

INSTRUCTIONAL INFORMATION AND REGULATIONS

CLASSIFICATION OF STUDENTS

University Parallel

Students who plan to enroll for coursework which will transfer to a four-year institution are considered to be university parallel students. Enrollment may be for a minimum of one term or through completion of a two-year degree. Students should meet with an academic advisor to discuss programs of study and transfer requirements.

Transient

Students who have previously attended another college and who will be enrolled for only one semester and then return to the college of original enrollment are considered to be transient students. Students must submit an official letter from the parent institution they have been attending which certifies that the credits earned will be accepted by transfer.

Career, Technical and Occupational

Students follow one of the career, technical, or occupational programs which lead to a certificate or degree.

Course Load

Students are classified according to the course load based on the credit hours for which they are enrolled on a semester basis.

Credit Hour Loads	Credit Hours
Full-Time	12 or more
Three-Fourths Time	9-11
One-Half Time	6-8
Less Than Half Time	5 or less

NOTE: To be eligible for financial assistance a student must be enrolled for at least 6 credit hours.

Drop-And-Add Period

The drop and add period will be the first three days of each semester. If a course meets once per week the period will extend to the beginning of the second official class meeting day/evening. No grade will be assigned if a course is dropped during the drop/add period. See the section of this catalog on refund policy for refund information.

Withdrawals

A student who wishes to withdraw from a course(s) after the drop/add period may do so by having a withdrawal/drop form completed by Admissions/Records personnel or their designated representatives. A student may withdraw from a course(s) until the midpoint of the semester and be assigned the grade of "W" for each course, provided the student has not exceeded allowable absences and the instructor has not submitted an absence form with a grade of "FA".

If a student wishes to withdraw from a course(s) after the midpoint of the semester, but before the last class day prior to the finals, an instructor may assign a grade of "WP" if the student is passing at the time of withdrawal or a "WF" if the student is failing at the time of withdrawal, or an "FA" if the student has exceeded allowable absences.

Grades

The following letter symbols are used to indicate the student's level of achievement in courses taken:

- A - Excellent (90-100)
- B - Good (80-89)
- C - Average (70-79)
- D - Poor (60-69)
- F - Failure (Below 60)
- AU - Audit
- FA - Failure due to absences
- I - Incomplete
- IP - In Progress
- W - Withdrawal
- WF - Withdrawal Failing
- WP - Withdrawal Passing

NOTE: Some programs and/or courses may require a higher numeric range than the standard noted above.

A, B, C, are letter grades which represent levels of accomplishment sufficient to allow students to progress satisfactorily toward graduation and/or prerequisite requirements.

D is a letter grade which indicates minimum level accomplishment. Some courses/programs require a minimum of a "C" grade to progress to the next course or to remain eligible for continuation in a program of study.

F is the letter grade assigned to students who fail to meet minimum course requirements.

W, WP, and WF are letter grades assigned when a student withdraws from a course/courses after the designated drop/add period and may be reflective of the student's status at the time of withdrawal. The grade of W is assigned to a student who officially withdraws from a course(s) by the date designated as the midpoint of the term, provided they have not been previously dropped for excessive absences. The grade of WP may be assigned after the midpoint of the term and indicates the student is passing the course at the time of withdrawal. The grade of WF may be assigned after the midpoint of the term and indicates the student is failing at the time of withdrawal. The WF is punitive and will be calculated as an F in the grade point average. Any withdrawal after the midpoint of the term must have the approval of the Dean of Instruction or his/her designated representative. Withdrawal from course(s)/program(s) should be initiated by the student. Students must notify the Office of the Registrar of his/her intent to withdraw from a course, courses, or programs.

FA as a letter grade indicates failure due to absences. An "FA" is assigned when a student exceeds the maximum number of absences allowed in a course/program. An FA is punitive and is calculated as an F in the grade point average.

I as a letter grade indicates incomplete completion of course requirements; thus an "I" is not a satisfactory completion and will not allow a student to progress to the next course level. An "I" is only awarded under extenuating circumstances. An "I" typically is used to signify that an instructor has granted permission to a student to complete work or that the Dean of Instruction has approved the student take his/her final examination late. Other circumstances as approved by the instructor and/or Dean of Instruction may be granted.

General Information

Regardless of the circumstances, a grade of I must be changed by the end of the following term or it will be converted to an F.

