

This course provides opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** B

**Prerequisites**

Consent of instructor.

## **MUL 297: Show Band IV**

This course provides opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** B

**Prerequisites**

Consent of instructor.



# Nursing

## NUR 112: Fundamental Concepts of Nursing

This course teaches foundational knowledge of nursing concepts and clinical decision-making to provide evidence-based nursing care. Content includes but is not limited to healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.

**Lecture/Theory Hours** 4

**Lab/Experimental Hours** 2

**Clinical Hours** 1

**Preceptorship Hours** 0

**Semester Hours** 7

### **Corequisites**

MTH 100 or higher, BIO 201 with a grade of "C" or better.

## NUR 113: Nursing Concepts I

This course teaches foundational knowledge of nursing concepts and clinical decision-making to provide evidence-based nursing care. Content includes, but is not limited to, coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance.

**Lecture/Theory Hours** 4

**Lab/Experimental Hours** 1

**Clinical Hours** 3

**Preceptorship Hours** 0

**Semester Hours** 8

### **Prerequisites**

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

### **Corequisites**

ENG 101; PSY 210; BIO 202 with a grade of "C" or better

## NUR 114: Nursing Concepts II

This course teaches foundational knowledge of nursing concepts and clinical decision-making to provide evidence-based nursing care. Content includes but is not limited to coordinator/ manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.

**Lecture/Theory Hours** 5

**Lab/Experimental Hours** 0

**Clinical Hours** 3

**Preceptorship Hours** 0

**Semester Hours** 8

### **Prerequisites**

NUR 112 and NUR 113 with a grade of "C" or better.

### **Corequisites**

NUR 115, SPH1 06 or SPH 107 with a grade or better.

## **NUR 115: Evidence-Based Clinical Reasoning**

This course provides students with opportunities to collaborate with various members of the healthcare team in a family and community context. Students utilize clinical reasoning to assimilate individual, health, and nursing concepts.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Clinical Hours** 1

**Preceptorship Hours** 0

**Semester Hours** 2

### **Prerequisites**

NUR 112, NUR 113 with a grade of “C” or better.

### **Corequisites**

NUR 114, SPH 106 or SPH 107 with a grade of “C” or better.

## **NUR 209: Concepts for Healthcare Transition Students**

This course focuses on applying nursing concepts to assist health care professionals in transitioning into the role of registered nurse. Emphasis is placed on evidence-based clinical decision-making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan.

**Lecture/Theory Hours** 6

**Lab/Experimental Hours** 1

**Clinical Hours** 3

**Preceptorship Hours** 0

**Semester Hours** 10

### **Prerequisites**

MTH 100 or higher, BIO 201, ENG 101, PSY 210, BIO 202, SPH 106 or SPH 107 with a grade of “C” or better.

## **NUR 211: Advanced Nursing Concepts**

This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to the care manager for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies.

**Lecture/Theory Hours** 4

**Lab/Experimental Hours** 0

**Clinical Hours** 3

**Preceptorship Hours** 0

**Semester Hours** 7

### **Prerequisites**

NUR 112, NUR 113, NUR 114, NUR 115; or successful completion of NUR 209 with a grade of “C” or better.

### **Corequisites**

BIO 220 with a grade of “C” or better

## **NUR 221: Advanced Evidence-Based Clinical Reasoning**

This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and healthcare domains includes care management, professionalism, and healthcare delivery systems.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Clinical Hours** 4

**Preceptorship Hours** 0

**Semester Hours** 7

### **Prerequisites**

NUR 112, NUR 113, NUR 114, NUR 115, NUR 209 (if applicable), NUR 211 with a grade of “C” or better.

### **Corequisites**

Humanities elective (ethics preferred)

## **Nursing Assistant**

The Nursing Assistant program is one semester in length and requires the successful completion of NAS 100: Long-Term Care Nursing Assistant, a four (4) credit hour classroom and clinical course, which fulfills the requirements of the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) for the training of long-term care nursing assistants. Certified Nursing Assistants (CNAs) provide basic patient care under the direction of licensed nursing staff. Duties may include: bathing, grooming and feeding patients; obtaining and monitoring vital signs; ambulatory assistance and comfort measures. Nursing assistants care for patients confined to acute care hospitals, nursing homes, rehabilitation centers, mental health centers and their homes. Because many CNAs are employed in long-term care facilities and because the population of older Americans is growing, there are many job opportunities available for the Certified Nursing Assistant. Upon successful

completion of NAS 100, a student is eligible to take the Alabama Nurse Aide Certification Exam. Students who demonstrate competency on the exam will be placed on the Alabama Nurse Aide Registry maintained by the Alabama Department of Public Health.

### **Required Course**

- NAS 100 - Long-Term Care Nursing Assistant: 4 credits

### **Required Documents**

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

## **NAS 100: Long Term Care Nursing Assistant**

This course fulfills the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) requirements for training long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on developing the knowledge, attitudes, and skills required for the long-term nursing assistant. Upon completing this course, the student should perform satisfactorily on written examinations and clinical skills. Course graduates are awarded a certification of completion and are eligible to take the certification examination to become a Certified Nursing Assistant (CNA).

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Clinical Hours** 1

**Semester Hours** 4

### **Prerequisites**

EMS 100 or proof of BLS Provider level CPR certification and successful completion of all developmental coursework or equivalent placement scores.

## **NAS 120: Fundamentals of Nursing Assistant/Home Health Aide**

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

**Lecture/Theory Hours** 7

**Lab/Experimental Hours** 0

**Clinical Hours** 2

**Semester Hours** 7

### **Prerequisites**

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

### **Corequisites**

NAS 121

## **NAS 121: Fundamentals of Nursing Assistant/Home Health Aide**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

### **Prerequisites**

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

### **Corequisites**

NAS 120

# Orientation

## **ORI 105: Orientation and Student Success**

This course is designed to orient students to the College experience by providing them with the tools needed for academic and personal success. Topics include adjusting to college, personal motivation, time management, learning styles, reading and comprehension skills, note-taking and study skills, financial management, navigating the student learning management system, and preparing for life after college.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

# Pharmacy Technology

## **PHM 100: Introduction to Pharmacy**

This course introduces the student to the role of the Pharmacy Technician in providing patient care services. Topics include pharmaceutical terms, abbreviations, and symbols used in the prescribing and charting of medication, dosage forms, routes of administration of drugs, patient variables with regard to drug therapy, and equipment and systems used in parenteral drug administration. Upon completion, students should be able to explain the role of pharmacy technician assistants, read and interpret drug orders, describe quality assurance, and utilize pharmacy references.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 0

**Semester Hours** 2

### **Prerequisites**

As required by program.

## **PHM 102: Pharmacology I**

This course is an introduction to drug categories and usage, as well as drug side effects. It also covers prescription terminology and the top two hundred drugs by category and name (trade and generic). Upon completion, students should be able to place major drugs into the correct therapeutic categories and identify indications, side effects, and trade and generic names.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

## **PHM 112: Pharmacology II**

This course continues PHM 102. It introduces additional drug groups and discusses their uses, side effects, and mechanisms of action. Upon completion, students should be able to place major drugs into the correct therapeutic categories and identify indications, side effects, and trade and generic names.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Prerequisites**

PHM 102.

## **PHM 113: Drugs and Health**

This course emphasizes the rational use of prescription and non-prescription medications. Topics include how to use licit drugs and chemical substances appropriately, the development of drugs, economic factors that impact health care, drugs, and pregnancy, children and the elderly, and the use of self-help medications for a variety of conditions. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Prerequisites**

[PHM 100: Introduction to Pharmacy](#)

Undergraduate level [PHM 100](#) Minimum Grade of D or Undergraduate level [PHM 100](#) Minimum Grade of TD.

## **PHM 205: Computers and Billings**

This course introduces students to the design, control, and planning of electronic information systems used to implement medication orders, manage the medication distribution system, and handle medication billing. Upon completion, students should be able to prepare patient charges, distribute medications, and operate computers efficiently.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Prerequisites**

[PHM 100: Introduction to Pharmacy](#)

Undergraduate level [PHM 100](#) Minimum Grade of D or Undergraduate level [PHM 100](#) Minimum Grade of TD

## **PHM 207: Institutional Pharmacy**

This course covers the development of hospitals, their place in society, and the importance and place of pharmacy in hospitals and nursing homes. Topics covered include the organization, staffing, services, legal requirements, development of institutional pharmacy departments, and interdepartmental relationships to provide comprehensive pharmacy services. Upon completion, students should be able to demonstrate a basic knowledge of the topic discussed.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

### **Prerequisites**

[PHM 100: Introduction to Pharmacy](#)

Undergraduate level [PHM 100](#) Minimum Grade of D or Undergraduate level [PHM 100](#) Minimum Grade of TD

## **PHM 210: Pharmacy Practice**

This course considers all aspects of pharmacy, from retail, in-patient, and ordering to manufacturing. Emphasis is on those aspects of pharmacy that hospital technicians would be required to perform. Topics covered include theory and practice behind the dispensing of drugs to hospitals inpatients and ambulatory patients, demonstrating accuracy in preparing and dispensing drugs or simulations, and aseptic technique and equipment used in a laboratory setting. Upon completion, students should be able to demonstrate proficiency in performing these tasks.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 2

**Semester Hours** 3

### **Prerequisites**

[PHM 100: Introduction to Pharmacy](#)

Undergraduate level [PHM 100](#) Minimum Grade of D or Undergraduate level [PHM 100](#) Minimum Grade of TD.

## **PHM 211: Clinical Practicum I**

This course provides the student's first exposure to pharmacies and hospitals. Lectures and demonstrations in laboratory settings are utilized to acquaint the student with standard operating procedures at participating facilities. Both retail and hospital pharmacy situations and job skills are addressed. Upon completion, students should be able to apply technical skills and organizational knowledge to support pharmacists in these settings.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 2

**Semester Hours** 3

### **Prerequisites**

[PHM 210: Pharmacy Practice](#)

Undergraduate level [PHM 210](#) Minimum Grade of D or Undergraduate level [PHM 210](#) Minimum Grade of TD

## **PHM 212: Clinical Practicum II**

This course continues PHM 211 and goes one step further, taking the student out of the theoretical laboratory and into the actual job experience. Additional experience under the supervision of pharmacists will demonstrate accuracy through clinical evaluation in the hospital and retail pharmacy settings in pouring, compounding, packaging, labeling, and dispensing drugs to patients. Upon completion, students should be able to provide technical assistance and support to retail and hospital pharmacists.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Semester Hours** 3

### **Prerequisites**

[PHM 211: Clinical Practicum I](#)

Undergraduate level [PHM 211](#) Minimum Grade of D or Undergraduate level [PHM 211](#) Minimum Grade of TD.

## **Philosophy**

### **PHL 116: Logic**

This course is designed to help students assess information and arguments. Its focus is on logic and reasoning. The student should be able to understand how inferences are drawn, recognize ambiguities, and distinguish between logical and illogical reasoning.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Core** Area V

CORE

### **PHL 206: Ethics and Society**

This course involves studying ethical issues that confront individuals in contemporary society. The focus is on meta-ethics, normative ethics, and applied ethics. The student should be able to understand and be prepared to use moral reasoning in making decisions regarding ethical issues.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area II

Area V

CORE



# Physical Education

## **PED 100: Fundamentals of Fitness**

This lecture course includes the basic principles of physical education and physical fitness. It explores the psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **PED 103: Weight Training (Beginning)**

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, endurance, and tone. Upon completion, students should be able to establish and implement a personal weight-training program.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **PED 104: Weight Training (Intermediate)**

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight-training program.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **PED 106: Aerobics**

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, flexibility, and safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **PED 118: General Conditioning (Beginning)**

This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **PED 119: General Conditioning (Intermediate)**

This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

**Prerequisites**

PED 118 or consent of instructor

## **PED 188: Yoga**

This course introduces basic instruction in yoga for beginners. Emphasis is placed on instruction in gentle stretching, breathing practices, progressive deep relaxation, and posture. Upon completion, students should be able to participate in and appreciate the benefits of the activity.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 1

**Semester Hours** 1

**Course Code** C

**Prerequisites**

None

## **PED 200: Foundations of Physical Education**

This course studies the history, philosophy, and objectives of health, physical education, and recreation, with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **PED 248: VARSITY BASKETBALL I**

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in competitive basketball.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **PED 249: VARSITY BASKETBALL II**

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **PED 250: VARSITY BASKETBALL III**

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **PED 251: VARSITY BASKETBALL IV**

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **PED 252: VARSITY BASEBALL I**

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

## **PED 254: VARSITY SOFTBALL I**

This course introduces fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **PED 261: VARSITY BASEBALL II**

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **PED 262: VARSITY BASEBALL III**

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **PED 263: VARSITY BASEBALL IV**

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **PED 271: VARSITY SOFTBALL II**

This course covers advanced softball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play softball at a competitive level.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **PED 272: VARSITY SOFTBALL III**

This course covers advanced softball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play softball at a competitive level.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

## **PED 273: VARSITY SOFTBALL IV**

This course covers advanced softball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play softball at a competitive level.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 2

**Semester Hours** 1

**Course Code** C

# **Physical Science**

## **PHS 111: Physical Science I**

This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 1

**Semester Hours** 4

**Course Code** A

**Core** CORE

**Prerequisites**

Regular admission status: MTH 092/098 strongly recommended.

## **PHS 112: Physical Science II**

This course provides the non-technical student with an introduction to the basic principles of chemistry and physics. Laboratory is required.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 1

**Semester Hours** 4

**Course Code** A

**Core** CORE

**Prerequisites**

Regular admission status: MTH 092/098 strongly recommended.

# Physics

## PHY 201: General Physics I - Trig Based

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include kinematics, Newton's laws of motion, conservation of momentum and energy, and the laws of thermodynamics. The contributions of physics to modern technology and society are considered. A laboratory is required.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 1

**Semester Hours** 4

**Course Code** A

**Core** CORE

**Prerequisites**

MTH 113 with a grade of "C" or better OR equivalent math placement score.

## PHY 202: General Physics II - Trig Based

This continuation course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave mechanics, electromagnetism, light, and optics. The contributions of physics to modern technology and society are considered. A laboratory is required.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 1

**Semester Hours** 4

**Course Code** A

**Core** CORE

**Prerequisites**

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

**Semester Offered**

Intermittently

## PHY 205: Recitation in Physics I

One hour weekly is devoted to problem-solving.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

**Course Code** C

**Core** CORE

**Corequisites**

PHY 201

## **PHY 206: Recitation in Physics II**

One hour weekly is devoted to problem-solving.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

**Course Code** C

**Core** CORE

**Corequisites**

PHY 202

## **PHY 213: General Physics with Cal I**

This is the first course in a two-part sequence of the calculus-based study of classical physics. Topics include kinematics, Newtonian Mechanics, the conservation of momentum and energy, and thermodynamics. Laboratory is required.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 1

**Semester Hours** 4

**Course Code** A

**Prerequisites**

MTH 125 with a grade of "C" or better as required by the program.

## **PHY 214: General Physics with Cal II**

This course is the second course in a two-part sequence of the calculus-based study of classical physics. Topics include electromagnetism, light, and optics. Laboratory is required.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 1

**Semester Hours** 4

**Course Code** A

**Core** CORE

**Prerequisites**

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

**Semester Offered**

Intermittently

## **PHY 216: Recitation in Physics with Cal I**

One hour weekly is devoted to problem-solving.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

**Course Code** C

**Core** CORE

**Corequisites**

PHY 213

## **PHY 217: Recitation in Physics with Cal II**

One hour weekly is devoted to problem-solving.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 0

**Semester Hours** 1

**Course Code** C

**Core** CORE

**Corequisites**

PHY 214

**Semester Offered**

Intermittently

## **Political Science**

### **POL 211: American National Government**

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of the American government and function as more informed participants in the American political system.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area IV

CORE

### **POL 220: State and Local Government**

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants in the American political system.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Prerequisites**

As required by program.



# Psychology

## **PSY 200: General Psychology**

This course is a survey of behavior with an emphasis on psychological processes. This course includes the biological basis for behavior, thinking, emotion, motivation, and the nature and development of personality.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** CORE

## **PSY 210: Human Growth and Development**

This course studies the psychological, social, and physical factors that affect human behavior from conception to death.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** CORE

**Prerequisites**

PSY 200

## **PSY 230: Abnormal Psychology**

This course surveys abnormal behavior and its social and biological origins. The anxiety-related disorders, psychoses, personality disorders, and mental deficiencies will be covered.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

PSY 200

# Sociology

## **SOC 200: Introduction to Sociology**

This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** CORE

## **SOC 217: Criminal and Deviant Behavior**

This course is an analysis of criminal and deviant behavior with emphasis on sociological and psychological theories of crime causation.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

SOC 200 or CRJ 208

**Dual Listed**

Dual listed as CRJ 177.

## **Spanish**

### **SPA 101: Introductory Spanish I**

This course provides an introduction to Spanish. Topics include developing basic communication skills and acquiring basic knowledge of the cultures of Spanish-speaking areas.

**Lecture/Theory Hours** 4

**Lab/Experimental Hours** 0

**Semester Hours** 4

**Course Code** A

**Core** Area II

Area V

CORE

### **SPA 102: Introductory Spanish II**

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

**Lecture/Theory Hours** 4

**Lab/Experimental Hours** 0

**Semester Hours** 4

**Course Code** A

**Core** Area II

Area V

CORE

**Prerequisites**

SPA 101 or equivalent.

# Speech

## **SPH 106: Fundamentals of Oral Communication**

This performance course includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical applications.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area II

Area V

CORE

## **SPH 107: Fundamentals of Public Speaking**

This course explores principles of audience and environment analysis and the actual planning, rehearsing, and presentation of formal speeches to specific audiences. Historical foundations, communication theories, and student performances are emphasized.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area II

Area V

CORE

## **SPH 116: Intro to Interpersonal Communication**

This course focuses on communication in interpersonal settings. It surveys current interpersonal communication theory and provides applications for personal and professional development.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** A

**Core** Area V

### **Note**

This course does not meet your speech requirements for Area II of your degree plan.

# Visual Communications

## VCM 122: Graphic Reproduction Processes

This course introduces students to the current hardware, software, materials, and processes used to prepare and reproduce material for print media. Upon completion, students should be able to recognize, evaluate, and produce materials and specifications for diverse print reproduction processes.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## VCM 145: Introduction to Digital Photography

This course is an introduction to digital photography. Emphasis is placed on the aesthetic and technical aspects of photography. Upon completion, the student should understand the quality of photography and be able to apply the techniques necessary to produce professional photographs.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## VCM 146: Digital Photography

This course explores various uses of digital photography. Subjects may include studio, portrait, landscape, and other areas of photography. Upon completion, the student should be able to apply the techniques necessary to produce professional photographs.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### **Prerequisites**

Grade of "C" or better in VCM 145.

## VCM 150: Typography

This course is an introduction to using type in graphic design. Emphasis is on typographic techniques used in layout and graphic design. Upon completion, the student should be able to use type as a design element.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

## **VCM 171: Graphics Software Applications**

This course is an introduction to graphics software applications. Students are given a basic overview of the software as applied to specific production problems. Upon completion, the student should be able to produce basic graphics using applicable software.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## **VCM 172: Digital Illustration I**

This course covers principles of creating and manipulating vector illustrations using the current vector illustration software. Upon completion, the student should be able to produce professional vector illustrations for diverse media, from concept to production.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### **Prerequisites**

Grade of "C" or better in VCM 171 or consent of instructor.

## **VCM 173: Digital Illustration II**

This course continues vector illustration techniques, involving more complex illustration problems using current vector illustration software. Upon completion, the student should be able to produce complex professional vector illustrations from concept to production for diverse media.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### **Prerequisites**

Grade of "C" or better in VCM 172.

## **VCM 185: Digital Imaging I**

This course covers principles of creating and manipulating raster images using current raster imaging software. Upon completion, the student should be able to produce professional raster images from concept to production for diverse media.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

### **Prerequisites**

Grade of "C" or better in VCM 185.

## **VCM 186: Digital Imaging II**

This course is a continuation of raster imaging techniques involving more complex image problems using current raster imaging software. Upon completion, the student should be able to produce complex professional raster images from concept to production for diverse media.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

Grade of "C" or better in VCM 185.

**Semester Offered**

Intermittently

## **VCM 193: Digital Publishing I**

This course covers elements and principles of page layout and use of current page-layout publishing software. Upon completion, the student should be able to produce professional page layouts from concept to production for various print media.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

Grade of "C" or better in ART 121, VCM 150, and VCM 171.

## **VCM 194: Digital Publishing II**

This course continues page layout techniques, involving more complex elements and problems using current page layout publishing software. Upon completion, the student should be able to produce professional page layouts from concept to production for various print media.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

**Prerequisites**

Grade of "C" or better in VCM 193.

## **VCM 250: Introduction to Technical Illustration**

This course focuses on technical drawings prepared for industry. Topics include perspective and axonometric drawing. Upon completion, students should be able to apply basic drawing and design principles to technical drawings.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

## **VCM 251: Technical Illustration**

This course focuses on renderings prepared for industry. Various techniques are used to illustrate charts, graphs, perspective and axonometric drawings, and enhanced assembly views. Students should be able to apply design principles to technical drawings upon completion.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

**Prerequisites**

Grade of "C" or better in VCM 250.

## **VCM 253: Graphic Design Basics**

This course focuses on the basic principles of graphic design. Emphasis is placed on design, layout, and production. Upon completion, students should be able to prepare artwork for printing.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

**Prerequisites**

Grade of "C" or better in ART 121, VCM 150, and VCM 171.

## **VCM 254: Graphic Design**

This course focuses on graphic design. Emphasis is on the creative production process. Upon completion, students should be able to produce high-quality graphic designs.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

**Prerequisites**

Grade of "C" or better in ART 121, VCM 150, and VCM 171.

**Semester Offered**

Intermittently

## **VCM 255: Advanced Graphic Design**

This course focuses on graphic communications. It emphasizes applying design principles to projects involving skills such as illustration, layout, typography, computer graphics, and production technology. Students should be able to apply graphic design principles and production skills upon completion.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

**Semester Offered**

Intermittently

## **VCM 270: Supervised Study in Graphics**

This course is designed to enable the student to further study computer graphics. The student chooses areas of study with the instructor's approval. This course will result in a better understanding of various aspects of computer graphics.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 6

**Semester Hours** 3

**Course Code** C

**Prerequisites**

Grade of "C" or better in ART 121, VCM 150, and VCM 171.

