

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Instruction/Academic		Approved by:
Insert:	04.01	Date:	04/01/2022
Replace:		Date:	02/19/2024
Reviewed:		Date:	02/19/2024
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POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery, including distance education/online courses. The ACCS requires all institutions in the System to operate on a semester system.

The following ACCS policies are referenced in this policy:

- [Board Policy 608.02](#)
- [Chancellor's Procedures 608.02](#)
- [Board Policy 723.01](#)
- [Chancellor's Procedures 723.01](#)
- [Board Policy 716.01](#)
- [Chancellor's Procedures 716.01](#)
- [Board Policy 705.01](#)
- [ACCS Chancellor's Procedures 705.01](#)

In addition, specific policy statements are referenced in each separate section below.

SCOPE:

This policy applies to all Coastal Alabama Community College students.

DEFINITIONS:

Academic Bankruptcy: The removal of one to three semesters of grades from the calculation of a student's cumulative grade point average (GPA).

Academic Calendar: Schedule of institutional events and important dates within an academic year.

Academic Probation: (1) The status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted. (2) The status of a student who was on Academic Probation the previous term and whose cumulative GPA for that term remained below the level required by this policy for the total number of credit hours attempted by whose GPA for the term was 2.0 or above.

Appeal of Suspension: The process by which the College shall allow a student suspended for one term or one year (whether a "native" student or a transfer student) to request readmission without having to serve the suspension.

Attendance: The action or state of going regularly to or being present at a place or event.

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Attendance Verification: The process of having the instructor indicate whether a student has been in attendance.

Classification of Students: Students are generally classified into two categories. Exceptions to these categories are identified in the Classification of Students section below.

- *Freshman:* A student who has earned fewer than 30 semester hours of credit.
- *Sophomore:* A student who has earned 30 or more semester hours of credit.

Clear Academic Status: The status of a student whose cumulative grade point average (GPA) is at or above the level required by this policy for the number of credit hours attempted at the institution.

Course Forgiveness: When a student repeats a course and the last grade awarded (excluding grades of withdrawal (W) replaces the previous grade in the computation of the cumulative grade point average.

Course Load: The number of credit hours in which the student is enrolled.

Credit by Non-Traditional Means: Credit awarded for prior learning from which the skills that comprise courses – terminal objectives – are mastered to an acceptable degree of proficiency.

Cumulative Grade Point Average (GPA): The grade point average based on all hours attempted at the institution based on a 4-point scale.

Distance Education: A formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete more than 50% of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or Hyflex. Traditional courses and Hybrid Classroom courses are not classified as distance education courses. The distance education modes of delivery are online, hybrid online, and hyflex.

Final Exam: An examination or alternative assessment administered at the end of an academic term.

Grade Appeal: Recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned to a course.

Grade Point Average (GPA): The grade point average based on all hours attempted during any one semester at the institution based on a 4-point scale.

HyFlex: Courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for

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participation/attendance before registering for a hyflex course. Identity verification for students participating online may be required using the college's approved verification process.

Hybrid Classroom: Courses require a combination of online and in person activities, with more than 50% of the course content requiring classroom interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Independent Study: Courses involve individualized instruction to meet the academic requirements of the student's program. Independent study courses must be approved by the appropriate instructional administrator in advance.

Online: Courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

One Semester Academic Suspension: The status of a student who was on Academic Probation the previous term, but who, since probation, has not achieved clear academic status and whose cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted and whose GPA for the term was below 2.0.

One Year Academic Suspension: The status of a student who was on Academic Probation the previous term and who has been previously suspended without having achieved Clear Academic Status and whose cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted and whose GPA for that term was below 2.0.

Override: Permission to bypass certain enrollment restrictions that would otherwise prevent the student from registering for the course.

Prerequisite: A course or other requirement a student must have successfully completed prior to enrolling in a specific course or program.

Quality Points: Determined by multiplying letter grade credit point value by the credit hours of a course.

Semester Hours: Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

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Traditional: Courses are delivered in-person at an approved instructional location on specified days and times. Students are expected to attend all scheduled meetings in person.

Withdrawal: The grade (W) earned when a student officially withdraws from a course or from the institution within the time designated by the institution.