IP as a letter grade indicates IN PROGRESS and may only be assigned to institutional credit courses, practicums, and internships. The awarding of an IP is the option of the instructor, provided the student has been in regular attendance and has demonstrated conscientious effort yet has not achieved course mastery. Students who receive an IP must repeat the course; it is not satisfactory completion.

Grade Points

A student's academic standing or grade point average is a means to evaluate the overall quality of work being done. In order to perform this measure, the following grade points are assigned.

A	4	grade points per hour
B	3	grade points per hour
C	2	grade points per hour
D	1	grade point per hour
F	0	grade points per hour
FA	0	grade points per hour
WF	0	grade points per hour

The student's grade point average is obtained by dividing the total grade points earned by the total number of semester hours for which the grades of A, B, C, D, F, FA, or WF are assigned. Marks of W, WP, I, IP, and AU do not affect the grade point average. A student must have a total overall grade point average of 2.0 (C) on all courses accepted for graduation in order to be eligible for graduation from Calhoun.

Grade Appeal Procedure

Student grade appeals may be expected to occur in a large and complex institution. The prevailing philosophy of the institution is that such appeals be handled informally if possible. Only after full and comprehensive attempts have been made by students and faculty to resolve grade appeals and have failed should a formal procedure be initiated. It is self-evident that an appeal should be resolved as close to the beginning of the institution's organizational chart as possible; it is further self-evident that grade appeals be handled informally through discussion if at all possible.

There is no appeal procedure if six months of calendar time has elapsed; therefore, the grade appeal procedure must be initiated by the student within six months from the time the grade is received. There are two procedures for appealing a final grade. The first applies if the appeal is within the first five weeks of the semester immediately following the one for which the grade was received. The second final grade appeal procedure applies if the appeal is after the first five weeks of the succeeding term. (The summer term may be excluded.)

- A. Procedure for appealing a final grade during the first five weeks of the following semester:

A student may appeal the final grade received for a course by following the procedures outlined here. Therefore, grades received during the academic term for performance, tests, or other activities are private and confidential material between the student and the instructor and are not intended to be covered by the procedures. Daily grades may be considered only as evidence in the formal part of the appeal process, viewed solely on the basis of "a need to know," and handled in such manner so as to continue confidentiality.

1. The student should consult with the instructor promptly

after receiving a final grade which he or she feels is unwarranted. If the appeal is not satisfied at this level, the Department or Division Chairperson should meet with either or both in an informal attempt to reach closure. The burden of proof in the grade appeal lies with the student. If the appeal is resolved at this point, a "memorandum of record" should be prepared by the Division or Department Chairperson and be maintained on file. The memorandum will serve as the institution's record that the disagreement was resolved informally.

2. If closure is not reached by using the informal approach, the student may file a formal grade appeal with the appropriate Department or Division Chairperson. This writing must be dated and filed with the appropriate person prior to the midpoint of the succeeding semester. (The summer term is excluded from the definition of "succeeding semester" except in cases when the instructor who assigned the grade is teaching during the summer term.) The formal grade appeal must state the reasons for the request, include the dates involved, name the instructor who assigned the grade, and include the previous attempts at resolving the situation informally. The burden of proof in the grade appeal lies with the student.
3. Prompted by the Department or Division Chairperson, the divisional grade appeal committee is limited to two calendar weeks from the date of the appeal to convene, gather evidence, and conduct a hearing. Appropriate evidence in support of the appeal must be provided by the student. However, the committee may request the student's materials from the instructor in cases where the instructor possesses the evidence. Grade and attendance records may be requested of the instructor. However, neither tangential issues nor individual personalities will be considered by the committee. To maintain the confidentiality of the hearing, only committee members, the instructor, and the student may be present at the proceedings.

Each division shall maintain a divisional grade appeal committee. Divisions may elect members or members may be appointed by the division chair. The divisional grade appeal committee should contain no fewer than three full-time faculty members. Members should rotate off the committee on a yearly basis. If a committee member is unable to serve due to involvement in the specific case being heard, the division chair will appoint a substitute for that particular case. The chairperson of the Divisional Grade Appeal Committee will be elected by the membership and will have the following duties: arrange times and places for the committee meetings and hearings; inform in writing all parties of the committee's activities; ensure that proper records are prepared, maintained, and safeguarded; and chair all meetings and hearings.