**Semester Offered**

Intermittently

## **VCM 273: Supervised Study in Computer Graphics**

This course is designed to enable the student to further study computer graphics. The student will choose areas of study with the instructor's approval. This course will result in a better understanding of the various aspects of computer graphics.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 6

**Semester Hours** 3

**Course Code** C

**Prerequisites**

Grade of "C" or better in ART 121, VCM 150 and VCM 171.

**Semester Offered**

Intermittently

## **VCM 292: Cooperative Work Experience in VCM**

This course provides work experience with a college-approved employer in the area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 6

**Semester Hours** 3

**Course Code** C

**Prerequisites**

Instructor's permission.

**Semester Offered**

Intermittently



# Welding

## WDT 108: SMAW/Fillet OFC

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) and oxy-fuel welding process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW and oxy-fuel processes. At the conclusion of this course, students will be able to perform SMAW welds from various positions using various types of electrodes and perform manual and automatic oxy-fuel welding and cutting. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting. This is a CORE course.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Course Code** C

## WDT 110: Industrial Blueprint Reading

This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations, and weld symbols. Upon completion, students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication. This is a CORE course.

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 0

**Semester Hours** 3

**Course Code** C

## WDT 119: Gas Metal Arc/Flux Cored Arc Welding

This course introduces the student to the Gas Metal Arc and Flux Cored Arc Welding (GMAW/ FCAW) process. Emphasis is placed on safe operating practices, handling, and storage of compressed gasses, process principles, component identification, various welding techniques, and base and filler metal identification. Upon completing this course, students can perform GMAW/FCAW welds in various positions. This is a CORE course.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Course Code** C

## WDT 120: SMAW Groove

This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. This is a CORE course.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Course Code** C

## **WDT 122: SMAW Fillet/OFC Lab**

This course introduces the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling fillet joints' arc and proper fit-up. This course is also designed to instruct students in safely operating oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups per the applicable welding code, safely operate oxy-fuel equipment, and perform those operations as per the applicable welding code.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Semester Hours** 3

**Course Code** C

## **WDT 124: Gas Metal Arc/Flux Cored Arc Welding Lab**

This course provides instruction and demonstration using the various transfer methods and techniques for gas metal arc and flux-cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Semester Hours** 3

**Course Code** C

## **WDT 125: Shielding Metal Arc Welding Groove Lab**

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plates with various sizes of F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Semester Hours** 3

**Course Code** C

## **WDT 217: SMAW Carbon Pipe Theory**

This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation, and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable codes.

**Lecture/Theory Hours** 1

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Course Code** C

## **WDT 228: Gas Tungsten Arc Welding**

According to applicable welding codes, this course provides students with the knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas, and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification, and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals using the gas tungsten arc welding process according to applicable welding codes.

**Lecture/Theory Hours** 2

**Lab/Experimental Hours** 1

**Semester Hours** 3

**Course Code** C

## **WDT 257: SMAW Carbon Pipe Lab**

This course is designed to provide the student with skills in welding carbon steel pipes using shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable codes.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Semester Hours** 3

**Course Code** C

## **WDT 268: Gas Tungsten Arc Welding Lab**

This course provides students with the skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals according to applicable welding codes. Topics include safe operating practices, equipment identification, and set-up, correct selection of tungsten type, polarity, shielding gas, and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification, and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals using the gas tungsten arc welding process according to applicable welding codes.

**Lecture/Theory Hours** 0

**Lab/Experimental Hours** 3

**Semester Hours** 3

**Course Code** C

# Workplace Skills Enhancement

## WKO 141: MSSC Safety Course

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Prerequisites**

None

## WKO 142: MSSC Quality Practices and Measurement Course

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Prerequisites**

WKO 141

## **WKO 143: MSSC Manufacturing Processes and Production Course**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Prerequisites**

WKO 141

## **WKO 144: MSSC Maintenance Awareness Course**

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

**Lecture/Theory Hours** 3

**Lab/Experimental Hours** 2

**Semester Hours** 3

**Prerequisites**

WKO 141

# Student Handbook

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## Introduction

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The CVCC administration has prepared this Student Handbook to assist students as they pursue their educational objectives. General information about the College related to vehicle regulations, the library and learning resource center, the bookstore, buildings and grounds, counseling and guidance services, student activities, college publications, clubs and organizations, student records, the Student Code of Conduct, dress and appearance, substance abuse policies, disciplinary procedures, grievance procedures, and emergency procedures are included. Students are urged to become familiar with the contents of this Handbook and to keep it available for reference. CVCC is dedicated to developing the individual student as a productive member of society and to helping each student define and meet his or her educational goals. The Office of the Dean of Students and Campus Services is available to help students interpret information contained in this Handbook. If the Alabama Community College System adopts any policy or regulation which conflicts with or is inconsistent with any procedure or policy contained herein, the relevant policies and regulations of the Alabama Community College System always supersede information contained in this Handbook. CVCC reserves the right to revise any policy or procedure stated herein, with or without public notice. In the event of any such revision, the College will make every reasonable effort to make such revised information available to all students.

Any policy or procedure contained herein that is contrary to federal, state or local law or court order or any applicable rule, regulation or policy of the Alabama Community College System is null and void.

The Handbook is not, and is not intended to be, a contract, warranty, or guarantee between CVCC and any individual. It is compiled for the convenience of students and prospective students as an information resource.

## Academic Support Services

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Academic support services are available for current and prospective CVCC students. These services include: academic advising, career and placement counseling, testing, academic coaching, and personal guidance to help each student adjust successfully to college life. Academic Success Coaches also assist with registration and general advising. Student Navigators assist students with navigating the enrollment process and coordinate academic support with Academic Success Coaches and provide referrals for students to campus and community resources. Navigators and Success Coaches also facilitate informational and student success workshops.

Educational and occupational information including catalogs and course equivalence information from other colleges are available in the Office of Student Development and Success. If a student needs help with personal problems of a nature or degree beyond what is appropriate for college personnel, the student will be referred to other appropriate professional resources outside of the College. All College services are free and available to all students.

## Academic Advising

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

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

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

Through the Strategies to Enhance New Student Engagement (SENSE) program, the Career Services Center is available to assist all students with career development and planning services. The Career Services Center provides a personalized student experience to explore career pathways. Specific services include career interest inventories, access to internship opportunities, and information on in-demand jobs. The Career Services Center hosts career fairs, visits with local businesses, and community engagement opportunities to enhance personal and leadership development for students. Workshops on career readiness, resume building, interviewing skills, professionalism, work ethic, and leadership building are topics explored in the Career Services Center. Listings for part-time and full-time employment are available via Handshake and Career Coach. These efforts work collectively to create strong outcomes and futures for CVCC students. SENSE Success Coaches help students identify the pathway between academic and career goals. The Career Services Center prepares students with the head start they need to pursue their lifelong connections. Students can also browse other career opportunities, career assessments, and employment information at the Alabama Employment Center, located on the College campus. To learn more about the Career Services Center, visit the SENSE staff on the ground floor of the Owen Hall Library.

## **COMPASS: Navigating Student Success at CVCC**

COMPASS (Comprehensive Onboarding by Mapping a Pathway for Advising and Student Success) provides onboarding and transition assistance to Chattahoochee Valley Community College students. Student success navigators assist students in the application and enrollment process, and academic success coaches and advisors support students through academic advisement and career exploration activities. Students also receive monthly communications from academic support coaches and advisors to encourage them to utilize campus resources and ensure they are on track to graduate. To learn more about COMPASS, visit the Student Development and Success office in Wilson Hall.

## **Learning Resource Center**

The Learning Resource Center (LRC), located in Owen Hall, serves students, staff, faculty, and the community by providing access to a variety of resources and services that support and strengthen the instructional and community service programs of the College. To accomplish this mission, the LRC is committed to maintaining a comprehensive collection to enhance teaching and learning, providing a well-equipped facility to support diverse learning styles and needs, offering professional services to facilitate the usage of resources, and providing information literacy to students and faculty by conducting library instruction.

## **New Student Experience**

Prospective or new students are required to participate in pre-college orientation; transfer students are encouraged to participate. New Student Experience (NSE) is coordinated by the Associate Dean of Student Development and Success and helps entering freshmen and transfer students select courses to take for their chosen fields of study and

to adjust more readily to their first semester/term at CVCC. During New Student Experience, students receive registration and financial aid information. Students or prospective students may contact the Associate Dean of Student Development and Success in Wilson Hall for assistance.

## **SENSE Program - Title III**

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

## **Tutoring Center**

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

# **Emergency Procedures, Campus Safety and Crime Information**

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## **Campus Safety and Crime Information**

### **Disclosure of Crime Statistics**

CVCC encourages anyone who is the victim or witness to any crime to report the incident promptly. Police reports are public records under state law; thus, the CVCC Police and Campus Safety Department cannot hold reports of crime in confidence. Anonymous reports to the CVCC Police and Campus Safety Department may be filed for statistical reporting purposes. A student's privacy concerns are weighed against the needs of the College to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. In compelling situations, CVCC reserves the right to take reasonable action in response to any crime report, and information may be shared with appropriate departments and agencies on a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. All reports submitted on a confidential or anonymous basis are evaluated for issuing a campuswide "timely warning notification" and inclusion in the annual crime statistics.

Campus crime, arrests, and referral statistics include those reported to the CVCC Police and Campus Safety Department, designated campus officials (including but not limited to directors, deans, department heads, advisors to students/student organizations, and athletic coaches), and local law enforcement agencies. Data is gathered for each academic year.



Each semester, notification is made to all enrolled students, providing the website to access the CVCC Annual Security Report and national campus safety data. Faculty and staff receive similar notification via email.

Copies of the Annual Security Report may also be obtained at the CVCC Police and Campus Safety Department, located in Wilson Hall, the Chief of Police's office, located in Brassell Hall, or the Office of the Dean of Students and Campus Services, located in Wallace Hall.

## **Crime Statistics**

The following crime statistics are compiled for all on-campus property, the public property immediately adjacent to campus, and off-campus locations where the College has written agreements to provide services. Crime statistics include information collected from the daily crime log, student discipline records, and local law enforcement agencies. CVCC's Annual Security Report may be located on [cv.edu under Campus Police & Emergencies](#).

The categories of Bias included in Hate Crime reporting include race, gender, gender identity, religion, sexual orientation, ethnic/national origin, and disability. Annual statistics may be located in the CVCC Annual Security Report at [cv.edu under Campus Police & Emergencies](#).

## **Notification to Victims of Crime of Violence**

CVCC will, upon written request, disclose to the alleged victim of a crime of violence or a nonforcible sex offense the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of the crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purpose of this paragraph.

According to Section 16 of Title 18 of the United States Code, the term "crime of violence" means:

- c. The results of a disciplinary proceeding mean only the institution's final determination regarding the alleged sex offense and any sanctions
  - a. an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another or
  - b. any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.
  - c. imposed against the accused.

## **Sex Offender Registry**

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, and the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921) requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. Information about sex offenders in Alabama may be found on [ALEA.gov](#).

## **Sexual Offenses**

CVCC prioritizes the safety of all students, employees, and visitors. Any type of sexual misconduct is strictly forbidden at CVCC. Both College disciplinary procedures and criminal charges may be applied to sexual offenses. Please refer to the [Title IX Sexual Harassment Policy](#) in the Student Handbook.

## **Educational Programs**

Education programs aimed at making the CVCC community free from sex offenses are administered by Campus Police and include:

- a. presentations at orientation sessions by Campus Police,
- b. presentations by Campus Police as requested by the College community, and
- c. posters throughout the campus community to heighten awareness of sexual assault.

## **Sanctions**

Upon determination that a student or employee has committed rape, acquaintance rape, or another sexual offense, the following sanctions are available:

- Criminal charges
- Probation
- Suspension from college and/or employment
- Expulsion from college
- Termination of employment
- Ban from college property

## **Sexual Assault Elimination Act**

Enacted in March 2013, the Campus Save Act is the most recent and far-reaching in a long line of laws that protect students from sexual violence and harassment. The act requires students, faculty, and staff to be trained in the appropriate responses to sexual violence and harassment. These training programs include a discussion of the definition of sexual harassment and sexual violence, College policies and disciplinary procedures, and the consequences of violating these policies.

## **Policy**

CVCC prioritizes the safety of all students, employees, and visitors. Harassment, abuse, physical violence, and intimidation are forbidden. College disciplinary procedures and criminal charges may be applied to these offenses.

## **Student Bill of Rights**

1. Complainants have the right to assistance from all faculty and staff in reporting allegations of harassment, abuse, physical violence, sexual violence, or intimidation.
2. Complainants have the right to choose how the complaint is filed.
  - a. The complainant may report the crime to law enforcement.
  - b. The complainant may request a school disciplinary inquiry.
  - c. The complainant may choose both options.
  - d. The complainant may choose not to report the incident.
3. Complainants have the right to confidentiality when reporting allegations of harassment, abuse, physical violence, sexual abuse, or intimidation.
4. Complainants have the right to a thorough and professional investigation that protects the rights of both the accused and the accuser.
5. Complainants have the right to know that criminal sanctions include probation, fines, imprisonment, or counseling.
6. Victims have the right to know that the College's disciplinary sanctions include probation, suspension, expulsion, counseling, termination of employment, and ban from College property.

7. Complainants have the right to assistance in obtaining orders of protection, no contact orders, and restraining orders by the Campus Police concerning offenses that occur on campus when requested and when probable cause exists.
8. Complainants have the right to know there will not be a monetary charge for filing criminal or school disciplinary complaints.
9. Complainants have the right to a prompt, fair, and impartial investigation conducted by properly trained individuals who receive annual training.
10. Accusers and accused have the right to simultaneous written notification of the outcome at each stage in the process.
11. Accusers and the accused both have the right to appeal code of conduct decisions.
12. Complainants have the right to assistance with accommodations regarding academic and work scheduling when requested and reasonably available, whether or not the offense was reported to law enforcement. The location of the offense does not affect this right.
13. CVCC will not allow any form of retaliation against a complainant for making an allegation of harassment, abuse, physical violence, or intimidation.

## **Instructions for Sexual Assault Victims**

In the event you or another person is the victim of sexual assault, it is important to remember details, follow procedures, and notify the proper departments. The single most important thing a victim of rape or sexual assault can do is tell someone, the police, a friend or a medical professional. Rape or sexual assault, whether by a stranger or someone you know, is a violation of your body, your trust, and your right to choose. The following are recommended procedures to follow:

- A. Do not shower, wash, or change your clothes.
- B. Do not brush your teeth.
- C. Preserve any evidence such as clothing, used condoms, towels, tissue, or other items that may be useful for investigation purposes.
- D. Seek medical attention immediately. Local emergency medical services can be contacted by dialing 911.
- E. Seek counseling to assist with mental and emotional trauma. Information concerning counseling services available through various agencies may be obtained from the CVCC Police and Campus Safety Department.

## **Resources for Sexual Assault Victims**

### **Chief of Police**

Danny Williams  
204 Brassell Hall  
Office (334) 291-4919 or Cell (334) 381-0066 [danny.williams@cv.edu](mailto:danny.williams@cv.edu)

### **CVCC Police and Campus Safety Department**

(334) 214-4850

### **Office of Dean of Students and Campus Services**

Dr. Sherri Taylor, Dean of Students and Campus Services  
2nd Floor Wallace Hall (334) 291-4928 [sherri.taylor@cv.edu](mailto:sherri.taylor@cv.edu)

### **Office of Student Development and Success**

Title IX Coordinator Vickie Williams, Associate Dean of Student Development and Success & ADA Coordinator  
Wilson Hall (334) 214-4803 [vickie.williams@cv.edu](mailto:vickie.williams@cv.edu)

**Admissions and Records Office**

Sanquita Alexander, Admissions Director/Registrar  
200 Wallace Hall (334) 291-4996

**Community Resources**

Phenix City Police Department (334) 448-2800  
Russell County Sheriff Department (334) 298-6535  
Alabama Coalition Against Domestic Violence (334) 832-4842  
Alabama Statewide Domestic Violence Hotline (800) 650-6522  
National Domestic Violence Hotline (800) 537-2238

**Medical Facilities**

Piedmont Columbus Regional (Midtown) (334) 448-2800  
St. Francis Hospital (706) 257-7715

**Counseling and Mental Health Resources**

East Alabama Mental Health (Russell County) (334) 298-2405  
New Horizons (706) 596-5500  
Pastoral Institute (706) 649-6500

**Preventing and Responding to Sexual Offenses**

The College educates the student community about sexual assaults and date rape through various outlets each academic year. Literature on date rape education, risk reduction, and College response is available through the Office of the Associate Dean of Student Development and Success and the Office of the Dean of Students and Campus Services.

If you are a victim of a sexual assault, your priority should be to get to a place of safety. You should then obtain the necessary medical treatment. Campus Police strongly advocate that victims of sexual assault report the incident promptly. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a College police officer.

- Filing a report with a College police officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. However, filing a police report will ensure that a victim of sexual assault receives necessary medical attention at no expense to the victim;
- Filing a report will provide the opportunity for the collection of evidence for the prosecution, which cannot be obtained later (ideally, a victim of sexual assault should not wash, douche, use the toilet, or change clothing before a medical/legal exam), and
- assure the victim has access to free, confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault student victim contacts a campus officer or College administrator, the local police will not be notified unless the victim requests the notification. The Dean of Students and Campus Services and the Title IX Coordinator will be notified. A student who is the victim of sexual violence may choose for the investigation to be pursued through the criminal justice system, the College student conduct process, or both. Please refer to information on [Title IX Sexual Harassment Policy](#) in the Student Handbook for additional information and resources.

## How to be an Active Bystander

Bystanders play a critical role in preventing sexual and relationship violence. A bystander is defined as an “individual who observes or witnesses conditions that perpetuate violence.” They are not directly involved but have the opportunity to “intervene, speak up, or do something about it.” CVCC wishes to promote community accountability whereby bystanders actively engage in preventing violence without causing further harm. Individuals may not always know how to help. This [NSVRC.org site](https://www.nsvrc.org) provides useful information to help bystanders make informed decisions.

- If you or someone else is in immediate danger, dial 911. An example is when a person is yelling or being physically abusive toward another person and it is not safe for you to interrupt.
- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.

## Risk Reduction

With no intent to victim blame and recognize that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from [Rape, Abuse, & Incest National Network \(https://www.rainn.org/\)](https://www.rainn.org/)).

## Protection from Abuse Orders

CVCC complies with Alabama law in recognizing protection from abuse orders. Any member of the campus community who obtains such an order should notify the CVCC Police Chief, who will assist the complainant with developing a Safe Action Plan. The purpose of this plan is to reduce the risk of harm to the complainant while on campus or traveling to and from campus.

## Sex Offender Registration

Per the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, the Dean of Students and Campus Services provides a link to the Alabama Department of Public Safety Sex Offender Registry. This act also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Alabama, convicted sex offenders must register with local law enforcement, who then forward the information to the Alabama Bureau of Investigation. Additional information is available at the Alabama Department of Public Safety Community Information Center [ALEA.gov website](https://www.al.gov).

## Student Handbook Disclaimer

Failure to read the Student Handbook does not excuse students from the policies and procedures. Personal factors, illness, or contradictory advice from any source are not grounds for seeking exemptions from these policies and procedures. All policies in the Student Handbook are subject to change without prior notice.

# Emergency Procedures

## Reporting Emergencies

When dialing from an ON-CAMPUS telephone, dial 291-4911. In an emergency where the Campus Police Department cannot be reached, dial 911. When reporting an emergency, stay calm and carefully explain the problem and the location. **Stay on the line until you are directed to disconnect.**

After 5:00 p.m., contact 334-214-4850 or 334-291-4911 and/or the Phenix City Police Department at 334-448-2800 or 911.

## Emergency Notification System

In the event of a campus lockdown, evacuation, shelter, weather emergency, or any other emergency that warrants immediate notification, the College will notify students and employees through SchoolCast, an emergency notification system. Employees and students are automatically placed on the notification list upon being hired or enrolled at the College. Students may log into SchoolCast and update their information as needed with the information provided by the College.

## Fire Evacuation

In the event of a campus fire, there will be a loud, continuous horn blast. Walk quickly to the nearest marked exit and alert others to do the same. Do not use building elevators in the event of fire. If you discover the fire, evacuate the area, close the doors, activate the fire alarm, and call 911. Assist persons with disabilities in exiting the building.

Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Campus officials will respond and issue verbal directives. Do not return to an evacuated building unless told to do so by a College official.

**NOTE:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window to notify rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

## Tornado Watch

A tornado watch means that conditions are favorable for tornadoes. Under this situation, pay close attention to changing weather conditions and listen for additional weather statements. When a tornado watch is posted, the National Weather Service will notify Chattahoochee Valley Community College via weather radio.

## Tornado Warning

A warning is issued when an actual tornado has been observed visually or on radar. A warning is issued for a particular area, and immediate action is required. A tornado generally moves at 20 to 60 miles per hour forward speed, so warning time is critical. When a Tornado Warning is received for the Phenix City area, the same notification procedures as listed above should be followed, and the local EMA will sound a weather siren. However, under a warning condition, students should take the following actions:

- Move to the designated protective area for the facility you are in;
- Stay clear of windows and exterior doors;
- Leave vehicles and seek shelter in a building;
- Cease outdoor activities and move inside a building.

Students will be notified when a warning is canceled. If a tornado or damaging winds cause damages or injuries, notify the Student Information Clerk (334-291-4900), Campus Police (334-291-4911), or the Phenix City Police Department (dial 911).

## Severe Weather at Weekend Athletic Events

Suppose a tornado warning is issued for the Phenix City area during weekend athletic events. In that case, all Head Coaches and the Athletic Clerk will receive notification from the Emergency Management Agency (EMA), and the local EMA will sound a weather siren. Under a warning condition, the following actions should be taken:

- All basketball players, coaches, and spectators should move in an orderly fashion to the locker rooms located in the basement of Key Hall. The Game Announcer will dismiss each side of the gym separately through different entrances to the gym to expedite the exit.
- All CVCC baseball and/or softball players, as well as officiating staff, will move in an orderly fashion to the locker rooms in the basement of Key Hall. Spectators, visiting team players, and coaches will move in an orderly fashion to the safe rooms on the first floor of the IPAC. The Game Announcer will dismiss everyone, announcing the locations each group should travel to.
- Once in the shelter location:
  - a. Stay clear of windows and exterior doors;
  - b. Leave vehicles and seek shelter in a building;
  - c. The Game Day Administrator working at the event at which the warning takes place should notify the Dean of Students and Campus Services and the Chief of Police of the shelter in place.

