

# Academic Policies and Regulations

Academic Policies  
and Regulations

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### Academic Freedom

H. Council Trenholm State Technical College seeks to provide an atmosphere where students can make open and honest intellectual inquiry into any college matter appropriate for student participation. The student can feel free to express dissent to any college matter within the limits of good taste.

### Academic Honesty

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

1. Cheating on an exercise, test, problem, practice or examination submitted by a student to meet course requirements. Cheating includes, but is not limited to: the use of unauthorized aids (such as crib sheets, written materials, drawings, etc.); copying from another student's work; soliciting, giving and/or receiving unauthorized aid orally or in writing; or similar action contrary to the principles of academic honesty.
2. Plagiarism on an assigned paper, theme, report or other material submitted to meet course requirements. Plagiarism is the act of using, in one's own work, the work of another without giving appropriate attribution.
3. Use of tests or papers prepared by commercial or non-commercial agents and submitted as a student's own work.

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

### Schedule Planning

It is advisable for students to plan their schedules two or three terms in advance. This allows the student to fulfill prerequisites in preparation for advanced courses or sequences taught only once or twice a year. Students should have a degree plan on file in their department during the first term of enrollment. Students should work closely with department instructors to follow the required degree plan for their program.

### Prerequisites

A student who fails a course in a sequence cannot take the succeeding course before making up the failure. Prerequisites for a course must be met before the course is taken unless permission to omit the prerequisite is obtained from the instructor of the course and the Dean of Instruction.

### Time and Location of Courses

H. Council Trenholm State Technical College offers most courses and instructional programs with both day and evening schedules. Some courses are offered at sites away from the two campuses. All

courses meet the same standards and have the same requirements regardless of the time or place offered.

#### Change of Curriculum or Program of Study (Major)

A student accepted and enrolled in a particular program of study who seeks to pursue another program of study must meet requirements for admission to the new program. A student who changes a program of study will follow the program requirements of the College catalog current at the time of the program of study change. Students are cautioned that changing a program may negatively impact the student's financial aid status. Students who wish to change their program of study must obtain the proper form from the Office of Student Services. If this student is also receiving financial assistance, this form must be signed by a Financial Aid Official.

#### Dropping and Adding Classes

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

#### Withdrawal Policy

A grade of "W" is assigned to a student who officially withdraws\* or is unofficially withdrawn\*\* from the College or from a course prior to 70 percent of the term being completed. This specified date will be listed in the semester academic calendar during each term. It is the responsibility of the student to read the academic calendar in order to know the exact withdrawal dates. A student who is officially withdrawn or is unofficially withdrawn from the College or from a course after 70 percent of the semester has been completed will receive a letter grade reflecting the grade earned during the first 70 percent of the course and the work missed during the last 30 percent of the course.

\* Officially Withdraws - means that student receives, completes, get the appropriate signatures, and returns all appropriate withdrawal forms to the Registrar/Admissions Office.

\*\* Unofficially Withdrawn - means that the student has violated the attendance policy (missed 15 percent or more of the class) and the instructor has submitted to the Registrar/Admissions Office a Notification of Unofficial Withdrawal form.

#### Class Withdrawal After Drop/Add Period

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

1. Obtain a CLASS WITHDRAWAL form from the Office of Student Services;
2. Complete the CLASS WITHDRAWAL form, listing all courses as "withdrawal" and obtain instructor's signatures,
3. Obtain withdrawal clearance from the Financial Aid Office, if applicable, and
4. Submit the completed CLASS WITHDRAWAL form to the Office of Student Services.

#### Total Class Withdrawal After Drop/Add Period

A student who wishes to withdraw from all classes should do the following:

1. Obtain a TOTAL WITHDRAWAL form from the Office of Student Services;

2. Complete the TOTAL WITHDRAWAL form, listing all courses as "withdrawal" with instructor's signatures,
3. Obtain withdrawal clearance from the Financial Aid Office, if applicable, and
4. Submit the completed TOTAL WITHDRAWAL form to the Office of Student Services.

It is the student's responsibility to officially withdraw. A student may notify an instructor or call the College to officially withdraw.