The Chair of the committee shall ensure that hearings are reasonable and fair; that only matters properly before the committee are discussed; that meetings and hearings are conducted in a professional atmosphere; and that every attempt is made to protect the integrity of the parties involved.

Committee members must be present at all hearings in order to vote following deliberations. (If, in the committee's opinion, special experience or expertise is necessary for sufficient information to be available or if the appeal is of such sensitivity that it should not hear the appeal, the Chairperson shall so advise the Dean of Instruction. The Dean will then appoint a special appeals committee of institution-wide membership to hear the specific case.)

4. Following the conclusion of the hearing, the committee will deliberate privately as appropriate and prepare a written recommendation for the Dean of Instruction to be submitted not later than seven calendar days after the date of the hearing. Their recommendation will be either to retain the grade or to alter it. If the recommendation is to alter, the specific grade after alteration will be indicated. The recommendation should include a brief summary of the facts of the hearing and the reasons for the committee's decision. The deliberations and recommendation of the committee are confidential. The committee may meet with the Dean of Instruction at the Dean's discretion to discuss actions, deliberations, and recommendations.
5. The Dean of Instruction will provide a statement of the decision to the student within one calendar week following the committee's recommendation. Copies of the statement of decision will be provided to the appeal committee, the Division Chairperson, and the faculty member involved. The decision of the Dean of Instruction is final. (CCC)

- B. Procedure for appealing a final grade after the first five weeks of the following semester:

Within six months from the time the student received the grade being appealed, the student must initiate the process with the instructor of the course for which the grade was received. This appeal process is strictly informal in nature and must remain a discussion between the student and the instructor of the course. The instructor's decision is final. There is no appeal procedure for final grades if six months of calendar time has elapsed.

Course Forgiveness Policy

Courses undertaken at Calhoun may be repeated at Calhoun. The last grade earned excluding W, WP, and AU will be the grade used for graduation audits. Courses may not be repeated at another institution and used as a component of Calhoun's Course Forgiveness Policy.

1. If a student repeats a course once, the second grade (excluding grades of W, WP, IP or AU) replaces the first grade in his/her cumulative grade point average if the student files a written request with the Admissions and Records Office.
2. When a course is repeated more than once, all grades for the course, excluding the first grade, will be employed in computation of the cumulative grade point average provided the student has requested course repeat as noted in item 1.
3. Transcripts will list all courses and the grades earned. A repeat symbol will denote a course repeat and deletion of the hours attempted. Please remember that a transfer institution may choose to average all coursework regardless of Calhoun's institutional policy.
4. A student must request, by submission of the appropriate form, that the Registrar implement the "Course Forgiveness" policy after a course has been repeated.

Auditing a Course

Instructions for auditing a course at Calhoun are as follow:

- A. A student who desires to audit a course must be admitted to the College;
- B. The student's intent to audit a course must be made by the end of the registration period and may not be changed thereafter. The Registrar will designate the student's audit status on the class roll;
- C. The student who audits a course will complete the same assignments as students who register for credit. In addition, the instructor may require the student who audits to take examinations. Nursing students who audit a course do not attend extended clinical labs.
- D. The cost of auditing a course is the same as for taking a course for credit.

MAJOR FIELD OF STUDY CHANGES

Request for a change of major should be submitted in writing to the Office of Admissions and Records.

Students should be aware of the possible consequences resulting from a change of major—transferability of courses completed, new requirements for graduation, job potential, etc. Students should confer with an advisor prior to initiating a change of major.

Students affected by VA regulations should consult Veterans Services staff in the Financial Aid Office prior to initiating a change of major.

ACADEMIC BANKRUPTCY

- A. A student may request in writing to the Registrar a declaration of academic bankruptcy under the following conditions:
 1. If fewer than three (3) calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, he/she may declare academic bankruptcy on all coursework taken during that one semester provided the student has taken a minimum of 18 semester hours of coursework at Calhoun since that semester. All coursework taken during the semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be disregarded in the cumulative grade point average.
 2. If three (3) or more calendar years have elapsed since the most recent semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during 1-3 semesters/terms provided the student has taken a minimum of 18 semester hours of coursework at Calhoun since the bankruptcy semester occurred. All coursework taken, during semester(s) for which academic bankruptcy is declared, including hours completed satisfactorily, will be disregarded in the cumulative grade point average.
- B. When academic bankruptcy is declared, the term "ACADEMIC BANKRUPTCY" will be noted on the transcript for each semester affected. When academic bankruptcy is declared, the transcript will reflect the semester of its implementation and the transcript will be stamped "ACADEMIC BANKRUPTCY IMPLEMENTED."
- C. A student may declare academic bankruptcy only once.
- D. Implementation of academic bankruptcy at Calhoun does not guarantee that other institutions will approve such action.