## Student Injury

If a student is injured on campus, no matter how minor, the following procedures apply:

- If a serious injury or illness occurs on campus, immediately call 911, then dial 334-2914911. Give your name, describe the nature and severity of the medical problem, and give the campus location of the victim. Only certified personnel should provide first aid treatment (i.e., first aid, CPR);
- Perform the following steps:
  - a. **DO NOT MOVE THE VICTIM.** Keep the victim still and comfortable.
  - b. Ask the victim, “Are you okay?” and “What is wrong?”
  - c. Control serious bleeding by applying direct pressure on the wound;
  - d. Continue to assist the victim until help arrives;
  - e. Look for an emergency medical I.D., question witness(es), and share all information with the paramedics.

Automated External Defibrillators (AEDs) are located throughout the campus at the Campus Safety Kiosk, Wilson Hall, Owen Hall Learning Resource Center, the Key Hall Gymnasium and Phenix City Room, IPAC 1st floor near ladies restroom, IPAC 3rd floor Health Sciences Office, and the baseball field.

## Building Evacuation

If it becomes necessary to evacuate a building, vacate the facility as directed by the signage in each building. The emergency evacuation warning will identify a rallying point in the event of a building evacuation.

## Lock Down

In the event of a campus lockdown, you will receive a campus emergency notification and/or face-to-face directive from a campus official. In the absence of a verbal directive from a campus official, we ask that you remain where you are and secure the door until an all-clear is delivered via the e-notification system and/or campus official.

## All-Clear

In the event the campus officials call for action to lock down, evacuate, or shelter, they will also deliver a message of all-clear. This message can be delivered verbally through face-to-face communication, email, voicemail, e-notification, and/or all of the above.

## Active Shooter Response Protocol

**RUN** and escape, if possible. Getting away from the shooter or shooters is the top priority;

- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 911 when you are safe, and describe the shooter, location, and weapons.

**HIDE**, if escape is not possible:

- Get out of the shooter's view and remain quiet;
- Silence all electronic devices and place them on vibrate;
- Lock and block doors and close blinds.
- Don't hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with the police silently. Use text messaging services or social media platform(s) to tag your location or put a sign in a window.
- Stay in place until law enforcement gives you the all-clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

**FIGHT** as an absolute last resort:

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons, such as chairs, fire extinguishers, scissors, or books.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

**AFTER:**

- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may be unable to assist the injured immediately.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Follow law enforcement instructions and evacuate in the direction they come from unless otherwise instructed.
- Take care of yourself first. Then, you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help them to safety.
- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas.

## Automobile Accident

In the event a student is involved in or is witness to an automobile accident on campus, he/she should proceed as follows:



1. Assess the accident for needed medical assistance. Call 911.
2. Notify Campus Police, an administrator, instructor, or other CVCC staff who will follow up with emergency services and law enforcement as needed.

## Campus Safety and COVID-19

The College follows the guidance of the Centers for Disease Control, the Alabama Department of Public Health, and the Alabama Community College System. Information about COVID-19 and a link to the CDC website may be found [here](#).

## Financial Aid

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

## Certification of Enrollment

For students who possess VA educational benefits within the GI Bill® program, a certification of enrollment will be submitted electronically each semester by a SCO in the Financial Aid Office located in Wilson Hall. Students will receive an email notification of any change in enrollment status. The certification of enrollment is also called “VA Form 22-1999.” To ensure timely completion of certifications of enrollment, students should complete the VA Certification Request at [cv.edu](http://cv.edu) under Student Resources then Student Forms whenever a change to their schedules are made.

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

## Financial Aid Warning, Suspension, and Appeal Process

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

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

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

**Financial aid suspension** remains in place until a student is awarded probationary status based on approval of a financial aid appeal or eligibility re-establishment. Students who have been placed on Financial Aid Suspension and have extenuating circumstances that caused their failure to maintain eligibility can appeal.

**Financial aid appeal** forms are available at [www.cv.edu](http://www.cv.edu) under Student Forms. These appeals must be received in the Financial Aid Office by the close of business two days before the first day of classes. It's important to note that submitting a financial aid form appeal does not guarantee automatic approval. The decision of the Financial Aid Appeals Committee is final and will be electronically delivered via CVCC email to the student. Students can view their Satisfactory Academic Progress (SAP) status in their OneACCS Self-Service Banner (SSB) account. If the appeal is approved, the student is placed on Financial Aid Probation or an academic plan.

**Financial aid probation** status is placed on a student whose Financial Aid Appeal has been approved or the student was coded by the federal processor with Unusual Enrollment History (UEH). The student may be eligible for federal aid for one semester. Student progress will be reviewed at the end of the probationary term. At the end of the probationary term, if the student has completed all his/her courses for that term successfully with C's or better, the student's federal aid may be awarded for the remainder of the academic year.

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

## Grants

Three grants are available to students demonstrating financial need: Pell Grants, Federal Educational Opportunity Grants, and the Alabama Student Assistance Program. Grants do not have to be repaid. A student who has demonstrated financial need, has not earned a bachelor's degree, and is enrolled in a postsecondary school may be eligible for a grant.

**Pell Grants** are a primary source of student financial aid and are part of the Title IV Federal Financial Aid Program. To apply, a student must complete the Free Application for Federal Student Aid (FAFSA) online at [www.studentaid.gov](http://www.studentaid.gov) with CVCC federal school code 012182. The FAFSA must be renewed each academic year to determine aid eligibility.

**Federal Supplemental Educational Opportunity Grant (SEOG)** is another grant from the federal government. There is a limited amount of funding for this grant. Students must be enrolled for at least half-time to qualify for this grant. Grant amounts will vary based on funding.

**Alabama Student Assistance Program (ASAP)** is a state grant for Alabama residents. This grant has limited funding. Students must be enrolled for at least half-time to be eligible for it. Grant amounts will vary based on funding.

## Loans

At CVCC, three types of loans are available: direct loans, Parent PLUS loans, and private loans. All loans must be repaid by the student (or parent) to the lender (or agency). The appeal process for direct loans and Parent PLUS loans is the same as for the Pell Grant, ensuring students and parents understand their rights and responsibilities. Private loans do not require an appeal process as they are not subject to Financial Aid Suspension.

**Direct loans** can be subsidized and/or unsubsidized. The government pays the interest on subsidized loans while the student attends College at least half-time. Subsidized loans are for students who have demonstrated financial need. Unsubsidized loans, which are not need-based, are loans where the interest begins accruing from the beginning date of the loan. The student is responsible for the interest on unsubsidized loans from the beginning loan date. Students must be enrolled and attend at least half-time (6 credit hours or more) to qualify for Direct loans. Students must maintain the same eligibility requirements for federal aid in the Grants section of the College Catalog. Students who graduate, stop attending, or drop below six credit hours must complete Exit Counseling [online](#). Repayment plans/ options can also be found [here](#).

**Parent PLUS loans** require the same minimum requirements, standards, and conditions as direct loans, except the loan is in the parent's name, not the student's.

**Private loans** are obtained through outside lenders of the student's choosing. The Financial Aid Office does not distribute private loan applications, but it does provide guidance on where to find these applications, which may be located on the websites of lending agencies.

## Military Educational Benefits

A student who wishes to use VA educational benefits must submit his/her certificate of eligibility from the VA to the School Certifying Official (SCO) located in the Financial Aid Office in Wilson Hall. Tuition assistance is also available. The Financial Aid Office recommends that all students complete the FAFSA [online](#) because students can receive more than one type of financial aid. Any complaint against the school should be routed through the VA GI Bill Feedback System for students receiving VA educational benefits. The VA will then follow up through the appropriate channels to investigate and satisfactorily resolve the complaint.

## Scholarships

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

Institutional scholarships cover general in-state tuition and fees. Students must complete a general admission application to CVCC, the FAFSA with CVCC federal school code 01282, and complete the scholarship application (located [online](#)) with an attached unofficial transcript.

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

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

## Institutional Scholarships

- **Academic scholarships** are for students who possess a 3.0 GPA or higher and will graduate from high school before the end of June are eligible to apply. This scholarship is for a maximum of two years, provided the student maintains all requirements by the end of the first year. A cumulative GPA of 3.0 is required to maintain eligibility for this scholarship.
- **Ambassador scholarships** are for students with a 2.7 GPA or higher who will graduate from high school before the end of June. As a college ambassador, students must perform certain duties while representing CVCC. This scholarship is for a maximum of two years, provided the student maintains all requirements by the end of the first year. A cumulative GPA of 2.75 and successful completion of duties are required to maintain eligibility for this scholarship.
- **Athletic scholarships** include Men's Basketball, Women's Basketball, Men's Baseball, Women's Softball, and Managers. Students with athletic abilities in one of these areas are invited to try out. The Athletic Director and team coaches determine the recipients of these scholarships. Students interested in being a team manager should contact the head coach of the specific team. Students may contact the Athletic Department staff at 334-214-4880.
- **Career Technical scholarships** are for students pursuing an associate in applied science (AAS) degree. This scholarship is for a maximum of two years, provided the student maintains all scholarship requirements. A cumulative GPA of 2.5 is required to maintain eligibility for this scholarship.
- **Currently Enrolled scholarships** are for currently enrolled students with a cumulative GPA of 3.0 or higher who have completed a minimum of 24 credit hours during the current academic year. This scholarship is for one year.
- **Fine Arts scholarships** are for students with artistic talent. Interested students are invited to submit their portfolios to the Fine Arts Department Chair. This scholarship is for a maximum of two years, provided the student maintains all scholarship requirements.
- **Future Leader scholarships** are for minority male students with a C average. Student applicants must submit a type-written essay on the importance of being an African American/Minority Male Leader in the community (500-word maximum). Applicants must interview with the Future Leaders Subcommittee. As student leaders, students are required to attend all Minority Males Mentoring (M3) meetings. Interested students may contact the Financial Aid Office to be directed to the committee for more information. This scholarship is renewable for a maximum of two years, provided the student maintains all requirements by the end of the first year. A cumulative GPA of 2.0 is required to maintain eligibility for this scholarship.
- **Leadership scholarships** are for students who have graduated from high school by the end of June and possess a 2.7 GPA or higher. As student leaders, students are required to complete service hours for CVCC. This scholarship is renewable for two years, provided the student maintains all requirements by the end of the first year. Students must maintain a cumulative GPA of 2.7 and complete the required service hours to maintain eligibility for this scholarship.
- **Non-traditional scholarships** are for new students who have not been previously enrolled for the current academic year. Students with a cumulative GPA of 2.5 or higher from either high school or college are eligible to apply. This scholarship is renewable for two years, provided the student maintains all requirements by the end of the first year. A cumulative GPA of 2.5 is required to maintain eligibility for this scholarship.
- **Performing Arts scholarships** are for students who possess talents in music (vocal/ instrumental). These students are invited to audition for this scholarship. Interested students should contact the choir director or show band director in the Fine Arts Division for dates and times of auditions. This scholarship is renewable for a maximum of two years, provided the student maintains all requirements by the end of the first year. A cumulative GPA of 2.5 is required to maintain eligibility for this scholarship.

- **Student Government Association (SGA) scholarships** are for Student Government Association Executive Board members elected by the student body. Students must meet the requirements to be eligible for SGA. This scholarship is for one year. For more information, contact the Office of Student Development and Success at 334-214-4803.
- **Diplomat scholarships** are presidential scholarships that cover 50% of tuition and fees. The high school counselor must provide a recommendation for the students. Students must complete the assigned 3-credit-hour ORI 105 class in the fall term and participate in mentoring sessions, peer mentoring, and College programs as assigned.
- **CVCC Mascot scholarships** are a full tuition and fee waiver for one year with the possibility of renewal for a second year if all qualifications are met. A scholarship for an incoming student and a returned student will be awarded each year. The student must maintain a GPA of 2.5 to retain eligibility for this scholarship.

## Other Scholarships

- **Alabama Automotive Manufacturing Association (AAMA) Dr. Bernard J. Schroer Scholarship** is facilitated through the Consortium for Alabama Regional Center for Automotive Manufacturing (CARCAM) and supports/individuals pursuing a career/technical education certificate or associate degree in the Alabama Community College System in preparation for a career in the automotive manufacturing industry. Additional criteria and scholarship applications are available [here](#).
- **CVCC Foundation scholarships** are available each semester. Scholarships are awarded on a review basis, with financial need and grade point average being the primary considerations. Students must complete a CVCC Foundation Application, which can be found online. Applicants must also interview with the Foundation Scholarship Committee, which meets once each semester to award these scholarships.
- **CVCC Foundation Chris Patterson Student Emergency Assistance Fund** is for students who have an unforeseen financial emergency that would otherwise prevent them from continuing to attend CVCC. The request must be urgent. Contact your academic advisor or a faculty member for more information on the scholarship process.
- **Leadership in Child Care Scholarships** are made available through funding from the Alabama Department of Human Resources. These scholarships allow students to pursue several different credentials and degrees in Child Development/ Early Care and Education/Early Childhood Education studies at a community college or Athens State. Scholarship applications are available [here](#).
- **Senior Adult Program scholarships** are tuition waivers from the Alabama Community College System (ACCS) for Alabama residents aged 60 and over who wish to enroll in college credit courses. For additional information, contact the Admission Office in Wallace Hall or email [admissions@cv.edu](mailto:admissions@cv.edu).
- **The Workforce Innovation and Opportunity Act (WIOA)** is a resource for students seeking educational training to receive employment through the Career Center. A satellite Career Center office is located on the CVCC campus in Brassell Hall.
- **External Agency Scholarships** and other student support funding are accepted at CVCC. Any agency interested in assisting student(s) with funding should contact the Business Office and provide the student's name and ID number, the amount of the scholarship, and the disbursement guidelines for the College.

## State Benefits

The State of Alabama offers financial assistance for many students. For a more comprehensive list, visit their [website](#). Two types of state benefits are the Alabama National Guard Education Assistance (ANGEAP) and the Alabama GI Dependent Scholarship Program. The State encourages students to apply for other benefits, and many state programs now require a completed [FAFSA](#).

# Tuition Assistance

Tuition assistance is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. The approved tuition assistance form must be submitted to the Business Office in Wallace Hall. For more information regarding eligibility, amounts, and application procedures for military branches, refer to this [website](#) in the education section.

# Work-Study Program

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

# Student Code of Conduct

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## Part I: Student Code of Conduct

### I. Student Conduct Philosophy

Student conduct emphasizes a developmental approach toward discipline that is educational and proactive and allows for maximum student growth. Chattahoochee Valley Community College embraces the concept of a student-centered college committed to developing and establishing programs designed to enhance lifelong learning opportunities, foster a climate of personal growth and development, set high expectations for personal integrity, and assist students in the development of an informed set of values, ethics, and beliefs. A student-centered college embraces a campus climate in which civility and respect among members of the campus community are viewed as vital to the overall ethical development of its students.

### II. Chattahoochee Valley Community College on Student Conduct

Chattahoochee Valley Community College students are expected to obey national, state, and local laws, respect the rights of members of the campus community, and accept responsibility for the consequences of their behavior. In the event students fail to demonstrate such behavior, Chattahoochee Valley Community College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. This action may include pursuing disciplinary sanctions for violations of College rules, regulations, and policies and violations of national, state, and local laws. The College may take action for violations that occur on-campus and off-campus if the actions impact the College community or on the Internet when those actions adversely affect the educational interest of the College. Any member of the College community may file charges against any student for violation of the Student Code of Conduct.

The Chattahoochee Valley Community College student conduct system is not a court of law. The Student Code of Conduct is not written with the specificity of a criminal statute. In cases where civil or criminal proceedings also involve a violation of the Student Code of Conduct, the College reserves the right to take appropriate disciplinary action against the student. This action will be regarded as separate and distinct from proceedings in criminal or civil court and may be scheduled according to timelines that serve the interest of the College.

### **III. Student Conduct Authority**

- The Dean of Students and Campus Services shall develop policies for the administration of the student conduct program and the procedural rules for the conduct of hearings that are not inconsistent with the provisions of the Student Code of Conduct.
- The Dean of Students and Campus Services, in consultation with the members of the President's Cabinet, will determine the composition of the Student Discipline Committee.
- The Dean of Students shall seek to ensure that the Student Discipline Committee is representative of the faculty and staff members who are willing and able to offer fair and thoughtful consideration of each case.

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

### **IV. Definition of Terms**

1. The term "College" means Chattahoochee Valley Community College.
2. The term "student" includes all persons taking courses at Chattahoochee Valley Community College, either full-time or part-time. Persons who are not currently enrolled but who were previously enrolled would be considered to have a continuing relationship with the College so long as they are eligible to enroll. Individuals who are admitted but whose degree is not yet conferred are considered students.
3. The term "faculty member" means any person employed by Chattahoochee Valley Community College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of the faculty.
4. The term "College official" includes any person employed by Chattahoochee Valley Community College performing assigned administrative or professional responsibilities.
5. The term "College premise" includes any property that is owned, controlled, used, or leased by Chattahoochee Valley Community College.
6. The term "College event" includes any activity conducted, sponsored, or authorized on behalf of Chattahoochee Valley Community College, whether on or off college premises.
7. The term "organization" means a student organization that has complied with the formal requirements for recognition.
8. The term "Student Discipline Committee" refers to all persons designated by the Dean of Students to be responsible for managing the student conduct program. The Committee members are authorized to investigate, adjudicate, or resolve any alleged student misconduct cases.
9. The term "policy" is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, the College Catalog, and Student Handbook, and all official publications of the College, whether in print or published on the Internet.

### **V. Student/Student Organization Rights**

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

- To receive a written statement of the charges via CVCC's official email account within five working days after the reported violation.
- To receive a fair and impartial hearing.
- To know the nature of the evidence against them.
- To present evidence and witnesses on their behalf.

- To be accompanied at a hearing by an advisor.
- To be present at the hearing during the presentation of any evidence or material on which a recommendation will be made. If a student/student organization fails to attend the hearing, it will be held in their absence.
- To refuse to answer questions.
- To receive a decision based solely on the evidence presented.
- To have a record made of the hearing.
- To receive a written notice of the decision and an explanation of the decision and sanctions.
- To appeal decisions.
- Students or organizations may waive these rights by agreeing to administrative adjudication. No student is required to agree to administrative adjudication.

## **VI. Due Process**

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

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

The following list of violations of the Student Code of Conduct is an example of behaviors that may result in disciplinary action by the College. It is not to be regarded as all-inclusive. In the event that there arises ambiguity, inconsistency, or a need for further clarification regarding what constitutes a violation of the Student Conduct Code, the Dean of Students and Campus Services shall make the final determination. Any student or student organization found to be responsible for misconduct is subject to college sanctions.

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

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

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

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

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

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

1. Alcohol Possession and Use



- a. manufacturing, distributing, dispensing, possessing, or using alcoholic beverages on college premises
  - b. manufacturing, distributing, dispensing, possessing, or using alcoholic beverages during a college event
  - c. being in a state of alcohol intoxication on college premises or at a college event
2. Damage or Destruction of Property
- a. damage or destruction of college property or another person's property on campus or at any event with which the College is affiliated
3. Deception
- a. misuse of college records, forms, or documents through forgery, unauthorized alteration, reproduction, or other means
  - b. all forms of dishonesty, including cheating, plagiarism, fabrication, betting, misrepresentation, and artificial intelligence "AI"
  - c. giving or receiving of false information to the College or any college official, administrator, or administrative unit
  - d. providing false information to law enforcement officials
  - e. possessing of any fake or altered or any other identification that belongs to another person
  - f. attempting to perpetrate a fraud against the College or a member of the College community
4. Disorderly Conduct
- a. use of obscene or indecent behavior or expression, or other forms of disorderly conduct
  - b. use of profane language or verbal abuse toward any College employee or student
  - c. abuse or unauthorized use of sound amplification equipment
  - d. conduct which materially interferes with the normal operation of the College or with the requirements of appropriate discipline
  - e. excessive noise determined to be disturbing to other students or College officials
  - f. significant or repeated classroom behavior that obstructs teaching or research activities.
5. Failure to Comply
- a. failing to respond to an official directive by properly identified College officials or law enforcement officials in the performance of their duties, including failure to display student ID upon request
  - b. failing to report for a conference, meeting, or appointment with any college official or faculty member
  - c. failing to comply with any disciplinary condition imposed on a person by the Student Discipline Committee or any College official
  - d. fleeing from law enforcement or College officials
6. False Representation
- a. unauthorized claims to speak and/or act in the name of Chattahoochee Valley Community College or any organization, student, college officials, or faculty members
7. Fire Safety
- a. failure to evacuate or immediately respond to a fire alarm
  - b. participation in creating or causing a false fire alarm
  - c. participation in tampering, disconnecting, or altering any fire alarm system, equipment, or component
  - d. failure to follow the instructions of College official and emergency personnel during fire alarms
  - e. possession, use, manufacture, and/or sale of any incendiary device
  - f. participation in setting or causing to be set any unauthorized fire
  - g. possession and/or use of any type of fireworks
  - h. possession or use of candles, incense, or other flame-emitting articles in the buildings
8. Harassment
- a. striking, shoving, kicking, or otherwise touching or making physical contact regarding another to harass, annoying, or alarming

- b. directing abusive or obscene language or making an obscene gesture toward someone for the purpose of harassing, annoying, or alarming (i.e., creating or using persistent derogatory comments, epithets, or slurs that place a person in a hostile or fearful environment or where the person's safety is in jeopardy).
  - c. engaging in any form of misconduct, intimidation, or bullying directed to any member of the College community
9. Unauthorized Use
- a. unauthorized use or possession of College equipment or property
  - b. unauthorized use or duplication of any keys
10. Unauthorized Use of Computer Resources
- a. use of a College-owned computer when not currently enrolled in a class requiring the use of a College-owned computer or without the written permission from the appropriate College official
  - b. inspection and/or modification of data or programs that were not specifically assigned to, owned by, or created by the modifier
  - c. use of another individual's account number without permission
  - d. interference, electronically or otherwise, with other users of College computers
  - e. unauthorized use of computer resources for personal gain
  - f. use of another individual's programs or data without permission
  - g. viewing, printing, or transmitting obscene, sexually suggestive, vulgar, or offensive messages on websites
  - h. unnecessary use (waste) of computing supplies
  - i. physical abuse of hardware
  - j. harassment of any kind
  - k. transmitting messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference
  - l. transmitting messages with abusive, profane, or offensive language
  - m. using computer resources for any purpose that is illegal, against College policy, or contrary to the best interest of the College
  - n. using computer resources to participate in Internet games, contests, or chatrooms or transmitting e-mail or other electronic communications that hides or misrepresents the identity of the sender
  - o. violation of copyright(s): Individuals using the College email/Internet system may not transmit copyrighted materials. Users may not copy, retrieve, modify, or forward copyrighted or licensed materials except with the owner's permission or as a single copy for reference only.

