

# ACADEMIC INFORMATION



## STUDENT & ACADEMIC SUPPORT SERVICES

To fulfill its commitment to meet the needs of its diverse student body and to enrich the lives of its students, GSCC provides a broad array of both student services and academic

support services. For more information, students may contact the Dean of Enrollment and Retention Office located in 325 Joe Ford Center, East Broad Campus, 256.549.8230.

### Advising Center

The Advising Center assists students with the academic and personal challenges they often face. Advisors are prepared to assist students with each step of the academic process, including applying for admissions, testing, advising, preparing class schedules, conducting research on various career opportunities, as well as assisting with other services that promote student success. The Advising Center staff may assist students through referrals to outside agencies for students with

personal needs. Advising services are located at the McClellan Center, in the One Stop Center on the East Broad Campus, in the Administration Building on the Ayers Campus, and at Cherokee. Students may telephone 256.549.8307 or email [counseling@gadsdenstate.edu](mailto:counseling@gadsdenstate.edu) for additional information.

### Testing Services

Most non-instructional testing services at Gadsden State are coordinated by the Testing Center, located in the One Stop Center on the East Broad Campus. The staff administers various tests, including ACCUPLACER (placement test), the ACT National Assessment, the ACT Residual Assessment, CLEP examinations, and ASE certification testing. Members of the staff also proctor other tests and examinations when requested to do so by Gadsden State instructors, by other educational agencies or by members of the community.

The ACT Assessment is also administered at the various College campuses on multiple national testing dates. A complete schedule of the ACT national testing dates is available from the ACT official website: [www.act.org](http://www.act.org). Persons interested in testing schedules and other information on ACT, CLEP, and ACCUPLACER placement testing should visit the Testing Services webpage at [http://www.gadsdenstate.edu/testing\\_services/home](http://www.gadsdenstate.edu/testing_services/home).

#### Placement Testing

Each institution in the Alabama Community College System must require all entering students who enroll in associate degree or certificate programs and those who enroll for more

than seven credit hours or fourteen weekly contact hours, be assessed using a comprehensive assessment instrument. As mandated by Alabama Community College System, the assessment instrument is ACCUPLACER. The purpose of the placement test is to determine the math and English course level in which the student is eligible to enroll. Test results can be challenged once per academic year and the student can retest for a fee of \$10.00. Test results are valid for a period of three years. For further information, students should contact one of the following test centers: Gadsden, telephone 256.549.8497; Ayers, telephone 256.832.1241; McClellan, telephone 256.238.9348; and Gadsden State-Cherokee, telephone 256.927.1800.

For additional information on placement testing, students should review the Testing Services page contained in the Gadsden State Community College website [http://www.gadsdenstate.edu/testing\\_services/home](http://www.gadsdenstate.edu/testing_services/home).

The following students are exempt from the assessment requirement.

1. Those who have acceptable ACT, SAT or GED scores:

### ACT and SAT EXEMPTIONS

	ACT	SAT (prior to 2016)	New SAT (section score)	New SAT (test scores)
<b>English / Writing</b>	≥ 18 (English)	≥ 440 (Writing)	≥ 510 (Evidence Based Reading/Writing)	≥ 25 (Writing and Language)
<b>Reading</b>	≥ 20	≥ 480	≥ 510 (Evidence Based Reading/Writing)	≥ 26
<b>Math</b>	≥ 20	≥ 480	≥ 510	≥ 25.5

## GED EXEMPTIONS

GED TEST SECTIONS	GED 2014 SERIES TEST	COURSE PLACEMENT
<b>Reasoning Through Language Arts</b>	≥ 165	ENG 101
<b>Mathematical Reasoning</b>	≥ 165	MTH 100

NOTE: Any student scoring at or above the established ACT, SAT or GED scores in either English/Writing, Language Arts, or Math within three years of enrollment is exempt from the subject specific placement assessment. Test cut scores are subject to change. For the most current information, please visit the Testing Services page contained in the Gadsden State Community College website [http://www.gadsdenstate.edu/testing\\_services/home](http://www.gadsdenstate.edu/testing_services/home) or contact the Testing Center in Gadsden, 256.549.8497; at the Ayers Campus, 256.832.1241; at McClellan Center, 256.238.9348; and at Gadsden State Cherokee, 256.927.1800.

2. Those who have an associate degree or higher
3. Those who transfer degree-creditable, college-level English or mathematics courses in which they earned a grade of "C" or better
4. Those enrolling for personal enrichment purposes only
5. Those enrolling in short certificate programs having no English, reading or mathematics requirements
6. Those who have completed required developmental coursework at another Alabama Community College System institution within the last three years
7. Those enrolling to audit a course
8. Those who can provide documentation of assessment by the placement test within the last three years
9. Those who are transient students

Some persons may delay taking the placement test until or unless they plan to enroll in an English or a mathematics course. These persons include the following:

1. Senior citizens
2. Anyone not seeking a degree or a certificate but taking courses for vocational reasons only

3. Those in certain short certificate programs having no English or mathematics requirements
4. Transient students

### Test of English as a Foreign Language (TOEFL)

The College provides another testing service specifically for international students and students who graduated from high school in a non-English-speaking country. Unless the student has graduated from an accredited high school in the United States or from an accredited American high school overseas, or unless the applicant is from a country where English is the native language or from a country which is exempt from an English proficiency test requirement, the applicant must present an acceptable score on the Test of English as a Foreign Language (TOEFL) or another accepted English proficiency test. (Student should see "Admission of Non-Native English Speakers.") If the student is enrolled in the Alabama Language Institute (ALI), he/she will also need to take the TOEFL or another accepted English proficiency test and make an acceptable score or to complete one semester in ALI at the highest level (Student should refer to Exception #3.) to move to the regular Gadsden State curriculum. (The "Admissions Policies and Procedures" and "Alabama Language Institute" sections of this catalog provide additional information.)

GSCC offers the institutional TOEFL, which is given three times every year, at the close of each semester and the final summer term. Any student interested in taking the institutional TOEFL or wanting more information about this test should visit the International Programs Office (106 Naylor Hall, Wallace Drive Campus) or telephone 256.549.8438. In addition, Gadsden State is a testing center for the IBT (Internet-Based TOEFL). Other than the College, the nearest International TOEFL (IBT) testing centers are located in Birmingham, Alabama; Tuscaloosa, Alabama; Decatur, Alabama; and Atlanta, Georgia. Students must make an appointment to take the IBT by visiting the website [www.ets.org/toefl](http://www.ets.org/toefl). Appointments cannot be made through Gadsden State.

### GED TESTING

Gadsden State conducts GED testing for Gadsden/Anniston and the surrounding areas. Individuals seeking information may contact the GED Testing Center at 256-439-6819 or 256-832-1217. **All registration and scheduling for the GED test must be completed at [www.GED.com](http://www.GED.com) or at 1-877-392-6433.** The GED test is a computer-based test consisting of four modules: Mathematics, Reasoning Through Language Arts, Science, and Social Studies. To be eligible to take the GED test, an individual must **(1)** not be enrolled in a secondary school, **(2)** be 18 years of age or older. An individual who is 16 or 17 years of age may take the GED test, but additional documentation is required to obtain approval to test. These individuals should contact the GED Testing Center for information on submitting the proper documentation.

## Resource Center

Located in the One Stop Center on the East Broad Campus, the Advising Center is open to Gadsden State students, as well as to the public. The center provides a wealth of information for persons seeking guidance about careers, majors, colleges, and scholarships. The resource center includes on-line career development software, 4-year college/university catalogs, study skills information, and employment preparation materi-

als. Information on selecting and gaining admission to appropriate business, medical, dental, or law schools and resources on effective preparation for such tests as the MCAT, LSAT, GMAT, TOEFL, and CLEP is also available. Computers are available for on-line research related to careers and transfer colleges.

## Orientation Services

Gadsden State provides three specific opportunities to help entering students better understand the college processes and to become familiar with resources and services available throughout their college experience.

### Preview Day

Preview Day sessions are designed to give prospective students, of any age, an overview of the college's facilities, programs, and procedures. Preview Day sessions are available on all campuses during the Spring semesters. Learn more at [www.gadsdenstate.edu/enrollmentservices/orientation-programs](http://www.gadsdenstate.edu/enrollmentservices/orientation-programs).

### Cardinal Commit

Cardinal Commit sessions are for new incoming students and are scheduled during the summer semester. This session should be attended prior to the first semester at Gadsden State. During Cardinal Commit, new students are familiarized with important, need-to-know information which includes the student computer system, student activities, financial aid, and general knowledge about the campus. Cardinal Commit provides new students the opportunity to meet with their advisor and register for Fall Semester classes. Students may learn more about Cardinal Commit at [www.gadsdenstate.edu/enrollmentservices/orientation-programs](http://www.gadsdenstate.edu/enrollmentservices/orientation-programs).

### ORI 101: Orientation to College

ORI 101 is a one-credit hour course that provides first-semester Gadsden State students with the campus resources and academic skills necessary to achieve educational objectives. The course emphasizes personal responsibility through the exploration of Gadsden State regulations, campus facilities, and student services. ORI 101 is also designed to help students develop effective study skills, library skills, critical thinking, and career goals. Upon completion of this course, students should be prepared to manage learning experiences successfully in-order to meet educational and career goals.

Students should register for ORI 101 in their first semester. This course is a requirement for graduation for all degree – or certification-seeking Gadsden State students. ORI 101 is

offered during the fall, spring, and summer semesters and as an Internet course. (For more information about courses as lecture, hybrid or online, students should see the “Online Education” section of this catalog.) Any student who is enrolled in five (4) or more semester credit hours, must successfully complete the orientation requirement during the first term of enrollment at the College. A student who enrolls in four (4) or fewer hours per term must complete the orientation requirement during the term when he/she is enrolled in credit hours that reach a cumulative total of sixteen (16) semester credit hours taken a Gadsden State.

The following persons are exempt from the ORI 101 graduation requirement:

1. Any student not seeking a degree or a certificate but taking courses for personal or employment reasons only, up to a cumulative total of sixteen (16) credit hours (At the point that a student has enrolled for a cumulative total of sixteen (16) credit hours or more at Gadsden State, he/she must successfully complete the orientation requirement.);
2. Any student who has an associate degree or higher;
3. Any student who has successfully completed a course equivalent to ORI 101: Orientation to College at another institution within the last twenty-four (24) months;
4. Any student who has transferred to Gadsden State with over 30 earned credit hours;
5. Any transient student; and
6. Any student enrolled in an academic program that must follow the Alabama Community College System Standardized Curriculum. (These programs include Licensed Practical Nursing and Registered Nursing.)

**NOTICE: ORT 100: Orientation for Career Students is available for students in non-degree-eligible programs or courses. All other students should enroll in the ORI 101: Orientation to College course.**

## Library Services

Library services are available at the Wallace Drive, Ayers, McClellan, Cherokee, and Valley Street Campuses. Services and collections support the programs and courses for each individual campus, as well as the general education and information needs of faculty and students. Each campus library offers instructional materials, reference assistance, interlibrary loan, photocopiers, and computers with internet access. To borrow materials from campus libraries, the patron must have a valid GSCC student or GSCC faculty/staff identification card. Members of the community must have a valid Driver's

License or Military identification card to be issued a community user card. Faculty, staff, and students all have on-campus and off-campus access to both the Alabama Virtual Library and additional online resources and databases which have been purchased to supplement the offerings of the Alabama Virtual Library. The Library collection consists of print books, electronic books, audiovisual materials, periodicals, videotapes, and other educational materials. Membership in

the Library Management Network (LMN), a north Alabama consortium, expands the number and variety of resources that the library offers.

All campus libraries work to support the information needs of their campus populations. Each campus library has specific operating hours to support its campus when classes are in session. Library hours will vary between semesters and during the summer semester. Library hours are also subject to change on short notice due to staffing limitations. Any changes in hours will be posted at the entrances to the library and on the library website (accessible from [www.gadsdenstate.edu](http://www.gadsdenstate.edu) by clicking on “Library” under “Academics”).

The standard operating hours for the fall and spring semesters vary by campus. Meadows Library (located in the center of the Wallace Drive Campus in Gadsden) is open Monday

through Thursday from 7:00 am to 7:30 pm and on Friday from 7:30 am to 11:30 am.

The Pierce C. Cain Learning Resource Center (located at the Ayers Campus on Coleman Road) is open Monday through Thursday from 7:30 am to 6:30 pm.

The McClellan Center Library (located on the McClellan Campus) is open Monday through Thursday from 7:30 am to 7:00 pm.

The Cherokee Library (located on the Cherokee Center Campus) is open Monday and Wednesday from 8:15 am to 6:00 pm and Tuesday and Thursday from 8:00 am to 6:00 pm.

The Valley Street Library (located on the Valley Street Campus) is open on Tuesday, Wednesday and Thursday from 9:30 am to 2:30 pm.

All standard operating hours for the library are subject to change on short notice.

## Career Services

Gadsden State graduates and current Gadsden State students seeking full-time, part-time, or cooperative education employment opportunities should visit the Career Services Office, located in the One Stop Center on the East Broad Campus. The staff is prepared to assist students with composing and evaluating résumés; creating letters of application; exploring career and work possibilities; developing interviewing skills; and networking with employers through campus interviews, job listings, direct application, and information technology. Computers are available in the Resource Room for graduates and students to create résumés and cover let-

ters and to research potential employment opportunities. In addition, information on the latest job postings is available online at the Career Services webpage at [http://www.gadsdenstate.edu/career\\_services/home](http://www.gadsdenstate.edu/career_services/home). A variety of information, including career resource materials, DVDs, and on-line career software, is also available to aid in the job search. For more information, students may contact the Career Services Office at 256.549.8605, or by email to [career-services@gadsdenstate.edu](mailto:career-services@gadsdenstate.edu).

## Disability Services

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) prohibit discrimination against any qualified person regardless of his/her disability. The College strives to create a welcoming environment and will work in good faith to meet the needs of all populations. Reasonable and appropriate accommodations for qualified disabled students, applicants, employees, and visitors will be met unless to do so would present an undue hardship to the College or lower the academic standards of GSCC. Persons

requesting accommodations should contact the ADA Coordinator, Pam Clough, 256.549.8462, [pclough@gadsdenstate.edu](mailto:pclough@gadsdenstate.edu).

Persons with hearing impairments can telephone 1.800.548.2547, the Alabama Relay Center (Voice) number, and 1.800.548.2546, the Alabama Relay Center (TDD) number.