General Information

This determination will be made by the respective transfer institution(s).

Student Course Overloads

A full-time student must be enrolled for 12 semester hours or more each term. Students may register for more than 19 semester hours only with the written permission of the Dean of Instruction. To be considered for an overload, the student should meet the following conditions:

1. Have completed a minimum of 18 semester hours with Calhoun; and
2. have a minimum of a 3.0 GPA.

No more than two laboratory courses will be approved as part of an overload request.

ADVANCED STANDING CREDIT

Credit by Transfer

Refer to General Principles for Transfer of Credit on page 13.

Credit from Nontraditional Sources

Calhoun Community College provides an opportunity for students to earn a reasonable amount of credit toward the Associate Degree or Certificate through methods other than formal classroom instruction. While nontraditional credit may apply toward degree and certificate programs granted by the college, it should not be assumed that such credit will automatically be accepted by other colleges.

A maximum of 30 semester hours earned through nontraditional methods may be applied toward a degree from Calhoun. Students may not earn credit through nontraditional sources for any course in which a grade has been previously received. The types of nontraditional credit and procedures to follow are listed below:

COLLEGE LEVEL EXAMINATION PROGRAM-CLEP

Calhoun Community College honors credit earned through CLEP examinations provided appropriate scores are achieved and certain conditions are met. A minimum score at or above the 50th percentile on both general examinations and subject examinations is required for specific course credit.

Students scores at the 50th percentile or above may be awarded specific course credit as well as some elective course credit. Students whose scores are less than the 50th percentile, but are equal to or greater than the 35th percentile, may be awarded elective credit only through the general examinations.

Any elective credit earned by nontraditional means may apply toward the total number of hours required for graduation but may not apply toward specific requirements in a particular subject area. For example, elective credit in English will not meet degree requirements of ten hours of composition or the five hours of literature.

Credit through GENERAL EXAMINATIONS is granted only if the exams were taken before entering college or during the first semester, provided the student has not been enrolled in a comparable course for more than one week.

GENERAL EXAMINATIONS (50th Percentile)

50th Percentile Examinations	Course Equivalencies Score and Credit Awarded
English.....494	ENG 101 and Elec6 sem. hrs.
Humanities.....489	ENG or American Lit.3 sem. hrs.
Natural Sciences.....489	BIO 103 or PHS 1114 sem. hrs.
Social Science.....488	W Civ or Amer History3 sem. hrs.

Credit for SUBJECT EXAMINATIONS is granted provided the student has not been enrolled for more than one week in the course for which credit is to be earned. 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 both subject examination and its course equivalent. The CLEP Subject Exam will supercede the CLEP General Exam, credits will not be awarded for the Subject and General Exam in the same discipline. Any exception to this policy must have prior approval from the Dean of Instruction.

CLEP SUBJECT EXAMINATIONS

Examination	Score	CCC Equivalent	Sem. Hrs.
<u>Business</u>			
Accounting, Intro.....50		BUS 241-242	6
Information Systems and Computer Applications.....50		CIS 130	3
Management, Prin.....47		BUS 275.....	3
Marketing, Prin.....50		BUS 285.....	3
<u>Composition and Literature</u>			
American Literature.....50		ENG 251-252	6
Freshman College Composition.....51		ENG 101-102	6
English Literature.....49		ENG 261-262	6
<u>Science and Mathematics</u>			
Biology.....49		BIO 103.....	4
Calculus with Elem. Functions.....49		MTH 125.....	4
Chemistry.....50		CHM 111-112	8
College Algebra/ Trig.....50		MTH 113.....	3
<u>Social Sciences</u>			
American History I.....50		HIS 201.....	3
American History II.....50		HIS 202.....	3
Human Growth & Dev.....50		PSY 210.....	3
Macroeconomics.....50		ECO 231.....	3
Microeconomics.....50		ECO 232.....	3
Psychology, Intro.....50		PSY 200.....	3
Sociology, Intro.....50		SOC 200.....	3
Western Civilization I.....50		HIS 101.....	3
Western Civilization II.....50		HIS 102.....	3

The policy of granting credit through CLEP at Calhoun Community College may differ from policies at other colleges. Check with other colleges to obtain additional information.