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

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

- 1. Assault\*
  - a. intentional physical contact of an insulting or provoking nature
  - b. physical abuse, intentional injury, or physical harm of another person
- 2. Disorderly/Improper Assembly
  - a. assembly for the purpose of causing a riot, destruction of property, or disorderly diversion which interferes with the normal operation of the College
  - b. obstruction to the free movement of other persons about campus or the interference with the use of College facilities
- 3. Drug Possession and Use
  - a. manufacturing, distributing, dispensing, possessing, or using controlled or illegal substances and/or drug paraphernalia on College premises

- b. manufacturing, distributing, dispensing, possessing, or using controlled or illegal substances and/or drug paraphernalia during a College event
  - c. being in a state of drug intoxication on any College premises or at any College events
4. Hazing
- a. acts which endangers the emotional, mental, or physical health or safety of a student, with or without their expressed permission, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization
  - b. acts intended to cause or actually causing physical discomfort, embarrassment, and/or ridicule of another person for the purposes mentioned above, or apathy or acquiescence in the presence of hazing
5. Sexual Assault\*
- a. having or attempting to have sexual intercourse with another individual by force or threat of force without effective consent, or where that individual is incapacitated or incapable of consenting.
6. Sexual Misconduct\*
- a. committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined in the Code of Conduct or under Alabama state law
7. Sexual Harassment\*
- a. conduct on the basis of sex that reflects one or more of the following:
  - b. a school employee questioning education benefits on participating in unwelcome sexual conduct (i.e., quid pro quo);
  - c. unwelcomed conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
  - d. stalking, dating violence, or domestic violence
8. Domestic or Intimate Partner Violence\*
- a. physical, sexual, or psychological harm against an individual by a current or former partner or spouse of a student
  - b. willful intimidation, battery, or sexual assault committed by a family member, household member, domestic partner, or intimate partner
9. Stalking\*
- a. Stalking is a course of physical or verbal conduct directed at another individual that could cause a reasonable person to feel fear for her or his safety or the safety of others or to suffer substantial emotional distress. Stalking may include, but is not limited to, pursuing or following a person in person or through electronic media (cyber-stalking); non-consensual (unwanted) communication by any means (i.e. letters, cards, photos, text messages, phone calls, emails, or other documentary or electronic communications); unwanted gifts; trespassing; and surveillance or other types of observation.
10. Sexual abuse in the first degree\*
- a. A person commits the crime of sexual abuse in the first degree if:
    - 1. He subjects another person to sexual contact by forcible compulsion; or
    - 2. He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.
  - b. Sexual abuse in the first degree is a Class C felony (Alabama Code 13A-6-66).
11. Sexual abuse in the second degree\*
- a. A person commits the crime of sexual abuse in the second degree if:
    - 1. He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old or
    - 2. He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old but more than 12 years old.

- b. Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony (Alabama Code 13A-6-67).
12. Rape in the first degree\*
- a. A person commits the crime of rape in the first degree if:
    - 1. He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion or
    - 2. He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated or
    - 3. He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.
  - b. Rape in the first degree is a Class A felony (Alabama Code 13A-6-61).
13. Rape in the second degree\*
- a. A person commits the crime of rape in the second degree if
    - 1. Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old, provided, however, the actor is at least two years older than the member of the opposite sex.
    - 2. He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.
  - b. Rape in the second degree is a Class B felony (Alabama Code 13A-6-62).
14. Sodomy in the first degree\*
- a. A person commits the crime of sodomy in the first degree if:
    - 1. He engages in deviate sexual intercourse with another person by forcible compulsion; or
    - 2. He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated or
    - 3. He, being 16 years old or older, engages in deviant sexual intercourse with a person who is less than 12 years old.
  - b. Sodomy in the first degree is a Class A felony (Alabama Code 13A-6-63).
15. Sodomy in the second degree\*
- a. A person commits the crime of sodomy in the second degree if:
    - 1. He, being 16 years old or older, engages in deviant sexual intercourse with another person less than 16 and more than 12 years old.
    - 2. He engages in deviant sexual intercourse with a person who is incapable of consent by reason of being mentally defective.
  - b. Sodomy in the second degree is a Class B felony (Alabama Code 13A-6-64).

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

16. Theft
- a. taking, possessing, or attempting to sell or distribute any property that is the property of another person, organization, or entity (including but not limited to the College) without the owner's permission
17. Unauthorized Entry
- a. unauthorized entry into any College building, office, parking lot, motor vehicle, or other facilities
  - b. remaining in any College building after normal closing hours without proper authorization
18. Weapons and Firearms

- a. keeping, using, possessing, displaying, or carrying any weapon, firearm, ammunition, fireworks, incendiary or any type of explosive device or material, or dangerous device capable of launching a projectile by air, gas, explosion, or mechanical means (including BB or pellet guns, air-soft guns, stun guns, and paintball guns) on the College premise unless specifically authorized by the administration or as part of a college-sanctioned event
  - b. using, possessing, displaying, or carrying any toy weapon that resembles a real weapon, any swords, any illegal knives, any explosives (including fireworks and sparklers), any martial arts weapons, or any devices that are used to threaten the safety and well-being of a person on the College premise unless specifically authorized by the administration or as part of a College-sanctioned event
  - c. using, possessing, or displaying dartboard, darts, or any type of throwing knives
19. Violations of Law
- a. any act that violates a provision of the laws of the United States, the laws of any state in which such act occurs, the ordinances of any county, city, municipality, or other political subdivision, or the laws of another nation or political subdivision thereof in which such act occurs is deemed to be a violation of the Student Conduct Code when that act:
    - occurs on any College premises;
    - occurs in the context of any College event;
    - occurs at any intercollegiate athletic event in which one of the College teams is participating, home or away;
    - involves more than one member of the College community;
    - otherwise adversely affects the College.

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

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

When a student is charged with a violation of the Student Code of Conduct, the student will be notified to appear for a meeting with the Dean of Students and Campus Services to respond to the charges. The notification will be sent either via certified mail to the address on file with the Admissions Office or via email to the student's official CVCC email.

- a. In the case of an interim suspension, a notification will be sent via certified mail to the address on file with the Admissions Office. A campus police officer will deliver the notice to the student in person.
- b. If a student does not respond to the request to meet with the Dean of Students and Campus Services as instructed, a notice will be sent to the student, and a hearing will be held. Action will be taken as warranted by the facts in the case, which may include disciplinary probation, suspension, or expulsion. The decision from a hearing held in a student's absence will be final. The student will not be afforded an appeal.
- c. Students will not be permitted to enroll in subsequent semesters until the disciplinary case is resolved.

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

A student's withdrawal from the College does not absolve the student from student conduct responsibility. A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. In some circumstances, the Dean of Students and Campus Services or Student Discipline Committee may specify a period before the student applies for readmission or reenroll in a class or class. To qualify for readmission, the student must receive approval from the Dean of Instruction and meet the academic standards for readmission. Students will

not be eligible for any refund from the College. If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College.

## **IX. Standards of Evidence**

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

The Committee Chairperson will inform the parties that the rules relating to evidence will be similar to but less stringent than those which apply to civil trials in the courts of Alabama. Generally speaking, irrelevant, immaterial, and privileged information (such as personal medical information or attorney-client communications) shall be excluded. However, hearsay and other types of evidence may be admitted if the Dean of Students and Campus Services or Committee Chairperson determines that the evidence offered is of the type and nature commonly relied upon or considered by a responsible, prudent person in conducting his/her affairs.

In the event of any party's objection to any testimony or other information offered at the hearing, the Dean of Students and Campus Services or Committee Chairperson will have the authority to determine its admissibility, and this decision shall be final and binding.

## **X. Sanctions**

A student or student organization found responsible for violating the Student Code of Conduct, with the exception of violations related to academic dishonesty, may receive one or more of the sanctions listed below, as determined after a review of the findings. Code of Conduct violations have been divided into various levels of severity, and possible sanctions have been assigned based on this classification.

Prior to issuing a sanction, it will be determined whether the accused student or student organization has any previous violations of the Student Code of Conduct. This may affect the type and level of the sanction(s) to be imposed.

When a student organization engages in an act of misconduct, the College reserves the right to take action not only against the organization but also against the individual student members of the organization.

The following list of sanctions is intended to show the range of sanctions that may be imposed on a student or student organization, either individually or in combination. This list is not to be regarded as all-inclusive but rather as a sample of sanctions that may be imposed. Other College policies and regulations may impose specific penalties for specific violations, and nothing in this section is intended to limit the imposition of those specific sanctions.

- **Disciplinary Reprimand.** This reprimand may be an oral or written warning. It notifies a student that any further violation of College regulations may subject the student to more severe disciplinary actions.
- **Disciplinary Probation.** This sanction is for a designated period and may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student is determined by any of the disciplinary procedures herein set out to have violated the Student Code of Conduct subsequent to the probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the Dean of Students and Campus Services or Student Discipline Committee.
- **No Contact Orders.** Written notice to cease all contact with an alleged victim of sexual misconduct is a no-contact order.

- **Cease and Desist Orders.** Written notice to the alleged perpetrator to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the Sexual Misconduct Policy is a cease and desist order.
- **Educational Sanction.** An educational sanction may consist of assigning specific projects to be performed by a student or student organization, such as writing a research paper on a specific topic, performing community service hours, attending an educational program, and/or writing reaction papers on a specified topic.
- **Community Service.** Students may be assigned to complete a certain number of hours of community service work to improve their campus. Tasks will be assigned, and the Dean of Students and Campus Services or his/her designee will monitor the completion of hours.
- **Fines and Restitution.** Compensation for loss, damage, and injury may be imposed upon students for violations of the Student Code of Conduct or failure to complete community service. A hold on the student's account may occur if fines and/or restitution are not paid.
- **Loss of Privileges.** Denial of specific privileges for a designated period.
- **Payment of Damages.** Charges will be assessed against students for the amount necessary to repair damage caused by their misconduct.
- **Organizational Sanctions.** Loss of privileges, including College recognition, for a specific period or permanently. Loss of privileges may include but is not limited to, a prohibition on social events or fund-raising projects. In addition, community service hours and special projects may be required to be completed.
- **Disciplinary Suspension.** This suspension excludes a student from the College for a designated period, usually not more than two terms. While on suspension, a student will not be allowed to take any courses at the College. At the end of the designated period, the student must formally reapply for admission and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for a refund from the College. If suspension is imposed when there are less than 30 days in the academic term, the suspension will carry over into the next semester of enrollment.
- **Voluntary Withdrawal.** A student may be allowed to voluntarily draw from a class or from the College in lieu of disciplinary action. The Title IX Coordinator may specify a period before the student applies for readmission or reenroll in a class or class. To qualify for readmission, the student must receive approval from the Dean of Instruction and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College).
- **Facility Suspension.** A student may be suspended from using various campus facilities for misconduct in those facilities.
- **Disciplinary Expulsion.** This sanction is the strongest disciplinary action. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only to students who are responsible for chronic misbehavior or major misconduct. The College reserves the right, but has no duty, to lift prohibition against re-enrollment if the student submits a written application for readmission showing that he/she has demonstrated an ability and readiness to comply with all College rules and regulations. The College will not consider such a request until at least two years from the date of expulsion.
- **Counseling/Substance Abuse Counseling.** Chattahoochee Valley Community College does not provide mental health counseling. If counseling is necessary, referrals may be made to off-campus professional services. CVCC can also provide a list of off-campus counseling resources to faculty, staff, and students for counseling services and resources for substance abuse. CVCC is not responsible for the cost of professional counseling for students. This information is provided only to assist students and is not intended to endorse a particular resource.

## **XI. Interim Suspension**

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

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

During an interim suspension, students may be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible. The student will be responsible for working with faculty members to make up any missed work (if possible). If an interim suspension is imposed, the hearing should follow within three (3) business days. The student must be notified in writing through the official CVCC email and/or certified mail or personal service.

## **XII. Confidentiality and Protection from Retaliation**

Every effort will be made to ensure the confidentiality of information received as part of an investigation. Complaints will be handled on a "need to know" basis to protect the interests of all parties involved. The College will do everything consistent with enforcing this policy and with the law to protect the privacy of all parties involved and ensure that all involved are treated fairly.

A student bringing a complaint or assisting in the investigation of a complaint will not be adversely affected by being involved in said complaint. Any act of reprisal, including interference, coercion, or restraint by a student, employee, or anyone acting on behalf of the College, violates this policy and will result in appropriate disciplinary action.

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

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

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

The Student Discipline Committee will consist of five faculty members (one of whom serves as chairperson) and non-faculty (staff) members. The Committee may review and recommend to the Dean of Students and Campus Services on student conduct/disciplinary policies and procedures.

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

- coordinating the times and place for the hearings with the Office of the Dean of Students and Campus Services;
- informing committee members of the times and places of committee meetings and hearings;
- ensuring a quorum of committee members are present at the hearing;
- coordinating communication with the student and witnesses with the Office of the Dean of Students and Campus Services;
- maintaining committee and hearing records, which will be kept on file in the Office of the Dean of Students and Campus Services, and informing, in writing, the appropriate person(s) of the decision of the Committee.



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

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

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

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

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

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

Any party to a Student Disciplinary Hearing will have the right to retain the assistance of legal counsel or other personal representative at the respective party's cost. However, the respective attorney or personal representative, if any, will act in an advisory role only and will not be allowed to address the hearing body or question any witnesses. The College must be given a minimum of 48 hours' notice if the Respondent is being assisted by an attorney or personal representative. The names of the personal representative or attorney must be submitted 48 hours prior to the hearing to the Dean of Students and Campus Services. The Dean of Students and Campus Services or Student Discipline Committee members will not use an attorney unless the Respondent is also assisted by an attorney or other

personal representative. The hearing will be recorded by an electronic recording medium. In addition, all supporting documents or information offered by the parties, whether admitted or not, will be marked and preserved as part of the hearing record.

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

If any party objects to any statement, information, or documentation offered at the hearing, the Committee chairperson will have the authority to make a final ruling on the objection.

## **XV. Report of Findings**

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

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

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

## **XVI. Presidential Appeals**

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

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

and reverse in part and/or modify the findings, conclusions, and recommendations arising from the student disciplinary hearing. The President's report will be served to the Complainant and Respondent(s) by personal service or by certified mail, with the return receipt requested, at their respective home addresses.

If a student's complaint remains unresolved after exhausting all available institutional processes, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form. Please refer to the ACCS Student Complaint Process found on the ACCS [website](#).

## **XVII. Victim's Rights**

Students who feel they are a victim of either a violation of the law or of the Student Code of Conduct have the following rights:

1. Regardless of whether an act is in violation of the law, the victim may file a charge against the student for a violation of the Student Code of Conduct.
2. To have a person of their choice accompany them throughout the student conduct process.
3. To submit a victim impact statement before a penalty is imposed.
4. To have past unrelated behavior excluded from the hearing.

## **XVIII. Sexual Violence Consideration and Rights**

Consideration and rights to be afforded to all campus community members who are victims of sexual assault:

1. The right to have all sexual assaults against them treated with seriousness and the right to be treated with dignity.
2. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occur and the right to the full and prompt cooperation and assistance of campus personnel notifying the proper authorities.
3. The right to be free from pressure that would suggest that the victim not report crimes committed against them to civil and criminal authorities or campus law enforcement and disciplinary officials or to report crimes a lesser offenses than the victim perceives them to be.
4. The right to be free from suggestions that sexual assault victims not report or under-report crimes because:
  - a. victims are somehow "responsible" for the commission of crimes against them;
  - b. victims were contributorily negligent or assumed the risk of being assaulted or
  - c. by reporting crimes, they would incur unwanted personal publicity.
5. The right to full and prompt cooperation from campus personnel in responding to the incident.

Consideration and additional rights will be afforded to campus community members who are victims of sexual assaults that occur on College property. After campus sexual assaults have been reported, the victims of such crimes shall have.

1. The right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact or proximity with alleged assailants;
2. The right to be informed of the disciplinary proceedings as well as the outcome of such proceedings and
3. The accused is afforded the same right to assistance or the ability to have others present during any campus disciplinary proceedings.

## **XIX. Academic Integrity Policy**

Chattahoochee Valley Community College expects all members of the academic community to perform according to the highest ethical and professional principles. The entire College population must be involved to ensure academic integrity. The respective instructor will investigate incidents of alleged academic misconduct to verify whether a violation of academic integrity has occurred. Classroom sanctions, if applicable, will be determined by the respective instructor as outlined in the College Catalog, Student Handbook, and class syllabus.

A violation of the principle of academic integrity is a serious violation of the trust that must exist between the faculty and students for the College to nurture intellectual growth and development. Academic dishonesty includes all acts of dishonesty in an academic or related matter and includes but is not limited to the following categories of behavior:

- Cheating: use or attempted use of unauthorized materials, information, study aids, the answers of others, or any computer or electronic device.
- Plagiarism: claiming the ideas, words, data, computer programs, creative compositions, artwork, etc., completed by someone else as one's own work. Examples include the use of commercially available scholarly papers, failure to cite sources, having another person write any part of an essay for you, or copying another's ideas. Improper citation is considered plagiarism as the author of the work is not being given the appropriate credit for his/her work; however, it is understood that students must learn to cite correctly. It is an expectation that students will do so and cite properly to avoid penalties for his/her grades. Please refer to the Student Code of Conduct, Level II, #3 Deception.
- Fabrication: presenting as genuine falsified data, citations, or quotations.
- Abetting: helping another student commit an act of academic dishonesty. Allowing a fellow student to copy quiz/examination answers or use one's work as his/her own are examples of abetting.
- Misrepresentation: falsification, alteration, or misstatement of the contents of documents, academic works, or other materials related to academic matters, including works substantially done for one class as work done for another without receiving prior approval from the instructor.
- Artificial Intelligence "AI": using ChatGPT and similar tools on assignments without permission or using them in improper ways

Adjudication of Academic Dishonesty Cases In an instance of academic misconduct, a student may:

- Be required to retake an examination or resubmit an assignment on which the instructor has determined that academic misconduct occurred or
- Receive an "F" on the given exam or assignment, or
- Receive an "F" for the course.

If the instructor becomes aware that academic misconduct may have occurred, it must be addressed by the instructor and reported to the appropriate Dean. A student who opposes the sanction imposed by an instructor may appeal the matter to the College Dean charged with the responsibility in the specific instructional program or class. Such an appeal must be filed by the end of the next class day following the date on which the sanction is imposed. Students who receive classroom sanctions for academic misconduct may be subject to disciplinary action by the College Dean charged with responsibility for that instructional program. Suppose the misconduct also violates the Student Code of Conduct and is reported by the instructor for such disciplinary action. In that case, it will be referred to the Dean of Students and Campus Services.

# Part II: Administrative Regulations

## I. Student Policy on Parental/Guardian Notification

The College may notify the parents of students who are under the age of 21 on the date of adjudication of any violations of College policies involving the use, possession or distribution of alcohol or drugs.

## II. Alcohol and Drug Abuse Prevention Policy

### Introduction

Chattahoochee Valley Community College complies with initiatives described by the DrugFree Schools and Campuses Regulations. The College is strongly committed to providing a drug-free learning and working environment. It is the policy of CVCC that information related to compliance with the Drug-Free Schools and Campuses Regulations shall be distributed electronically to each student at CVCC on an annual basis, is included in the Catalog and Student Handbook, is included on the College website and is included in required new student Orientation and Student Success course.

### Standards of Conduct, Enforcement, and Sanctions

Chattahoochee Valley Community College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises or at any activity which it sponsors the possession, use or distribution of any alcoholic beverage or any illicit drug by any student, employee or visitor. In the event of the confirmation of such prohibited possession, use or distribution by a student, Chattahoochee Valley Community College shall take such administrative or disciplinary action as is appropriate. The disciplinary action may include but shall not be limited to suspension or expulsion. If any student shall engage in any behavior prohibited by this policy which is also a violation of federal, state or local law or ordinance, that student shall be subject to referral to law enforcement officials for arrest and prosecution.

### Legal Sanctions Regarding Unlawful Use, Possession or Distribution of Alcoholic Beverages and Illicit Drugs

#### State Offenses

Activities which violate Alabama laws concerning illicit possession, use and distribution of alcoholic beverages or drugs include, but are not limited to, the following:

1. Public intoxication is punishable by up to 30 days in jail. (Code of Alabama [1975], sec. 13A-11-10).
2. Possession, consumption, or transportation of an alcoholic beverage by a person of less than 21 years of age is punishable by fine of \$25-\$100 or a 30-day jail term. (Code, sec. 28-1-5).
3. Possession or distribution of an alcoholic beverage in a dry county is punishable by a fine of \$50-\$500 and, at the discretion of a judge, a jail sentence of up to six months. (Code, sec. 28-4-20, et seq).
4. Possession of an alcoholic beverage illegally manufactured or illegally brought into the State of Alabama is punishable by a fine of \$100-\$1,000, plus, at the discretion of a judge, a jail sentence of up to six (6) months (Code, sec. 28-1-1).
5. Driving or being in actual physical control of a vehicle while under the influence of alcohol or other drugs is punishable, upon first conviction, by a fine of \$250-\$1,000 and/ or one year in jail plus suspension of drivers' license for 90 days. (Code, sec. 32-5A-191).
6. Possession of marijuana for personal use is punishable by a fine of up to \$2,000 and/or a jail sentence of up to one year (Code, sec. 13A-12-214).
7. Possession of marijuana for other than personal use is punishable by a fine of up to \$5,000 and a prison sentence of not more than ten years (Code, sec. 13A-12-213).

8. The selling, furnishing, giving away, manufacturing, delivery or distribution of a controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to \$10,000 and/or a prison term of not less than two years and not more than 20 years (Code, sec. 13A-12-211).
9. The selling, furnishing or giving by a person 18 years or older to a person under 18 years of age any controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to \$20,000 and/or a prison term of not less than ten years and up to life (Code, sec. 13A-12-215).
10. Possession of a controlled substance enumerated in Schedule I through V is punishable by a fine of not more than \$5,000 and/or prison term of not more than ten years (Code, sec. 13A-12-212).
11. Conviction for an unlawful sale of a controlled substance within a three-mile radius of an educational institution brings with it an additional penalty of five years of imprisonment with no provision for parole (Code, sec. 13A-12-250).
12. The use or possession with intent to use of drug paraphernalia is punishable by up to one year in jail and/or a fine of up to \$2,000 (Code, sec. 13A-12-260).
13. The sale or delivery of or possession with the intent to sell or deliver, drug paraphernalia is punishable by not more than one year in prison and/or a fine of up to \$1,000. If the delivery or sale is to a person under 18 years of age, it is punishable by up to 20 years in prison and/or a fine of up to \$10,000 (Code, sec.13A-12-260). Penalties for subsequent violations of the above described provisions are progressively more severe than the initial convictions.