## Student Support Services

The Student Support Services (SSS) Program at GSCC is designed to increase the retention and graduation rates of eligible students, to facilitate their transfer to other institutions, and to foster an institutional climate supportive of the success of low-income students, first-generation students, and students with disabilities who are enrolled or accepted for enrollment in Gadsden State programs. The SSS Program consists of the following components: Academic Tutoring, Academic Counseling, Transfer Advisement, Career Advisement, Cultural Events, Mentoring Services, Enrichment Seminars, Financial Literacy Seminars, Study Skills Seminars, Disability Services, Computer Literacy and Computer Labs. In order to participate in the SSS program, which serves 600 Gadsden

State students, the student must apply to be in the program and must be accepted under the applicable eligibility criteria.

For more information about the eligibility criteria, the application procedure, and the types of services and accommodations available, students should contact Student Support Services, 213 Inzer Student Center, Wallace Drive Campus, telephone 256.549.8208; or Ayers Campus, telephone 256.835.5465.

***Student Support Services, one of the College's TRIO programs, is totally funded by the U.S. Department of Education.***

## Veterans Services

### Veterans Affairs

Through its Veterans Affairs Office, GSCC cooperates with the Department of Veterans Affairs and with students who receive VA educational benefits to ensure that the objectives of the VA are pursued to the fullest advantage of both parties. The policies and procedures followed by the College are explained on the College's website at [http://www.gadsdenstate.edu/financial\\_aid/veterans-education-benefits](http://www.gadsdenstate.edu/financial_aid/veterans-education-benefits). Additionally, information on the Alabama GI Dependents' Scholarship Program is presented under Financial Assistance. Students may telephone the Gadsden State Veterans Affairs Office at 256.549.8207 or 256.835.5467 for more information.

### Veterans Upward Bound

Veterans Upward Bound (VUB) is dedicated to providing free educational and counseling services to eligible veterans. The basic qualification is an honorable discharge from the armed forces of the United States. VUB offers to all eligible veterans free seminars on the following topics: study skills, time management, computer skills, financial literacy, com-

munication skills, and career planning. The staff is trained to work with veterans on all academic levels. Veterans who have been out of the academic environment for a number of years will have their current skills evaluated. This evaluation will lead to an Individual Educational Plan (IEP) being developed by the staff in consultation with the participant. Various options are available: self-paced study, tutoring, or group study. Qualified veterans may also receive academic counseling, college registration assistance, financial aid counseling and assistance, free tutorial services, and use of the VUB computer laboratory. He/she may also qualify for participation in the VUB book loan program. All aspects of the program are designed to ensure each veteran's academic success. Interested veterans are urged to call 256.549.8286 for assistance on the Wallace Drive Campus, or 256.238.9354 for assistance at the McClellan Center, or 256.835.5481 for assistance on the Ayers Campus. ***Veterans Upward Bound, one of the College's TRIO programs, is totally funded by the U.S. Department of Education.***

## Title III Program

The Strengthening Historically Black Colleges and Universities (HBCU) Title III Program mission is to enhance the academic programs, fiscal management, and physical resources of the Valley Street Campus. Activities and services provided by the program address the enhancement of student support services, the integration of technology into curricula and instruction, and the improvement of physical facilities. Goals include increased student retention, achievement of students' educational goals, and expanded capabilities of information

technology for students and faculty. The Title III Grant Administration Office is located in the Prater Administration Building on the Valley Street Campus. For more information, individuals should contact Title III Director, at 256.549.8679. ***The Title III Program is funded by the U.S. Department of Education through its Historically Black Colleges and Universities Program (HBCU).***

## Consortium for Alabama Regional Colleges for Automotive Manufacturing (CARCAM)

CARCAM is a consortium of community and technical colleges networked throughout Alabama who are funded by a grant from the National Science Foundation to recruit and to educate students and incumbent workers in the fields related to automated manufacturing. The Advanced Technological Education (ATE) Regional Center of Excellence is located at Gadsden State, the fiscal agent for the grant. CARCAM collaborates with numerous automotive and automated manufacturing partners and economic development initiatives in the region. Member colleges offer degrees and certificates in Au-

tomotive Manufacturing Technology (AUT) to prepare students for the highly technical fields of automotive and related manufacturing careers. Student scholarships are offered through the Alabama Automotive Manufacturing Association (AAMA) and applications and eligibility requirements are available on the following websites; [www.carcam.org](http://www.carcam.org) or [www.alautoindustry.org](http://www.alautoindustry.org). For additional information, contact the CARCAM Director at 256.439.6870.

## SPECIAL OFFERINGS

Gadsden State offers several special categories of courses and programs designed to meet specific academic and career needs of students: Honors Courses, Honors Scholars Program,

Developmental Studies, the Teaching and Learning Center, Online Education, Independent Study, Cooperative Education and Service Learning.

## Honors Courses

Students with a special academic interest or motivation may “contract” for a course to have an “H” (honors) designation. A student may contract one or several courses. The individual instructor may allow “H” credit or not, but the committee and director of the Honors Scholar Program will develop guidelines and will work with instructors to encourage “H” credit.

Typically an “H” designation requires approximately one (1) additional credit hour’s work in a three- or four-hour course. The “H” designation may involve special project(s) or additional breadth or depth in the course material. “H” designation is NOT designed to make the course more difficult but

to result in learning outside of the normal coursework. A student will receive the grade that he or she would otherwise earn in the course, plus “H” designation. **NOTICE: A student does not need to be admitted to the Honors Scholar Program to contract for individual honors credit.**

## Honors Scholars Program

The Honors Scholars Program is for high-achieving students who seek a more intellectually challenging and creative college experience.

Students must apply to and be admitted to the Honors Scholars Program by completing an Honors Scholars Application. To be considered for a scholarship, a student should also complete the Scholarship Application.

For more information contact the Honors Scholars Program at 256.549.8416 or [dmurdock@gadsdenstate.edu](mailto:dmurdock@gadsdenstate.edu).

### Applicants

Applicants will be accepted into the program based on high school or lifelong achievement, test scores, and community or school activities and leadership. The following test scores will be used as benchmarks for admissions, but students may be admitted based on other exceptional achievement or service:

1. A high school ranking in the top 15% of the graduating class;
2. A grade point average of 3.50 or above;
3. A score of 1200 or above on the SAT (math & verbal) or a composite score 25 or above on the ACT.

### Other Students

1. High school graduates who did **not** rank in the top 15% of their respective high school classes **OR**
2. High school graduates from non-accredited high schools **OR**
3. Students who completed a G.E.D. **OR**
4. Students who are returning to school after an extended period are eligible to apply for the HONORS SCHOLARSHIP if they have scored exceptionally high on the Placement Test.

### Honors Students

1. will take a minimum of six (6) “H” designation courses,

- including at least one HONORS SEMINAR (HUM 298);
2. will attend the HONORS ORIENTATION before starting the freshman year; **and**
3. will be expected to attend a minimum of two HONORS EVENTS during each academic year, including lectures, concerts, and other designated events.

### Advantages

1. **Gadsden State Scholarships** - A maximum of 20 continuing Gadsden State scholarships will be awarded annually to students who will be designated as HONORS SCHOLARS.
2. **Diploma Designations** - Students who fulfill the requirements will be designated as “HONORS SCHOLAR” on the graduation diploma.
3. **Early Registration** - HONORS SCHOLARS will be able to register the day before official registration begins.
4. **Personal Mentoring and Advisement** - HONORS SCHOLARS will be paired with special faculty mentors. Mentors will be Gadsden State faculty or administrators, and pairings will reflect a student’s interests and goals. The mentors will serve as special advisors for student schedules, academic mentorship, professional mentorship, internships, etc.
5. **Commencement Medallions** - HONORS SCHOLARS will be presented with special commencement medallions to wear during graduation exercises.
6. **Special Honors Area** - A special HONORS SCHOLARS area will be available at the Wallace Drive Campus. This area will be open to HONORS SCHOLARS and accompanying friends. Internet access and a television will be available.

## Developmental Studies

Gadsden State offers courses in English, mathematics, and reading designed specifically for those students who need to improve their ability to benefit from higher education. These courses produce institutional, non-transferable credit only and will not satisfy the requirements for degrees, certificates, and diplomas. These courses allow students to begin studying at their own level in order to develop the skills and

knowledge that they will need to attempt regular credit-bearing courses. Descriptions of these courses (**ENG 080, 092, and 093; ENR 094; MTH 090 and 098; and RDG 084 and 085**) appear in the Course Descriptions chapter of this catalog. For more information about developmental studies, individuals should contact the appropriate academic department.

## Teaching and Learning Center

The Teaching and Learning Center (TLC), formerly called eLearning, serves the college's faculty and students by providing software, training, services, and programs that they need to be successful. The TLC provides the college's faculty with a wide range of professional development opportunities, software applications, and engagement activities that keep them on the cutting edge of higher education which maximiz-

es their ability to inspire, educate, and empower students. The TLC serves students by providing access and assistance in their use of the learning management system and related software. Finally, the TLC is responsible for the management of distance learning programs, software applications, and effectiveness.

## Online Education

Online Education is defined as "an instructional delivery system which connects learners with educational resources" when learners and instructor are not in the same place. It is an approach to facilitate or enhance education by electronic means, allowing learners to receive instruction regardless of time and location.

GSCC provides an active Online Education program utilizing

the Internet and videoconferencing. These courses are of the same high quality and teach the same competencies as Gadsden State's traditional on-campus courses. Additional information on Online Education is available at <http://www.gadsdenstate.edu/elearning/distance-learning>.

## Independent Education

Students may request to enroll in independent study courses. This privilege is available to those students who have been unable to schedule courses in any other manner. Independent

study is done with the permission of and at the convenience of the instructor. Independent study requires the approval of the administrator of the instructional area involved.

## Cooperative Education (CO-OP)

Cooperative Education is a powerful educational tool that merges in-class instruction with job-training experiences. The Cooperative Education experience is an arrangement whereby an integral part of the student's education is actual work experience.

To enter the program, the student must have declared a program area of study, be able to receive a favorable recommendation from the program area instructor, and have successfully completed at least one semester (12 semester hours) within his/her chosen field of study with an overall grade point average of at least 2.5 on a 4.0 scale. Arrangements with a prospective employer must be worked out to the satisfaction of both the employer and the program advisor.

The student may receive from one to three semester credit

hours, depending on the number of hours per week worked in an approved cooperative education experience. State policy permits Gadsden State to award one (1) semester hour of credit for each five (5) hours of work per week. The student should refer to the appropriate portions in the Degree/Certificate Programs and Course Descriptions chapters of this catalog to be certain that cooperative education credits are applicable toward the requirements for his/her degree program.

Students interested in the Cooperative Education Program may visit the Career Services Office, located in One Stop Center on the East Broad Campus, call 256.549.8605 or reach the staff by email at [careerservices@gadsdenstate.edu](mailto:careerservices@gadsdenstate.edu).



## Service Learning

Service Learning is an academic program that combines community service with classroom instruction, focusing on critical, reflective thinking, as well as personal and civic responsibility. Various instructors offer service learning options in select courses, and students who enroll in the program then have an opportunity to take their classroom knowledge and/or technical skills into their community to work with service agencies, private non-profit organizations, faith-based groups, and schools. The service must be directly linked to course content.

Service Learning provides hands-on, practical experience and allows students to work with professionals at a variety of sites. This experience affords some career exploration while

students become more aware of their community and its problems as well as ways to alleviate them. Service Learning emphasizes civic engagement, and, as students become involved with agencies and/or schools in their community, they realize the importance of giving back to the community through service. Since students receive credit for their service experience, each instructor incorporating service learning in a course may require a specific type of reflection activity: journals or logs, written or oral reports, group discussions—all based on the student's service activities.

For more information, students should contact the Advising Center at 256.549.8307.

## NONTRADITIONAL COLLEGE CREDIT

Gadsden State provides a mechanism for students to earn college credit for experience and knowledge attained outside the traditional classroom, including articulated credit and award-

ing credit through experiential learning, examination or experience.

### 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. Articulation agreements provide a basis for introducing students to a “pathway” through high school and college coursework into future employment. Advantages to students are that course content duplication is avoided, time to complete a degree is reduced, and the cost of postsecondary education is reduced. State articulation agreements are in place in many technical fields, and criteria for awarding artic-

ulated credit can be found on the Alabama Community College website: <https://www.accs.cc/>. Students seeking articulation credit must submit to the Records Office a completed *Career/Technical Education Course Articulation Credit Request Form*. [http://www.gadsdenstate.edu/sites/default/files/u23/articulationcreditrequestform\\_000.pdf](http://www.gadsdenstate.edu/sites/default/files/u23/articulationcreditrequestform_000.pdf). See program advisor or Dean of Technical Education and Workforce Development for more information.

### Awarding Credit through Experiential Learning

1. Credit for experiential learning can be awarded only after the assessment of experiential learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course or courses.
2. Course credit earned through experiential learning shall be noted on the student's transcript as having been awarded through experiential learning.
3. Credit for academic transfer courses awarded through experiential learning **may be awarded** by examination or nationally recognized guidelines **only** (DANTES, Challenge Exams, ACE PONSI/CREDIT, and ACE/Military). **Credit for experiential learning (portfolio review) may not be awarded for academic transfer courses.**
4. In the process of determining if credit can be awarded for experiential learning, colleges shall charge students only for the cost of the experiential learning services and not for the amount of credit awarded.
5. There shall be a charge of \$25 for each portfolio review to assess experiential learning for college credit. Documentation must be provided for each course for which credit through experiential learning is requested, and the \$25 fee applies to each review of the documentation (e.g., individual is charged \$50 if the person is seeking credit through experiential learning for two courses and thereby requires portfolio reviews in relation to those two courses). **Students seeking credit for academic transfer courses through examination or nationally recognized guidelines are not charged a fee for experiential learning or for credits awarded through experiential learning.**
6. No more than 25% of total credit required for any program may be awarded as a result of experiential learning, CLEP, etc. Credit awarded through experiential learning does not count toward the minimum of 25% of semester credit hours that must be completed at the college granting the degree as referenced in Alabama Community College System Policy 715.01.
7. Before receiving credit through experiential learning for a course, an individual must meet enrollment requirements of the course.

## College Credit by Examination or Experience

The Alabama Community College System recognizes that individuals can develop mastery of course competencies through employment, training, and other experiences, which is termed “prior learning.” College credit can be awarded for prior learning toward courses whose terminal objectives have already been mastered to an acceptable degree of proficiency. The individual must document skill mastery, and experiential learning/college credit can only be awarded through an examination.

If a student achieves the required score, the student may receive credit through either the Advanced Placement Program Examination (AP) or through the College Level Examination Program General Examinations (CLEP) under the following conditions.