DETAILS:

04.01.01 General Operations – Instructional Affairs:

1. **Academic Committees:** The instructional program is assisted by the work of several academic committees and sub-committees, including:
 - a. **College Committees:**
 - Curriculum Committee.
 - Distance Education Sub-Committee.
 - General Education Competencies Sub-Committee.
 - Program Review Sub-Committee.
 - Student and Academic Affairs Committee.
 - b. **Advisory Committees:** Advisory Committee members are appointed and will serve for three-year terms so arranged that one-third of the terms expire each year. Members may be asked to serve additional three-year terms when they possess a particular type of expertise not found in other available candidates. Career and technical education programs will have an advisory committee and conduct a minimum of two (2) meetings per year.
2. **Assessment of Student Learning:** The College has a plan for assessment of learning at the classroom level, program level, and for achievement of college general education competencies.
3. **Class Enrollment:**
 - a. **Traditional Courses:** Class enrollment in traditional courses is determined by the appropriate Instructional Officer. Academic quality, safety issues and regulatory issues will be taken into consideration when class enrollment is determined.
 - b. **Hybrid Online and Hybrid Classroom Courses:** Class enrollment in hybrid courses is determined by the appropriate Instructional Officer. Academic quality, safety issues, and regulatory issues will be taken into consideration when class enrollment is determined.
 - c. **Online Courses:** Enrollment in online courses will be limited to 30 except for English Composition I and II (20); Speech and Natural Sciences (25); Math 100, Math 125, Math 126, and Math 227 (25); Math 098 and Writing and Reading for College (ENR) 098 (20).

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4. **Class Records and Permanent Records:** Each faculty is required to keep a performance record for each student in their classes. At the conclusion of a course, the faculty completes a final grade roster, and these grades are transferred to the student's permanent record. Faculty will maintain grade records for one year following course completion.
5. **Course Schedules:** An instructional administrator develops a schedule of courses for each term to meet the needs of students and the College and in accordance with the Academic Calendar.
6. **Instructional Data:** Instructional data is reported to the Alabama Community College System (ACCS) and Southern Association of Colleges and Schools Commission on Colleges (SACCO), as required.
7. **Program Reviews:** Program reviews are conducted by the Program Review Sub-Committee over a three-year cycle.
8. **Student Progress:** Student progress is monitored. Follow-up studies are conducted for students completing programs, certificates, and degrees.
9. **Instructor Evaluation:** Coastal Alabama Community College has adequate instructor resources to ensure the quality and integrity of its academic programs. Division Chairs work within their respective divisions to provide a workload rotation of face-to-face and distance education courses. Distance education courses and traditional courses have the same semester credit hours and are counted equally when determining instructors' workloads. Coastal Alabama Community College evaluates faculty teaching distance education courses, dual enrollment courses, and traditional courses based on the same evaluation procedures and criteria. Faculty who teach distance education programs and dual enrollment courses receive appropriate ongoing training on the learning management system, affiliated technologies, and instructional and pedagogical strategies.
10. **Instructor Qualifications:** Instructors (both full time and adjunct) are required to ensure the following items:
 - a. Instructors assigned to a course must meet the qualifications described in the job description.
 - b. Instructors assigned to a distance education course must complete training before developing and offering such a course.
 - c. Instructors must provide a syllabus to the learning management system (LMS) and save on the current college LMS for student access.
 - d. Instructor contact information must be provided on the current college LMS for student access.

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- e. An electronic copy of the instructor's grade book must be made available to the appropriate Instructional Officer (this may include the grade book available in the current college LMS).
- f. Attendance, Midterm reports, and final course grades must be completed by the due date.
- g. Instructors are required to respond to college provided email and the LMS messaging system.

NOTE: All other responsibilities/requirements are provided in the appropriate job description.

- 11. **Textbook Selection:** Faculty (or applicable committee) submits textbook selection choices to the appropriate Director.
- 12. **Training for Faculty:** For any approved alternative delivery system, the College will provide a training program, which will include an evaluation component. Successful completion of this training program shall qualify a faculty member to teach an alternative delivery course.
- 13. **Technical Support for Instruction:** Instructional and technical support for faculty shall be provided by the College.
- 14. **Intellectual Property Rights:** All materials developed by Coastal Alabama Community College instructors are the property of Coastal Alabama Community College and are subject to revision by individual instructors teaching the courses.
- 15. **Program Length and Courses of Study:** All programs, regardless of method of delivery, adhere to equivalent program length and courses of study as defined by the Alabama Community College System.
- 16. **Reporting Enrollment:** Coastal Alabama Community College reports accurate headcount enrollment on its annual Institutional Profile to SACSCOC.

The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid. These data are available to students and parents on the College's website www.coastalalabama.edu and to researchers and others through the Integrated Postsecondary Education Data System (**IPEDS) Data Center**.