POLICE ACADEMY WORK

Credit may be available for completion of approved Peace Officer Training Courses/Programs. Consult the head of the Law Enforcement Program or the Registrar for information.

SPECIALIZED MILITARY TRAINING

Calhoun adheres to policies prescribed by the Guide to the Evaluation of

Educational Experiences in the Armed Services in granting credit for military course work.

CREDIT FOR PRIOR EXPERIENCE

Credit may be granted through the following methods only:

1. Comprehensive Departmental Challenge Examinations;
2. CLEP General of Subject Examinations;
3. An evaluation of training as detailed in the National Guide to Educational Credit for Training Programs;
4. Professional Secretary Certification (CPS);
5. Other experiences which have been received by the American Council on Education and credit recommendations published.

ADVANCED PLACEMENT TEST (AP)

Credit for the Advanced Placement Test will be awarded for a minimum score of three on subject tests. A maximum of 18 credits may be earned through the AP Program.

CAREER MOBILITY FOR PRACTICAL NURSES

Thirteen semester hours of nursing credit may be earned by challenge examination. See Nursing-Career Mobility under College Program section of this CATALOG for program entry requirement.

SPECIALIZED TRAINING WITH INDUSTRY

Credit may be awarded for industry training provided:

1. A specific contractual agreement is in effect.
2. Industry training has been reviewed by the appropriate faculty in the discipline affected and specific written credit recommendations made and approved by the Dean of Instruction.
3. In no way shall this be interpreted as a means of reviewing industry training on an individual basis. Calhoun Community College does not conduct portfolio reviews.

ADVANCED PLACEMENT VIA TECH PREP ARTICULATION AGREEMENTS

Please refer to the Tech Prep section of this catalog for additional information.

PROBATION AND SUSPENSION

- A. Academic Standards of Progress
According to the number of hours a student has attempted with Calhoun, the following GPA levels must be met to remain in good academic standing:
 1. 12-21 credit hours attempted at Calhoun, minimum cumulative GPA of 1.50;
 2. 23-32 credit hours attempted at Calhoun, minimum cumulative GPA of 1.75;
 3. 33 credit hours or more attempted at Calhoun, minimum cumulative GPA of 2.00.
- B. Clear Academic Status
A student's status is clear when the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at Calhoun.
- C. Academic Probation
 1. When a student's cumulative GPA is below the GPA required for the number of hours attempted at Calhoun, the student is placed on Academic Probation.
 2. When a student on Academic Probation has a cumulative GPA below the requirement based on hours attempted at Calhoun, but the semester GPA is 2.00 or above, the student remains on Academic Probation.

- D. SUSPENSION - ONE SEMESTER
When the cumulative GPA of a student on Academic Probation remains below the GPA required for the total number of hours attempted at Calhoun and the semester GPA is below 2.00, the student is suspended for one semester. The transcript will read SUSPENDED - ONE SEMESTER.
- E. SUSPENSION - ONE YEAR
A student readmitted after serving a suspension or upon appeal re-enters on Academic Probation. If the cumulative GPA remains below the level required for the total number of hours attempted at Calhoun and the semester GPA is below 2.00, the student will be suspended for one calendar year. The student's transcript will read SUSPENDED - ONE YEAR.
- F. APPEAL OF SUSPENSION
A student who wishes a reconsideration of his/her suspension, whether it is for one semester or for one year, must do so in writing to the college Admissions Committee. The student may present a rationale and/or mitigating circumstances in support of his/her request for readmission. The decision of the Admissions Committee for an appeal is final.

ATTENDANCE POLICIES

Class attendance policies are formulated by the respective departments for each course. Attendance policies are in effect from the first time a class meets. Classes missed due to late enrollment will be considered absences. Students whose unexcused absences exceed the maximum set for a course will be dropped from the class roll and will receive a grade of "FA" for the course. Appeals are made at the divisional level to the chairperson who will determine the form and substance of the appeal process. The student is responsible for class activities missed during any absence, whether excused or unexcused.

Regardless of the departmental policy, unexcused absences which constitute twice the number of weekly class meetings is the institutional maximum. Military personnel who are involuntarily called to active duty for unscheduled and/or emergency situations and those individuals called for court duty will be excused. Official documentation verifying obligations of this nature will be required. Other excused absences are decided by the instructor, who may use the following reasons in determining excused absences: illness, death in the immediate family, military obligations, transportation difficulties, and official school business.