The Advanced Placement Program (AP) is a cooperative effort between secondary and post-secondary education. Students taking advanced placement courses in high school may take the Advanced Placement Examination after completion of those high school courses. College credit may be awarded to students based upon the results of the examination.

GSCC awards credit for CLEP subject examinations based on a minimum score requirement for each exam as recommended by the American Council on Education (ACE). CLEP credit is not granted for college level courses previously failed, for courses in which credit for higher level course work has been earned, or for credit already earned in the subject examination’s course equivalent. No more than 25% of total credit required for any program may be awarded through nontraditional means toward a degree at Gadsden State. Acceptance of non-traditional academic work by GSCC does not guarantee other institutions will accept such work. This determination will be made by the respective transfer institution.

The CLEP offers a wide range of exams that can save time and money. A satisfactory score on an exam allows a student to receive college credit for what he or she already knows. More information regarding CLEP credit granting policies is available at [www.collegeboard.org/clep](http://www.collegeboard.org/clep) or from the Testing Center at 256.549.8497. CLEP scores currently accepted are as follows:

CLEP TEST	GSCC CREDIT	ACE SCORE MIN.
<b>BUSINESS</b> Financial Accounting Information Systems & Computer Applications Introductory Business Law	BUS 241 Principles of Accounting I CIS 146 Microcomputer Applications BUS 263 Legal and Social Environment of Business	50 50 50
<b>COMPOSITION &amp; LITERATURE</b> American Literature College Composition  English Literature Humanities	ENG 251 American Literature I ENG 101 English Composition I ENG 102 English Composition II ENG 261 English Literature I HUM 101 Introduction to Humanities I	50 50 50 50 50
<b>WORLD LANGUAGES</b> Spanish Language, Level 1  Spanish Language, Level 2	SPA 101 Introductory Spanish I SPA 102 Introductory Spanish II  SPA 201 Intermediate Spanish I SPA 202 Intermediate Spanish II	50  63
<b>HISTORY &amp; SOCIAL SCIENCE</b> American Government History of the US I: Early Colonization to 1877 History of the US II: 1865 to Present Human Growth and Development Introductory Psychology Introductory Sociology Principles of Macroeconomics Principles of Microeconomics Western Civilization I: Ancient Near East to 1648 Western Civilization II: 1648 to Present	POL 211 American National Government HIS 201 US History I HIS 202 US History II PSY 210 Human Growth and Development PSY 200 General Psychology SOC 200 Introduction to Sociology ECO 231 Principles of Macroeconomics ECO 232 Principles of Microeconomics HIS 101 Western Civilization I HIS 102 Western Civilization II	50 50 50 50 50 50 50 50 50 50
<b>SCIENCE &amp; MATH</b> Biology Calculus Chemistry  College Algebra	BIO 103 Principles of Biology MTH 125 Calculus I CHM 111 College Chemistry I CHM 112 College Chemistry II MTH 100 Intermediate College Algebra	50 50 50 50 50

## CAMPUS SERVICES

### Bookstore

A bookstore, operated by Barnes & Noble Booksellers, LLC, is located in the One Stop Center on the East Broad Campus. Students can purchase books new or used, rent textbooks, or purchase an e-book. The bookstore also offers supplies, phone cards, Gadsden State clothing, and gifts. Normal business hours are 7:30 a.m. until 5:00 p.m. Monday and Tuesday; 7:30 a.m. until 4:00 p.m. Wednesday and Thursday; and 7:30 a.m. until 11:30 a.m. Friday. The bookstore maintains extended hours each semester during both the registration period and the first week of classes. Bookstore facilities are also provided at the McClellan Center and the Ayers Campus for limited hours. The bookstore provides services to students attending Gadsden State classes at Gadsden State Cherokee. Students may telephone 256.546.3334 (Wallace Drive Campus), 256.820.3414 (McClellan Center), 256.835.2707 (Ayers Campus). See the following link: <http://www.gadsdenstate.edu/bookstore>

The bookstore refund policies are as follows:

#### Textbooks

- **A full refund will be given in the original form of payment if textbooks are returned during the first week of classes with original receipt.**
- With proof of a schedule change and original receipt, a full refund will be given in the original form of payment during the first 30 days of classes.
- No refunds on unwrapped loose leaf books or activated eBooks.
- Textbooks must be in original condition.
- No refunds or exchanges without original receipt.

#### General Reading Books, Software, Audio, Video and Small Electronics

- **A full refund will be given in the original form of payment if merchandise is returned with 14 days of purchase with original receipt.**
- Opened software, audio books, DVDs, CDs, music, and small electronics may not be returned. They can be exchanged for the same item if defective.
- Merchandise must be in original condition.
- No refunds or exchanges without original receipt.
- Merchandise must be in original condition.

#### All Other Merchandise

- **A full refund will be given in the original form of payment with original receipt.**
- Without a receipt, a store credit will be issued at the

current selling price.

- Cash back on merchandise credits or gift cards will not exceed \$1.
- No refunds on gift cards, prepaid cards, phone cards, newspapers, or magazines.
- Merchandise must be in original condition.

#### Returns and Exchange Process by Mail

Textbook returns must be postmarked during the first week of classes. Returns or exchanges should include a completed Return/Exchange Form and proof of schedule change, if applicable. The Return/Exchange Form is included as part of the original shipment. Students who do not have the Return/Exchange Form should submit the following information with a return/exchange:

- Name
- Address
- E-mail address
- Phone number and
- Order number (if available)

Send returns/exchanges to the store. Send returns/exchanges via prepaid shipping. The bookstore will not accept returns/exchanges via COD. Neither Barnes and Noble nor the college is responsible for lost return/exchange packages. Therefore, it is highly recommend that any mailed returns/exchanges be insured. The credit for the return will be applied to the form of payment used to make the purchase. Allow up to two credit card billing cycles for the credit to appear on student account statements.

#### Returns and Exchanges in your Campus Bookstore

Barnes and Noble will gladly accept returns/exchanges for online textbook purchases at the bookstore. Make sure the customer invoice/receipt is included when returning or exchanging textbooks. Returns and exchanges made in the on-campus bookstore must adhere to the same timeframes as returns or exchanges processed through the mail.

#### Fair Pricing Policy

Barnes & Noble College Booksellers comply with local weights and measures requirements. If the price on your receipt is above the advertised or posted price, please alert a bookseller and we will gladly refund the difference.

## Cafeteria

The GSCC Cafeteria, operated by Sodexo Campus Services, is located on the lower level of the Inzer Student Center on the Wallace Drive Campus. This facility offers "hot-line" meals for breakfast, lunch, and dinner, with a complete salad bar, a dessert bar, and a beverage station. In addition, it has a grill and deli sandwich area, which is open for lunch and dinner and features hamburgers, fries, pizza (by the slice), and an assortment of cold sandwiches.

Meal tickets can be purchased at the Wallace Drive Cafeteria. Students, faculty, staff, and the general public are welcome to dine or take out. The cafeteria is closed for dinner on Friday nights. The cafeteria may be contacted at 256.549.8388 or visit <https://gscs.sodexomyway.com>.

The cafeteria serving periods are Monday through Friday as follows:

Monday-Friday	Breakfast	7 a.m. to 9 a.m.
Monday-Friday	Lunch	11 a.m. to 1 p.m.
Monday-Thursday	Grill Only	1 p.m. to 1:30 p.m.
Monday-Thursday	Dinner	5 p.m. to 6:30 p.m.

## First Aid

GSCC has first-aid kits available in all shops in case of an accident or illness that requires immediate attention. A member of the faculty or staff will call 911 if a dangerous situation arises. Gadsden State does not assume any financial re-

sponsibility for expenses that may be incurred should off-campus medical aid be necessary, nor is the College responsible for providing transportation to receive medical attention.

## Fowler Residence Hall

GSCC offers students the opportunity to live on the Wallace Drive Campus in Lewis W. Fowler Hall. This on-campus facility is convenient to classes and adjacent to recreation areas. Fowler Hall features semi-private suites with dormitory size refrigerators, baths, as well as study areas, lounges, game room, laundry room, snack and drink vending machines, and in-room controlled heating and air conditioning,

and Wi-Fi connection. Rooming is limited. Students are encouraged to apply for housing early.

For information about living in the residence hall, students may contact the Director of Residence Life at 256.549.8212 or the front desk of Fowler Hall at 256.549.8369.

## Safety and Security

The Office of Safety and Security is responsible for security and emergency response on all GSCC campuses. Safety and Security (which includes security, mail, transportation, Alabama Department of Emergency Management reporting and severe weather monitoring) is an important component of the educational environment at GSCC.

Officers patrol the campuses and provide safety and security services through the deployment of vehicle and foot patrols. To achieve the highest degree of safety and security at all campuses, centers, and sites, the Office of Safety and Security encourages community members to recognize the importance of following good safety practices. Community members should also understand that safety is their responsibility, not just that of those officially and formally charged with enforcing the laws, policies, and rules. This community

responsibility includes using the escort service available by calling the duty (security) number posted on each campus, locking valuables, and reporting suspicious/criminal activities. The Office of Safety and Security takes a leadership role by providing educational programs on campus safety, preventative patrols, incident investigation and reporting, fire safety and prevention, and crime prevention. In addition, the Office of Safety and Security is responsible for monitoring, maintaining, and/or enforcing GSCC alarm systems, parking services, property/evidence collection, officer training, and crime reporting.

Safety and Security officers receive training in security and emergency care. The Office of Safety and Security is located in Fowler Residence Hall on the Wallace Drive Campus.

The office phone number is 256.549.8425, and the 24-hour phone number is 256.312.2132. The primary objective of the Office of Safety and Security is to provide a safe college environment wherein its community members can work and study and personally and professionally develop, both intellectually and socially. GSCC has the Campus Safety Com-

mittee, whose mission is to ensure that appropriate health and safety standards are maintained and that the appropriate Federal and State statutes are observed. See [Appendix C](#) for complete policy.

## WSGN

Gadsden State owns a full-service public radio station, WSGN-FM 91.5, in cooperation with WBHM- FM 90.3 in Birmingham, Alabama. WSGN carries programs from Na-

tional Public Radio and operates 24 hours per day, seven days per week.

## DEFINITIONS AND RULES

### Credit Hour Definition

The basis of the credit hour is semester hours of credit, which are based upon the average weekly number of hours of instruction during a 15-week period or the equivalent amount of hours over a different length of time (such as a 10 week summer or 8 week mini-term). An hour of instruction is defined as not less than 50 minutes of instructor/student contact. A variety of class meeting schedules that fall within this structure may be present within the institution.

The ratio of weekly contact hours to credit hours varies with the type of instruction utilized. All sections of the same class must use the same ratio. There are six general categories of types of instruction:

- (1) Theory (1:1) - one hour of credit for one hour of theory instruction
- (2) Experimental Laboratory (2:1 or 3:1)\* - one hour of credit for two or three hours of experimental instruction
- (3) Practical Application Laboratory (2:1 or 3:1)\* - one hour of credit for two or three hours of practical application instruction
- (4) Clinical Practice (3:1) - one hour of credit for three hours of clinical practice instruction
- (5) Preceptorship (5:1 or 3:1)\* - one hour of credit for three or five hours of preceptorship instruction
- (6) Internship (5:1) – one hour of credit for five hours of internship instruction

### Prerequisites and Corequisites Definitions

Prerequisites are other courses or competencies that must be completed or attained before registering for some courses. Corequisites refer to other courses that the student must be registered for simultaneously with the course in question.

### Course Load

The student course load for a full-time student at GSCC is 12 to 19 credit hours per fall, spring and summer semesters.

Credit hours above 19 semester hours constitute a student overload. The appropriate chief instructional officer must approve a student overload. No student will be approved for more than 24 semester credit hours in any one semester or term for any reason.

## Identification and Library Card

Students are required to have an identification card, commonly referred to as ID, made at orientation or within the first two weeks of classes. IDs are made in One Stop Center, East Broad Campus, in the Pierce C. Cain Learning Resource Center at Ayers, at the McClellan Center Library, at Gadsden State Cherokee Library and in the Valley Street Library. The ID is to be in the student's possession at all times while the individual is on campus or participating or attending College events and must be displayed when requested by Campus

Security or other College officials.

The ID also serves as a library card, which enables students to check out materials (e.g. books, videos, etc.) from any Gadsden State Library and to access the Library's webpage and online resources. A replacement card can be issued at any of the listed locations once the student has paid the replacement fee of \$5.00 at the Business Office.

## Attendance Policy

### Class Attendance

Class attendance is considered essential to the educational process and is integral to academic success. Students are expected to attend all classes for which they are registered. Absences disrupt a student's academic progress, contribute to poor academic performance, and significantly diminish the quality of group interaction in class. Students are expected to attend class on time and are expected to remain in class for the duration of the published class time. Faculty are required to verify attendance on a specified day to capture census reporting data as required to comply with federal financial aid regulations.

### Student Absences

Recognizing that situations may arise to prevent a student from attending a class, the College may accommodate absences but recommends that students with excessive absences submit a withdrawal request according to the Withdrawal Procedures described in the *College Student Catalog and Handbook*. Instructors may advise any student with excessive absences to withdraw from the course involved to protect the academic standing of the student. It is the student's responsibility to monitor absences and to comply with the instructor's syllabus concerning make-up work.

Students enrolled in Internet and/or Hybrid courses become responsible for course materials and assignments posted in Blackboard on the official first day of class. Attendance in Internet courses is based on documentable participation in class activities which include but are not limited to interaction with the instructor, interaction with enrolled students, attendance for required on-campus meetings and/or submitting course assignments.

### Absences for Approved College Activities

Absences for students participating in approved official College activities are considered official school business and are thereby excluded from and are not affected by the attendance policy. Faculty must receive written notification prior to absences concerning the class days to be missed from the activity director/coach/sponsor. This notification will meet the following guidelines:

1. Notification must be given to the instructor prior to the absence(s); and
2. Notification must state the time frame of the activity including, specifically, the time for which the student must leave for the activity and when the student will return to campus.

Students engaged in approved College activities are to be excused no more than 30 minutes prior to the beginning of the activity or 30 minutes prior to the latest time at which they must leave campus in order to arrive safely at their destination. It is the responsibility of each student engaged in approved College activities to make arrangements to complete any missed assignments, exams, etc., at a time convenient for the instructor. To the degree possible, students should schedule classes on days and at times which will not be affected by participation in official College activities so

as to minimize their absences. A student participating in approved College activities should make every effort to arrange class responsibilities such as oral reports, speeches, recitals, group presentations, demonstrations, etc., around the schedule of College-approved activities so that no hardship is placed on other class members or the instructor. Instructors are not required to "re-teach" classes for students who miss class for approved College activities.