### **Federal Offenses**

Activities which violate Federal laws concerning illicit possession, use or distribution of alcoholic beverages and drugs include, but are not limited to, the following (21 U.S.C. 841) makes it a crime:

1. to manufacture, distribute, dispense, or possess with intent to manufacture, distribute or dispense a controlled substance or
2. to create, distribute, or dispense, or possess with intent to distribute or dispense or counterfeit a controlled substance. (The U.S. Code establishes, and authorizes the U.S. Attorney General to revise as needed classifications of controlled substances. The drugs are each classified in one or more of five "schedules," Schedule I being comprised essentially of "street drugs" and Schedule V being comprised of drugs with a "low potential for abuse" as compared with drugs in Schedules I-IV). Examples of Schedule I drugs are heroin and marijuana. PCP, for example, is a Class I drug. Amphetamine is a Schedule II drug, while Barbitol is a Schedule IV drug. An example of a Schedule V drug would be a prescription medication with not more than 200 mg. of codeine per 100 grams. Penalties for a first offense conviction of violating the laws described in items (1) and (2) above are:
  - a. In the case of a Schedule I or II drug which is a narcotic drug, not more than fifteen years in prison, a fine of not more than \$25,000 or both.
  - b. In the case of a Schedule I or II drug which is not a narcotic drug or in the case of a Schedule III drug, not more than five years in prison, a fine of not more than \$15,000 or both.
  - c. In the case of a Schedule IV drug, not more than three years in prison, a fine of not more than \$10,000 or both.
  - d. In the case of a Schedule V drug, not more than one year in prison, a fine of not more than \$5,000 or both.
  - e. Notwithstanding sub-paragraphs (1) through (4) above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one year and/or a fine of not more than \$5,000.

- f. Notwithstanding subparagraph (1) through (4) above, the manufacture, possession, distribution or intent to manufacture, possess, or distribute phencyclidine (PCP, “angel dust”) is punishable by up to ten years in prison and/or a fine of not more than \$25,000. Penalties for subsequent violations of these provisions are progressively more severe than for initial convictions.

### **Local Ordinances**

The State of Alabama Code has been adopted locally. Any other provisions as are applicable to the City of Phenix City and Russell County have also been adopted.

### **Health Risks of Drug and Alcohol Use and Abuse**

The following is a list of some of the health risks and symptoms associated with the following categories or substances. This list is not intended to be the final word on such health risks since the scientific and medical communities will continue their research into and discoveries concerning the abusive use of drugs and alcohol.

#### **Cannabis**

1. Includes marijuana, hashish, hashish oil, and tetrahydrocannabinol (THC).
2. Regularly observed physical effects of cannabis are a substantial increase in heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination such as driving a car. Research also shows that students do not retain knowledge when they are “high.” Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana damages the lungs and pulmonary system. Marijuana smoke contains more cancer causing agents than tobacco. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect.

#### **Cocaine**

1. Includes cocaine in powder form and “crack” in crystalline or pellet forms. Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment may transmit AIDS, hepatitis and other diseases. Preparation of free base, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures. The use of cocaine can cause death by disrupting the brain’s control of the heart and respiration.

#### **Other Stimulants**

1. Include amphetamines and methamphetamines (“speed”); phenmetrazine (Preludin); methylphenidate (Ritalin) and “anorectic” (appetite suppressant) drugs such as Didrex, Pre-Sate, Fastin, Profast, etc.
2. Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination and physical collapse.

3. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure. In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amount of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia. These symptoms usually disappear when drug uses ceases.

### **Depressants**

1. Include such drugs as barbiturates; methaqualone (Quaaludes) and tranquilizers such as Valium, Librium, Equanil, Meprobamate, Xanax, etc.
2. The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles but somewhat larger doses can cause slurred speech, staggering gait and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

### **Narcotics**

1. Include such substances as heroin, morphine, opium and codeine as well as methadone, meperidine (Demerol), hydromorphone (Dilaudin) and such drugs as Percocet, Percodan, Darvon, Talwin, Lortab, Lorcet, Anexia, etc.
2. Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. Users also may experience constricted pupils, watery eyes and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possibly death.
3. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in disease such as AIDS, endocarditis and hepatitis. Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.

### **Hallucinogens**

1. Include phencyclidine ("PCP"), lysergic acid diethylamide ("LSD"), mescaline peyote and psilocybin (mushrooms).
2. Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.
3. The effects of PCP vary but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders such as depression and anxiety and violent behavior also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior, and experience hallucinations. Large doses may produce convulsions and coma and heart, lung and brain damage.
4. Lysergic acid (LSD) mescaline and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite,



sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline or psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

### **Inhalants**

1. Include such substances as nitrous oxide (“laughing gas”), amyl nitrate, butyl nitrate (found in asthma inhalants), chlorohydrocarbons (used in aerosol sprays) and hydrocarbons (found in gasoline, glue and paint thinner).
2. Immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays decrease heart and respiratory rates and impair judgment. Amyl and butyl nitrite (asthma inhalant) cause rapid pulse and feces. Long-term use may result in hepatitis or brain hemorrhage.
3. Deeply inhaling the vapors or using large amounts over a short period of time may result in disorientation, violent behavior, unconsciousness, or death. High concentration of inhalants can cause suffocation by displacing oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

### **Designer Drugs**

1. Designer drugs include analogs of fentanyl and analogs of meperidine (synthetic heroin), analogs of amphetamines and methamphetamines (such as “Ecstasy”) and analogs of phencyclidine.
2. Illegal drugs are defined in terms of their chemical formulas. Underground chemists modify the molecular structure of certain designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate.
3. The narcotic analogs can cause symptoms such as those seen in Parkinson’s disease—uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogues of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perceptions.

### **Alcohol**

1. Ethyl alcohol, a natural substance formed by the fermentation that occurs when sugar reacts with yeast, is the major active ingredient in wine, beer and distilled spirits.
2. Ethyl alcohol can produce feelings of well-being, sedation, and intoxication and can cause unconsciousness or death depending on how much is consumed and how fast it is consumed.
3. Alcohol is a “psychoactive,” or mind-altering drug, as are narcotics and tranquilizers. It can alter moods, cause changes in the body and become habit forming. Alcohol depresses the central nervous system and too much can cause slowed reactions, slurred speech and unconsciousness. Chronic use of alcohol has been associated with such diseases as alcoholism and cancers of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse can also lead to damage to the brain, pancreas and kidneys; high blood pressure, heart attacks and strokes; hepatitis and cirrhosis of the liver; stomach and duodenal ulcers; colitis; impotence and infertility, and premature aging. Abuse of alcohol has also been linked to birth defects and Fetal Alcohol Syndrome.

### **Where to Get Assistance**

Help is available for persons who are in need of counseling or other treatment for substance abuse. Listed below are agencies and organizations which can assist persons in need of such services.

National Toll-free Hotlines & Websites	
Treatment Facility Locator 1-800-662-HELP <a href="http://findtreatment.samsha.gov">http://findtreatment.samsha.gov</a>	Drug Help <a href="http://www.drughelp.org">http://www.drughelp.org</a>
Cocaine Anonymous <a href="http://www.ca.org">http://www.ca.org</a>	Marijuana Anonymous <a href="http://www.marijuana-anonymous.org">http://www.marijuana-anonymous.org</a>
Narcotics Anonymous <a href="http://www.na.org">http://www.na.org</a>	Alcoholics Anonymous <a href="http://aa.org">http://aa.org</a>

### Local Treatment Facilities

The treatment facilities listed below provide either alcohol (A), drug (D) or alcohol and drug (A/D) treatment on an outpatient, residential or inpatient basis. Outpatient care generally consists of counseling and other therapy on a periodic basis, such as twice a week. Inpatient services include such treatment as detoxification and short-term hospital care. Residential services include residing (generally from one to six months) at a treatment facility and participating in such therapeutic activities as lectures, group counseling, individual counseling and self-analysis. Some of the listed facilities are private and some are public. In most instances, the care offered at a public facility is less expensive than similar services offered at private facilities. However, many health and hospitalization insurance policies include coverage for substance abuse treatment. There are also situations in which private facilities are provided public funding to offer services to eligible clients who would not otherwise be able to afford such services.

Local Treatment Facilities	
Phenix City Area Court Referral Program 1517 5 <sup>th</sup> Avenue, Phenix City, AL (334)448-4466	Agape Center 214 8 <sup>th</sup> Street, Columbus, GA (706)327-0156
Alcohol and Drug Counseling of Columbus 2901 University Avenue # 41, Columbus, GA (706)507-9010	Substance Abuse Day Services 4411 Rosemont Drive, Columbus, GA (706)571-8936
Russell County - East Alabama Mental Health Center 3170 Martin Luther King Jr. Parkway South Phenix City, AL 36869 (334)448-1555	The Bradley Center 2000 16th Ave. Columbus, GA 31901 (706)320-3700
Pastoral Institute 2022 15th Ave. Columbus, GA 31901 (706)649-6500	

## III. Campus Policies

### 1. Children on Campus

Minor children of students are not permitted in classrooms or laboratories at any time. If children accompany students during registration or other business on campus, the children must be properly supervised at all times. Children age 15 and under are not allowed in the Learning Resource Center unless accompanied by an adult (age 18 or older) who is conducting business there. Children must remain with the adult and be properly supervised at all times. College employees are responsible for enforcing this policy. Students violating this policy will be required to take immediate measures to comply with this policy.

## **2. Dress and Appearance**

CVCC students are expected to dress appropriately at all times including complying with attire standards for special functions. CVCC reserves the right to require students to adjust their attire when it is deemed to be disruptive to the learning process or the order of the College.

## **3. Protection of Personal Property**

CVCC is not responsible for the protection of students' personal property. Students should always keep purses, book bags, etc. in their possession in a locked vehicle or other secure place. Lost and found items should be reported to and found items should be taken to Chief of Police's Office, Brassell 204.

## **4. Telephone Use and Emergency Messages**

Students are permitted to use faculty and staff telephones only in emergency situations. College employees will not accept messages for or deliver messages to any student except in emergency situations, such as, but not limited to: illness in the student's family, death, or accident.

## **5. Use of Computer Resources**

CVCC makes on-campus computer resources available to its students. The College encourages use of the Internet and e-mail to make communication more efficient and effective. Internet service and e-mail are College property. Their purpose is to facilitate College programs, services and activities with resources that provide laboratory experience for approved courses, support for academic programs and support for authorized research.

### **Acceptable uses of the Internet and E-mail**

The CVCC Acceptable Use Policy is established to maximize availability and fair access to the College Internet and e-mail resources. The College-provided Internet and e-mail access is intended to support education; research; local, state or national government affairs; economic development and public service related to College supported activities.

### **Alabama Research and Education Network**

The Alabama Research and Education Network (AREN) is a statewide network administered by the Alabama Supercomputer Authority (ASA). Access to the Internet at CVCC is provided through an Alabama Supercomputer Authority (ASA) statewide contract with a regional network provider. Use of Internet access at the College must be consistent with ASA's primary goals and its acceptable use policy. In those cases when information is transmitted across regional networks or the Internet, AREN users are advised that acceptable use policies of those networks apply and may limit access.

### **Software**

To prevent computer viruses from being transmitted through the College's e-mail/ Internet system, downloading of any software should be only from sites sponsored or recommended by legitimate and reputable companies or individuals.

### **Security**

All messages created, sent, or retrieved over the College email/Internet system are the property of the College and should be considered public information. The College reserves the right to access and monitor all messages and files on its email/Internet system. Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways.

The Alabama Supercomputer Authority (ASA) also reserves the right to monitor and review all traffic on AREN for potential violations of its policies.

## **Violations**

Users who abuse the privilege of College-facilitated access to e-mail or the Internet will be subject to disciplinary action. The College also reserves the right to advise appropriate officials of any legal violations.

Violations of ASA policy that are not promptly remedied by individuals and member institutions may result in termination of access to AREN. Final authority for the determination of violation of the ASA Acceptable Use Policy and subsequent penalty rests with the ASA Board of Directors. It is the responsibility of member representatives to contact ASA, in writing, regarding questions of interpretation. Until such issues are resolved, questionable use should be considered “not acceptable.”

*Chattahoochee Valley Community College is not liable for injury, damage or expense arising from any sites or materials accessed through use of its Internet/e-mail system.*

## **6. Email: Official Means of Communication**

The College created official cv.edu email addresses for all employees and students and has adopted email as the official form of communication to these cv.edu mail accounts. The College considers other forms of campus communication as supplemental.

## **7. Student ID Cards**

All students are required to have a CVCC ID made upon enrolling at the College. ID cards are made in the Learning Resource Center (LRC) at the beginning of each academic term. Hours will be posted by the LRC each semester. Students are required to produce this card at the request of any college official.

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

Chattahoochee Valley Community College respects your need to engage in expressive activities on campus. For purposes of this policy, the “Campus Community” includes CVCC students, administrators, faculty, and staff as well as the invited guests of the College and the College’s recognized student organizations (including organizations seeking recognition), administrators, faculty and staff.

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

Outdoor areas where expressive activities are not allowed include:

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

This policy does not apply to expressive activities that take place in indoor areas on CVCC property including, but not limited to, classrooms or classroom buildings or offices; auditoriums; performing arts venues; event centers; and

recreational facilities. Expressive activities in these areas are governed by CVCC policies as outlined in the College Catalog and Student Handbook and College Policies and Procedures Manual, subject to the requirement that CVCC must be open to any speaker whom CVCC student organizations or faculty have invited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Chattahoochee Valley Community College reserves the right to make changes in the offerings and regulations announced in this publication as circumstances may require. Every reasonable effort has been made to present

information herein, at the time of publication, that accurately describes the curriculum and the regulations and requirements of the College; however, no responsibility is assumed for editorial or publication errors. Statements in the handbook do not establish contractual relationships and the College reserves the right to make changes as required in course offerings, curricula, academic policies, student services, and other rules and regulations affecting students, to be effective whenever determined by the College. These changes will govern currently and formerly enrolled students. The current and latest edition of the handbook may be found on the College [website](#). Enrollment of all students is subject to these conditions.

## Student Complaint and Grievance

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Chattahoochee Valley Community College promotes the open exchange of ideas among all members of the College community, students, faculty, staff and administration. An environment conducive to the open exchange of ideas is essential for intellectual growth and positive change. Chattahoochee Valley Community College recognizes that in order to efficiently and effectively carry out its mission, employees and students must feel confident that any valid complaint or grievance an employee or student may make concerning the College will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by the College.

### Alabama Community College System Appeals Process

#### Alabama Community College System Appeals Process

In 2015, the Alabama Legislature vested oversight of the state's public two-year institutions of higher education (known as the Alabama Community College System (ACCS) with the Alabama Community College System Board of Trustees. The Alabama Legislature further directed the Board of Trustees to delegate to the System's Chancellor the authority to act and make decisions concerning the management and operation of the community and technical colleges. The Chancellor is assisted in these duties by the staff of the System Office, formerly known as the Alabama Department of Postsecondary Education. Consumer and student complaints that are not resolved at the institutional level are thus arbitrated at the state level by the ACCS System Office.

The ACCS is committed to respecting and supporting the work of its member institutions and to providing a quality educational experience for all students. The objective of the student complaint process is to ensure that the concerns and complaints of students are addressed fairly and are resolved promptly. The Alabama Community College System requires each institution to establish its own procedures to address student grievances and complaints. A student must exhaust his/her rights under the institution's official complaint/grievance policy before advancing any complaint to the System Office of Alabama Community College System. Students may file consumer/student complaints with the Alabama Community College System by following these procedures:

1. If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form (PDF) or Online Student Complaint Form found [here](#). Students may submit completed complaint forms using one of the following options:
  - a. Printing the form, signing it, and then either (1) scanning it and emailing it to [complaints@accs.edu](mailto:complaints@accs.edu) or (2) mailing it to: Alabama Community College System Attention: Division of Academic and Student Affairs, P.O. Box 302130, Montgomery, AL 36130-2130
  - b. Electronically submitting the form using the Online Student complaint [Form](#).
  - c. The Division of Student Success will investigate the complaint.

- d. The institution which is the subject of complaint has 15 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
- e. The Division of Student Success will adjudicate the matter within 30 business days of receipt of complaint and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
- f. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.
- g. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.
- h. The decision made by ACCS is final and cannot be appealed.

## **Title IX Sexual Harassment Policy**

### **Title IX Sexual Harassment Policy**

#### **Introduction**

Chattahoochee Valley Community College (CVCC) is committed to providing a workplace and campus community free of sexual misconduct and harassment. As required by Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs and activities. This includes discrimination affecting employees of the college and applicants for employment, students and applicants for admission, or members of the public. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others, whether on college premises or at any College owned off campus location and while participating in any educational program or activity of the College.

Sexual harassment, which includes sexual misconduct and sexual assault, is a form of sex discrimination which is prohibited under Title IX of the Education Amendments of 1972 and the Violence Against Women Act. This policy is intended to reaffirm the College's commitment to address sexual harassment and take steps to prevent its recurrence and preserve or restore equal access to the College's education programs and activities. Dating violence, domestic violence, and stalking may also be considered forms of sexual discrimination. Due to the seriousness of these offenses, the College has adopted specific policies and procedures, outlined in the Student Handbook, employment policies, and webpage, to address alleged instances of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, and stalking. The College believes that no person should bear the effects of sexual harassment alone. When such conduct occurs, paramount concern of the college is for the safety and well-being of those impacted. The College will support individuals by referring students and employees to community and local resources.

Under Title IX, individuals reporting allegations related to sexual harassment and/or sexual violence, have the right to a resolution of their complaint, to have the college conduct a prompt, thorough and impartial investigation, and to receive supportive measures to ensure the safety and wellbeing of the individuals involved and the college community.

When allegations of sexual harassment and/or sexual violence in any form are brought to the attention of the Title IX Coordinator, and if a responding party is found to have violated this policy, serious sanctions will be used to prevent its recurrence. CVCC does not tolerate or condone retaliation. Individuals wishing to report reporting sexual harassment and/or sexual violence and/ or to make inquiries concerning the application of Title IX at the College may contact:

#### **Student Contact**

Ms. Vickie Williams



Title IX Coordinator  
Chattahoochee Valley Community College  
2602 College Drive  
Phenix City, AL 36869  
334-214-4803  
[vickie.williams@cv.edu](mailto:vickie.williams@cv.edu)

**Employee Contact**

Ms. Robin Jones  
Title IX Coordinator  
Chattahoochee Valley Community College  
2602 College Drive  
Phenix City, AL 36869  
334-291-4927  
[robin.jones@cv.edu](mailto:robin.jones@cv.edu)

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

Information regarding the Title IX Coordinators and their roles will be provided to all faculty, staff, students, applicants for admissions, and applicants for employment. Also, this information is available on the College website [www.cv.edu](http://www.cv.edu).

**Policy**

The U.S. Department of Education’s Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

**Definitions Relating to Sexual Harassment**

Many terms are used in the context of sexual harassment. The following will provide some common definitions and examples.

***Actual Knowledge***

The notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the College who has authority to institute corrective measures of behalf of the College shall be deemed actual knowledge on the part of the College.

***Complainant***

Complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. For the purposes of this procedure a Complainant may be an individual applying for admission or employment, an employee, a student or an individual otherwise participating in or attempting to participate in the education programs and activities of the college.

### ***Respondent***

Respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

### ***Formal Complaint***

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College

investigate the allegation of sexual harassment. Note: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an educational program or activity of the College at which the formal complaint is filed.

### ***Consent***

“Consent” must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

### ***Incapacitation***

An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntarily consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

### ***Sexual Misconduct***

Committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined below or under Alabama state law.

### ***Harassment***

The striking, shoving, kicking, or otherwise touching or making physical contact in regard to another for the purpose of harassing, annoying or alarming; and/or directing abusive or obscene language or making an obscene gesture toward someone for the purpose of harassing, annoying, or alarming. Example: Making or using persistent derogatory comments, epithets, or slurs that place a person in a hostile or fearful environment or where the person’s safety is in jeopardy.

### ***Sexual Harassment***

Conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning education benefits on participating in unwelcome sexual conduct (i.e. quid pro quo);
- Unwelcomed conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Stalking, dating violence, or domestic violence.

## **Definition of Sexually Based Offenses**

### ***Sexual abuse in the first degree***

- a. A person commits the crime of sexual abuse in the first degree if:
  1. He subjects another person to sexual contact by forcible compulsion; or
  2. He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.
- b. Sexual abuse in the first degree is a Class C felony (Alabama Code 13A-6-66).

### ***Sexual abuse in the second degree***

- a. A person commits the crime of sexual abuse in the second degree if:
  1. He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or
  2. He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.
- b. Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one-year of another sexual offense, the offense is a Class C felony (Alabama Code 13A-6-67).

### ***Rape in the first degree***

- a. A person commits the crime of rape in the first degree if:
  1. He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or
  2. He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
  3. He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.
- b. Rape in the first degree is a Class A felony (Alabama Code 13A-6-61).

### ***Rape in the second degree***

- a. A person commits the crime of rape in the second degree if:
  1. Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.
  2. He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.
- b. Rape in the second degree is a Class B felony (Alabama Code 13A-6-62).

### ***Sodomy in the first degree***

- a. A person commits the crime of sodomy in the first degree if:
  1. He engages in deviate sexual intercourse with another person by forcible compulsion; or
  2. He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
  3. He, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.
- b. Sodomy in the first degree is a Class A felony (Alabama Code 13A-6-63).

***Sodomy in the second degree***

- a. A person commits the crime of sodomy in the second degree if:
  1. He, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old.
  2. He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.
- b. Sodomy in the second degree is a Class B felony (Alabama Code 13A-6-64).

***Domestic Violence***

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction (34 U.S.C.12291(a)(8)).

In Alabama, domestic violence includes felony and misdemeanor crimes of violence committed by a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant (Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees).

***Dating Violence***

Means violence committed by a person –

- a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. Where the existence of such a relationship will be determined based on a consideration of the following factors:
  - The length of the relationship,
  - The type of relationship,
  - The frequency of interaction between the persons involved in the relationship (34 U.S.C.12291(a) (10)).

In Alabama, dating violence is covered under Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees.

***Stalking***

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress 34 U.S.C.12291(a)(30).