#### Course Load

The maximum course load is nineteen (19) semester credit hours. A student may take more than nineteen (19) semester credit hours only with special permission from the Program Coordinator and the Dean of Instruction. An absolute maximum of twenty-four (24) semester credit hours exists for all students. The minimum load for a regular full-time student is twelve (12) semester credit hours.

#### Course Cancellation Policy

Any course listed in the schedule of courses offered will be subject to cancellation when enrollment in the course is inadequate for that term. Decisions about course cancellations will be made at the end of the drop and add period each term.

#### Assignment of Class Instructor

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

#### Repetition of Courses

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

#### Developmental Courses

Developmental courses are required for students who score below the standard established on the Placement Assessment. Based on placement assessment scores, students may be required to take developmental courses in English, reading, writing, math, and/or algebra. Students who do not take the algebra portion of the Placement Assessment will be required to complete MAH-098, Elementary Algebra, if applicable.

Through developmental courses, students will have the opportunity to strengthen their academic skills in order to be successful in college-level courses. Since developmental courses are preparatory in nature, they are not creditable toward a degree or certificate.

#### Student Classification

Students who have earned less than 30 credit hours are classified as freshmen. Students who enroll for

less than twelve (12) credit hours are classified as part-time students. Part-time students' programs of study should conform to the general curriculum requirements of all students. The College classifies students registered at the College for twelve (12) credit hours or more as full-time students.

#### Independent Study Classes

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

#### Attendance Policy

Class attendance is considered an essential part of the educational process at H. Council Trenholm State Technical College. The college subscribes to the philosophy that the academic success derived by a student is directly proportional to class participation. A student is expected to attend punctually all scheduled class meetings for courses in which he/she is registered and to participate in all required course activities.

Students are encouraged to attend all scheduled classes on time. Students whose unexcused absences exceed the maximum set for a course may be dropped from the course. Students are responsible for class activities missed during any absence, whether excused or unexcused. Instructors establish their own tardy policy. Instructors have the responsibility of informing their students of their class attendance and tardy policies.

Regulations pertinent to attendance are listed below:

1. Attendance will be recorded from the first day of class.
2. For students who are absent in excess of 15% of the total scheduled class meeting time, the instructor will immediately submit to the Office of Student Services a Notification of Unofficial Withdrawal form.
3. The course syllabus will specify how attendance will be checked and recorded and how it will be determined when the attendance policy is broken. Tardiness and checkouts will be addressed in the syllabus.
4. It is the student's responsibility to keep up with the exact amount of class time missed and to ensure that any missed assignments are completed in a timely manner. The instructor is not required to notify the student when that student is in danger of violating the attendance policy nor is the instructor required to cover any material missed as a result of the student's being absent.
5. Students are expected to be present for all examinations. Instructors are not required to arrange for make-up tests.
6. A student who elects to withdraw from a class should notify their instructor and must complete the appropriate class withdrawal form in the Office of Student Services. A student who discontinues attendance, but fails to appropriately withdraw, will be subject to regulation number 2 above.
7. Students receiving financial aid should be aware that absences from class may result in a decrease in the amount of financial aid received or, in some cases, loss of financial aid.

## Grades

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

A	Excellent	Numerical Range: 90-100	4 Quality Points
B	Good	Numerical Range: 80-89	3 Quality Points
C	Average	Numerical Range: 70-79	2 Quality Points
D	Poor	Numerical Range: 60-69	1 Quality Points
F	Failure	Numerical Range: Less than 60	0 Quality Points
I	Incomplete	Must be removed during the next term or the grade of "F" will be assigned.	0 Quality Points
AU	Audit	Course taken for no credit. Must be declared prior to the end of the Drop/Add period.	0 Quality Points
S	Satisfactory	For developmental & non-credit courses. Credit hours will not be averaged into the GPA.	0 Quality Points
U	Unsatisfactory	For developmental & non-credit courses. Credit hours will not be averaged into the GPA.	0 Quality Points
IP	In Progress	For developmental & non-credit courses.	0 Quality Points
W	Withdrawal	Must be prior to 70% date. Credit hours will not be averaged into the GPA.	0 Quality Points
T	Transfer	Credit accepted for course work completed at another institution	0 Quality Points
PL	Credit by Prior Learning Assessment	Departmental Exam or Portfolio Assessment	0 Quality Points
EA	Exemption/Adv. Placement	Credit hours will not be averaged into the GPA.	0 Quality Points
EC	Exemption/CLEP	Credit hours will not be averaged into the GPA.	0 Quality Points
ED	Exemption/DANTES	Credit hours will not be averaged into the GPA.	0 Quality Points
TP	Tech Prep	Credit for courses taken under Tech Prep Articulation Agreement. Credit hours will not be averaged into the GPA.	0 Quality Points