Since most official College activities are scheduled months ahead of time, the activity director/coach/sponsor may notify instructors at the beginning of the semester of all absences as long as the notification meets the guidelines above.

### Make-Up Work

Make-up work may be provided at the discretion and convenience of the instructor. Possible acceptable, documented excused absences include accidents, court appearances, illness of the student or an immediate family member or the death of an immediate family member. Instructors are not obligated to provide make up work for pop quizzes or for other in-class daily assignments. Make-up work will be provided for class work missed when the student is participating as a representative of the College in a College sponsored activity. Reasonable accommodation, meeting federal and state guidelines, will be granted to students who are called to military service (appropriate documentation is required).

### Appeals Process

If a student disagrees with the assignment of an unexcused absence, a tardy or denial of permission to make up missed work, an appeal may be made to the appropriate instructional dean or their designee. The appeal must be submitted within one week of the incident. The Dean's decision is final.

## Academic Advising Policy

All students are encouraged to receive academic advising at GSCC. Before and during registration, students should meet with advisors to learn about college and program requirements, discuss their educational plans, and select courses. GSCC follows a two-tier advising model. In the first tier, first year/first semester, students may meet with Enrollment Specialists and the Advising Center staff for advising prior to choosing a program of study. The second tier provides an opportunity for students to meet with GSCC professional advisors and their assigned faculty advisor.

**Students are responsible for speaking with an advisor who will work with them in planning courses for the upcoming semester(s). The advice and recommendation of advisors does not constitute a promise or a contract ensuring a student's graduation on schedule, or the completion of specific requirements.**

## Academic Honesty Policy

To satisfy the expectations of those institutions to which some of its students ultimately transfer, as well as meet obligations to students, the Alabama Community College System, and the general public, Gadsden State expects all its students to conform to the College's Academic Honesty Policy. Any student who fails to comply with the Academic Honesty Policy may be charged with a violation.

Since the courts give an educational institution considerable discretion with respect to academic transgressions, instances of academic misconduct by students at GSCC will be handled by the instructor involved, the academic director involved, and the appropriate supervising instructional dean.

Violations of the Academic Honesty Policy include, but are not limited to, the following:

1. Cheating — using or attempting to use unauthorized materials, information, study aids, or computer-related information or unauthorized copying or collaboration in the preparation of any assignments or in the taking of any tests or examinations; looking on another student's paper during a test or examination or communicating in any way with anyone other than the test administrator
2. Plagiarism — representing the words, data, works, ideas, computer program or output of someone else as one's own (The student should be aware that an electronic means may be used to discover plagiarism and cheating.)
3. Misrepresentation — falsifying, altering, or misstating the contents of documents or other material related to academic matters, including schedules, prerequisites, and transcripts
4. Violating explicit rules in clinical activities

### Penalty for Violating the Academic Honesty Policy

If a student has violated the Academic Honesty Policy, the student may receive a grade of "F" for the course, overriding a student withdrawal from the course. The appropriate supervising instructional dean may refer the matter to the Academic Standards Committee or may issue the following disciplinary sanctions if this is not the student's first violation:

2. Disciplinary probation with or without the loss of privileges for a definite period of time
3. Suspension from the College for a definite period of time (i.e., suspension of the privilege to attend Gadsden State for a definite period of time)
4. Expulsion from the College (i.e., removal of the privilege to attend Gadsden State).

If a student is found to be in violation of the Academic Advising Policy with regards to misrepresentation –falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including grades, schedules, prerequisites, and transcripts—the appropriate supervising instructional dean or his/her designee may impose any one or a combination of the following depending on the severity and frequency of the violation:

1. A verbal or written warning
2. Disciplinary admonition and warning
3. Disciplinary probation with or without the loss of privileges for a definite period of time
4. Suspension from the college for a definite period of time (i.e., suspension of the privilege to attend Gadsden State for a definite period of time)
5. Expulsion from the College (i.e., removal of the privilege to attend Gadsden State)

The Supervising Instructional Dean may appoint an Academic Standards Committee to serve as a special due-process committee to hear any case and to make recommendations, but the final decision with respect to the charge rests with the Supervising Instructional Dean and the President of the College. Only these two officers have the authority to dismiss a student from a program or from the College for academic misconduct.

Unsatisfactory grades and inadequate grade point average also fall within the bounds of academic misconduct, for which a student can be dismissed from a program or from the College. The student who fails to meet the published requirements of GSCC or of a program has no right of appeal.

1. Disciplinary admonition and warning

## Withdrawal from a Class

Students receiving financial aid who withdraw from class or stop attending class could have their financial aid decreased. **Students who never attend class are not eligible for federal financial aid.**

From the end of the drop/add period until the withdrawal deadline, which is published in the College calendar, students may withdraw from all but one class online. To withdraw from the last remaining class, students may go to the Admissions and Records Office on any campus to complete the withdrawal form, email a request to [admissions@gadsdenstate.edu](mailto:admissions@gadsdenstate.edu), or call the office at 256.549.6911. Withdrawn grades (“W”) will be assigned for classes in which students officially withdraw during that time. This process will help to ensure that students are made aware that if they withdraw from all classes before 60% of the semester is over, they may owe money back to the college. The 60% dates are published on the College calendar. Should students fail to complete the withdrawal process, failing grades (“F”) will be assigned.

- Financial aid awards will be based on enrollment and class attendance, as reported by instructors.
- The amount of financial aid for which students are eligible is determined based upon enrollment and attendance as of the 10th day of the full semester.

- If students add classes after the 10<sup>th</sup> day, the financial aid award amounts **are not guaranteed to increase.**
- If students withdraw prior to the 10<sup>th</sup> day, or add one or more classes after the 10<sup>th</sup> day, those classes **may not be included when determining the amount of financial aid for which students are eligible.**
- If students withdraw prior to the 10<sup>th</sup> day, financial aid **may be decreased.**

If financial aid awards are decreased, students may have to repay the College and/or the Department of Education all or part of their financial awards. Nonpayment of balances will prevent students from enrolling at Gadsden State or any other institution. In addition, students may be referred to a collection agency. For more information on the impact of withdrawals in respect to financial aid eligibility, please contact the Financial Aid Office.

**NOTE: Athletes and Health Sciences students must have department approval prior to withdrawing from any class.**

## Withdrawal from the College

The student may withdraw completely from GSCC at any time through the last day to withdraw, specified in the College calendar. Forms can be obtained on any campus from the Admissions/Records Office, an email request may be sent to [admissions@gadsdenstate.edu](mailto:admissions@gadsdenstate.edu), or you may call the office at 256.439.6911. Nursing students, EMS students, and athletes must contact the department for approval. Those departments will then notify the Registrar’s office with an approval or denial of the withdrawal. Once the complete withdrawal has

been processed, the student will not be allowed to register again during the term of withdrawal. Should a student abandon any classes without officially withdrawing from the classes or from the College, the grade of “F” will be assigned.

A Return of Title IV calculation will be required for students receiving or eligible to receive financial aid. Refer to the section “Treatment of Financial Aid for Complete Withdrawal” for more information.

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

The College may drop or withdraw students from any course for the following reasons:

1. Failure to complete registration properly
2. Failure to fulfill conditions of registration if allowed to register on a conditional basis
3. Failure to pay applicable fees
4. Disciplinary action
5. Misrepresentation of required information
6. Failure to attend class



## Schedule Change: (Add/Drop)

After registering for classes, students may make changes in their schedule by adding and/or dropping classes either online through [www.my.gadsdenstate.edu](http://www.my.gadsdenstate.edu) or in person at the Admissions and Records office.

## Repetition of Courses

A student may repeat any course for which he/she was previously registered. For graduation purposes, if the student repeats a course, only the last grade for this course will be included in the calculation of the student's grade point average

(GPA). A course may be used only once to satisfy the credit-hour requirements for graduation.

**NOTICE: This repetition will not remove the first course from the student's transcript.**

## Course Work Expiration Policy

Most general education courses do not have an expiration date; examples of those courses at Gadsden State would include written and oral communication, humanities, social science, fine arts, most business courses, and government and public policy courses.

Specific course work for programs leading to certificates or degrees in technical or health science programs must be aligned with course content and standards. Some older courses are not aligned with current standards and may not be appropriate to count in a student's program. Students who completed certain technical or science courses more than **five**

**years** preceding completion of the program may be required to repeat the course or demonstrate proficiency related to current course content.

Decisions about older courses proposed to satisfy certificate or degree requirements will be made on a case-by-case basis by the division chair. A student may appeal the decision to the appropriate Instructional Dean. The Dean's decision is final.

When there are changes in certification requirements, students seeking certification may be required to modify their programs of study to meet the new requirements.

## Academic Bankruptcy

The Academic Bankruptcy Policy may be implemented prior to graduation for a student whose previous academic performance has resulted in probation or suspension. A student may request in writing to the Registrar to declare academic bankruptcy under the following conditions:

- 1.) If fewer than three (3) calendar years have elapsed since the term for which the student wishes to declare academic bankruptcy, and if the student has satisfactorily completed at least eighteen (18) semester hours of coursework at GSCC past the bankruptcy term, the student may request that academic bankruptcy be granted for that **one term**;
- 2.) If three (3) or more calendar years have elapsed since the most recent term for which the student wishes to declare academic bankruptcy, and if the student has satisfactorily completed at least eighteen (18) semester hours of coursework at Gadsden State since the most recent bankruptcy term, the student may request that academic bankruptcy be granted for as many as **three terms**.

**Academic Bankruptcy may not be applied to NUR courses.**

All coursework taken the term(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

Once academic bankruptcy has been granted, the term "**Academic Bankruptcy**" will be reflected on the transcript for each semester/term affected. Declaration of academic bankruptcy will not remove courses from a student record. Terms marked "Academic Bankruptcy" will be ignored only in the computation of the Gadsden State GPA. A student may declare academic bankruptcy only once. Bankruptcy at this institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions. For more information, students may contact the Admissions and Records Office in the One Stop Center by email [admissions@gadsdenstate.edu](mailto:admissions@gadsdenstate.edu) or by telephone 256.549.8210.

**Academic Bankruptcy may impact your Satisfactory Academic Progress (SAP) for financial aid eligibility and your continued eligibility.**

## Repeat Course Forgiveness

A student may request in writing to the Registrar to declare repeat course forgiveness under the following conditions:

When a student repeats a course once, the second grade awarded (excluding a grade of W) replaces the original grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected.

When a student repeats a course more than once, all grades for the course, excluding the first grade, will be used to compute the cumulative grade point average. Official records (transcripts) at GSCC will list each course with the grade earned.

A course may be counted only once toward fulfillment of credit hours for graduation. This Course Forgiveness Policy

applies to courses taken at GSCC only; respective transfer institutions may or may not accept the adjusted cumulative GPA. That determination will be made by the respective transfer institution.

**Course Forgiveness may not be applied to NUR courses.**

**Course Forgiveness may impact your Satisfactory Academic Progress (SAP) for financial aid eligibility and your continued eligibility.**

**Students should contact their program advisors prior to requesting Course Forgiveness as it could negatively impact program admission or successful transfer to other college/university programs.**

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## Grading System

The letters on the chart below are generally used to indicate grades and enrollment status, although certain programs may use a different scale for the numerical values of grades.

Letter Grade	% Grade	Letter Grade	Meaning
<b>A (Excellent)</b>	90-100	<b>S</b>	Satisfactory
<b>B (Good)</b>	80-89	<b>U</b>	Unsatisfactory
<b>C (Average)</b>	70-79	<b>W</b>	Withdrawal
<b>D (Poor)</b>	60-69	<b>AU</b>	Audit
<b>F (Failure)</b>	59 - below		
<b>I</b>	Incomplete		

Satisfactory grades are **A**, **B**, and **C**. Some senior colleges and universities may not grant credit for a course in which a **D** has been awarded. The **W** (Withdrawn) is assigned when the student officially withdraws from class(es) by the published withdrawal date listed in the College calendar. The **AU** (Audit) is used to indicate that the student is enrolled in a course for which credit will not be granted. Credit hours for audited courses will not be averaged into the grade point average. An "Audit" student should attend class regularly but is not required to take exams, participate in class discussion, or undertake assignments. A student must declare "audit" status by the end of the registration period, and the status may not be changed thereafter. Health Sciences courses are not eligible for audit.

- The "I" (Incomplete) may be assigned when a student has fulfilled the following requirements:
- Has completed at least 50% of the coursework with passing grades.
- Is prevented by illness or other justifiable cause from completing the required work or from taking the final exam.
- Has submitted an Incomplete Grade Request Form to the instructor and received approval by the time grades are due for that semester.

Students receiving an "I" during the fall semester have until the last class meeting of the following spring semester to complete the missed coursework. Students who receive an

"I" for the spring or summer term have until the last class of the following fall semester to complete the missed coursework. The "I" grade will be changed to an "F" when the missed assignments and/or examinations are not completed in the prescribed time allotted by this policy.

Any exceptions to this policy must be approved by the appropriate instructional dean.

**Developmental Mathematics Course Grading Scale**  
Math 090 Basic Mathematics and Math 098 Elementary Algebra - Students must achieve a 70% or higher in this course to proceed to the next level Mathematics Course. Letter grades are assigned for all Mathematics Developmental courses as stated below:

Letter Grade	% Grade
A	90-100
B	80-89
C	70-79
D	60-69
F	59—below

## Grade Changes

Grades may be changed only for the purpose of correcting a College error or removing an "I." Grade changes are initiated by the instructor who assigned the original grade and approved by the academic director and the appropriate instructional dean. Incomplete grades that have converted to an F are not eligible for a grade change.

To evaluate the academic standing of students, the College calculates each student's quality-point average (**QPA**) or grade point average (**GPA**) by assigning quality (or grade) points to grades according to the following system: **A** = 4

quality points; **B** = 3 quality points; **C** = 2 quality points; **D** = 1 quality point; **F** = 0 quality points. For academic honors and continued residency, the quality point average (**QPA**) or grade point average (**GPA**) is calculated by dividing the total quality points earned by the total hours attempted. For graduation purposes, only those hours that count toward graduation are calculated to determine student eligibility for awards.

## Policy on Standards of Academic Progress

In order to avoid academic probation, a student is required to achieve the following **minimum levels of progress** as measured by the student's cumulative grade point average (GPA): A student who has attempted

1. **12-21** semester credit hours at Gadsden State must maintain a **1.5** Cumulative Grade Point Average;
2. **22-32** credit hours at Gadsden State must maintain a **1.75** Cumulative Grade Point Average; and
3. **33** or more credit hours at Gadsden State must maintain a **2.0** Cumulative Grade Point Average.