In Alabama, stalking is when a person intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm (13A-6-90 Stalking in the first degree) or a person who, acting with an improper purpose, intentionally and

repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct (Section 13A-6-91 Stalking in the second degree).

### ***Sexual Assault***

Sexual assault means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting systems of the Federal Bureau of Investigation 20 U.S.C.1092 (f)(6) (A)(v).

### **Victims Option to Report**

Students and employees who are victims of crime including rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking, are encouraged by the College to report but do have the option not to report the incident to campus law enforcement, or local law enforcement. In those cases, the victim may still seek assistance confidentially from Crisis Services of North Alabama or any other victim service agency of their choosing.

### **Formal Complaint Process**

#### ***Initial Steps***

Any student or employee of the College or applicant for employment or admission who has a complaint against a student or a member of the College faculty, staff, or administration concerning sexual harassment (Title IX of the Educational Amendments of 1972) or has knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned by the College or controlled by the College should report the complaint to the campus Title IX Coordinator. An educational program or activity of the College includes, but is not limited to locations, events or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.

#### ***Reporting A Complaint***

Any individual may report sexual harassment incident to Title IX Coordinator in person, by email, by telephone, or in writing. Complaints may also be submitted on line. The report must include the names of the Complainant(s) and Respondent(s), approximate date of incident, facts of the incident, and contact information for the person submitting the complaint.

The Title IX Coordinator will respond in writing to the person submitting the complaint as soon as practicable, but not exceeding five (5) business days. If the person submitting the complaint is not the Complainant, the Title IX Coordinator will also contact the Complainant within five (5) business days.

If after a discussion with the Complainant, the Title IX Coordinator determines that the complaint does not qualify as a Title IX Complaint, the Title IX Coordinator will notify the Complainant in writing and may redirect the Complaint to the appropriate committee.

If after a discussion between the Complainant and the Title IX Coordinator, the Title IX Coordinator determines that the complaint meets the criteria of a Title IX Complaint and the Complainant requests to file a formal complaint, the Title IX Coordinator will initiate the formal complaint process.

#### ***Supportive Measures***

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the education programs or activities of the college without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus, and other similar measures. The College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Supportive measures will be offered to the Complainant within five (5) business days of receipt of the complaint.

Supportive measures will be offered to the Respondent simultaneously with the Notice of Allegations.

### ***Standard of Evidence for Determining Responsibility***

For the purposes of College Title IX procedures, the College will use a "preponderance of evidence" standard for determining responsibility. Preponderance of the Evidence means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is evidence which as a whole show that the fact sought to be proved is more probable than not.

### **Formal Complaint Process**

A formal complaint must be submitted in electronic (email) or written format to the Title IX Coordinator and must be signed by the Complainant. In the event that under the circumstances a formal complaint should be pursued notwithstanding a Complainant's desire not to file a formal complaint, the Title IX Coordinator may sign the complaint. The complaint must include the following:

- the date of the original complaint,
- names of Complainant and Respondent,
- facts and description of the complaint, and
- the request to investigate complaint.

A Complainant must be participating in or attempting to participate in a College sponsored program or activity at the time the complaint is filed.

### **Dismissal of Formal Complaint**

The College may dismiss a formal complaint or allegations therein if:

- the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the formal complaint or allegations therein,
- the Respondent is no longer enrolled or employed by the school, or
- specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

The College must dismiss a formal complaint or allegations therein if:

- the allegations do not meet the definitions of sexual harassment

- the alleged conduct did not occur within the United States, or
- the alleged conduct did not occur within a College sponsored program or activity.

If the College determines the formal complaint or allegations therein will be dismissed, the Title IX Coordinator will provide written notice to both parties of the dismissal of allegations, and the reason for dismissal within five (5) business days of the decision to dismiss the complaint.

### **Notice of Allegations**

The Title IX Coordinator will provide simultaneous written notice of allegations, including sufficient details, and intent to investigate to the Complainant and Respondent no later than ten (10) calendar days after receipt of the formal complaint. The Title IX Coordinator will also provide both parties with the formal complaint, grievance and appeal process, possible sanctions and remedies, and availability of advisors. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct, that the parties and their advisors may review and inspect evidence, and advise the parties of the provisions of the College Code of Conduct relating to making false statements or submitting false information during the grievance process.

The Title IX Coordinator will additionally notify the Title IX investigator of the pending investigation and provide a copy of the formal complaint.

### **Advisors**

In addition to providing the Complainant and Respondent with written notice of allegations and intent to investigate, the Title IX Coordinator will inform the parties of the availability of advisors. Both parties shall have the right to retain, at the respective party's own cost, the assistance of legal counsel or other personal representative advisor. In the alternative, either or both parties may also request an advisor provided by the College. Only an advisor may conduct cross-examination during the live hearing. Neither party may dismiss a College appointed advisor.

### **Investigation Procedure**

The Title IX investigator is responsible for conducting an investigation of the submitted formal complaint. The Title IX investigator will have received Title IX investigator training within the current academic year.

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the College and not on the parties.

The Title IX investigator will notify the Complainant and Respondent in writing of the intent to investigate within five (5) business days of receipt of the formal complaint and will commence interviews within ten (10) business days of receipt of the formal complaint. The Title IX investigator will notify the Complainant and Respondent and their respective advisors in writing of all individuals the investigator intends to interview. Either party may identify other witnesses with relevant information for interview or other evidence for review by the investigator.

The Title IX investigator will conduct a factual investigation of the formal complaint and shall research applicable statutes, regulations, and/or policies, if any. The Title IX investigator will notify any interviewees in writing of the intent to interview. Interviewees will have at least five (5) business days' notice of an interview. Notice will include the participants, date, place, purpose, and time of the interview.

The College will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory (tending to establish fault or guilt) and exculpatory (clearing or tending to clear from alleged fault or guilt) evidence. Creditability determinations may not be based on a person's status as a complainant, respondent or witness.

The College will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the College may establish restrictions regarding the extent to which the advisor may participate in proceedings, as long as the restrictions apply equally to both parties.

The College will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The College will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal access opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Prior to the completion of the investigative report, the Title IX investigator will submit all reviewed evidence to the Title IX Coordinator.

The Title IX Coordinator will provide copies of all evidence reviewed during the investigation to the Complainant, Respondent, and their respective advisors. All parties will have ten (10) business days to review the evidence and respond in writing to the Title IX Coordinator.

Subsequent to the ten (10) business day review period, the Title IX Coordinator will direct any responses from the Complainant, Respondent, or their respective advisors to the Title IX Investigator for additional review. The Title IX Investigator will submit a final report and the reviewed evidence to the Title IX Coordinator. At least 10 days prior to the live hearing, the Title IX Coordinator will simultaneously provide the Complainant, Respondent, their respective advisors, with the final report and all reviewed evidence for their review and written response. The President will select a Hearing Officer to conduct the live hearing. The Hearing Officer shall be provided a copy of the investigative report and reviewed evidence.

### **Live Hearing Procedure**

Upon receipt of the final investigative report, the Hearing Officer will convene a Decision Maker panel and schedule a live hearing. The panel will consist of three (3) individuals selected by the Hearing Officer who have completed Decision Maker training during the current academic year. The Hearing Officer will designate one of the Decision Makers as Primary Decision Maker. Hearing Officer will notify the Complainant, Respondent, their respective advisors, Title IX Coordinator, Title IX Investigator, witnesses named in the final report, and the Decision Makers of the live hearing date within five (5) business days of receipt of the final investigative report. The live hearing date must provide the Complainant, Respondent, and their respective advisors with no less than ten (10) business days to review the final investigative report and all supporting evidence.

The hearing must be a live, recorded hearing with the opportunity for both advisors to conduct cross-examinations. The hearing shall be recorded by either a court reporter or on audio or video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.



Upon request, the Complainant and Respondent may participate in the hearing via on-campus video conferencing provided that all parties, including the Decision Making Panel, are able to see and hear the party or witness answering questions in real-time.

The Hearing Officer, Decision Makers, Complainant, Respondent, and their respective advisors will attend the hearing. The Title IX investigator, Title IX Coordinator and witnesses will be called to provide testimony if requested by the Decision Makers, parties or their respective advisors. If a party does not have an advisor present at the live hearing, the College shall provide without fee or charge to that party, an advisor of the College's choice, who may be, but is not required to be an attorney.

The hearing process will consist of:

- Opening statement by Hearing Officer
- Review of hearing procedures, formal complaint and notice of allegations by Hearing Officer
- Review of potential hearing outcomes and sanctions by Hearing Officer
- Complainant Testimony
- Cross-examination of Complainant by Respondent advisor
- Testimony of Witnesses of Complainant
- Cross-examination of Complainant Witnesses by Respondent advisor
- Respondent Testimony
- Cross-examination of Respondent by Complainant advisor
- Witnesses of Respondent Testimonies
- Cross-examination of Respondent Witnesses by Complainant advisor
- Decision Maker inquiries
- Review of appeal process by Hearing Officer
- Closing statement by Hearing Officer
- Dismissal of parties
- Decision Maker deliberations

At the hearing, the Hearing Officer shall read the hearing procedures, notice of allegations, formal complaint, potential hearing outcomes, and potential sanctions. After the Hearing Officer concludes opening statements, the Complainant shall have the opportunity to present such oral testimony and offer such other supporting evidence as deemed relevant to the formal complaint. Subsequent to Complainant testimony, the Respondent advisor may conduct cross examination. The Decision Makers may question the Complainant after the cross-examination.

The Complainant may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Respondent advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

The Respondent shall then be given the opportunity to present such testimony and offer such other evidence as deemed relevant to the Respondent's defense against the formal complaint.

Subsequent to Respondent testimony, the Complainant advisor may conduct cross-examination. The Decision Makers may question the Respondent after the cross-examination.

The Respondent may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Complainant advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

Only relevant cross-examination and other questions may be asked of a party or witness. During cross-examination, the advisor will pose each question orally to the Primary Decision Maker. The Primary Decision Maker will determine if the Complainant, Respondent, or witnesses may respond to the question. If the Primary Decision Maker chair determines that the question is not relevant, the Primary Decision Maker will explain the rationale for dismissing the question. Rape shield protection is provided for Complainants which deems irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged misconduct or if the questions and evidence concern specific incidents of Complainant's prior sexual behavior with respect to the Respondent and offered to prove consent.

Decision makers cannot draw an inference about the determination regarding responsibility based solely on a party or witness's absence from the live hearing or refusal to answer cross examination or other questions.

Upon conclusion of the presentation of the evidence and cross-examinations, the Hearing Officer shall read the appeal process and closing statements. The Complainant, Respondent, their respective advisors and all witnesses shall be dismissed.

The Decision Makers will deliberate to determine if the Respondent is deemed responsible and submit a written hearing report which contains:

- identification of the allegations potentially constituting sexual harassment;
- a description of the procedural steps taken from the receipt of the formal complaint through determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- findings of fact supporting the determination;
- conclusions regarding the application of the College's code of conduct to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
- the College's procedures and permissible bases for the complainant and respondent to appeal.

The Primary Decision Maker will submit the hearing report to the Hearing Officer within ten (10) business days of the live hearing.

The Hearing Officer will submit the hearing report simultaneously to the Title IX Coordinator, Complainant, Respondent, and their respective advisors within three (3) business days of receipt of the hearing report.

The College must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator will retain the recording of the hearing, the hearing report, the investigative report, and all evidence obtained during the investigation and all evidence offered at the hearing.

## **Appeal Procedure**

Appeals of a determination regarding responsibility and from the College's dismissal of a formal complaint or any allegations therein are available to both parties on the following grounds: (1) procedural irregularity that affected the

outcome of the matter; (2) new evidence that was not reasonably available at the time the decision regarding responsibility or dismissal was made, that could affect the outcome; and/or (3) the Title IX Coordinator, Investigator, or a Decision Maker had a conflict of interest or bias that affected the outcome.

The President of Chattahoochee Valley Community College or his/her designee shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Decision Maker Panel. The President or his/her designee shall not be bound in any manner by the recommendation(s) of the Decision Maker Panel, but shall take it (them) into consideration in rendering his/her decision.

Either party may file a written request with President requesting that the President review the decision of the Decision Maker Panel. The written request must be filed within ten (10) business days following the party's receipt of the hearing report. If the appeal is not filed by the close of business on the tenth (10th) business day following the party's receipt of the report, the party's opportunity to appeal shall have been waived.

As to all appeals, the College will:

- notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- ensure that the decision-maker(s) for the appeal is not the same person as the decisionmaker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.
- ensure the decision-maker(s) for the appeal complies with the standards set for in 34 C.F.R. § 160.45(b)(iii);
- give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- issue a written decision describing the result of the appeal and the rationale for the result; and
- provide the written decision simultaneously to both parties.

A decision on a party's appeal shall be rendered within 30 calendar days of the initiation of the appeals process. The time for decision may be extended for exigent circumstance or as may be otherwise agreed by the parties.

If the Respondent is also an employee of the College, the individual may also file a claim with the Equal Employment Opportunity Commission within 180 days of the alleged discriminatory act.

### ***Informal Resolution***

The College may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the College may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the College may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the College does the following:

- provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- obtains the parties' voluntary, written consent to the informal resolution process; and

- does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

## Retaliation Prohibited

Neither the College nor other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated in any manner an investigation, proceeding, or hearing conducted under this policy. Complaints alleging retaliation may be filed according to the grievance procedures included in the formal complaint process. The College shall keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness except as may be permitted by FERPA statute, 20 U.S.C. 1232g or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Range of Possible Sanctions – On final determination of responsibility the following sanctions may be imposed against a respondent:

### For Students:

- **Reprimand.** A reprimand is a written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.
- **Restitution.** Restitution is compensation for damages to property owned by the College, limited to actual cost of repair or replacement.
- **Probation.** This sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student is determined by any of the disciplinary procedures herein to be in subsequent violation of the Code of Student Conduct during the probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the Title IX Coordinator.
- **No Contact Orders.** Written notice to cease all contact with an alleged victim of sexual misconduct are no contact orders.
- **Cease and Desist Orders.** The alleged perpetrator will be directed by written notice to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the Sexual Misconduct Policy.
- **Voluntary Withdrawal.** A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Title IX Coordinator in some circumstances, may specify a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the Dean of Academic Program and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated college official at the time of reentry into the College).
- Other requests of the victim as deemed appropriate.
- For violations of this policy by faculty or staff members, disciplinary penalties may include some of the sanctions listed above as appropriate, in addition to other penalties (in accordance with the employment laws, regulations, and policies governing the employee in question):
  - Counseling or training;
  - Written warning;
  - Reprimand;
  - Suspension without pay;

At any time in the grievance process the College may impose a temporary delay or limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

Neither the College assigned Investigator or Decision Makers and any person who facilitates an informal resolution process shall require, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The College's Title IX Coordinators, Investigators, Decision Makers shall all have received training for their respective roles prior to participating in a Title IX Complaint or grievance process. All materials used to train the Title IX Coordinators, Investigators, Decision Makers and any person who facilitates an informal resolution process may be found on the College [website](#).

## **College and Community Resources**

### ***College Resources***

#### ***CVCC Police Department and Campus Safety Department***

334-291-4911 (Emergency)

Danny Williams, Chief of Police

334-291-4919 (Office)

334-381-0066 (Cell)

Brassell Hall, Room 204

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

Keith Manuel, Fleet Manager/Campus Safety Officer

334-291-4950 (Office)

334-540-2212 (Cell)

Campus Safety Kiosk

[keith.manuel@cv.edu](mailto:keith.manuel@cv.edu)

Police Officers

334-214-4850 (Office)

334-540-2212 (Cell)

#### ***Office of Dean of Students and Campus Services***

Dr. Sherri Taylor, Dean of Students and Campus Services

2nd Floor Wallace Hall

334-291-4928

[sherri.taylor@cv.edu](mailto:sherri.taylor@cv.edu)

#### ***Office of Associate Dean of Student Development and Success and ADA Coordinator***

Ms. Vickie Williams, Associate Dean of Student Development and Success

Wilson Hall  
334-214-4803  
[vickie.williams@cv.edu](mailto:vickie.williams@cv.edu)

**Admissions Office**

Ms. Sanquita Alexander  
Wallace Hall 200  
334-291-4996

<b>Community Resources</b>	
Phenix City Police Department	334-448-2800
Russell County Sheriff Department	334-298-6535
Alabama Coalition against Domestic Violence	334-832-4842
Alabama Statewide Domestic Violence Hotline	800-650-6522
National Domestic Violence Hotline	800-537-2238
<b>Medical Facilities</b>	
Piedmont Columbus Regional - Midtown	706-571-1000
St. Francis Hospital	706-257-7715
<b>Counseling and Mental Health Resources</b>	
East Alabama Mental Health - Russell County	334-298-2405
Muscogee County Mental Health (New Horizons)	706-596-5500
Pastoral Institute	706-649-6500

**Records**

The Title IX Coordinator will retain records of all reports and complaints, regardless of the nature of the resolution. Complaints resolved during the informal complaint process may become part of an offending or respondent student’s conduct file, depending on the nature of the offense but will not be included as a part of the academic record or of an employee’s personnel file.

Affirmative findings of responsibility in matters resolved through the grievance or formal resolution process will become part of an offending or respondent student’s conduct record and an employee’s personnel record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student’s conduct record or an employee’s personnel file. Additionally, the College will comply with all requirements under the Jeanne Clery Act as amended and will report crimes associated with the College as required.

**Prevention and Education**

CVCC is committed to preserving the safety and security of the College environment and will implement activities designed to prevent incidents of sexual misconduct, inform members of prohibited conduct; identify prevention measures, and provide information regarding reporting protocols. The College prevention and education program will include but will not be limited to:

- Annual training and awareness programs for current employees and students;
- Orientation for new employees and students that will educate them about college policy and prevention measures that may be utilized;
- Information regarding the Sexual Harassment Policies and Procedures on the College website;

## ***Training***

Chattahoochee Valley Community College will ensure that all college employees, including those officials involved in redressing incidents of sexual misconduct are trained on an annual basis through the College Professional Development process and through external resources when appropriate. All members of the Title IX Sexual Harassment Committee have been trained at certified for their roles on the Committee. For information regarding the certification and training process, go [here](#).

## **Helpful Information**

### **Bystander Intervention Tips**

- Remember intervention doesn't have to be confrontational; say something or do something to call attention to the situation.
- Remain calm, speak up and challenge inappropriate behavior.
- Tell someone if you believe he/she is acting inappropriately. Challenge inappropriate jokes or conversations.
- Attempt to calmly reason with the perpetrator or distract him or her.
- Ask others in the area for assistance with group intervention.
- Assist the victim by walking him/her to his/her car or to a safe area until assistance arrives.
- Call 911 then CVCC Police Department and Campus Safety.

### ***Prevention Tips***

- Date people you know and trust.
- Be cautious when meeting people through social media.
- Tell someone when you are going out on a date.
- Set limits and boundaries.
- Avoid drugs and alcohol.

### ***Warning Signs of Dating/Relationship Violence***

- You feel isolated from friends and family.
- Your significant other has angry outbursts.
- Your significant other threatens to harm you or is very jealous of you.
- Your significant other is cruel to animals or children.
- Your significant other belittles you, makes fun of you, or tries to control you.

## **Georgia Authorization Complaint Process**

Chattahoochee Valley Community College is authorized for operation as a postsecondary educational institution by the Georgia Nonpublic Education Commission. Students who are Georgia residents who wish to file a complaint may do so by following the same compliant process outlined in the College's Student Handbook. If after exhausting all available institutional processes, a student may file an online complaint to the [Georgia Nonpublic Education Commission](#). (2082 E Exchange PI # 220, Tucker, GA 30084 [\(770\) 414-3300](tel:7704143300))

## **Grade Appeal Procedure**

It is the policy of CVCC that a student should have an opportunity to appeal any grade that he/ she believes does not accurately and fairly represent the nature of the classwork the student has performed. Therefore, the College has

established a grade appeal procedure to be used if a student has a valid reason to believe that a grade he/she received for an examination, a written/ oral presentation, a project, or other required classroom activity is inaccurate or unfair. A student must make the initial grade inquiry within seven (7) calendar days after the student receives notice of the grade in question, except in the case of a punitive grade issued for academic misconduct, which must be appealed by the end of the class day following the date on which the sanction was imposed. Thereafter, each subsequent appeal must occur within a seven (7) calendar day increment after the respective decision is received by the student. If a student does not meet the deadline for appealing a grade, the right to appeal will be waived. For grades on final examinations or grades that represent the final grade for the course, the initial seven (7) calendar day period will begin on the first class day of the next academic term. In appealing a grade, the student may have his or her concern about the grade reviewed through the following procedures:

The student will begin by stating either orally or in writing to the instructor that the grade in question is either inaccurate, unfair, or both and include the justification for the appeal. If the student and the instructor cannot successfully resolve the student's concern, the student may then contact the Chair of that instructor's division or program. The student shall appeal to the Division Chair by submitting the appropriate form stating his/her concern regarding the grade and describing the prior discussion with the instructor. (If the instructor issuing the grade is the Chair of the respective division or program, the student may appeal directly to the Dean of Instruction or his/her designee.) The Division Chair will review the student's grade issue. The Chairperson has the authority to call in the instructor, ask for the assistance of another CVCC instructor, or seek the opinion of an expert in the subject area under review. If the student's concern about the grade cannot be successfully resolved at this level, the student may appeal to the Dean of Instruction. The instructor also has the right to appeal a decision of the Division Chair to the Dean of Instruction. Appeal information must be submitted on the proper form and must contain the following:

1. Name and course number of the grade under appeal.
2. Names of the student and the instructor.
3. The term, day(s) of the week, and time of day that the course was taken.
4. A concise description of the student's complaint and a narrative explanation of why he/she thinks the grade was unfair, inaccurate, or both.
5. The date that the student first took the appeal to the instructor.
6. A summary of the result of the student's appeal to the instructor.
7. The date that the student took the appeal to the Division Chair.
8. A summary of the result of the student's appeal to the Division Chair.

In addition to the above information, the student and/or instructor should include a photocopy of documents that the student and/or the instructor believe would assist the Dean of Instruction in reviewing the grade appeal. The Dean of Instruction will review the appeal, schedule a meeting with the student and the instructor, and deliver a written report within 14 calendar days after the Dean of Instruction's receipt of all of the appeal information. The Dean of Instruction has the authority to consult with the instructor, the Division Chair, or other persons who have expertise in the subject area. When the Dean of Instruction has completed the review of the grade appeal, a written report describing his/her findings and conclusions will be provided to the student, instructor, and Division Chair. If the Dean of Instruction determines that a change in the student's grade is in order, the student's official grade will be changed under the authority of the Dean of Instruction to render final rulings on grade appeals. Therefore, the decision of the Dean of Instruction will be final and not subject to further appeal. The Dean of Instruction's decision may be appealed to the Alabama Community College System using the Student Complaint Process described at the end of this document.