Satisfactory grades are "A", "B", and "C". Although "D" is a passing grade, it is not considered satisfactory. An "F" denotes failure. Some programs may have a more stringent grading system due to external agencies/accreditation requirements.

A grade of "W" is assigned to a student who officially withdraws\* or is unofficially withdrawn\*\* from the College or from a course prior to 70 percent of the term being completed. This specified date will be listed in the semester academic calendar during each term. It is the responsibility of the student to read the academic calendar in order to know the exact withdrawal dates. A student who is officially withdrawn or is unofficially withdrawn from the College or from a course after 70 percent of the semester has been completed will receive a letter grade reflecting the grade earned during the first 70 percent of the course and the work missed during the last 30 percent of the course.

\* Officially Withdraws - means that student receives, completes, get the appropriate signatures, and

returns all appropriate withdrawal forms to the Registrar/Admissions Office.

\*\* Unofficially Withdrawn - means that the student has violated the attendance policy (missed 15 percent or more of the class) and the instructor has submitted to the Registrar/Admissions Office a Notification of Unofficial Withdrawal form.

With the permission of the Dean of Instruction, an "I" may be assigned when a student's work in a course is incomplete because of circumstances beyond the student's control but is otherwise of passing quality. Unless the deficiency is made up within the following term, the "I" automatically becomes an "F".

#### Grade Point Average (GPA)

To obtain a numerical measure of the quality of a student's work, quality points are assigned to grades as indicated below:

A -	4 Quality Points	3 semester hours of "A" = $3 \times 4 = 12$ quality points
B -	3 Quality Points	3 semester hours of "B" = $3 \times 3 = 9$ quality points
C -	2 Quality Points	3 semester hours of "C" = $3 \times 2 = 6$ quality points
D -	1 Quality Points	<u>3 semester hours of "D" = <math>3 \times 1 = 1</math> quality point</u>
F -	0 Quality Points	12 semester hours = 28 quality points

The grade point average (GPA) of a student is determined by multiplying the number of quality points for each grade received by the number of credit hours for that course; the total number of quality points is divided by the total number of credit hours attempted, excluding courses with W, S, U, I, and AU designations.

Example:           28 quality points divided by  
                      12 semester hours attempted = 2.33 GPA

#### Grade Changes

With the permission of the Dean of Instruction, an instructor may change a grade. Unless extenuating circumstances exist, the grade change must be made within one year after the grade was initially assigned. The instructor is responsible for submitting the grade change form to the Dean of Instruction. A copy of the grade change will then be sent to the Offices of the Registrar, Student Services and Financial Aid.

#### Grade Report

A grade report is issued for every enrolled student at the end of each term. The grade report becomes a part of the student's official transcript. The grade report will be mailed at the end of each term unless there is an outstanding financial obligation to the College. If any student suspects that a grade may have been recorded in error, the student should schedule a conference with the instructor of that particular course. If an error has been made, it will be corrected and reflected on the student's transcript. If resolution is not attained, the student may appeal to the division director.

#### Standards of Academic Progress

Required Grade Point Averages (GPA) levels for students according to number of hours attempted at the College:

1. Students who have attempted 12-21 credit hours at the College must maintain a 1.5 Cumulative Grade Point Average.
2. Students who have attempted 22-32 credit hours at the College must maintain a 1.75 Cumulative Grade Point Average.
3. Students who have attempted 33 or more credit hours at the College must maintain a 2.0 Cumulative Grade Point Average.

#### Exceptions to Standards of Academic Progress

Standards of progress shall apply to all students unless the following exceptions apply:

1. Programs within the College which are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher standards of progress than the College's standards of progress.
2. Some transfer students will be placed on Academic Probation upon admission and must adhere to these standards of academic progress.
3. Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid.