- 17. **Statement on Copyright:** Refer to the [Copyright, Trademark, and Patent Ownership Policy](#).

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04.01.02 **Academic Bankruptcy:** It is the policy of Coastal Alabama Community College to allow students at certain intervals of their academic career or training to declare bankruptcy.

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

04.01.03 **Academic Calendar:** It is the policy of Coastal Alabama Community College to develop and publish the academic calendar based on dates and information outlined Alabama Community College System (ACCS) [Board Policy 608.02](#), [Chancellor's Procedures 608.02](#), [Board Policy 723.01](#), and [Chancellor's Procedures 723.01](#). The Academic Calendar is developed in accordance with Alabama Community College System (ACCS) and Southern Association of Colleges and Schools Commission on College's (SACSCOC) guidelines.

The Academic Calendar is located at <https://catalog.coastalalabama.edu/important-dates>.

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1. The prescribed Academic Calendar will include:
 - a. 175 duty days for fall and spring semesters; 156 (78 for fall and 78 for spring) of which must be instructional days. 54 duty days or equivalent for the summer term; 50 of which must be instructional days.
 - b. The calendar shall include registration, final examination days, drop/add, and holidays.
 - c. The fall semester will include two days for statewide professional development. A minimum of two local professional development days are required for the year.
 - d. The fall semester must begin in August and end in December. Spring semesters must begin in January and end in May.
 - e. Days that the institution is officially open are duty days for all full-time non-instructional personnel.
 - f. Prescribed personnel holidays are located in the [Paid Leaves and Time Off Policy](#).
 - g. Normal work week for employees is located in the [Employment Policy](#) and [Working Conditions Policy](#).
 - h. The normal work week for instructors, librarians, and counselors is located in the [Employment Policy](#) and [Working Conditions Policy](#).

04.01.04

Academic Honors: It is the policy of Coastal Alabama Community College to recognize students who demonstrate academic excellence based on dates and information outlined in the Alabama Community College System (ACCS) [Board Policy 716.01](#) and [Chancellor's Procedures 716.01](#).

1. Coastal Alabama Community College hosts Honors and Awards Ceremonies annually.
2. Coastal Alabama Community College provides academic honors to recognize and promote notable student achievements. A Dean's List shall be compiled at the end of each semester. Requirements for the Dean's List shall be (1) a semester grade point average of 3.50 or higher but below 4.0, and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.
3. Coastal Alabama Community College provides academic honors to recognize and promote notable student achievements. A President's List shall be compiled at the end of each semester. Requirements for the President's List

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shall be (1) a semester grade point average of 4.0, and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.

4. Superior academic achievement by graduating students will be designated on transcripts by the following:
 - Graduating with Honors (cum laude) 3.50-3.69 GPA.
 - Graduating with High Honors (magna cum laude) 3.70-3.89 GPA.
 - Graduating with Highest Honors (summa cum laude) 3.90-4.00 GPA.

04.01.05 **Attending Class:** It is the policy of Coastal Alabama Community College that students follow class attendance requirements as indicated in the course syllabi.

1. Although an occasional absence may be unavoidable, it in no way excuses a student from meeting the requirements of the course.
2. Participation in a College-sponsored activity may be regarded as an excused absence. Students are responsible for informing their instructor of an absence due to a College-sponsored activity.
3. All students are responsible for preparing all assignments for the next class and for completing work missed.
4. Excused absences are subject to verification and may include but may not be limited to the following: active military duty, jury duty, and other as approved by the Dean of Student Services.
5. Specific attendance requirements will be indicated in all course syllabi.

NOTE: Nursing and Allied Health clinical and skills lab attendance is defined by accreditation standards and state board policies. Refer to individual course syllabi or Program Handbook.

04.01.06 **Classification of Students:** It is the policy of Coastal Alabama Community College that students are classified into categories. Students are generally classified as freshman or sophomores. Additional classifications may include:

1. **High School Dual Enrollment, Accelerated or Home School Student:** A student enrolled in college credit courses who is still attending high school.
2. **Unclassified:** Students enrolled in credit courses who:
 - Are enrolled in adult basic education, developmental education, adult secondary education, or other non-credit courses.
 - Already have an associate degree or higher, but who are taking courses at the same level or lower.

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3. **Full-time Student:** A student enrolled in 12 or more credit hours during a spring, fall, or summer semester.

4. **Part-time Student:** A student enrolled for less than 12 credit hours during a spring, fall, or summer semester.