**Note:** The same general process may be used by a student who wishes to express a concern about the fairness and appropriateness of other strictly academic matters. In reviewing appeals regarding matters other than grades, the Dean of Instruction will provide a memorandum of the findings, conclusions, recommendations, and/or directives regarding the matter under appeal to the student, instructor, and Division Chair.

## Admissions Decision Appeal Procedure

Certain limited programs of study (e.g., Nursing, Medical Assisting, etc.) may have special admission policies and procedures separate from those of the general admission for the College. Therefore, the College has established an appeal procedure to be used if a student has a valid reason to believe that a program admission decision is inaccurate or unfair. A student must make the initial inquiry within seven (7) calendar days after receiving notice of the admission decision. If a student does not meet the deadline for appealing the decision, the right to appeal will be waived.

The student will begin by stating in writing to the Dean of Instruction that the admission decision in question is either inaccurate, unfair, or both and include the justification for the appeal. Appeal information must be submitted on the proper form and must contain the following:

1. Name of program of study to which the student was seeking admission.
2. Name and address of the student filing the appeal.
3. A concise description of the student's complaint and a narrative explanation of why he/she thinks the admission decision was unfair, inaccurate, or both.

In addition to the above information, the student should include a photocopy of documents that he/she believes would assist the Dean of Instruction review the admission decision. The Dean of Instruction will review the appeal, schedule a meeting with the student and appropriate divisional personnel, and deliver a written report within 14 calendar days after the Dean of Instruction's receipt of all of the appeal information. The Dean of Instruction has the authority to consult with instructors, the Division Chair, or other persons who have expertise in the subject area. When the Dean of Instruction has completed the review of the appeal, a written report describing his/her findings and conclusions will be provided to the student and the Division Chair. If the Dean of Instruction determines that a change in the student's admission status is in order, the student's official grade will be changed under the authority of the Dean of Instruction to render rulings on admission standards. The Dean of Instruction's decision may be appealed to the Alabama Community College System using the Student Complaint Process described at the end of this document.

## Student Complaint Procedures

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

1. **Complaints Related to Academic Matters:** Complaints involving academic disputes must follow the college's academic policies, which are found in the Student Handbook and College Catalog.
2. **Student Complaints Related to Disability:** Students with complaints related to a disability are encouraged to report incidents in writing within ten (10) working days of the occurrence of the event prompting the complaint. Complaints related to a disability should be reported to the ADA Coordinator, Ms. Vickie Williams, Associate Dean of Student Development and Success, located in the Office of Student Development in Wilson Hall. Students may also contact Ms. Williams at 334-214-4803 or email [ada@cv.edu](mailto:ada@cv.edu).
3. **Title IX Complaints:** Any student who has a complaint against a student or a member of the College faculty, staff, or administration concerning sexual harassment (Title IX of the Educational Amendments of 1972, as amended) or has knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned by the College or controlled by the College should report the

complaint to the campus Title IX Coordinator, Ms. Vickie Williams, Associate Dean of Student Development and Success, located in the Office of Student Development in Wilson Hall. Students may also contact Ms. Williams at 334-214-4803 or email [vickie.williams@cv.edu](mailto:vickie.williams@cv.edu). An educational program or activity of the College includes, but is not limited to, locations, events, or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.

Any individual may report a sexual harassment incident to the Title IX Coordinator in person, by email, telephone, or in writing. The report may also be submitted directly online at [www.cv.edu](http://www.cv.edu). The report must include the following information:

- names of the Complainant(s) and Respondent(s),
- approximate date of incident,
- facts of the incident, and
- contact information for the person submitting the complaint.

The Title IX Coordinator will respond in writing to the person submitting the complaint as soon as practicable, but not exceeding five (5) business days. If the person submitting the complaint is not the Complainant, the Title IX Coordinator will also contact the Complainant within five (5) business days.

If, after a discussion with the Complainant, the Title IX Coordinator determines that the complaint does not qualify as a Title IX Complaint, the Title IX Coordinator will notify the Complainant in writing and may redirect the Complaint to the appropriate committee.

If, after a discussion between the Complainant and the Title IX Coordinator, the Title IX Coordinator determines that the complaint meets the criteria of a Title IX Complaint and the Complainant requests to file a formal complaint, the Title IX Coordinator will initiate the formal complaint process.

4. **Other Types of Student Complaints.** Students with complaints related to any other matter are encouraged to report concerns in writing within ten (10) working days of the occurrence of the event prompting the complaint.
  - a. If a student complaint can be resolved immediately and informally after discussion between the student and the respective college official, the College official will act to resolve the complaint. The college official who received the complaint will record and keep a written report of the complaint and the resolution of the complaint. The College official will provide a copy of the written report to the official's supervising administrator and to the Associate Dean of Student Development and Success. The Associate Dean of Student Development and Success will provide the written report to the Office of the Dean of Students and Campus Services to be logged in and recorded by the Administrative Assistant to the Dean of Students and Campus Services.
  - b. If the student's complaint cannot be resolved immediately and informally, the appropriate College official who received the complaint will submit a written report, a "Plan of Resolution," to the Associate Dean of Student Development and Success. The report will be submitted within ten (10) business days of receiving the complaint and will detail the complaint and the plan to resolve the complaint. If the Plan of Resolution does not result in a satisfactory resolution to the complaint, the complainant may choose to pursue a grievance within fifteen (15) business days with the Associate Dean of Student Development and Success.

## Student Grievance Procedures

A student who submits a written complaint to the appropriate College official and who is not informed of a satisfactory resolution or Plan of Resolution of the complaint within ten (10) business days of the complaint then has the right to file

a grievance with the Associate Dean of Student Development and within fifteen (15) business days. Grievance Procedure Forms are available [online](#) and in the Office of Student Development and the Office of the Dean of Students and Campus Services.

The written grievance statement will include at least the following information:

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

The grievance statement may also contain other information relevant to the grievance that the Grievant wants considered by the Associate Dean of Student Development and Success.

## **Investigation Hearing and Findings**

The College will have thirty (30) calendar days from the date of the receipt of the grievance by the Associate Dean of Student Development and Success to investigate the allegation(s), hold a hearing on the grievance (if requested), and submit a written report to the Grievant and Respondent of the findings arising from the hearing. The Grievance Form will be used to report both the grievance and the hearing findings. The written report will be logged and maintained in the Office of the Dean of Students and Campus Services by the Administrative Assistant to the Dean of Students and Campus Services. The Associate Dean of Student Development and Success will report the grievance findings to the Grievant and Respondent by either personal service or certified mail sent to the Grievant and Respondent's respective home addresses.

## **Investigation Procedures**

The Associate Dean of Student Development and Success will conduct a factual investigation of the grievance allegations, either personally or with the assistance of any person(s) designated by the Dean of Students and Campus Services or the President, and will research any applicable statutes, regulations and/or policies, if any. After completion of the investigation, the Associate Dean of Student Development and Success will determine whether there is substantial support of the grievance. The factual findings of the investigation and the conclusions of the Associate Dean of Student Development and Success will be stated in a written report, which will be submitted to the Grievant and to the party or parties against whom the grievance was made (the "Respondent"). The report will be made a part of the hearing record if a hearing is requested by the Grievant. Each party will have the opportunity to file written objections to any of the factual findings and make their objections part of the hearing record if there is a hearing. Publications or verified photocopies containing relevant statutes, regulations, and policies will also be prepared by the Associate Dean of Student Development and Success for the hearing record.

If the Associate Dean of Student Development and Success finds that the grievance is substantially supported, he or she will also make a recommendation in the report as to how the grievance should be resolved. Upon the receipt by the Grievant and Respondent of the Associate Dean of Student Development and Success report, the Grievant and Respondent will have five (5) business days to notify the Associate Dean of Student Development and Success whether or not the Grievant or Respondent demands a hearing on the grievance. The failure by the Grievant or Respondent to request a hearing by the end of the fifth business day will constitute a waiver of the opportunity for a hearing by the party failing to request a hearing. However, the Associate Dean of Student Development and Success may, at their discretion, schedule a hearing on the grievance if doing so would appear to be in the College's best

interest. If no hearing is to be conducted, the Associate Dean of Student Development and Success will file a final report with the Dean of Students and Campus Services and the President. A copy will be provided to the Grievant and Respondent.

## **Hearing Procedures**

In the event that either party requests a hearing within the time frame designated by the Associate Dean of Student Development and Success, the Dean of Students and Campus Services or President will designate a qualified, unbiased person or committee to conduct the grievance hearing. The hearing officer and/or committee members will generally be Chattahoochee Valley Community College employees. However, the Dean of Students and Campus Services or the President will have the discretion to select individuals who are not Chattahoochee Valley Community College employees to serve as a hearing officer or as a committee member.

The hearing officer and/or committee will notify the Grievant and each Respondent of the time, place, and subject matter of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing will be conducted in a fair and impartial manner and will not be open to the public unless both parties agree in writing for the hearing to be public.

At the hearing, the Grievant and the Respondent will read the grievance statement. After the grievance is read into the record, the Grievant will have the opportunity to present oral information and offer other supporting information as he/she will deem appropriate to his/her claim. Each Respondent will then be given the opportunity to present oral information and offer other supporting information as he/she deems appropriate to the Respondent's defense against the charges.

If the College, or the administration of the College at large, is the party against whom the grievance is filed, the Dean of Students and Campus Services or the President will designate a representative to appear at the hearing on behalf of the College. Any party to a grievance hearing will have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, will act in an advisory role only and will not be allowed to address the hearing body or question any witnesses. The College must be given a minimum notice of 48 hours if the Grievant is being assisted by an attorney or personal representative. The names of the personal representative or attorney must be submitted 48 hours prior to the hearing to the Associate Dean of Student Development and Success. In the event that the College is the Respondent, the College representative will not be an attorney or use an attorney unless the Grievant is also assisted by an attorney or other personal representative. The hearing will be recorded by an electronic recording medium. In addition, all supporting documents or information offered by the parties, whether admitted or not, will be marked and preserved as part of the hearing record.

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

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

## **Standards of Evidence**

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

## **Report of Findings**

Within five (5) working days following the hearing, there will be a written report given to the Associate Dean of Student Development and Student Success (with a copy to the Dean of Students and Campus Service and the President, the Grievant, and each Respondent) of the findings of the hearing officer or the chairperson of the hearing committee, whichever is applicable. The report will contain at least the following:

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

## **Resolution of Grievance**

In the event of a finding by the hearing officer/committee that the grievance was unfounded or was not supported by the evidence presented, the Associate Dean of Student Development and Success will notify the Grievant of any appeal that may be available to the Grievant. In the event of a finding that the grievance was supported, in whole or in part, by the information presented, the Associate Dean of Student Development and Success will advise the Respondent of any available appeal, or if the College is the Respondent, the Associate Dean of Student Development and Student Success will meet with the Grievant and the appropriate college representative(s) and attempt to bring about resolution of the grievance. If no such resolution is reached, the Grievant may appeal to the President.

## **Presidential Appeals**

The Grievant or Respondent will have the right to appeal the decision of the hearing officer or committee to the President of Chattahoochee Valley Community College, provided that:

1. A notice of appeal is filed with the Associate Dean of Student Development and Success and the President within fifteen (15) calendar days following the receipt of the committee report and
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s) and/or recommendation(s) of the hearing officer or committee. If the appeal is not filed by the close of business on the fifteenth (15th) day following the receipt of the committee report, the right to appeal to the President will have been waived. If the appeal does not contain clear and specific objections to the hearing report, it will be denied by the President.
3. President's Review: If an appeal is accepted by the President, the President will have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, to hold a hearing (if deemed appropriate by the President) and to produce a report of the President's findings. The President will have the authority to (1) affirm, (2) reverse, or (3) affirm in part and

reverse in part and/or modify the findings, conclusions, and recommendations arising from the college grievance hearing. The President's report will be served to the Grievant and Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form. Please refer to the ACCS Student Complaint Process found in the Handbook and on the ACCS [website](#).

## Student Development and Success

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

- programs that develop leadership skills and encourage students to assume roles of significant responsibility;
- promotion of a learning environment in all student activities and services;
- encouragement of students to exercise their freedom and judgment while respecting the rights and needs of the campus community;
- activities that promote service to others on and off campus; and
- activities and services that maximize the opportunities for students to understand themselves and to grow and develop to their fullest potential.

The Office of Student Development and Success provides oversight of Leadership for Phi Theta Kappa (PTK), Presidential Leadership Scholarship recipients, and other student organizations and activities.

CVCC provides its students with a well-rounded array of student activities, including student government, service organizations, special-interest clubs, choral groups, band and intercollegiate basketball, baseball, and softball. Clubs and other organizations sponsor a variety of worthwhile cultural and intellectual assemblies open to students, faculty, staff, and members of the community.

## Clubs

### Art Club

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

### CVCC Choir

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

### Math Club

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

## **Medical Assistant Organization**

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

## **Pride Club**

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

## **Phi Theta Kappa**

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

## **SkillsUSA**

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

## **Student Veterans Organization**

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

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

# **Student Organizations and Events**

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

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

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

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

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

1. A complete statement of the goals and purpose(s) of the organization;
2. A complete statement of the proposed functions of the organization;
3. The constitution and by-laws by which the organization will be governed;
4. A name and potential initial membership list for the organization and
5. The name(s) of faculty/staff employee(s) who will serve as advisor(s).

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

## **Procedures for Student Meetings**

Recognized student organizations are required to hold meetings on campus. Special permission must be obtained from the Dean of Students and Campus Services for off-campus meetings and activities outside the traditional meeting format.

## **Procedure for Conducting Campus Activities**

Speakers and special programs sponsored by student organizations must have the formal approval of an Organization Advisor, the Office of Student Development and Success, and the Dean of Students and Campus Services by the standards set forth by the College. Requests for activities (other than regular meetings) must be made in writing at least 14 days prior to the event.

The following procedures are required to receive approval for activities other than regularly scheduled on-campus meetings:

- A Student Activity Request Form must be submitted to the Associate Dean of Student Development and Success.
- The Student Activity Request must be submitted 14 working days before the proposed event.
- A request for off-campus speakers or performers must be made a minimum of 14 working days prior to the issuance of an invitation by the student organization.
- The activity is considered approved once the student Organization Advisor receives a return copy of the Student Activity request with all required signatures. If the Organization Advisor does not receive the submitted Student Activity Request within seven days of submission, the student organization is not authorized to move forward with planning as though approved.
- If an activity is not approved, the Office of Student Development and Success will notify the Organization Advisor and present a copy of the Student Activity Request with an attached explanation of the disapproval.
- If the organization does not agree with the decision, the organization may appeal the decision to the Dean of Students and Campus Services. The ruling of the Dean of Students and College Services is final.



- If the activity requires students to miss class to participate, the Organization Advisor must obtain permission for excused absence by completing a Request for Excused Absence–College Function form and submitting it to the Office of Student Development and Success. This form should be submitted at least two working weeks in advance.

## **Procedure for Requesting Travel for Student Organizations**

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

1. Prior to the travel occurrence, the advisor or chaperone shall submit a Request for Student Travel to the Associate Dean of Student Development and Success for travel approval.
2. The content of the request should include:
  - a. Dates of travel;
  - b. Names of traveler(s);
  - c. Requested trip costs to be paid by the club/organization;
  - d. The purpose and name of the event; and
  - e. Note any exceptional circumstances that may apply.
3. Upon approval, the advisors/chaperones will be notified by the Associate Dean of Student Development and Success.
4. All students and staff must sign the CVCC General Release Indemnity and Waiver of Liability prior to travel.
5. Upon completion of the approved travel, the advisor/chaperone shall submit a Statement of Actual Student Travel Form to the Business Office.

## **Athletics**

CVCC does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin, or age in regard to athletics. Please see our nondiscrimination policy on page ii of this Catalog.

CVCC is a member of the National Junior College Athletic Association and the Alabama Community College Conference. The College participates in varsity competitions in men’s baseball, women’s softball, men’s basketball, and women’s basketball. The College competes with other members of the conference as well as junior colleges from other states. Students interested in intercollegiate athletics should contact the CVCC Athletic Director in Key Hall at 334-214-4880.

## **Music**

The CVCC Concert Choir and Show Band are open to all interested students. Students must audition to participate. For more information, please contact Tom Daniel, music instructor in Fine Arts 102, at 334-291-4987 in the Division of Fine Arts and Social Sciences.

## **Phi Theta Kappa**

*Phi Theta Kappa* is the international honor society for students of two-year colleges. *Phi Theta Kappa* was founded to acknowledge and encourage leadership and academic excellence in two-year college students. Alpha Theta Rho is the name of the CVCC chapter. Students with a minimum of twelve credit hours, a cumulative GPA of 3.5, and a 3.5 GPA for the semester will receive an invitation to join Phi Theta Kappa the following semester. Please refer to this [website](#) for information.

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

The Student Government Association (SGA) has a significant role in all phases of extracurricular programs and represents the student body in all matters of concern to students. This association operates under a constitution written by the students. There are four executive officers. The President, Vice President, Secretary, and Treasurer are elected in the spring each year to serve in the following academic year. The officers must maintain a 2.5 overall average and attend the College.

## **Student Publications**

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

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

At the request of a student and/or group of students, the Dean of Students and Campus Services or their designee will review the materials presented for publication and make recommendations and suggestions. After the recommendations and suggestions have been reviewed with the student(s), the Dean of Students and Campus Services or their designee will channel the materials to the Student Government Association for approval when required. After the request has received final approval, the Dean of Students and Campus Services or their designee will contact the requesting student(s) and make arrangements for publication and/or distribution, which will be processed through the Marketing and Media Coordinator/Public Information Officer.

## **Student Life**

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### **Bookstore**

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

### **Buildings and Grounds**

Students are expected to help maintain the cleanliness, safety, and good order of the College buildings and grounds. Students may not consume food or beverages inside classrooms or the Learning Resource Center. Students are also encouraged to report any campus health, safety, or maintenance problems or concerns to the Office of the Dean of Students and Campus Services in Wallace Hall 203.

## **Building and Facilities Accessibility**

It is the policy of CVCC to make programs and services available to the fullest extent reasonable to students with disabilities. In keeping with that effort, accessibility ramps have been constructed at College buildings, sidewalks, and parking lots. In addition, elevators are available to provide full access to Wallace Hall, Brassell Hall, Fine Arts Hall, the Instructional and Performing Arts Center, the Workforce Training Center, and the Learning Resource Center. A map of the campus is also available [here](#).

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

## **On-Campus Parking and Driving**

The College provides parking spaces for students in the east and west designated parking lots. Students who park on campus must obtain a vehicle registration decal from Owen Hall for each vehicle he/she will park on campus. There is no charge for the parking decal.

A student seeking a parking decal must present a valid driver's license and the make, model, and license plate number of the vehicle being registered. Parking decals are not transferable from one vehicle to another or from one student to another.

The parking decal must be affixed to vehicles in the place and manner designated at the time the decal is issued. Each permit expires when the respective student is no longer registered at the College.

Any change in ownership of a registered vehicle must be reported immediately to Owen Hall. On-campus parking space is limited; therefore, a decal is not a guarantee of an available parking space. CVCC reserves parking spaces for visitors in designated areas. Visitors are not required to register with the CVCC Police and Campus Safety Department. CVCC students are not permitted to use visitor parking spaces.

## **Parking for Students with Disabilities**

A student who needs special parking accommodations due to a disability must present appropriate documentation from a medical doctor stating the nature, extent, and expected duration of the disability. Parking accommodations for students with disabilities are handled through the College ADA Coordinator. The LRC staff, located in Owen Hall, will issue the parking permit to the student at the direction of the ADA Coordinator.

## **Parking and Traffic Rules and Violations**

- Parking is prohibited in loading and no parking zones.
- All stop signs must be obeyed.
- CVCC Police and Campus Safety Department must be notified of any personal vehicles left on campus overnight.
- Driving and parking on the grass and sidewalks is prohibited.
- Authorized College golf carts may not be driven on sidewalks.
- Double parking is prohibited.
- Blocking driveways, entrances and exits to parking areas or buildings is prohibited.
- In all lots that are marked with parking spaces, vehicles must be parked heading into spaces. Please do not back in.
- Vehicles must have an official state issued handicap car tag or hang tag to be parked in accessible parking spaces.

- Only visitors to the College may park in visitor parking unless prior approval has been granted for exceptional situations by CVCC Police and Campus Safety Department.
- Vehicles must enter and exit campus at the designated entries and exits. Vehicles entering the parking lots between Wilson and Wallace Halls must enter at the entrance closest to Brassell Hall and exit at the exit located by IPAC.

It is a violation for:

- a student to park anywhere on campus without a parking decal.
- a student to park anywhere on campus except in the designated student parking spaces in the west parking lot (near the Brassell Hall) or the east parking lot (near the Instructional and Performing Arts Center).
- a driver to exceed the 15 m.p.h. on-campus speed limit or to drive in a reckless manner or violate any of the on-campus traffic signs.
- a motor vehicle to be left on campus for more than three consecutive days. If a vehicle is left on campus for more than 72 continuous hours, it may be towed at the owner's expense.

## **Parking and Traffic Citations and Fines**

Citations will be issued for traffic and parking violations. The person in whose name a vehicle is registered is responsible for on-campus traffic and parking violations involving that vehicle. Each violation will result in a citation and a fine. A student who receives a fine for any serious traffic violation, such as speeding, reckless driving, etc., may also be referred to the Student Discipline Committee.

Traffic and parking fines must be paid within three (3) school days. Traffic and parking fines are as follows:

1. No decal displayed: \$10.00
2. Parking in yellow marked areas: \$10.00
3. Repeat offender: \$10.00
4. Parking in faculty/staff or reserved areas: \$10.00
5. Handicap violation: \$25.00
6. Parking in visitor area: \$10.00

Traffic and parking fines must be paid in the Business Office. Vehicles parked on the grass, in loading zones, yellow-curbed areas, backwards in the parking space, or in other prohibited areas where immediate removal is necessary may be towed at the owner's expense in addition to the imposition of a citation and a fine.

A student who wishes to discuss and/or appeal a traffic/parking citation must contact the Chief of Police in Brassell Hall, Room 204, and complete an Appeal Form. An appeal must be filed within ten calendar days of the date on which the ticket is issued. If an appeal is not received by the Chief of Police within the ten-day period, the right to appeal will be considered waived.