#### Intervention for Student Success

When a student is placed on Academic Probation, One Term Academic Suspension, or One Year Academic Suspension, college officials may provide intervention for the student by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

#### Application of Standards of Progress

1. When the Cumulative GPA of a student is at or above the GPA required for the total number of credit hours attempted at the College, the student's status is CLEAR.
2. When the Cumulative GPA of a student is below the GPA required for the number of credit hours attempted at the College, the student is placed on ACADEMIC PROBATION.
3. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the College but the term GPA is 2.0 or above, the student remains on ACADEMIC PROBATION.
4. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the College and the term GPA is below 2.0, the student is suspended for one term. The transcript will read SUSPENDED-ONE TERM.
5. The student who is suspended for one term may appeal. If, after appeal, the student is readmitted without serving the one term suspension, the transcript will read SUSPENDED-ONE TERM/READMITTED UPON APPEAL.
6. The student who is readmitted upon appeal re-enters the College on ACADEMIC PROBATION.
7. A student who is on Academic Probation after being suspended for one term (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose Cumulative GPA falls below the level required for the total number of hours attempted at the College but whose term GPA is 2.0 or above will remain on ACADEMIC PROBATION until the student achieves the required GPA for the total number of hours attempted.
8. A student returning from a one term or one year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA



of 2.0, will be placed on a one year suspension.

9. The student may appeal a one term or one year suspension.
10. The permanent student record will reflect the student's status (except when the status is 'clear'). When appropriate, the record will reflect ACADEMIC PROBATION, SUSPENDED-ONE TERM, ACADEMIC SUSPENSION-ONE YEAR, SUSPENDED-ONE TERM/READMITTED UPON APPEAL, OR ONE YEAR SUSPENSION-READMITTED UPON APPEAL.

All applicable academic designations except Clear will appear on the student's transcript.

#### Process for Appeal for Readmission

If a student declares no contest to the facts leading to suspension, but simply wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Admissions Committee within a designated, published number of days of receipt of the notice of suspension. During the meeting of the Admissions Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, the student shall be given an opportunity to present a rational and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Committee, along with the materials presented by the student, shall be placed in the College's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

#### Standards of Academic Progress for Transfer Students

A transfer student who is admitted on Clear academic status is subject to the same standards of academic progress as for "native" students. Grades accrued at other regionally accredited postsecondary institutions are not included in GPA calculation.

A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 credit hours at the College. If, at the conclusion of the semester in which the student has attempted a total of 12 or more credit hours and the Cumulative GPA at the College is below 1.5, the student is suspended for one semester. The transcript will read **SUSPENDED-ONE TERM**.

At the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 or more credit hours and the Cumulative GPA at the College is 1.5 or above, the student's status is **Clear**.

For additional information regarding transfer credit see the "Admissions" section of this catalog.

#### Application of Standards of Progress for Institutional Credit Courses

1. Institutional credit courses are those which are not creditable toward a formal award and which include Training for Business and Industry, Continuing Education and courses numbered below the 100 level.
2. The College will assign grades other than those generating quality points to institutional credit courses. The approved grades are Satisfactory (S), Unsatisfactory (U), and In Progress (IP).

Special Standards of Progress for students enrolled in these courses are as follows:

A student who is enrolled in an institutional credit course and who receives a grade of Unsatisfactory or In Progress one semester may not take the course a second semester until the student receives spe-

cial academic advising.

After the second semester in which the student receives a grade of Unsatisfactory or In Progress in the same course, the student must appeal through the institution's appeal process before the student will be allowed to re-enroll in the course.

#### Course Forgiveness

If a student repeats a course once, the second grade awarded (excluding grades of "W") will replace the first grade in the calculation of the cumulative grade point average. Non-satisfactory grades ("F" & "U") will replace the first grade, even if the first grade is passing. The grade point average during the term in which the course was first attempted will not be affected.

When a course is repeated more than once, all grades awarded for the course (excluding the first grade) will be used in the calculation of the cumulative grade point average. The student's transcript will list all courses for which a student has enrolled.