04.01.07 **Course Forgiveness:** It is the policy of Coastal Alabama Community College to allow for course forgiveness under specific circumstances.

1. The grade point average during the term in which the course was first attempted will not be affected.
2. When a student completes a course more than once, all grades for the course (excluding the first grade) will be used in computing the cumulative grade point average. Official transcripts will list each course in which a student was enrolled.
3. A student may repeat a course more than once, but that course may be counted only once toward fulfillment of credit hours for graduation.

04.01.08 **Credit by Other Means:** It is the policy of Coastal Alabama Community College to grant college credit by other approved means.

1. **Credit by Non-Traditional Means:** In addition to earning credit hours for work that is acceptable toward a degree by traditional means, per Alabama Community College System (ACCS) [Board Policy–Credit Awarded through Non-traditional Means](#), general college credit may be awarded through non-traditional means. Specifically, credit awarded through non-traditional means for academic transfer courses may be awarded by examination, nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY) or through other statewide programs identified by the Alabama Community College System. Also, credit awarded through non-traditional means for non-academic transfer courses, such as occupational and technical courses and programs of study, may be awarded through portfolio review by faculty members, program coordinators, through statewide articulation agreement for career and technical students, or other statewide programs identified by the Alabama Community College System. However, not more than 25 percent of total credit required for any program may be awarded through non-traditional means. Also, credit awarded through non-traditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at the institution granting the degree as referenced in ACCS [Board Policy 715.01 Graduation Requirements: Degrees and Certificates Policy](#) and [Chancellor's Procedure 715.01](#).
2. **Credit by Career Readiness Certification:** Students enrolled in an occupational program of study at Coastal Alabama Community College may receive credit for WKO107, Workplace Skills Preparation, or WKO 106, Workplace Skills if the student holds and submits to the College a valid ACT

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WorkKeys® National Career Readiness Certificate at the Silver, Gold, or Platinum level of proficiency. The credit will be awarded at the request of the student after registration in an occupational program of study at the College. All documentation to qualify must be presented in writing to the Dean of Career Technology and approved by the Registrar's Office at Coastal Alabama Community College. More information about WorkKeys® at Coastal Alabama Community College can be found under Workforce Development on the College website.

3. **Credit from Advanced Placement Exams:** The College will grant college credit to students who score 3, 4, or 5 on one or more of the Advanced Placement Program Examinations of the College Entrance Examination Board, not to exceed 15 hours credit. To be eligible, the student must take the examination prior to enrollment in college and must be enrolled at the College when credit is awarded. The maximum amount of AP credit hours that can be applied to a student's degree plan is 15 hours.

Coastal Alabama Community College will award credit using The American Council on Education (ACE) and the College Board recommendations as outlined on the College Board website (click [here](#) for link).

The student should be aware that acceptance of AP credit by Coastal Alabama does not assure that another postsecondary institution will award advanced credit for the course. Advanced Placement scores must be received from the College Board after the student applies for admission but prior to the beginning of the term in which the student wishes the credit to be applied. It is the student's responsibility to request forwarding of an official score report by the College Board to the College.

4. **Credit for Subject Examinations:** Credit for Subject Examinations will be granted provided the student has not previously been enrolled in the course for which credit is to be earned. CLEP/DANTES credit shall not be granted for college level courses previously failed, for courses in which credit for higher level courses has already been earned, or for both the Subject Examination and its course equivalent.

Credit through CLEP/DANTES examinations will not be recorded on the student's permanent record until the student has earned a minimum of 12 semester hours at the College. Notation will be made on the student's permanent record indicating the course for which credit was awarded with the statement "Credit by Examination" followed by the number of semester hours granted.

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

The College will award credit through selected CLEP examinations provided

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the student earns a minimum score or above as specified in the subject areas listed below as examples: CLEP Subject Matter Exams Minimum Score Credit Equivalent Courses

	Minimum Score	Credit	Equivalent Courses
Composition & Literature Exams			
American Literature	50	3	ENG251
College Composition	60	6	ENG101 & ENG102
College Composition Modular	50	3	ENG101
English Literature	50	6	ENG261
Humanities	50	3	HUM101
World Languages Exams			
Spanish Language: Level 1	50	4	SPA101
Spanish Language: Level 2	60	8	SPA101 & SPA102
Spanish with Writing: Level 1	50	4	SPA201
Spanish with Writing: Level 2	60	8	SPA201 & SPA202
History & Social Sciences Exams			
American Government	50	3	POL211
History of the United States I	50	3	HIS201
History of the United States II	50	3	HIS202
Human Growth & Development	50	3	PSY210
Introductory Psychology	50	3	PSY200
Introductory Sociology	50	3	SOC200
Principles of Macroeconomics	50	3	ECO231
Principles of Microeconomics	50	3	ECO232
Western Civilization I: Ancient Near East to 1648	50	3	HIS101
Western Civilization II: 1648 to Present	50	3	HIS102
Science & Mathematics Exams			
Biology	50	4	BIO103
Calculus	50	4	MTH125