## **Student Housing**

The College does not provide student housing. Students seeking housing are advised to contact the management of local rental units for information about availability.

## Student Insurance

It is the responsibility of the student to be covered by insurance in case of an injury related to a College-sponsored event. The parent, guardian, or student will be expected to assume all responsibility, and the College may not be held liable for any injury due to an accident related to a college-sponsored event except for students who participate in intercollegiate athletic events and are covered by college accident insurance.

## Student Transportation and Liability Policy

At any time the College transports a student or provides transportation, the student is required to sign an official CVCC Release of Liability form. CVCC will be responsible for the safety of the student and will be liable for any loss of or damage to personal property or any physical injury suffered in traveling to or from or while participating in the respective activity.

## Student Records & the Family Educational Rights and Privacy Act (FERPA)

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

### Definition of Records

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

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

### Directory Information

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

When a student requests that any part of his/her directory information be withheld, all directory information concerning him/her will be omitted from all publications. Students desiring to have any directory information withheld must submit a written request to the Admissions Office. The request must be renewed each academic year.

Information from records, files, or data directly related to a student other than “directory” information will not be disclosed to anyone outside the College without written consent from the student except pursuant to a lawful court order in a case in which education or government officials have an educational or lawful need for information or as otherwise specifically authorized by the Act. However, information contained in such records may be disclosed within the College to officials and staff members who need that particular information. Students can access all such information about themselves with the exceptions outlined in this policy statement.

## **Release of Student Records**

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

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

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

## **Student Inspection of Records**

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

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

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

## **Challenging Records Content**

CVCC will respond to any reasonable request from a student for an explanation or interpretation of any item in the student's file. A challenge concerning the contents of a student's must first be made to the appropriate records within five days from the date of the review of the record. The challenge may be made orally or in writing and shall begin with the office that houses the file to resolve the matter informally at the lowest-level position. If, as a result of the procedure outlined, the matter is not resolved within five working days, that challenge should be filed in writing to the Dean of Students and Campus Services specifying the following: (a) the specific records being challenged, including the reason for the challenge (e.g., inaccuracy, tendency to mislead, inappropriateness or incompleteness); (b) results of previous discussions, and (c) dissatisfaction with previous decisions. The Dean of Students and Campus Services and the appropriate records official will examine the contested item(s), review information from the person(s) responsible for placing the item(s) in the file, examine the document(s), and review any information the student wishes to present in support of making a change to the file. The Dean of Students and Campus Services and the appropriate records official will issue a written decision within ten days of the conclusion of the review as to whether the challenged item(s) should be retained, deleted, or revised. If it is determined that the item should remain in the file, the student can place a brief written commentary or explanation of his/ her challenge in the file.

## **Annual Notification of FERPA Rights**

Chattahoochee Valley Community College will inform current students of their rights under the Act annually by publishing information in this Catalog and Student Handbook and disseminating the *Annual Notification Statement* via campus to all students each semester. New students will also receive information concerning their rights under the Act through participation in ORI105B.

## **Waiver of Access**

CVCC may request that a student waive his/her right to inspect confidential recommendations regarding his/her application for admission, application for employment, or the receipt of honors or other recognition. If a student receives a request for a waiver of access, the student may sign and return the waiver and/or may request a list of the names of persons who will be asked for recommendation before signing or refusing to waive the right of access. This waiver will not be a condition of admission to the institution, financial aid assistance, or any other benefit available to students at CVCC.

## **Changes in Policy**

CVCC policies are subject to change when necessitated by federal or state statutes, regulations, guidelines, or court orders. Policy changes will be included in subsequent appropriate College publications. All student policies, procedures, and publications are reviewed annually and approved by the College Administration.

## **Student Records Hold**

A student's records may be placed on hold for any debt the student owes the College for tuition, fees, fines, unpaid damages, bad checks, unpaid loans, bookstore holds, or any other appropriate charge to the student by the College. The student may not receive a grade report, have a transcript sent, or register at CVCC for another academic term until the debt has been resolved.

## **Withholding Diplomas and Transcripts**

CVCC believes that a College degree or certificate has true merit and meaning only if granted after a student has demonstrated a level of effort and responsibility indicative of a College graduate. Therefore, it is the policy of the College that a student earns entitlement to a degree, diploma, or certificate only by successfully completing a

prescribed course of study, paying all tuition, fees, and other appropriate charges, and fully abiding by College rules, policies, and regulations. If a student fails to meet any of these basic requirements for graduation, the College reserves the right to withhold official graduation and awarding of the degree, diploma, or certificate until the student corrects the deficiency. The College may also include a notation on the student's official transcript that the student is ineligible for graduation.

A student who fails to make timely payment of any tuition, fees, or other appropriate charges will not receive official notice of grades for a current academic term and may not re-enroll at the College, except with special permission from the President, until full payment is made. The College may also refuse to issue the official transcript of any student who fails to make timely payment of tuition, fees, or other appropriate charges until full payment is made.

The Dean of Students and Campus Services has the authority to withhold official graduation, diplomas, certificates, and/or release of official transcripts in a manner consistent with the intent of this policy.

When the College intends to withhold official graduation from a student, withhold the awarding of a degree, diploma, or certificate to a student, withhold the official transcript, or declare a student ineligible for further enrollment, the Director of Admissions/Registrar will give written notice to the student. The notice will be either delivered by personal service, emailed to the student's official College email, or mailed to the student's last-known home address. The notice will state the type of action the College intends to take. A copy of the notice will be sent to the Dean of Students and Campus Services.

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

## **Student Rights and Responsibilities Regarding Financial Aid**

As a student, you have the right to know the following information regarding financial aid at Chattahoochee Valley Community College:

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



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

- Review all information about the College programs before enrolling;
- Pay special attention to the Free Application for Federal Student Aid (FAFSA), complete it accurately, and submit it timely;
- Know and comply with all deadlines for applying and reapplying for financial aid;
- Provide all additional documentation, verification, corrections, and/or new information requested by the Financial Aid Officer or the agency to which the application was made;
- Read, understand, and keep copies of all forms the student is asked to sign;
- Notify the Admissions Office of any change in the student's name, address, program of study, or attendance status;
- Understand the refund policy.

**Student Rights and Responsibilities**

Chattahoochee Valley Community College desires to make provisions for students to be as knowledgeable as possible regarding College policies and procedures and their rights and responsibilities relating to them. The information in this section and the following sections are designed to clarify the rights granted to students and the responsibilities students should fulfill as members of the Chattahoochee Valley Community College family. Submission of an Application for Admission to Chattahoochee Valley Community College represents a voluntary decision on the part of the prospective student to participate in the programs offered by the College and pursuant to the policies and procedures of the College, the Alabama Community College System, and state and federal agencies where applicable. College approval of a student's application, in turn, represents the extension of a privilege to join the College community and to remain a part of it as long as he or she meets the required academic and behavioral standards. Each student is guaranteed the privilege of exercising his or her rights without fear or prejudice. Such rights include, but are not limited to, the following:

- Students are free to pursue their educational goals.
- No disciplinary sanctions may be imposed on a student without the recourse of due process, except as outlined in the Student Code of Conduct.
- Free inquiry, expression, and assembly are guaranteed to all students, provided their actions do not interfere with the rights of others or the effective operation of the College.
- Academic evaluation of student performance will be neither arbitrary nor capricious.
- Students and prospective students have the right to review certain relevant information concerning College graduation and completion rates and any instances of campus criminal activity.
- Within the limits of its facilities on both campuses and sites, Chattahoochee Valley Community College will be open to all persons without regard to sex, race, creed, religion, age, marital status, disability, or national origin.
- It is the responsibility of the College to publish its educational objectives and to make available the criteria it will use in evaluating student success in all programs. It is the student's responsibility to acquaint himself or herself with these objectives and criteria as published and set forth by the College.
- The college's facilities and services will be available to all enrolled students, provided they are used in a manner appropriate to an academic environment and comply with College policies and operating procedures.
- Chattahoochee Valley Community College's Student Code of Conduct addresses behavior and actions that adversely impact the achievement of educational goals. The students are responsible for becoming familiar with the regulations governing student conduct and adhering to policies where applicable.
- Lack of knowledge regarding College policies will not excuse any student from adhering to policies or sanctions that may be imposed for violations. The College reserves the right to dismiss any student whose conduct and behavior threaten the College environment or the health, safety, or security of others.

## **Student Right to Know**

CVCC students and prospective students have the right to review certain relevant information concerning CVCC's graduation rates and any instance(s) of on-campus criminal activity. Information related to CVCC graduation rates is available through the Admissions Office and at [www.cv.edu](http://www.cv.edu). Information obtained and retained under the Federal Crime Awareness and Campus Security Act of 1990 may be obtained from the CVCC website under Consumer Information. Regulations and statements about student rights and responsibilities are annually reviewed, approved, and updated by the Office of the Dean of Students and Campus Services, approved by the President's Cabinet, and published in the College Catalog and Student Handbook as well as under the Consumer Information section of the College [website](#). These rights and responsibilities are consistent for all students, regardless of location or mode of delivery, (e.g., online students, dual enrollment students). In addition, rights and responsibilities are also outlined in the 2023-2024 Title IX Sexual Harassment Policy Manual, the 2023-2024 Student Complaints and Grievances Policy Manual, and the 2023-2024 Disability Services Policy and Procedures Manual, which is also found on the College [website](#).

# Personnel

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## Alabama Community College System Board of Trustees

### Jimmy Baker

**Title**

Chancellor, Alabama Community College System

### Valerie G. Gray

**Title**

District Three, Alexander City

### Ron Houston

**Title**

District Six, Birmingham

### Kay Ivey

**Title**

President of Board, Montgomery

### Britton Lightsey

**Title**

District Four, Jasper

### Blake McAnally

**Title**

Vice-Chairman, Decatur

### Tim McCartney

**Title**

Member at Large

### John Mitchell

**Title**

District Two, Enterprise

### Llevelyn Rhone

**Title**

Chair, District Seven, Demopolis

### Dr. Yvette Richardson

**Title**

Ex-Officio, Montgomery

### Goodrich “Dus” Rogers

**Title**

Vice-Chair, District Five, Decatur

### J.E.B. Shell

**Title**

District One, Bay Minette

## Administration

### Jacqueline Screws

**Title**

President

**Credentials**

B.S., M.Ed., Tuskegee University

### Sherri Taylor

**Title**

Dean of Students and Campus Services

**Credentials**

B.A., Auburn University

M.S., Troy State University

Ed.D., Nova Southeastern University

### Dexter Jackson

**Title**

Dean of Financial Affairs

**Credentials**

B.S., B.A., Auburn University

## Nicole Jackson

### Title

Dean of Instruction

### Credentials

B.S., Columbus State University

M.S., M. Ed., Troy University

## Bobby Cook

### Title

Associate Dean of Career and Technical Education and  
Workforce Training

### Credentials

B.S., M.S., Troy University

## Vickie Williams

### Title

Associate Dean of Student Development and Success  
Student ADA Coordinator

### Credentials

B.S., M.S., Troy University

## Christer Sanks

### Title

Business Manager

### Credentials

A.A.S., Chattahoochee Valley Community College

B.S., Troy University

M.B.A., Troy University

## RoseMary Watkins

### Title

Director, Strategic Initiatives

### Credentials

B.A., University of South Alabama

M.R.A., University of San Francisco

Ph.D., Jackson State University

## Division Chairs

### Teresa Brown

#### Title

Nursing, Chair

Division of Health Sciences

#### Credentials

B.S.N, Barry College

M.S.N, Troy University

Ph.D., Walden University

### William Byrd

#### Title

Social Sciences, Chair,

Division of Fine Arts and Social Sciences

#### Credentials

B.A., M.A., Ph.D., Auburn University

### Kenneth Harrison

#### Title

Fire Science, Director,

Public Safety Program

#### Credentials

A.A.S., Chattahoochee Valley Community College

B.A.S., Troy State University

### Bridgett Jackson

#### Title

Health Sciences, Director,

Division of Health Sciences

#### Credentials

A.A.S., Chattahoochee Valley Community College

B.S.N., Troy University

M.S.N., Ed.D., Walden University

## **Shawn Junghans**

### **Title**

Mathematics, Chair,  
Division of Mathematics

### **Credentials**

B.S., The University of Alabama  
M.Ed., Ed.S., Columbus State University

## **Clint Langley**

### **Title**

Applied Technology, Director,  
Applied Technology Program

### **Credentials**

A.A.S., Southern State Community College  
B.S., M.Ed., Auburn University

## **Sheila Larkin**

### **Title**

Business, Chair,  
Division of Business and Computer Information  
Technology

### **Credentials**

B.S., M.B.A., Troy University

## **Samantha Vance**

### **Title**

English, Chair,  
Division of English and Communication

### **Credentials**

B.S.Ed., Troy University  
M.A., California State University, Dominguez Hills

## **Administrative Staff**

### **Sanquita Alexander**

#### **Title**

Director, Admissions/Registrar

#### **Credentials**

A.A.S., Chattahoochee Valley Community College  
B.S., Alabama State University  
M.S., Troy University

## **Elizabeth Bradsher**

### **Title**

Director, Learning Resource Center

### **Credentials**

A.S., Snead State Community College  
B.S. Ed., Troy University  
M. Ed., Auburn University  
M.L.I.S., The University of Southern Mississippi

## **Scot Craig**

### **Title**

Director, Physical Plant Operations

### **Credentials**

B.S., Auburn University

## **Melissa Creasy**

### **Title**

Executive Director, Student Financial Services, & Title IV  
Compliance

### **Credentials**

B.S., M.B.A., The University of North Alabama

## **Darren Dean**

### **Title**

Director, Adult Education

### **Credentials**

B.A., Auburn University  
M.S., Troy University  
Ed.D., Abilene Christian University

## **Benjamin Hicks**

### **Title**

Director, Athletics/Head Men's Basketball Coach

### **Credentials**

B.S., Shorter University  
M.S., Troy University

## **Matthew Holtendorff**

### **Title**

CEVSS Program Coordinator

### **Credentials**

B.A., M.A., University of Alabama

## **Robin Jones**

### **Title**

Director, Human Resources

### **Credentials**

A.S., B.S., M.S., Troy University

## **Alisha Miles**

### **Title**

S.E.N.S.E. Project Coordinator

### **Credentials**

B.S., Columbus State University

M.B.A., University of Phoenix

M.P.A., Troy University

## **Aurelia Smith**

### **Title**

Director, Online Learning

### **Credentials**

B.S., Washington College

M.S., Columbus State University

## **Nanyail Smoke**

### **Title**

Director of Workforce Development

### **Credentials**

A.A., River State College

B.A. Florida Atlantic University

M.B.A., Post University

## **Warner Taylor**

### **Title**

Director, Information Systems

### **Credentials**

B.S., Auburn University

M.S., Colorado Technical University

## **Sheinoura Wise-Nash**

### **Title**

QEP Director/Student Success Coordinator

### **Credentials**

A.S., B.S., M.S., Troy University

## **Faculty**

## **Patricia Boling**

### **Title**

Mathematics

### **Credentials**

A.B., Mary Baldwin College

M. Ed., University of Virginia

M.A.M., Ph.D., Auburn University

## **Will Borin**

### **Title**

Pharmacy Technician

### **Credentials**

B.S., ExCPT, CPhT, Columbus State University

## **Marquette Brewer**

### **Title**

Nursing

### **Credentials**

A.A.S., Southern Union State Community College

B.S.N., M.S.N, Troy University

## **Margot Cleveland**

### **Title**

Nursing

### **Credentials**

B.A., B.S.N, Auburn University

M.S.N, Albany State University

## **William Cooper**

### **Title**

Welding

### **Credentials**

A.A.S., Columbus Technical College

## **Elizabeth Cox**

### **Title**

Mathematics

### **Credentials**

B.S., Auburn University

M.Ed., Auburn University at Montgomery

## **William Cunningham**

### **Title**

Economics

### **Credentials**

B.S., Faulkner University

M.P.A., Auburn University

M.A., Middle Tennessee State University

## **Ashley Cusanelli**

### **Title**

Psychology

### **Credentials**

B.S., Columbus State University

M.A., University of Connecticut

## **Thomas Daniel**

### **Title**

Music

### **Credentials**

B.M., B.M.Ed., M.Ed., Ph.D., Auburn University

## **Taylor Dempsey**

### **Title**

Art and Graphic Design

### **Credentials**

B.A., Auburn University

M.F.A., Savannah College of Art and Design

## **Elmaotaz Elmamoun**

### **Title**

Biology

### **Credentials**

B.A., University of California

M.A., Ball State University

M.S., Walden University

Ph.D., South College

## **Meredith Fitschen-Brown**

### **Title**

Biology

### **Credentials**

B.A., Hiram College

Ph.D., Ohio University

## **Daulton Gaddis**

### **Title**

Nursing

### **Credentials**

B.S.N., M.S.N, Columbus State University

Ph.D., Faulkner University

## **Katherine Henderson**

### **Title**

English

### **Credentials**

A.A., George C Wallace Community College

B.A., M.A., University of Montevallo

## **Vanessa Hicks**

### **Title**

Nursing

### **Credentials**

B.S.N, University of North Alabama

M.S.N, Grantham University

D.N.P, South University

## **Shelly Holt**

### **Title**

Medical Assisting/Program Director

### **Credentials**

B.S., M.P.A., Columbus State University

## **Clayton Howard**

### **Title**

HVAC/R Instructor

### **Credentials**

HVAC/R STC Air Conditioning & Refrigeration, CVCC

## **Patricia James**

### **Title**

Nursing

### **Credentials**

A.A., Columbus State University

B.S.N., M.S.N., M.H.A., University of Phoenix

D.N.P., Grand Canyon University

## **Denesha Jordan**

### **Title**

Accounting/Business

### **Credentials**

A.S., Barstow Community College

B.A., M.B.A., American InterContinental University

## **Kristin Landi**

### **Title**

Health Sciences/Athletic Trainer

### **Credentials**

B.S., Valdosta State University

MPED, Eastern New Mexico University

## **Athena Lock**

### **Title**

Medical Laboratory Technician

### **Credentials**

B.A., Mercer University

M.S., Rutgers University

## **John Loney**

### **Title**

Emergency Medical Services

### **Credentials**

A.S., Chattahoochee Valley Community College

## **Brion McClanahan**

### **Title**

History

### **Credentials**

B.A., Salisbury State University

M.A., Ph.D., University of South Carolina

## **Anna McGhee**

### **Title**

English

### **Credentials**

B.S. Ed., M.S. Ed., Troy University

## **Jonathan Richardson**

### **Title**

Instructor/Head Women's Basketball Coach

### **Credentials**

B.S., M.S., Faulkner University

## **James Rider, Jr**

### **Title**

Emergency Medical Services

### **Credentials**

B.S., University of South Alabama

## **Morris Scott**

### **Title**

Health Science Instructor/Head Men's Basketball Coach

### **Credentials**

B.S., M.S., Florida A&M University

## **Shana Smith**

### **Title**

Medical Assisting

### **Credentials**

A.A.S., Chattahoochee Valley Community College

B.S., Troy University

## **Vernissa Sparks**

### **Title**

Nursing

### **Credentials**

A.D.N., Southern Union State Community College

B.S.N., The University of Alabama at Birmingham

M.S.N., Walden University

## **Zachary Thornton**

### **Title**

English

### **Credentials**

B.S., M.Ed., Auburn University



## **Krista Threatt**

**Title**

Nursing

**Credentials**

B.S.N, Auburn University Montgomery

M.S.N., University of North Alabama

## **Nekita Tingle**

**Title**

Speech

**Credentials**

B.A., Alabama State University

M.A., The University of Alabama

## **Donna Tompkins**

**Title**

Criminal Justice

**Credentials**

A.S., B.S., M.P.A, Columbus State University

## **Yien Wang**

**Title**

Computer Information Systems

**Credentials**

B.M, The University of Texas at Austin

M.M, Johns Hopkins University

M.S., Columbus State University

## **Staff**

### **Shaneka Allison**

**Title**

Admissions Assistant

### **Betsy Bishop**

**Title**

Marketing and Media Coordinator/Public Information Officer

## **Brandon Blue**

**Title**

Success Coach/Retention Specialist

## **Jon Brannon**

**Title**

Housekeeping Technician

## **Antoinette Brown**

**Title**

Bus Driver/Environmental Technician

## **Demeka Daniels**

**Title**

Career Coach/Dual Enrollment Coordinator

## **Tyrone Davis**

**Title**

Maintenance/Housekeeping

## **Shannon Feagins**

**Title**

S.E.N.S.E Success Coach

## **David Fletcher**

**Title**

Institutional Advancement Coordinator

## **Amanda Gamble**

**Title**

Recruiter

## **Carmen Gilliam**

**Title**

Clerk, Title III

## **Christopher Gilliam**

**Title**

Housekeeping Technician

## **Jacqueline Grant**

### **Title**

Administrative Assistant to the Dean of Students and  
Campus Services

## **Shanina Guyton**

### **Title**

CEVSS Program Advisor

## **Courtney James**

### **Title**

Accountant

## **Kenneth Jones**

### **Title**

Data Manager

## **Wayne King**

### **Title**

Computer Support Technician

## **Dwayne Mack**

### **Title**

Supervisor, Maintenance & Grounds

## **Keith Manuel**

### **Title**

Fleet Manager/Campus Safety Officer

## **Shamecca Nelson**

### **Title**

Administrative Assistant to the President

## **Steve O'Steen**

### **Title**

Women's Softball Coach

## **Melinda Pell**

### **Title**

Coordinator, Tutoring Center

## **Felicia Reid**

### **Title**

Accounting Technician

## **Jamekia Richardson**

### **Title**

Student Development and Success Specialist

## **Remona Riley**

### **Title**

Workforce Training Coordinator

## **Alaina Rowe**

### **Title**

Accounting Technician

## **Shuronica Rowe**

### **Title**

Administrative Assistant to the Dean of Financial Affairs

## **Robin Rudd**

### **Title**

Secretary, Adult Education

## **Sonya Skinner**

### **Title**

Admissions Assistant

## **LaToya Stroud**

### **Title**

Testing Center Coordinator

## **Teala Sykes**

### **Title**

Administrative Assistant to the Dean of Instruction

## **Hunter Vick**

### **Title**

Clerk, Athletics/Head Baseball Coach

## **Paul Walton**

### **Title**

Maintenance/Housekeeping

## **Cory Williams**

### **Title**

Electronic Services Assistant (LRC)

## **Jessica Williams**

### **Title**

Human Resources Coordinator

## **Danny Williams**

### **Title**

Chief of Police

## **Kayla Winston-Bass**

### **Title**

Program Assistant (SENSE)

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