#### Academic Bankruptcy

- I. A student may request in writing to the Office of Student Services to declare academic bankruptcy under the following conditions:
  - A. If fewer than three (3) calendar years have elapsed since the term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during the one term, provided the student has taken a minimum of 18 semester credit hours of coursework at the College since the bankruptcy term occurred. All coursework taken, even hours completed satisfactorily during the term for which academic bankruptcy is declared, will be disregarded in the cumulative grade point average.
  - B. If three (3) or more calendar years have elapsed since the most recent term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during 1-3 terms, provided the student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy term occurred. All coursework taken, even hours completed satisfactorily, during term(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
- II. When academic bankruptcy is declared, the term "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each term affected. When academic bankruptcy is declared, the transcript will reflect the term of its implementation and the transcript will be stamped "ACADEMIC BANKRUPTCY IMPLEMENTED". All individual courses and grades will remain on the permanent transcript.
- III. A student may declare academic bankruptcy only once.
- IV. Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution.

## GRADUATION REQUIREMENTS

## Associate of Applied Technology Degree

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

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

## Multiple Degrees

To receive a second Associate Degree from H. Councill Trenholm State Technical College, a student must earn a minimum of twenty (20) semester credit hours beyond the requirements for the first degree and which are unique to the second degree. The student must also meet all other graduation requirements.

## Regular Certificate

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

To earn a Regular Certificate a student must:

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

### Specialized Training Certificate

To earn a Specialized Training Certificate a student must:

1. Satisfactorily complete an approved program of study.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. All grades in repeated courses shall be averaged into the grade point average. However, only the last grade awarded in a course will be used in calculating the cumulative grade point average for graduation purposes.
3. Complete all credit hours required in the program at H. Council Trenholm State Technical College.
4. Fulfill all financial, academic, and admission obligations to the College.
5. Submit an "Intent to Graduate" form, with graduation fee (if required), to the Office of Student Services at the time of registration for the final term of enrollment. This form must have the completed degree plan attached.

### Graduation Ceremony

A student is responsible for submitting an "Intent to Graduate" form the term before the student plans to graduate.

All graduates wishing to participate in the graduation ceremony will be charged a graduation fee of \$35.00, which qualifies them to receive an award document, a document cover, cap, gown and tassel, and to participate in the graduation ceremony. All graduates, upon payment of the graduation fee, will receive their Degrees, Regular Certificates or Specialized Training Certificates at the end of the term in which they graduate.

All graduates will be invited to participate in the annual formal graduation ceremony which will be conducted at the end of Spring Semester for all graduates receiving Degrees, Regular Certificates or Specialized Training Certificates during the preceding year. Students participating in the graduation ceremony will wear caps and gowns.

Students **not** wishing to participate in the formal graduation ceremony will not be charged a graduation fee and will only receive their award document.

### Honors

#### Dean's List

A Dean's List shall be compiled at the end of each term. Requirements for the Dean's List shall be:

1. A grade point average for the term of 3.5 to 3.99 and
2. Completion of a minimum course load for the term of 12 semesters credit hours of college-level work.

Developmental courses will not count toward the minimum course load requirement.

### President's List

A President's List shall be compiled at the end of each term. Requirements for the President's List shall be:

1. A grade point average for the term of 4.0 and
2. Completion of a minimum course load for the term of 12 semester credit hours of college-level work.

Developmental courses will not count toward the minimum course load requirement.

### Graduation Honors

Superior academic achievement by graduating students shall be recognized by the following designations:

#### Associate Degrees

Graduation with Honors	3.50 - 3.69 cumulative GPA
Graduation with High Honors	3.70 - 3.89 cumulative GPA
Graduation with Highest Honors	3.90 - 4.00 cumulative GPA

#### Certificates

Graduation with Distinction	3.50 - 4.00 cumulative GPA
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In order to be eligible for a graduation honor, a student must have completed a minimum of thirty (30) semester hours of credit at H. Councill Trenholm State Technical College.