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College Algebra	50	3	MTH100
College Mathematics	50	3	MTH116
Precalculus	50	3	MTH112
Business Exams			
Financial Accounting	50	3	BUS241
Information Systems	50	3	CIS130
Introductory Business Law	50	3	BUS263
Principles of Management	50	3	BUS275
Principles of Marketing	50	3	BUS285

For a complete listing of CLEP examinations, minimum scores, and credit awarded, contact the Registrar's Office at registrar@coastalalabama.edu.

5. **Credit Through Selected DANTES Examinations:** The College will award credit through selected DANTES examinations provided the student earns a minimum score or above as specified in the subject areas listed below as examples:

DANTES Subject Matter Exams	Minimum Score	Credit	Equivalent Courses
Business			
Introduction to Business	48	3	BUS100
Introduction to Management	54	3	BUS275
Principles of Financial Accounting	50	3	BUS241
Business Law I	53	3	BUS263
Basic Marketing	50	3	BUS285
Principles of Economics II	54	3	ECO232
Mathematics and Science			
College Algebra	50	3	MTH112
College Trigonometry	54	3	MTH113
Calculus I Linear Algebra	50	4	MTH125
Calculus I Linear Algebra	52	3	MTH110
College Physics II	55	4	PHY214
General Chemistry	57	4	CHM104

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College Chemistry I	55	4	CHM111
College Chemistry II	53	4	CHM112

Social Science & Public Service Technologies

History of Western Civilization to 1500	53	3	HIS101
History of Western Civilization since 1500	50	3	HIS102
General Anthropology	38	3	HIS201
Intro to Law Enforcement	58	3	HIS202
Criminology	56		CRJ208

For a complete listing of DANTE examinations, minimum scores, and credit awarded, contact the Registrar's Office.

6. **Credit for Military Training Educational Experiences:** The College will consider on an individual basis, military experiences as a substitute for approved courses in the student's training and educational curriculum. It will be the responsibility of the student to apply for credits by completing the Request for Military Credit Form and by providing certified copies of the Military Service Form to the Registrar's Office. Credits extended by the College will be applicable toward the individual's graduation requirements, and once the credit is extended the student will be restricted from taking the course for which the substitution was made. Guidelines to be utilized in extending credit are as follows:
 - a. **Joint Services Transcript:** Coastal Alabama Community College requires that all service members submit a Joint Services Transcript (JST) to the Registrar's Office for articulation.
 - b. **United States Armed Forces Institute (USAFI):** Credit may be given for study or correspondence study applicable to the student's curriculum which was taken through the United States Armed Forces Institute (USAFI) provided the course is approved by the American Council on Education. The student must submit official evidence of satisfactory completion of the work to the Registrar's Office.
 - c. **Military Service Schools:** Training courses completed in the armed forces which are applicable to the student's curriculum and approved by the American Council on Education may be accepted for credit upon submission of official documentation to the Registrar's Office that such courses were satisfactorily completed.
 - d. **Defense Activity for Non-Traditional Educational Services Support (DANTES):** The College will consider credit earned for college-level courses reported through the Defense Activity for Non-Traditional

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Educational Services Support (DANTES). Credit allowed will be based upon the recommendations of the American Council on Education.

e. **Physical Education Credit:** Any student who has served at least 181 days of active-duty military service may receive two (2) semester hours of physical education credit. The student must apply to the Registrar's Office for the credit and supply the appropriate documentation to receive the credits.

7. **Credit for Reverse Transfer:** Reverse Transfer is for students who transfer from Coastal Alabama to another college or university prior to completing an Associate degree.

a. Student:

- Agree to participate and release a student's records to Coastal Alabama from their current University/College
- Meet eligibility requirements:
 - o Minimum of 15 hours earned at Coastal Alabama toward the degree
 - o Meet degree requirements for Associate in Arts or an Associate in Science Degree
- Earn a total of 60 credits required for an associate degree. This is total combined hours (Coastal Alabama + University/College)

b. The University/College will:

- Send records to the Registrar's Office at Coastal Alabama.

c. Coastal Alabama Community College will:

- Evaluate credits from the university/college and inform the student if they have earned an associate degree.