The **standards of progress** are applied as follows:

1. If a student's cumulative GPA is at or above the requirements listed above, the status is **CLEAR**.
2. If a student's cumulative GPA is below the required standard and the GPA for the semester is below 2.00, the student will be placed on **ACADEMIC PROBATION**.

a. If, while a student is on academic probation, the student's cumulative GPA remains below the required standard but the GPA for that semester is 2.00 or higher, the student will remain on **ACADEMIC PROBATION**.

b. If, while a student is on academic probation, the student's cumulative GPA remains below the required standard and the GPA for that semester is below 2.00, the student will be **SUSPENDED FOR ONE SEMESTER**. The transcript will be stamped "**SUSPENDED – ONE SEMESTER.**"

c. If, while a student is on academic probation, the student's cumulative GPA reaches at least the minimum standard of progress appropriate to the student's situation based on the number of hours attempted, the status will once again be **CLEAR**.

3. If a student has been suspended for one semester, he/she may appeal for re-admission. (An explanation of the appeal process appears below). If the student is re-admitted on appeal without having served the one-

semester suspension, the transcript will be stamped "**SUSPENDED – ONE SEMESTER/ READMITTED UPON APPEAL.**" Whether re-admitted because of appeal or by serving the one-semester suspension, the student will re-enter Gadsden State on **ACADEMIC PROBATION**.

4. If a student has re-entered after having been suspended for one semester, whether through appeal or through serving out the suspension, without having attained **CLEAR** status, and if the cumulative GPA falls below the required standard but the GPA for that semester is 2.00 or higher, the student will remain on **Academic Probation**. If, however, the student has re-entered after having been suspended for one semester, whether through appeal or through serving out the suspension, without having attained a **CLEAR** status, and if the cumulative GPA falls below the required standard and if the GPA for that semester is also below 2.00, the student will be suspended for one calendar year. The transcript will be stamped "**SUSPENDED – ONE YEAR.**"
5. If suspended for one year, the student may appeal for re-admission (as indicated in the "Appeal Process" section below). If the student is re-admitted on appeal, the transcript will be stamped "**SUSPENDED – ONE YEAR/READMITTED UPON APPEAL.**" Whether re-admitted because of appeal or by serving the one-year suspension, the student will re-enter Gadsden State on **ACADEMIC PROBATION**.
6. All pertinent academic designations except **CLEAR** will appear on the student's transcript.
7. Financial Aid Standards of Academic Progress differ.

Refer to [http://www.gadsdenstate.edu/financial\\_aid/satisfactory-academic-progress](http://www.gadsdenstate.edu/financial_aid/satisfactory-academic-progress) for more information.

## Admissions Appeals

A student who has been suspended may **appeal for re-admission** without contesting the facts leading to the suspension, as follows:

First, the student must submit to the Admissions Committee a written request to be considered for re-admission within a designated time period after notification of the suspension. Second, he/she should present a rationale and/or a written statement of mitigating circumstances in support of the petition for immediate re-admission. The Admissions Committee meeting is not a due-process hearing but rather a petition for

re-admission to the college. Third, the Admissions Committee's decision, together with the materials that are presented, shall be placed in the student's official record along with the Committee's written decision. Finally, the student shall be notified of the Committee's decision directly after the Admissions Committee meeting. The Committee will strive to reach its decision with special attention to equity, reasonableness, and consistency.

## Exceptions to the Appeal Process

1. Gadsden State programs that are subject to external licensure, certification, and/or accreditation or that require fewer than four semesters for completion may have higher standards of progress than those listed above for the College in general.
2. Some transfer students will be placed on academic probation when admitted to Gadsden State; these students must "transition" to the College's standards of academic progress.
3. Special standards of academic progress have been established for those students enrolled in "institutional credit only" courses that carry optional grades and for

those students who wish to remain eligible to receive Title IV financial aid.

If a student is placed on **ACADEMIC PROBATION, ONE TERM ACADEMIC SUSPENSION, OR ONE CALENDAR YEAR ACADEMIC SUSPENSION**, Gadsden State officials may institute intervention measures for student success, including, but not limited to, restricting the course load, requiring the student to enroll in a study skills course, and/or prescribing other specific courses responsive to the individual's needs.

Readmission upon appeal does not guarantee financial aid eligibility. Refer to the Financial Aid Satisfactory Academic Progress [http://www.gadsdenstate.edu/financial\\_aid/satisfactory-academic-progress](http://www.gadsdenstate.edu/financial_aid/satisfactory-academic-progress) for more information.

## Transcripts

A transcript is an exact copy of a student's permanent academic record at the time it is issued. It can be either an *official* or an *unofficial* transcript, with the latter usually issued directly to and only for the personal information of the student concerned. Partial transcripts are not issued. A Gadsden State transcript includes the student's complete record at GSCC.

Transcripts covering a student's secondary and previous college education that have been submitted to Gadsden State to meet a requirement for admission become part of the Registrar's official file. The College does not reissue or certify copies of transcripts from other institutions. The student concerned must order any required transcripts directly from other institutions where the coursework was taken.

The official permanent academic records for all Gadsden State students are maintained by the Records Office. This information is protected by federal law and released only in accordance with the guidelines set forth in the Family Education Rights and Privacy Act of 1974. Only the student may request a copy of his or her academic record. Friends and family are not permitted access to a student's record without the written permission of that student.

If the student wishes to request or pick up a transcript, he/she should come to the Admissions and Records Office in the One Stop Center on the East Broad Campus and be prepared

to show a photo ID. Transcripts are issued only at the written request or authorization of the student concerned. When the student requests a transcript, the following must be included: name (including any names used while at GSCC), student number, date of birth, dates of attendance, daytime phone number, name and address of recipient, and signature. **NOTICE: Transcripts will not be processed without proper signature.**

Requests for transcripts will normally be processed within 3 business days. However, a longer period of time may be needed for processing at the end of each semester or during registration. Transcripts are not issued for those students who are indebted to the College until such indebtedness is satisfied. Requests for transcripts must be made in writing, either in person, email ([admissions@gadsdenstate.edu](mailto:admissions@gadsdenstate.edu)), by fax (256.549.8466), or by mail to: The Records Office, Gadsden State Community College, P.O. Box 227, Gadsden, AL 35902-0227. \*\*\*The preferred and most efficient method for requesting a transcript is online through Self Service Banner. See this link for options: <http://www.gadsdenstate.edu/registrars/home#Transcripts>.

\*\*\* There is no charge for transcripts issued to the student or provided to other institutions or third party recipients in paper form. There is a \$3 per transcript fee for transcripts delivered electronically.

## Final Examinations

Students may be given comprehensive final examinations in any courses in which they are enrolled. A final examination

schedule is published on the website and in the online class schedule.

# HONORS AND GRADUATION INFORMATION

## Academic Honors

Gadsden State recognizes in a variety of ways the academic achievements of its students. At the end of each semester, the College publishes in area newspapers the President's List and the Dean's List. Students who are eligible for honors recognition but prefer that their names not be published should notify the Public Relations and Marketing Office

(Joe Ford Center, East Broad Campus) within two weeks after the first day of classes. Additional information about student honors and recognition by Gadsden State can be found in [Appendix D](#).

## President's List

A President's List shall be compiled at the end of each term. Requirements for the President's List shall be a semester grade point average of 4.0 (with all A's) and a completion of the minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying letter grades will not be calculated in the

semester GPA. Developmental courses will count toward the minimum course load requirement or GPA for Financial Aid.

## Dean's List

A Dean's List shall be compiled at the end of each term. Requirements for the Dean's List shall be a semester grade point average of 3.5 or above but below 4.0 (with all A's and B's) and a completion of the minimum semester course load of 12 semester credit hours of college-level work. Developmental

(pre-collegiate) courses carrying letter grades will not be calculated in the semester GPA. Developmental courses will count toward the minimum course load requirement or GPA for Financial Aid.

## Graduation Honors

### Degree Recipients

At the time of graduation, the College uses the following designations to recognize the academic accomplishments of students who earn degrees:

<b>Cum Laude</b>	3.50 to 3.69 GPA
<b>Magna Cum Laude</b>	3.70 to 3.89 GPA
<b>Summa Cum Laude</b>	3.90 to 4.00 GPA

In order to be eligible for a graduation honor, the student must have completed a minimum of one-half (50%) of the semester credit hours at Gadsden State.

### Certificate Recipients

At the time of graduation, the College uses the designation of **With Distinction (3.50 to 4.00 GPA)** to recognize the academic accomplishments of students who earn certificates, except the recipient of the short-term certificate.

In order to be eligible for a graduation honor, the student must have completed one-half (50%) of the semester credit hours at Gadsden State.

## Graduation Requirements

A student may elect to graduate under any Gadsden State degree plan in effect during his or her enrollment, the date of the earliest degree plan not to exceed four years prior to the date of anticipated graduation. Some programs, such as nursing, have policies that are more rigid. These exceptions appear under the degree requirements listed for each program.

To receive a diploma or participate in the commencement exercises of the institution, a student must comply with formal procedures for graduation in accordance with the College policies as follows:

- Submit an **Application for Graduation** online on or before the published deadline.
- Fulfill all financial obligations to Gadsden State.
- Satisfy those requirements either as stated in the current College catalog at the time of graduation, or as stated in any of the catalogs from the four (4) previous academic years.

### Degree Requirements

A student may be awarded the **Associate in Arts Degree**, the **Associate in Science Degree**, or the **Associate in Applied Science Degree** upon satisfactory completion of the requirements of the specific program as specified by the College and the Alabama Community College System. To earn the selected degree, a student must meet the following requirements:

1. The student must satisfactorily complete not less than **60** semester hours (or the equivalent quarter hours) of college credit (from courses numbered 100 or above) in an approved program of study, including prescribed general education courses.
2. The student must earn at least a **2.0** cumulative grade point average (GPA) in all courses attempted at the College. (The calculation of the GPA for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.)

3. The student must **complete** at least one-fourth (**25%**) of the semester credit hours at Gadsden State.
4. Any transfer credit applicable toward graduation must come from one or more regionally accredited institutions and/or from one or more of the institutions comprising the Alabama Community College System; Exceptions are listed in the "Transfer of Credit" section in this catalog.

### Certificate Requirements

A student may be granted an award other than a degree upon completion of the requirements of the specific program as specified by the College in accordance with policies of the Alabama Community College System. To earn the selected certificate, a student must meet the following requirements:

1. The student must complete satisfactorily an approved program of study.
2. The student must earn a **2.0** cumulative grade point average (GPA) in all courses attempted at the College. (The calculation of the GPA for graduation shall not include grades earned in developmental courses. All grades in repeated courses shall be averaged into the

grade point average; however, a course may be counted only once for purposes of meeting graduation requirements.)

3. The student must complete at least one-fourth (**25%**) of the total semester credit hours at Gadsden State.
4. Any transfer credit applicable toward graduation must come from one or more regionally accredited institutions and/or from one or more of the institutions comprising the Alabama Community College System; Exceptions are listed in the "Transfer Credit" section of this catalog.

## NONCREDIT COMMUNITY PROGRAMS

### Skills Training Division

The Skills Training Division provides short-term, non-credit, competency-based training. All training programs within this Division are measured by contact hours rather than semester hours. Students may register for classes at any time throughout the year and may continue until the appropriate skills have been attained. Students who complete Skills Training programs are awarded an Institutional Certificate of Completion

documenting the area of training. The Skills Training office is located on the East Broad Campus. For more information, call 256.549.8640 **or** 256.549.8638. Additional information about programs offered is located in the Additional Program Information section of the Degree and Certificate Requirements chapter.

### Adult Education Services

Adult Education Services are offered at no cost to qualified students through Adult Education classes offered in Calhoun, Cherokee, Cleburne and Etowah counties. Adult Education classes serve the educational needs of those who are at least 17 years old, have no high school diploma or test at or below 12.9 grade level, and are not currently enrolled in public school. In addition to Adult Education classes, English-as-a-Second-Language and workplace education are offered through this program.

Adult Education instruction is offered online to those who qualify. The program's main objectives are to motivate students to complete high school and advance into postsecondary education and/or gain employment. Advantages for students' obtaining a high school equivalency or GED include:

1. Personal pride in educational accomplishment
2. Free WorkKeys exam
3. Becoming more employable
4. Participation in the Fall or Spring Adult Education gradu-

ation

5. Opportunities for scholarships to Gadsden State
6. Free tuition for one college-level course at any two-year college in the state of Alabama

Career Pathways – also offered through Adult Education – is designed to help Adult Education students obtain both their high school equivalency (GED or non-traditional high school diploma) and employment through linking academic preparation classes with occupational training. Once students obtain their high school equivalency and occupational training, they receive assistance with resume preparation and job interview skills to aid them in their search for employment. All training programs approved through the Workforce Investment Opportunities Act (WIOA) are offered through the Career Pathways program. For more information, call 256-835-5462.

For more information on Adult Education classes, call 256.835.5462.

## Alabama Language Institute (English as a Second Language)

The Alabama Language Institute (ALI), located on the Wallace Drive Campus of GSCC, is an intensive, full-time English language program approved by and operated under the Alabama Community College System. It is a member of EnglishUSA: The American Association of Intensive English Programs (formerly AAIEP) and has been in operation since 1973.

For an International student who has not attained a score of 500 (PBT), or 61 (iBT), or higher on the TOEFL (Test of English as a Foreign Language); a 5.5 on the IELTS (International English Language Testing Service); or Pre-First on the Eiken, the Alabama Language Institute (ALI) offers a comprehensive course of instruction in all aspects of the English language. (Students should also see “Exceptions” under “Competence in the English Language.”) Upon qualifying for admission, an applicant may begin studies in any of the three regular sessions scheduled

during the year. Sessions begin in August, January, and May. A student may enroll in ALI for as many sessions as needed, provided that he/she is making progress. Once placed in a level, the student advances to the next level by earning a minimum of a “C” average in each of the classes.

For more information on TOEFL, students should see the section on the “Test of English as a Foreign Language” in this catalog. For additional information about ALI, they may go to <http://www.gadsdenstate.edu/ali/alabama-language-institute>; write to the International Programs Office, Gadsden State Community College, P. O. Box 227, Gadsden, AL 35902-0227; telephone 256.549.8323 or 256.549.8438; email [international@gadsdenstate.edu](mailto:international@gadsdenstate.edu) or visit the International Programs Office in 108 Naylor Hall, Wallace Drive Campus.