## PROGRAMS OF STUDY

Page Specialized Number	Program Areas	High School or GED	A AT Degree	Certificate	
71	Accounting Technology *	Y	X		X
79	A/C & Refrigeration Technology	Y	X	X	X
87	Apparel & Designs *	N			X
95	Automotive Collision Repair	N		X	X
103	Automotive Service Technology * @	Y	X	X	X
111	Building Construction Technology *	Y	X	X	X
119	Cabinetmaking *	N			X
125	Carpentry *	N			X
131	Clerical Technology * @	N		X	X
137	Computer Information Systems * @ Database Networking Programming Web Developer	Y	X		X
151	Cosmetology * @ Nail Techniques Cosmo. Instructor Training @	N (10th grade)		X	X X X
161	Culinary Arts/Hospitality Management * @	Y	X	X	X
171	Dental Assisting Technology * @	Y	X	X	X
183	Dental Laboratory Technology * @	Y	X	X	X
193	Diesel Mechanics	N		X	X
201	Drafting & Design Technology	Y	X	X	X
211	Early Care & Education *	Y	X	X	X
219	Electrical Technology * Electrical/Instrumentation	Y Y	X X		X X
231	Emergency Medical Technician/ Paramedic * @	Y Y	X X	X	X
241	Graphic Communications Technology *	Y	X	X	X
X					
251	Horticulture *	Y	X	X	X
259	Industrial Electronics Technology * @	Y	X		X
271	Industrial Maintenance Technology *	Y	X		X
281	Interior Design *	Y			X
287	Machine Tool Technology * @	Y	X	X	X
299	Medical Assisting Technology * @	Y	X		
307	Nursing Assisting/Home Health Aide	* @	N		
X					
311	Office Administration Technology * Information/Word Processing Legal Secretary Medical Secretary	Y	X	X	X
	Graphic Communications				
	Computer Applications				
321	Plumbing	N			X
327	Practical Nursing * @	Y		X	
337	Radio & TV Broadcasting	Y		X	

\* Programs with High School Articulation Agreements @ Programs with certification/accreditation by the industry

## ASSOCIATE DEGREE IN APPLIED TECHNOLOGY (AAT)

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

### CERTIFICATE (CER)

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

### SPECIALIZED TRAINING CERTIFICATE (C-26)

Each Specialized Training Certificate program is designed to provide specialized preparation in a specific technical skill. The program requires a number of closely related technical courses. The Specialized Training Certificate is appropriate for an individual who plans to enter a job requiring specific technical skills, or for a currently employed individual who needs to develop a new skill or to upgrade an existing skill. The award is based upon completion of an approved Degree Plan.

### DEFINITION OF ACADEMIC MAJOR/AREA OF CONCENTRATION

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

### PREREQUISITES

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

### MAXIMUM AND MINIMUM COURSE LOADS

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

### GENERAL EDUCATION REQUIREMENTS

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

General education has four traditional objectives: self-realization, economic efficiency, civic responsibility, and human relationship. Courses offered in postsecondary education represent a continual commitment to those objectives within contemporary concepts.

## GENERAL EDUCATION DEGREE REQUIREMENTS

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

### The General Education Core for Associate in Applied Technology Degree:

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

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

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

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

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

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

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

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

Students enrolled as majors in health-related disciplines for which the AAT degree is awarded must take BIO 103 as the prerequisite for BIO 201, BIO 202, and BIO 220 to assure the transfer of courses within parameters of the AGSC Minimum General Education Semester Hour Distribution Requirements or in lieu of successfully complete the system-wide biology placement examination.

Students enrolled as majors in health-related disciplines for which the AAT degree is awarded may take BIO 211 and BIO 212 in which case BIO 212 would serve as the prerequisite for BIO 220.

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

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

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

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

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

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

General Studies Curricula . . . . . 76 Credit Hours

Maximum Program Semester Credit Hours . . . . . 76 Credit Hours

Semester Credit Hour Range by Award . . . . . 60 - 76 Credit Hours



**The General Education Core for the Certificate:**

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

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

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

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

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

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

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

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

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

General Studies Curricula . . . . . 60 Credit Hours

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

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

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

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

**The General Education Core for the Specialized Training Certificate:**

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

Specialized Training Certificate Semester Hours recommends one technical writing course.

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

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

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

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

General Studies Curricula . . . . . 26 Credit Hours

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

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

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

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