

**CASH REFUND POLICY**

Full refund for textbooks will be granted provided the following conditions are met:

1. Returns MUST be accompanied by Cash Register receipt and drop or withdrawal slip.
2. Books MUST be in NEW condition, free of all markings with pen, pencil and erasers, etc. (used books obviously exempt). The bookstore will make the decision as to the condition of the book.
3. Returns will be accepted only during the first 15 days of the term for which they were purchased. After this period, refunds are considered on an individual basis.
4. Non-required course materials, supplies, clothing, etc. are not returnable.

\*\*Refund policy for purchases paid for by check or charge card will vary from above procedure.

**BOOK BUY BACK POLICY**

Textbooks may be sold to the Bookstore during final exams at the end of each semester. Book buyback will be conducted during regular business hours. General buyback policy is as follows:

1. You must present your student identification card.
2. All titles will be considered -50% of retail price on current Calhoun titles, Blue Book (wholesale) on all others. This includes overstock, predicted changes and titles not used at Calhoun.
3. Normal markings and underlining expected; however, books with excessive markings, water stains, broken bindings, loose pages, heavily soiled, etc. will not be purchased.

**SECURITY/POLICE**

The office of the Director of Campus Police is located in the octagon building beneath the flagpoles at the main entrance to the Decatur campus. The office is open 24 hours a day. The campus police at the Huntsville/Cummings Research Park campus can be contacted in the Administrative office at that campus. Officers are available whenever classes are in session. Campus police have the responsibility for the following:

1. Assisting students
2. Enforcing traffic and parking regulations
3. Providing for parking and traffic flow for special events (Students, faculty, and staff must notify security when special events are scheduled on campus)
4. Issuing decals
5. Maintaining building security
6. Responding to any emergency situation

Phone: 306-2574 or 306-2911

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**NOTE:** In case of a medical emergency, security will, at the individual's expense, call an ambulance for transporting to a nearby emergency room for treatment.

**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.