## Alabama Technology Network — Gadsden

Located on the East Broad Campus (Bevill Center), ATN-Gadsden is a partner of Gadsden State. As a unit of the Alabama Community College System, its key mission is to improve economic development through (1) workforce development and (2) technical/technological assistance to existing business and industry. Linking business, higher education, and government allows it to identify needs and deliver state-of-the-art solutions to companies and their present and future workforces.

With a staff of eight nationally credentialed engineers and support technicians, ATN-Gadsden assists about 150 companies annually in the areas shown below. Technology and manufacturing labs for both student and industry use are available in the facility. For more information, call 256.549-8160 or visit the office or the website at [www.atn.org](http://www.atn.org). The following is a partial list of the technology focus areas:

- Additive Manufacturing
- Automated Control
- CAM and CNC Machining
- Electronic Networks
- Environmental Services
- Industrial Engineering
- Industrial Maintenance
- Lean Manufacturing
- Practical Energy
- Quality Systems Engineering
- Safety
- Team Building/Supervision/Industrial Leadership

### Training and Assistance Formats

- Apprenticeships
- Assessments and Engineering Studies
- Custom Designed Projects
- Problem-Solving Assistance
- System Implementation and Process Improvement
- Vendor-Sponsored Demos
- Workshops and Seminars

## Alabama Workforce Solutions

Gadsden State and ATN-Gadsden arrange a wide variety of appropriate educational experiences for employees of area business and industrial firms. Through a cooperative network of business and education, Gadsden State and ATN-Gadsden work to identify needs of existing industry and deliver technical assistance, technology solutions and customized training. Upon request, customized training is available and may be provided on-site for topics such as management and leadership, OSHA and safety, Lean manufacturing

and ISO quality standards, Practical Energy, computer, cooperative learning, industry certification, Spanish language training, etc. For additional information, visit or call one of the following offices: ATN-Gadsden in The Bevill Center, East Broad Campus, 256.549.8160; or the Business Office of the Administration Building, Ayers Campus, 256.832.1201.



## Continuing Education

The Continuing Education Department is committed to linking College and community resources to provide quality enrichment programs to people of all ages. The Center offers a variety of fee-based workshops, classes, community-service activities, and continuing education courses designed for those who want to keep learning but who are not necessarily interested in earning academic credit or pursuing a college degree. Classes are designed for people in search of life enrichment and those striving for personal and professional growth. Programs are provided for traditional and non-traditional students and may be targeted to individuals in business, government, professional organizations, and social services.

Continuing Education at Gadsden State offers something for everyone, with two major divisions of courses: professional development and personal enrichment. Programs are provided for youth, adults, and seniors in a variety of formats, such

as seminars, workshops, and short courses. Satellite conferences and special events are also presented.

The Center's mission is to serve the diverse and changing needs of the community by offering a broad range of courses responsive to individual, business, and community needs. Courses appear on-line at [http://www.gadsdenstate.edu/continuing\\_education/home](http://www.gadsdenstate.edu/continuing_education/home). For information, individuals may visit or call the Continuing Education offices in the Joe Ford Center, East Broad Campus, 256.549.8305 or 256.549.8462. For information about classes offered at the Ayers Campus and the McClellan Center, call 256.832.1217. For Gadsden State Cherokee, call 256.927.1806.

## Talent Search

Talent Search, one of the College's TRIO Programs, is 100% federally-funded through a grant from the U.S. Department of Education. Each year, Talent Search recruits and provides program services to eligible (low income, first-generation college students with potential for success in postsecondary education) middle and high school students and families in Calhoun, Cleburne, and Etowah Counties. Program services and activities are intended to support, motivate, and encourage students to complete secondary school and enroll in and

complete a program of postsecondary education. Talent Search services include connections to high quality academic tutoring, advising, career counseling, assistance in preparing for college, financial literacy, financial aid information and assistance, academic and life skills workshops, and cultural/educational field trips. For more information, contact the program director on the Ayers Campus (256.832.1204) or Gadsden Campus (256.549.8374).

## Upward Bound

The Upward Bound Program (UB) is designed to provide academic and enrichment programs for eligible high school students. The objective of UB is to assist high school students in their academic advancement and to ensure for these students a positive transition into postsecondary institutions. UB offers through its academic and summer residential component an opportunity for students to receive personal and career counseling, tutoring, career exploration, pre-college academic coursework, visits to college campuses, cultural

activities, educational seminars, and financial aid and admissions counseling. For more information about Gadsden State's Upward Bound Program, individuals should call the director on the Gadsden Campus (256.549.8396) or on the Ayers Campus (256.835.5443). **Upward Bound, one of the College's TRIO programs, is totally funded by the U.S. Department of Education.**

# CAMPUS POLICIES

## Student Grievance

The College recognizes the importance of students being able to submit legitimate complaints relating to courses, programs, and personnel. Students should submit complaints using the following steps:

1. Students are encouraged to seek to resolve the matter by discussions with the relevant College personnel most associated with the matter. College personnel with whom a concern is raised by a student is expected to deal with the matter in an open and professional manner and take reasonable and prompt action to try to resolve

it informally. The student should consult with the relevant College personnel in person or in writing, within the semester that the grievance occurs.

2. If the student is not satisfied that the matter has been resolved, the student should submit a written complaint with the appropriate supervisor of the College personnel. Complaints will be acknowledged by the director/division chair/dean within five working days upon receipt of the complaint. The supervisor will work with the parties in an attempt to resolve

- the complaint. The resolution process may include meetings with relevant College personnel and the student, but should take no longer than 5 working days.
3. If the matter is not resolved by the supervisor, then the supervisor will forward the complaint to the appropriate dean. The resolution process may include meetings with the relevant College personnel, the student, and the supervisor in an attempt to resolve the complaint, but should take no longer than 5 working days. The Dean will render a written decision to the student.
  4. If the student is not satisfied that the matter has been resolved, then the student should submit a written appeal to the President. The President will issue a final written determination within 10 days of receipt of the student's appeal.
  5. If the student is not satisfied with the President's final determination, the student may appeal to the Alabama Community College System (ACCS) by utilizing the System's official Student Complaint Form which is available online at the ACCS website ([https://www.accs.cc/default/assets/File/DPE\\_ISS/Student%20Complaint%20Process%20FINAL.pdf](https://www.accs.cc/default/assets/File/DPE_ISS/Student%20Complaint%20Process%20FINAL.pdf)). Complete instructions for filing of the complaint are located on this website.

\*Time lines may be extended at the agreement of all parties. This policy does not apply to complaints of harassment and discrimination, violations of the Americans with Disability Act, admission decisions, academic and non-academic conduct and other student grievance policies addressed in the catalog and the student handbook.

## Student Code of Conduct and Discipline – Non-Academic

The Student Code of Conduct and Discipline is the College's policy regarding non-academic misconduct and discipline of students. It is not designed to rehabilitate students who will not abide by the policy. Any disciplinary actions taken are designed to protect and preserve the educational environment of the College. If the environment is threatened by student behavior, it may be necessary to impose sanctions.

A student may be accountable to both civil authorities and the College for action which violates both the law and the Student Code of Conduct and Discipline and may have to face both criminal charges and disciplinary charges. The findings in one area will not necessarily be an acceptable challenge to the findings in the other. **For a comprehensive list of actions that define non-academic misconduct, students should see the section below, entitled "Procedure for Bringing a Charge of Non-Academic Misconduct Against a Student."**

### Procedure for Bringing a Charge of Non-Academic Misconduct Against a Student

Any member of the College community may file a complaint against a student or group of students for non-academic misconduct affecting the College or its operations. With the exception of Residence Hall violations, the following procedure should be followed:

Complaints shall be prepared in writing and directed to the Dean of Enrollment and Retention. Any complaint should be submitted as soon as possible, preferably within fifteen (15) days of the occurrence but no more than one (1) year. The Dean of Enrollment and Retention shall investigate and charge students or members of any College-sponsored organization with misconduct when there is reasonable cause to believe that a violation of the Code of Conduct or other applicable law or regulation may have occurred as alleged in the complaint. The Dean of Enrollment and Retention must make a preliminary investigation by consulting the primary parties involved to determine whether the complaint has merit and/or if it can be disposed of informally without the initiation of disciplinary proceedings. All charges shall be presented to the accused student in written form by the Dean of Enrollment

and Retention and shall contain a short summary of the actions or complaint of misconduct. The Dean of Enrollment and Retention may suspend the student pending consideration of the case when the Dean of Enrollment and Retention determines that the presence of the student presents a continuing danger to any person or property or an ongoing threat of disruption of the institution or its operations. In such case, a hearing must be held within three (3) business days of the student's suspension, unless the student makes a request for an extension in writing.

The Dean of Enrollment and Retention may issue a summons for any student or member of a College-sponsored organization to appear for discussions about a case or for a hearing in a pending case. The summons may be delivered by U.S. Mail, the Security Office, e-mail or a combination of the three to give the student appropriate notice of the complaint or charges being brought. The summons may also include an order to produce records, which may be helpful in the course of an investigation or in the prosecution of a case. However, upon findings of the investigation, the Dean of Enrollment and Retention may find that the initial charges need to be amended or additional charges need to be issued to the accused.

Charges may be disposed of by an informal process with resolution agreed upon by the student, the complainant, and the Dean of Enrollment and Retention. Specific charges include:

1. Dishonesty or knowingly furnishing false information to the members of the College faculty or to other officers or employees of the College in pursuit of their official duties;
2. Lewd, obscene, licentious, indecent, or inappropriate dress;

3. Any form of gambling;
4. Being under the influence of alcoholic beverages or non-prescribed, controlled drugs on College property or at a student or College-sponsored function;
5. Smoking, chewing, dipping, or other use of tobacco products in College-owned or College-controlled property, except in designated areas;
6. Filing a false report or knowingly making a false statement about or interfering with the investigation of any situation described in this Student Conduct and Discipline Code and the annual campus safety and security publication;
7. Trespassing or unauthorized entry or use of Gadsden State premises;
8. Placement, establishment, or maintenance of any mobile, impermanent, or temporary living quarters on property of the College, which shall include, but not be limited to, tents, mobile homes, camping devices, trailers, vans, and motor homes and/or use of sanitary facilities on a regular daily basis;
9. Disruptive devices such as tape players, radios, cell phones, pagers, iPods, or other electronic devices in the student center, hallways, lecture rooms, classrooms, library, or any other place where such devices might interfere with the normal activity of the College;
10. Unauthorized use or possession of all electronic devices (i.e., cell phones, laptops, tablets, MP3 players, etc.) in the classroom (Emergency authorization must be requested in advance of class, in writing, to the Department Chair.);
11. Forgery, alteration, or misuse of College documents, records, or identification;
12. Failure to comply with the authority of College officials acting within the capacity and performance of their positions;
13. Violation of written College rules, policies and regulations;
14. Obstruction or disruption of teaching, research, administration, disciplinary procedures, other College activities, or other activities on College premises by either College or non-College persons or groups;
15. Destruction, damage, or misuse of College public or private property (The student(s) or member(s) of any College organization is responsible for any damage done to College property.);
16. Conduct in violation of federal law, state statutes, or local ordinances, which threatens the health and/or safety of the College community or adversely affects the educational environment of the College, specifically excluding violations relating to sexual harassment and discrimination, which are referred to the Title IX Coordinator;
17. Conviction of any misdemeanor or felony, which adversely affects the educational environment of the College;
18. Obtaining College services by false pretenses, including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, telephone system, labor, material, space, facilities, or services;
19. Hazing, which is any mental or physical requirement or obligation placed on a person by a member of any organization or by an individual or by a group of individuals, which could cause discomfort, pain, or injury or which violates any legal statute or College rule, regulation, or policy ("Hazing" is defined "as the striking, laying open hand upon, treating with violence, or offering to do bodily harm to a person with intent to punish or injure the individual or other treatment or tyrannical, abusive, shameful, insulting or humiliating nature." Hazing is an action taken or situation created to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing also includes the creation of a situation that results in or might result in mental or physical discomfort, embarrassment, harassment, or ridicule, including servitude often called "personal favors.");
20. Lewd, obscene, licentious, or indecent conduct or the verbal or written threat of such action against another person;
21. Harassment, intimidation, bribery, physical assault, or any other means, implied or explicit, to influence the proceedings or outcome of the Student Discipline Committee, including witnesses, faculty members, staff members, and students, before, during, or after a hearing (College-sponsored organizations shall be responsible for actions of their individual members, alumni, advisors, etc.);
22. Possession, while on College-owned or controlled property, of weapons, firearms, ammunition, explosives, fireworks, or other dangerous devices;
23. Possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on College property or at a student- or College-sponsored function;
24. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;
25. Unauthorized sale, delivery, or possession of prescribed, controlled drugs defined as illegal under local, state, or federal law;
26. Theft, accessory to theft, and/or possession of stolen property;
27. Physical or verbal abuse, threat of violence, intimidation, and physical or mental harassment;
28. Entering false fire alarms, tampering with fire extinguishers, alarms, or other equipment;

29. Disruptive or disorderly conduct that interferes with the rights and opportunities of those who attend the College to utilize and enjoy educational facilities;
30. Use of College computer terminals and personal computers or telecommunications equipment on College-owned or College-controlled property in any manner other than for College-authorized use or for purposes of obtaining pornographic or sexually explicit information;
31. Threatening, harassing, lewd, obscene, or violent communications through e-mail, fax, or other methods of data/information transmission;
32. Terrorist threat to or from GSCC, College-owned property, or College-controlled property;
33. Software tampering, espionage, sabotage, and criminal mischief;
34. Engaging in any acts that constitute sexual harassment or discrimination (Complaints of sexual harassment and discrimination will be referred to the Title IX Coordinator as provided in the College's Policy Against Harassment and Discrimination.);
35. Any other activity or conduct not specifically stated herein that impairs or endangers any person or property or the educational environment of the College.

After the initial investigation, the Dean of Enrollment and Retention may decide what disciplinary action is required. The Dean of Enrollment and Retention will notify the student and the party bringing the charge(s). The student and the charging party may seek a hearing before the Student Discipline Committee or the Dean of Enrollment and Retention may determine that the alleged misconduct must be referred to the Student Discipline Committee.

If the matter is referred to the Student Discipline Committee, the Dean of Enrollment and Retention will inform the accused, in writing, of the formal charge(s), including specific violations of the Student Conduct and Discipline Code. The Dean of Enrollment and Retention will also send a copy of the charge(s) and the investigation report to the Chairperson of the Student Discipline Committee.

Except for cases involving a temporary suspension or a no-trespass, the Chairperson must set a time and date for a hearing within 10 (ten) calendar days from the receipt of the charges. The Chairperson must notify all parties, in writing, of the time, date, and location of the hearing.