Final Examination Attendance

Attendance at final examinations is mandatory. Such examinations are administered in all academic subjects at the end of each semester in accordance with an examination schedule issued by the Dean of Instruction. Any student who must miss a final examination has the responsibility of notifying his/her instructor to make arrangements to take the final examination on an alternate date, if possible. This is accomplished by filling out a form entitled "*Permission to Alter Final Examination Schedule*" which may be obtained in divisional/departmental offices. One copy of the form is retained by the faculty member and one copy is retained by the student. Faculty members should not change the published class examination schedule without prior approval from the Dean of Instruction.

General Information

RECOGNITION OF ACADEMIC EXCELLENCE

President's List

Calhoun publishes a President's List at the end of each semester. The President's List contains the names of all students carrying 12 or more semester hours who have earned a grade point average of 4.00. Developmental courses will not count toward minimum course load requirement for academic recognition.

Dean's List

Calhoun publishes a Dean's List at the end of each semester. The Dean's List contains the names of all students carrying 12 or more semester hours who have earned a grade point average of 3.50 through 3.99 and who have made no grade below a "C." Developmental courses will not count toward minimum course load requirement for academic recognition. The GPA is figured by semester, and the Dean's List is not based on the student's cumulative GPA.

GRADUATION

Calhoun Community College awards the Associate in Arts, the Associate in Science, and the Associate in Applied Science Degrees, and Certificates for non-degree programs.

DEGREES

The **Associate of Arts Degree** is awarded to students who complete a planned university parallel program and the General Education Minimum Requirements for the Associate in Arts Degree as outlined in this catalog.

The **Associate of Science Degree** is awarded to students who complete a planned program in a specific field or area of concentration. A majority of the Associate of Science Degree Programs are designed for those students who plan to transfer to four-year institutions and pursue programs of study requiring specialization on the freshman and sophomore levels. However, certain Associate of Science Degree Programs are intended as two-year career-level programs.

The **Associate of Applied Science Degree** is awarded to students who satisfy the requirements of a specific career, technical, or occupational degree program as outlined in this catalog.

Degree Requirements

1. Determine degree requirements from catalog. (Students who have enjoyed an extended stay at Calhoun due to various circumstances may elect either to meet curriculum requirements specified in the original catalog in effect when they entered, provided courses and programs are still available, or they may elect to meet curriculum requirements listed in the catalog in effect at the time they apply for graduation. Exceptions to the catalog of entry rule or catalog in effect at the time of graduation must be approved by the Registrar.)
2. Complete 60 - 64 semester hours of college credit work in planned program of study. (Courses considered as developmental will not apply to degree requirements.)
3. Earn a minimum grade point average of 2.00 in all courses taken for graduation.



4. Complete at least 16 semester hours at Calhoun Community College.
5. Be enrolled during the semester the degree is earned; or with the approval of the Dean of Instruction, a student may graduate if, within a calendar year of the last semester of attendance, he/she transfers to Calhoun no more than 6 credit hours required for completion of the program. A minimum grade of "C" is required in the courses transferred.
6. Submit an application for graduation to the Office of Admissions and Records at least one semester before graduation. Submit appropriate graduation fee to Business Office.
7. Clear all procedural, operational, and financial obligations to the college.

NOTE: Due to federal regulations students completing an A.A.S. degree **must** complete the EXIT Examination during their last semester and prior to the awarding of the degree.

CERTIFICATES

Certificates are awarded to those students who successfully complete the designated requirements in career programs. Students earning a certificate must complete the EXIT examination prior to the awarding of the certificate.

HONOR GRADUATES

To graduate with honor, a student must maintain the following quality point average on all college level course work considered for degree requirements.

Cum Laude	3.50 to 3.69 GPA
Magna Cum Laude	3.70 to 3.89 GPA
Summa Cum Laude	3.90 to 4.00 GPA

VISITING STUDENT PROGRAM

A cooperative arrangement exists with Alabama A & M University, Athens State University, Oakwood College, the University of Alabama in Huntsville, and Calhoun Community College. Under this arrangement, a student at any of the participating institutions may request permission to attend a class at one of the other schools. Conditions governing the granting of permission include the following:

1. The student must be a full-time student.
2. The student must have an overall "C" average.
3. The course desired must be unavailable at the student's home institution but be included in the student's home institution catalog.
4. The student's request must be approved by the student's advisor and other appropriate personnel.
5. Permission of the institution teaching the course is dependent upon availability of space for the visitor after its own students are accommodated.