### Student Discipline Committee

The Student Discipline Committee, consisting of one (1) student, three (3) faculty members, one (1) administrator, one (1) recording secretary and three (3) alternates (one student and two faculty/staff), is responsible for both safeguarding the rights of the accused student and maintaining a climate of integrity and safety for all members of the College community. The Student Government Association advisor must select the student member and alternate of the Committee; the President of the College must select the faculty members, administrator, and alternates. Each member will serve a term of one year on the Committee. Any member's term may be extended by the President. The Chairperson will be selected by the Committee members and should be a

member who has served on the Committee previously. A tape recording or a written record of the hearing and the decision (not the deliberations) will be kept in the Office of the Dean of Enrollment and Retention for the requisite record retention duration. The record shall include a summary of the evidence upon which the Committee based its decision. Tape recordings or written records of the hearings cannot be made available to anyone except members of the Student Discipline Committee, the Dean of Enrollment and Retention, and the President due to confidentiality of student records. However, students have the right to the specific provisions concerning themselves and may, by submitting a written request to the Dean of Enrollment and Retention, obtain a transcript with the confidential information of other students redacted. The student must pay for the transcript before it will be released to him/her.

### Procedure for Conducting the Hearing on Non-Academic Misconduct

The procedures of the Student Discipline Committee need not conform to the strict behavior and practice of a civil courtroom; however, the student(s) shall be treated fairly and shall be given the opportunity to respond to the accusations. The procedure for conducting a hearing must contain the following elements:

1. The Student Discipline Committee shall receive from the Dean of Enrollment and Retention charges to be imposed upon a student who has allegedly violated the Student Conduct and Discipline Code.
2. No less than seventy-two (72) hours before the hearing (excluding weekends), the Chairperson of the Student Discipline Committee must notify, in writing, the student charged with misconduct that a hearing will be held by the Committee and must inform the student of the date, time, and location of the hearing. (The student may request, in writing, an extension of time for good cause, which may be granted by the Committee.)
3. The hearing must be conducted in such a way as to afford due process to all parties involved.
4. The hearing must be private and confidential, except by consent of all parties. Gadsden State Security shall be present during hearing proceedings at the discretion of the Chairperson.
5. The Chairperson will state the charge(s) and define the evidence based on the investigative report. The student charged must have an opportunity to examine evidence, question witnesses, offer witnesses on his/her own behalf, and respond on his/her own behalf. Any evidence or statements obtained or received by the Dean of Enrollment and Retention shall be made available for inspection by the accused at least twenty-four (24) hours before the hearing in a controlled, secured environment.

6. Any student (the accuser and accused) involved in the proceedings (except for witnesses) is permitted to have one representative present. However, only the student may address the Committee or witnesses directly and only with prior approval from the Chairperson. Representatives are not permitted to speak or to participate directly in any hearing before the Committee. In the case of an International student or a student with a disability, such as a hearing or speech impairment, the Chairperson will determine the appropriateness of allowing a representative to speak on behalf of the student.
  7. Either party may offer the testimony of witnesses. Both parties and the members of the Student Discipline Committee have the right to question all witnesses as to matters which are relevant to the proceedings.
  8. In the event that any party involved in the hearing becomes disruptive or refuses to abide by hearing procedures, the committee chairperson may suspend the hearing and have the person removed from the hearing by Gadsden State Security and proceed without him or her.
  9. The burden of proof rests with the person(s) bringing the charge(s).
  10. If the student charged fails—without good cause, in the judgment of the Chairperson of the Committee—to appear at the designated time of the hearing, the Chairperson may conduct the hearing without the presence of the accused upon majority vote of the committee members. However, no student may be found to have violated the Student Conduct and Discipline Code solely because the student failed to appear before the Student Discipline Committee.
  11. The Committee members must deliberate in confidential discussion and vote on all decisions of innocence or guilt strictly upon the evidence presented and on any sanctions. A simple majority shall be required for the Committee's recommendation.
  12. Within seventy-two (72) hours of the hearing (excluding weekends), the Chairperson will notify the student(s) and the Dean of Enrollment and Retention, in writing, of the decision of the Committee.
  13. The Dean of Enrollment and Retention will notify any member of the College community as appropriate of the decision.
3. **No Trespass** - a requirement indicating that the student may not participate in or be present at a particular event or location on campus or may be banned from the entire campus and sites for a specified length of time.
  4. **Suspension** - exclusion of the offender from all College activities, including classes and extracurricular functions for a specified period of time, not to exceed one calendar year.
  5. **Expulsion** - termination of the offender's status as a student at GSCC.
  6. **Probation at the Residence Hall** - If the non-academic misconduct involves the violation of one or more residence hall rules, the resident may be placed on probation for a specified length of time. Any further violation of policy may result in expulsion from the residence hall.
  7. **Expulsion from the Residence Hall** - If the non-academic misconduct involves the violation of one or more residence hall rules or repeat violations, the resident may be expelled from the residence hall.

The President will be consulted concerning all cases prior to suspension or no trespass of a student from the College.

### Appeals Board

In the event that a student seeks to present new evidence, he/she shall present a detailed summary of the new evidence to be presented. Based upon said summary, the Chairperson of the Appeals Board shall make a determination as to whether a hearing will be held for the formal presentation of the new evidence. New evidence shall be allowed only to the extent that said evidence was not available to the student at the time of the hearing before the Student Discipline Committee. Unless a hearing is granted as specified above, the appeal shall be limited to a review of the record and evidence presented to the Student Discipline Committee. In such case, the student shall not have the right to be present for said review.

The Appeals Board, consisting of the President of the Student Government Association (or another officer of the SGA), one faculty member, and one administrator (with the latter two appointed by the President of the College), shall hear and act on appeals only. The function of the Appeals Board is to consider all sides and all evidence/testimony and to render a decision on the appeal. The administrator will serve as Chairperson of the Appeals Board and will be responsible for scheduling and conducting the appeal, for informing the student and Dean of Enrollment and Retention of the Board's decision, and for keeping an accurate record of the appeal.

### Sanctions to Be Imposed for Non-Academic Misconduct

If the Committee finds the accused guilty of non-academic misconduct, it may impose any of the following sanctions:

1. **Warning** - a statement to the offender that he/she has violated College regulations and that he/she will be subject to more stringent disciplinary action in the event of a future violation.
2. **Disciplinary Probation** - a statement to the offender that he/she has violated College regulations and is being placed on disciplinary probation for a specified period of time with the stipulation that any form of non-academic misconduct by the offender during this period may result in immediate suspension and possible expulsion of the offender.

## Procedure for Appeal

A student accused of non-academic misconduct may appeal the decision of the Student Discipline Committee by following the procedure explained below.

The accused must appeal the decision, in writing, to the Dean of Enrollment and Retention, who will forward the appeal to the Chairperson of the Appeals Board. The appeal must be submitted within fifteen (15) days following receipt of the decision by the Committee.

The accused must demonstrate to the Chairperson that (a) certain relevant evidence was not reviewed, (b) new evidence is available, or (c) the penalty was too harsh in relation to the infraction.

1. The appeal is limited to a review of the full report of the Student Discipline Committee or to the hearing of new evidence. If new evidence presented effects a change of decision, the Appeals Board may amend the decision or order a new hearing before the Student Discipline Committee.
2. Within five (5) days of the receipt of the appeal, the Appeals Board Chairperson must set a time, date and location for the meeting of the Board.

3. Within two (2) days after reviewing the appeal (excluding weekends), the Appeals Board shall send written notice of its decision to the student, Dean of Enrollment and Retention, and the Chairperson of the Student Discipline Committee.

If a new hearing is required, the Chairperson of the Student Discipline Committee will follow the steps outlined in **"Procedure for Conducting the Hearing on Non-Academic Misconduct."**

If, after following the procedure outlined above, the student still seeks redress, he/she may appeal directly to the President of the College. This appeal to the President must be in writing, must set forth the reason(s) for the appeal, and must be submitted within two (2) days of receipt of notice by the student(s) of the decision of the Appeals Board or Student Discipline Committee, respectively.

The decision of the President is final. The President may approve, overturn, or amend the prior decision(s). The President shall notify, in writing, the student, the Student Discipline Committee, the Appeals Board, and the Dean of Enrollment and Retention of the decision(s) rendered.

## Policy Against Harassment and Discrimination

### Introduction

The College is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site or in any division or department by any employee, student, agent, or non-employee on college property and while engaged in any College sponsored activities. It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the College community are respected, that harassment of students and employees is unacceptable conduct and shall not be tolerated at the College.

A nondiscriminatory environment is essential to the mission of the College. A sexually abusive environment inhibits, if not prevents, the harassed individual from performing re-

sponsibilities as student or employee. It is essential that the College maintain an environment that affords equal protection against discrimination, including sexual harassment. Employees and students who are found in violation of this policy shall be disciplined as appropriate to the severity of the offense. Employees and students of the College shall strive to promote a college environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure a professional environment and to guarantee equal educational opportunities for all students.

See [Appendix E](#) for the complete policy.

## Policy on Sexual Misconduct

This policy prohibits all forms of sexual or gender-based harassment, discrimination or misconduct, including sexual violence, sexual assault, and stalking and intimate partner violence. Misconduct of this nature is contrary to Gadsden State's institutional values and prohibited by local, state and federal laws, College policies, and the policies of the Alabama Community College System. Any individual who is found to have violated this policy may face disciplinary sanctions up to and including expulsion or termination of employment.

All College community members are strongly encouraged to report information regarding any incident of sexual harassment, sexual violence, stalking or intimate partner violence directly to the Safety and Security and the Title IX Coordinator. The College cannot take appropriate action unless an incident is reported to a "responsible employee" of the College. Upon receipt of a report, the College will take prompt and effective action by: providing interim remedies and support for individuals who make a report or seek assistance under this; conducting a review of the conduct under Title IX of

the Education Amendments of 1972; addressing the safety of individuals and the campus community; and as warranted, pursuing resolution through informal measures or formal disciplinary action against the accused.

Retaliation against any person who makes a complaint or participates in the complaint process is a violation of College policy, and should be reported to the Title IX Coordinator. A finding of retaliation may result in disciplinary action independent of any sanctions imposed as a result of the underlying

allegations of discrimination and/or harassment.

See [Appendix F](#) for the complete policy.

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## Policies on Computer Use and Internet Access

### Acceptable Use Policy for Technology Resources

The College provides technology resources for use by students, faculty, staff, and the general public. This technology includes but is not limited to, all College computing equipment, software, systems, networks, electronic mail, website, and Internet access. These resources are the property of the College and are provided to the campus community to support the College's mission and institutional goals. The College reserves the rights to grant, restrict, or deny privileges and access to technology resources.

Use of the technology resources must be consistent with the stated mission, goals, policies, procedures, and priorities of the College. Use of College resources is a privilege and requires that users agree to abide by all relevant College policies and procedures, as well as all applicable federal, state, and local laws. Users are expected to conduct themselves in a responsible and ethical manner at all times.

Any use of College technology resources for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited. Respect for intellectual property or copyright, ownership of data, security measures, and personal rights and privacy must always be demonstrated.

It should be clear that all personal use of computers to access pornographic websites will result in appropriate disciplinary action and may result in civil and criminal penalties for users. Personal use of computers for business purposes is prohibited and may constitute violation of the Alabama Ethics law. It is illegal to download music through the College computer network system. Employees who are found to be illegally downloading music will be subject to federal and state laws pertaining to such acts.

See [Appendix G](#) for the complete policy

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## Policy on Copyright and Fair Use

Copyright is the ownership and control of the intellectual property in original works of authorship. The laws of the United States (Title 17, United States Code) provide protection to the owner of copyright. This protection is available to both published and unpublished works. Public Law 94-553, section 6, generally gives the owner of copyright the exclusive right to, and to authorize others to: reproduce in copies, prepare derivative works, distribute copies, perform publicly, and display publicly the copyrighted work.

Copyright law governs any print or non-print reproduction of copyrighted material. It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. One major limitation, however, is the doctrine of "fair use". Whether use of copyrighted materials falls under the "fair use" exception depends on these four factors: purpose of the use, nature of the work, amount of copying, and effect of the copying on the potential value of the work. An-

other limitation can be a "compulsory license," which permits limited uses of copyrighted works in return for the payment of fees or royalties.

Faculty, staff, and students of the College must comply with the provisions of the state and federal intellectual property laws, such as the Copyright Act. Procedures for obtaining copyright permissions for course materials have been established and should be followed. Copies of this procedure and other information explaining the Copyright Act as it pertains to copying both course materials and material for personal use are available in campus libraries and on the College web page.

See [Appendix H](#) for complete policy.

## Policy on Student Communication

It shall be the policy of GSCC that all forms of student communication that are shared with persons outside the College shall adhere to community standards of decency. These forms of student communication may include, but are not limited to, spoken and written communication in any medium, musical and dance performances, and art displays. It shall be the responsibility of the instructor, club sponsor, or program director to review all communications prior to display or presentation to ensure that the sensibilities of all people in our service area are considered.

Further, College personnel who instruct or supervise stu-

dents who display works or engage in performances within the College are directed to exercise similar caution. Student work products in the classroom should not be obscene or offensive to other students, College employees, or visitors to campus.

This policy is not intended to stifle creativity in the classroom or freedom of speech. However, it is important that we consider the community standards and comfort level of all students within the College Community.

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## Policy on Alcohol and Drugs

The possession, use, manufacture, sale, or distribution of any controlled substance or drug paraphernalia as defined by federal or Alabama law is prohibited on Gadsden State property. College property includes buildings, grounds, roads, parking lots, and residence hall facilities and rooms.

Commission of any of the following acts relating to possession or use of any controlled substance(s) and/or alcoholic beverage(s) is prohibited: (1) possession or consumption of any controlled substance or alcoholic beverage anywhere on Gadsden State property, including Fowler Hall; (2) public intoxication on Gadsden State property, including Fowler Hall; and (3) driving on Gadsden State property while under the influence of any controlled substance or alcohol.

The College reserves the right to notify local law enforcement officers if College officials have reason to believe that the Gadsden State policies and/or State and Local laws con-

cerning alcohol and drugs are being violated.

In addition, any student who desires to participate in intercollegiate athletics at the College will be required to submit to random individual and/or random team drug testing, which will be a urinalysis for amphetamines, cocaine, THC, opiates, and PCP.

Any and all information regarding or relating to violations of the College policy on alcohol and drugs will be surrendered to the proper authorities for investigation and use as they see fit. GSCC is committed to being and remaining a drug-free campus and will fully cooperate with law enforcement authorities against any and all offenders under this policy.