Any student interested in participating in the Visiting Student Program should contact the Office of Admissions for additional information.

NOTE: Enrollment in courses is subject to appropriate prerequisite and/or placement testing.

LIBRARY SERVICES

www.calhoun.cc.al.us/library

Brewer Library

The primary purpose of the Albert P. Brewer Library, located on the Decatur Campus, is to *put information in the hands of users*. From resources housed in the Library to global access to information on the World Wide Web, Brewer Library aims to serve the Calhoun community. Books, magazines, journals, newspapers, CD-ROM databases, video tapes, reserve shelf, and vertical file materials are maintained within the Library. Computers provide access to global electronic resources through the Internet and the World Wide Web.

Networked computers within Brewer Library, as well as networked computers in faculty and staff offices and laboratories on the Decatur and Research Park campuses, provide users with access to an online encyclopedia, *Britannica Online*, an online dictionary, *Merriam-Webster 10th Collegiate Dictionary*, and an online index to magazines and journals, *Academic Search Full-TEXT Elite*. Hundreds of journals offer the full-text articles which can be printed, downloaded to a diskette, or e-mailed. All online resources are accessible from campus networked computers, Decatur and Research Park, via the Calhoun Library Home Page.

In addition, the *Academic Search Full-TEXT Elite*, the index to 3000 journals, many with full-text articles, is available to Calhoun students and faculty from home or office with a username and password. Information for remote access can be found on the Calhoun Libraries Home Page at www.calhoun.cc.al.us/library.

Telecourse (CBC) video and audio tapes are prepared by Media Services staff and available at the Library circulation desk for check-out by students enrolled in CBC courses. An extensive collection of educational video tapes housed in Media Services is made available campus wide for viewing on demand in classrooms, laboratories, library study carrels, and hyperlecturing classrooms via the closed circuit campus television system.

Brewer Library has been a member of the Library Management Network, Inc. (LMN) since 1984. As a member of LMN, public access catalogs

(OPACs) enable users to search and locate books in the collections of area libraries as well as the Brewer Library. Interlibrary loan is provided by the circulation staff to students, faculty, and staff who want to borrow a book located in an LMN library. Distance learners can access the same OPAC via the World Wide Web at URL: <http://www.lmn.lib.al.us> or from the Calhoun home page.

Reciprocal borrowing privileges for Calhoun students are available at the libraries of Athens State University and Alabama A&M University. The UAH Library charges a \$10 annual fee for the checkout of materials. All three libraries require the presentation of a valid Calhoun ID card.

Brewer Library services culminate in reference help provided by librarians. Point-of-use instruction, personal assistance in conducting library research, and traditional reference services are available. Students enrolled in English 101 are given instruction in the use of Library resources.

For more information on Calhoun Library Services please call the Information Services Librarian at 256-306-2777.

For Library *Hours* call the circulation desk at 256-306-2774 or check the Calhoun Library Home Page.

Learning Resources Center

A Learning Resources Center was opened in June 1998, at the Huntsville Campus, Research Park. Spacious surroundings house comfortable seating for study and reading.

A host of computers offer access to electronic information, and study carrels provide network access for the student to bring his/her own laptop and link to the online resources via the WWW.

The LRC is primarily an electronic resource center and is not meant to duplicate the holdings of the Brewer Library on the Decatur Campus. The online catalog displays the holdings in the Library, as well as the holdings of the remaining sixteen Library Management Network libraries. Books are requested via interlibrary loan from Brewer Library and delivered daily by the courier to the LRC.

While the collection of paper magazines, journals, and newspapers for browsing is small in number, online indexes provide close to 2000 full-text titles. Articles may be downloaded to diskette, printed from networked printers, or e-mailed. These online indexes with full-text articles are available to Calhoun students and faculty remotely from home or office via a personal Internet account.

An online encyclopedia and dictionary provide current information and links to more than 130,000 approved sites on the WWW. A *Virtual Reference Desk* of WWW sites offers general reference sources such as dictionaries, directories, etc. as well as information by subject.