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## Policies and Procedures on Fund-Raising Activities

GSCC requires that all fund-raising activities clearly relate to the overall mission of the College. Gadsden State will comply with all pertinent State and Federal regulations, legislation, and procedures. The College shall in no way compromise its commitment to maintain appropriate legal and administrative practices, as well as accreditation criteria.

All requests to conduct fund-raising activities—whether by individuals, groups of students or employees, or the Foundation—must be submitted to the Office of Institutional Advancement, 107 Allen Hall. This is also the office in which the **Gadsden State Fund-Raising Activity Request Form**

may be obtained, or it can be found online at <http://www.gadsdenstate.edu/sites/default/files/u34/Handbook/AppendixFFRevisedJune%202016.pdf>. The form must be completed by the applicant and approved by the Dean of Financial and Administrative Services, the Dean of Institutional Effectiveness, Grants and Special Projects, and the President of the College. A copy of the approved request form will be given to the applicant (originator), and the original form will be filed in the Office of Institutional Effectiveness, Grants and Special Projects.



## Policy on Sales and Solicitations

To fulfill its responsibility of providing and maintaining an environment conducive to teaching and learning, GSCC has the obligation to restrict, regulate, and prohibit on-campus sales and solicitations, especially by individuals and groups not affiliated with the College. For information about the

Gadsden State policy on sales and solicitations, those interested may contact the Office of the President at 256.549.8221.

## Policies and Procedures on Work Orders

Gadsden State students or employees may request work to be performed by some vocational/technical programs.

See [Appendix I](#) for complete policy.

## Policy on Social Media

### Introduction and Objective

Many current and future students, faculty, staff, alumni, and donors are utilizing mediums, such as *Facebook*, *Twitter*, *LinkedIn*, and *YouTube*, to stay connected. GSCC believes that having a presence in these areas will allow the College to interact more effectively with students and the community. In order to operate within these mediums effectively, GSCC has developed a social media policy to ensure that any and all interactions on behalf of GSCC represent the

College's best interests.

The GSCC Social Media Policy only applies to social media accounts created to represent GSCC's groups, departments, programs, entities, classes, etc., and does not apply to an individual student, faculty, or staff member's personal (non-professional) account.

See [Appendix J](#) for the complete policy.

## Policy on No Smoking and Tobacco Use

It is the official policy of Gadsden State Community College that smoking and the use of tobacco is prohibited within, buildings, structures, and vehicles owned, leased, or rented by the College, and also within 30 feet of buildings owned, leased, or rented by the College. This includes instructional sites, centers, building entrances, and common areas.

### What do we consider "tobacco"?

Under this policy tobacco is any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, as well as smokeless or spit tobacco products,

sometimes referred to as dip, chew, or snuff.

### What do we consider "smoking"?

Under this policy, smoking is defined as carrying or holding any lit or ignited pipe, cigar, cigarette, electronic cigarette, or any other lit or battery operated smoking equipment or device.

(ACCS Policy 514.01)

## Policy on No Trespass and Appeal Procedure

Gadsden State Community College is a public institution of higher education that is open to the general public. However, the College retains the right to restrict access to College property and College-sanctioned activities due to safety considerations relating to its students, faculty, staff and visitors. This policy describes the circumstances under which access to or presence on College property or at College-sanctioned activities or events may be restricted and the procedures for

issuing a No Trespass Notice (“Notice”).

When it is determined that an individual presents an ongoing threat to the College, the College may issue a No Trespass Notice restricting that person from any property owned or controlled by the College.

See [Appendix K](#) for the complete policy.

## Policy on Registered Sex Offender Notification

Persons required by law to register as sex offenders (registered sex offenders) will be required to notify Campus Security of his/her intent to enroll and will be required to meet with Campus Security to review the notification procedure and conditions of enrollment. If a registered sex offender registers for classes and becomes a student before the college receives such notification, the student will be immediately informed that he/she is being dropped from classes and will receive a refund of any fees that have been paid.

Gadsden State Community College reserves the right to deny, or revoke the admission of registered sex offenders in accordance with College policy. The College reserves the

right to evaluate the circumstances of each case and to refuse admission if it is determined that the applicant is a threat to the safety or security of the College community.

When the College is notified by a corrections or law enforcement agency that a registered sex offender has enrolled or intends to enroll, or a registered sex offender self-reports to a College official, the CARE Committee will determine whether such individual will be allowed to attend classes.

See [Appendix L](#) for the complete policy.

## Policy on Email as Official Communication for Students

The Gadsden State Community College (GSCC) email system is deemed the official method of communication whereby students are notified of College-related matters: cancelled/dropped classes, admission status, financial matters, announcements, and general information exchange. Official College communications demand attention, and often a timely response. Students are responsible for the consequences of not reading, acting upon, and/or responding to official college related communications sent to their GSCC student email address.

Faculty members may require the use of email, Blackboard, the My Gadsden State Portal or other forms of electronic communication for course content delivery, class discussion, or synchronous chat. It is recommended that faculty specify these requirements in their course syllabus. Faculty may expect that students access and read notices sent to their official GSCC student email address.

Students who forward their GSCC email to another email address (e.g. [username@aol.com](mailto:username@aol.com)) do so at their own risk. GSCC cannot ensure the delivery of its official communica-

tions by external service providers. Forwarding email does not relieve the receiver from the responsibilities associated with electronic communications sent to the GSCC email address.

Students are expected to check email frequently. It is recommended that email be checked daily, but at a minimum, twice per week. Regular email management will also minimize the risk that the inbox will be full, causing the email to be returned to the sender with an error. Undeliverable messages returned due to either a full inbox or use of a "spam" filter will be considered delivered without further action required of the College.

Faculty, staff, and student sponsored organizations must request approval of the Director of Public Relations to have batched student messages sent through the GSCC student email system. Only meaningful and relevant information will be allowed.

## Policy on Children on Campus

Gadsden State is an institution of higher education. While Gadsden State welcomes and invites the presence of children on campus, it recognizes that its campuses and events may not always be an appropriate environment for children.

The purpose of this policy is to promote the health, safety, and well-being of children on campus and children who participate in College events and to clarify the College's rules with respect to children and minors on campus and at College-sanctioned events. This policy applies to employees, students, campus visitors, and individuals or Organizations engaging in or conducting activities associated with the College.

For the purposes of this policy, the terms "child," "children," "minor," and "minors" refer to individuals under the age of 18.

1. **Responsibility for Children.** In recognition of the family needs and responsibilities, students, faculty, and staff may bring their child(ren) to campus for limited periods of time while the employee or student is engaged in work or educational activities; with approval by the appropriate supervisor. In doing so, the needs of other College community members for a quiet and productive work and educational setting must be respected. No facility or office on campus is to be used regularly in lieu of child care or for unsupervised recreation for children. The adult responsible for a child is also responsible for the child's behavior and actions, and is expected to ensure that the child's behavior is compliant with College policies.
2. **Risks.** The adult responsible for bring a child to campus and College events will also be responsible for any and all injuries or damages sustained to or by the child or any other child accompanying them while on campuses or any properties owned or leased by the College. The College will not be responsible or liable for any such injuries or damages.

3. **Revocation.** Allowing employees and students to bring their child(ren) to campus is a privilege extended by the College and may be revoked at the discretion of the College. The College may also prohibit an employee or student from bringing a child(ren) to campus if a member of the College community provides a reasonable objection.
4. **College-Sanctioned Events.** Gadsden State hosts a number of events that are open to children. In order to ensure their safety and that of other guests, the College requires the parent, legal guardian, or other adult responsible for each child to comply with the following provisions:

The College will not be responsible for the supervision of any children who attend a campus or College-sanctioned event unless the event sponsored specifically states in a written announcement that supervision by College will be provided.

Children must remain in the area of campus where the event is located.

The adult responsible for a child is also responsible for the child's behavior and actions and for any damage caused by a child.

If a child attending an event or program needs an accommodation for a disability or other special need, it is the responsibility of the adult to request such an accommodation, in advance of the event, to ensure that the accommodation is in place or that the accommodation is one that can be extended by the College.

## Policy on Hoverboards and Skateboards

Due to safety concerns associated with hoverboards and skateboards and the potential impact to the safety of our stu-

dents, employees and the College community, these devices are banned from all campuses.

## Policy on Graduation Requirements

Gadsden State Community College (GSCC) awards the appropriate degree or certificate to a student who has completed the approved program of study, attained a minimum of a 2.0 cumulative grade point average over all coursework attempted at the college, and earned at least 25 percent of the credit hours required for the degree or certificate at GSCC.

### Procedure:

1. In meeting the requirement for a 2.0 cumulative grade point average over all coursework attempted at the college, a course may be counted only once.
2. A student is not required to pay graduation fees or partic-

ipate in commencement ceremonies in order to be designated as a graduate on the transcript.

3. The appropriate instructional officer shall approve the formal award when the student meets all requirements for graduation.
4. Transcripts will not be provided to a student nor forwarded to any other institution or organization until after the student has fulfilled all financial obligations to the college.

## Policy on Degrees and Awards

Gadsden State Community College awards associate degrees, certificates, and short-term certificates.

An instructional program is defined as a combination of courses and experiences that is designed to accomplish a predetermined objective or set of allied objectives such as preparation for advanced study, qualification for an occupation or range of occupations, or simply the increase of knowledge and understanding. Accordingly, Gadsden State is authorized to certify the successful completion of prescribed courses of study in each instructional program through the awarding of the following degrees and certificates:

- The **Associate in Science Degree (AS)** is an undergraduate award designed for a student who plans to transfer to a senior institution for the successful completion of a prescribed program of study in a general field or in a specialized pre-professional field. The maximum number of semester credit hours required for the AS degree is 64.
- The **Associate in Arts Degree (AA)** is an undergraduate award designed for a student who plans to transfer to a senior institution for the successful completion of a prescribed program of study in a liberal arts area. The maximum number of semester credit hours required for the AA degree is 64.
- The **Associate in Applied Science Degree (AAS)** is an undergraduate award designed for students planning to specialize in technical, business, semi-professional, and supervisory fields. Students specializing in certain career-oriented fields may be eligible to transfer to a senior institution. The AAS degree may require a maximum of 76 semester hours.
- The **Certificate Award (CERT)** is a formal award certifying the satisfactory completion of a prescribed program of study. The certificate is less than a degree, and its curriculum is related to the student's employment or professional advancement. A certificate requires a minimum of 30 semester hours and a maximum of 60 semester hours.
- The **Short-Term Certificate Award (STC)** is a formal award that prepares technicians and assistants for entry-level positions in business and industry. Short-term certificate programs must be a minimum of nine (9) semester credit hours in length and a maximum of 29 semester credit hours.

### Requirements for Degrees and Certificates

Colleges must offer degree programs that reflect coherent courses of study that are compatible with their own missions, that are based upon fields of study appropriate to higher education, and that include general education components ensuring a breadth of knowledge that promotes intellectual inquiry and critical thinking. Thus, each degree must consist

of coursework from each of the following five areas as defined by the Alabama Articulation and General Studies Committee (AGSC):

- **Area I: Written Composition.** Study in this area ensures effective written communication skills, which are essential in a literate society.
- **Area II: Humanities and Fine Arts.** Study in the humanities addresses the ability to deal with questions of values, ethics, or aesthetics as they are represented in literature, philosophy, religion, and the arts, and is fundamental to general education. In addition to literature, disciplines in the humanities and fine arts include, but are not limited to, area/ ethnic studies, philosophy, religious studies, art and art history, music and music history, theatre and dance.
- **Area III: Natural Sciences and Mathematics.** Study in the natural sciences and mathematics emphasizes the scientific method and quantitative reasoning. Disciplines in the natural sciences, include, but are not limited to, astronomy, biology, chemistry, earth science, geology, physical geography, physics, and physical science.
- **Area IV: History, Social, and Behavioral Sciences.** Study in history and the social and behavioral sciences deals primarily with the study of human behavior, social and political structures, and economics. Disciplines other than history in this area include, but are not limited to, anthropology, economics, geography, political science, psychology, and sociology.
- **Area V: Pre-Professional, Major, and Elective Courses.** Area V is designated for courses appropriate to the degree/major requirements of the individual student.

*Students completing courses that have been approved for transfer by the AGSC and are appropriate to their major and/or degree program may transfer these courses with credit applicable to their degree program among two-year and four-year colleges and universities.*

### Program Length

The following tables illustrate the program length for each degree and award, as well as the hours required in each of the five areas. Specific course requirements and notes on the general education courses required are included in the degree requirements of the Student Catalog & Handbook.

### *Associate in Arts and Associate in Science Degree Programs*

The Associate in Arts and Associate in Science Degree Programs require a minimum of 60 semester hours and a maximum of 64 semester hours.

Area	Req. Semester Hrs.
I — Written Composition	6
<b>II — Humanities &amp; Fine Arts</b>	<b>12</b>
III — Natural Sciences & Mathematics	11
<b>IV — History, Social and Behavioral Sciences</b>	<b>12</b>
V — Pre-professional, Pre-major and Elective Courses	19-23
<b>Total Semester Hours</b>	<b>60-64</b>

### *AAS Degree Programs*

An Associate in Applied Science Degree (AAS) requires a minimum of 60 semester hours and a maximum of 76 semester hours.

Area	Req. Semester Hrs.
I — Written Composition	3-6
<b>II — Humanities &amp; Fine Arts</b>	<b>3-6</b>
III — Natural Sciences & Mathematics	6-11
<b>IV — History, Social and Behavioral Sciences</b>	<b>3-6</b>
V — Pre-professional, Pre-major and Elective Courses	31-61
<b>Total Semester Hours</b>	<b>60 -76</b>

### *Certificate Programs*

A certificate requires a minimum of 30 semester hours and a maximum of 60 semester hours.

Area	Req. Semester Hrs.
I — Written Composition	3-6
<b>II — Humanities &amp; Fine Arts</b>	<b>0-6</b>
III — Natural Sciences & Mathematics	3-7
<b>IV — History, Social and Behavioral Sciences</b>	<b>0</b>
V — Pre-professional, Pre-major and Elective Courses	11-54
<b>Total Semester Hours</b>	<b>30- 60</b>

### *Short-Term Certificate Programs*

Short-term certificate programs must be a minimum of nine (9) semester credit hours in length and a maximum of 29 semester credit hours.

Area	Req. Semester Hrs.
I — Written Composition	0-3
<b>II — Humanities &amp; Fine Arts</b>	<b>0</b>
III — Natural Sciences & Mathematics	0-3
<b>IV — History, Social and Behavioral Sciences</b>	<b>0</b>
V — Pre-professional, Pre-major and Elective Courses	9-29
<b>Total Semester Hours</b>	<b>9 -29</b>