A small collection of books and magazines about the subject of Human Resources is provided by the North Alabama Chapter of Human Resources Management and housed at the LRC. This collection is processed and maintained by the Library/LRC staff and available for use within the LRC by Calhoun students and faculty.

College-by-Cassette video and audiotapes are available for checkout at the LRC Circulation Desk for students who are enrolled in distance learning courses. CBC video Information Sessions, provided by some instructors for some courses, are available at the LRC for viewing. LRC faculty offers library instruction to English 101 classes as well.

General Information



The Center for the Study of Southern Political Culture, located within the LRC, is an archive for political memorabilia and articles of interest collected and contributed by the community. Dr. Waymon Burke, history instructor, is the Center's archivist.

For LRC hours call the circulation desk at 256-890-4774 or check the Calhoun Library Home Page.

CHILD DEVELOPMENT CENTER

Calhoun Community College provides through a Child Development Center high quality education and child care to children of Calhoun students and faculty within the Calhoun service area. A fee for service is required.

STUDENT AFFAIRS

PHILOSOPHY

The belief of each member of the Student Affairs staff at Calhoun Community College is that all people should have the opportunity to reach their maximum potential. Dedicated to this belief are the functions which comprise Student Affairs: Admissions and Records; Advising Services; Athletics and Intramural Sports; Career Services; Counseling Services; Judicial Services; Services for Persons with Disabilities; Displaced Homemakers/Gender Equity; Minority Student Affairs; Upward Bound; Vocational Education Counseling; Student Activities/Student Center; Student Orientation; Student Recruitment; and Testing Services.

The message from the Student Affairs Division to students and area residents is, "Calhoun cares about you." The following explain how Student Affairs programs work.

STUDENT SERVICES

ADVISING CENTERS

Academic advising for students at Calhoun Community College occurs in the Advising Center. The Centers are located on the second floor of the Chasteen Student Center at the Decatur campus and at the Huntsville/Research Park campus. The Center is staffed by counselors and academic advisors. Advisors receive training in all areas of academic advising including admissions and records, financial aid, placement testing, computer training, interpersonal/communication skills, and program/scheduling.

Incoming students meet with Advising Center personnel prior to or during their initial semester. Subsequently, students with declared majors are advised within academic departments. Students who have not declared a major, who are changing majors, or who choose for personal reasons to do so, continue to be advised through the Advising Center.

CAREER SERVICES

The Career Services Center, located on the second floor of the Chasteen Student Center, provides career information for all interested community residents as well as all Calhoun Community College students. This information includes career interest inventories, career guidance, career information, educational information, and job search skills information. There is also a unique computerized system which provides information about career and educational opportunities. All of these services are provided free of charge to all interested persons. An appointment may be necessary.

The Job Placement service is available only for Calhoun students or alumni. Assistance is available for those seeking part-time, full-time, or summer employment. Many area businesses and industries contact the Career Services Center concerning their employment needs. Employers from other areas are encouraged to recruit on our campus to interview students in various disciplines.

COUNSELING SERVICES

Counseling Services are located on the second floor of the Chasteen Student Center, the Huntsville Research Park campus, and the Redstone Arsenal site. The goal of Counseling Services is to foster the growth and development of each student as a unique individual. Counseling Services are limited and will serve as a resource point for community referral agencies.

EMERGENCIES

In case of medical emergencies, the college's Security/Police Department will have the student, at his/her expense, transported by ambulance to a nearby emergency room for treatment.

HIGH SCHOOL SCHOLARS' BOWL PROGRAM

Calhoun sponsors a Scholars' Bowl for area high schools. Teams from schools in each division compete in a round robin competition, answering questions from a wide variety of fields and disciplines.

MINORITY STUDENT AFFAIRS

Calhoun Community College has established a central office to coordinate matters pertaining specifically to the needs, problems, and/or concerns of minority students at Calhoun. Persons desiring information or assistance are invited to contact this office. Directed by a full-time counselor and college administrator, the office is located on the second floor of the Chasteen Student Center.

ORIENTATION TO COLLEGE - PSY 100

Orientation to College (PSY 100) is taught by Student Affairs personnel and serves to introduce the beginning student to college life. The student will become aware of college policies and procedures; be given a chance for objective introspection; and be provided assistance in the selection of a career and in the improvement of job search skills. Student Orientation is designed to benefit all students. This course is required for all students placing in at least two developmental areas on the placement exam.