04.01.09 **Credit for Directed Study:** A student may petition an instructor to enroll in a course on a directed study basis.

1. Instructors should refer students requesting a directed study course to the appropriate Division Chair.
2. Any directed study course must be approved in advance by the appropriate Division Chair and Instructional Officer.
3. Directed study courses will be approved only under emergency conditions or in instances when a course is not offered on a regular basis but is needed for a student to graduate.
4. For a directed study course to be approved, a full-term lesson plan must be submitted in advance to the appropriate Division Chair and Instructional Officer.

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- For a directed study course to be approved by the Division Chair and the appropriate Instructional Officer, the course should contain the same lecture

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time, course content, and testing procedures that is included in a regularly scheduled class.

6. Once written permission from the appropriate Instructional Officer is received by the instructor, the student will be allowed to complete the course work on a directed study basis.
7. The student is responsible for all course work as required in the traditional classroom setting.
8. All College tuition and fee costs; registration, withdrawal, drop/add and other College deadlines; and the instructional rules and regulations apply to a class taken on a directed study basis.
9. This privilege may be afforded the student under the condition that he/she has been unable to schedule the required course in any other manner.
10. Approval is also subject to the instructor's work load.

04.01.10 **Credit for Prior Learning Assessment:** Refer to ACCS [Chancellor's Procedures 706.01](#).

04.01.11 Credit Hour Definition:

1. **Credit Hour Award:** Coastal Alabama Community College determines that one semester credit hour will be awarded for a minimum of 750 minutes of formalized instruction during a semester that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes). The College's credit hour definition also aligns with the federal government regulation 34 CFR 600.2 which stipulates that a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit.
2. **ACCS Policies and Course Directory:** Coastal Alabama Community College follows the ACCS Board of Trustees Policies which are published on the ACCS Course Directory. This Course Directory is used by all institutions in the ACCS to determine the amount and level of credit hours awarded for all coursework whether taught in a traditional or online format. These state mandated policies dictate the credit hours utilized for all courses including courses with theory, lab, and clinical components and co-op and internship courses. To ensure standardization across all locations and delivery methods, the College uses standardized textbooks and ensures state mandates and policies through the

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use of standardized College syllabi which follow the common course directory, state mandated syllabi, and approved plans of instruction.

04.01.12 **Final Examinations:** It is the policy of Coastal Alabama Community College that students are provided optimal learning experiences while earning a terminal degree and/or transferable credit through final exams.

1. A final examination or alternative assessment is required for each course at the close of the term.
2. Alternative assessments include, but are not limited to, final projects, papers, essays, discussions, presentations, etc.
3. Final exams are administered during the regularly scheduled final exam session based on the schedule issued each term by the Instructional Officers.
4. Deviations from the published final exam schedule for an entire course section must be approved by the appropriate Director. Deviations from the published final exam schedule for an individual student must be approved by the Division Chair.
5. Final examinations must be comprehensive in nature and should count for no less than 20 percent or more than 30 percent of the final average.
6. **No student exemptions are permitted.**

04.01.13 **Food and Drink on Campus:** Wherever students consume food or drink on campus, they should properly dispose of all waste in the receptacles provided. Students should not eat or drink in any instructional computer and skills lab without permission from the instructor responsible for that area. If students have a medical reason for needing to eat or drink during a class or lab, they should inform the instructor.

1. Food and/or drinks may not be permitted in designated laboratories and classrooms due to equipment or safety concerns. Employees are permitted to have food and drinks in their offices as long as they follow appropriate sanitary procedures.
2. Leftover liquids should be emptied before cans or cups are placed in waste receptacles.
3. Students are responsible for ensuring that their area is clean at the end of class.

04.01.14 **Grade and Readmission Appeals:** It is the policy of Coastal Alabama Community College to establish formal procedures for grade and readmission appeals.

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1. **Grade Appeals:**

- a. A student grade appeal may be expected to occur on an occasional basis. The philosophy of the College is that such appeals be handled informally if possible.
- b. If it is not possible to resolve the matter informally, then a grade appeal must be received in writing in the office of the appropriate Instructional Officer by the midterm of the semester/term following the date the grade is issued. Grade appeals may only be filed if the student has completed the course and the term has ended. **Students who withdraw from a course are not eligible for the grade appeal process.**
- c. All academic concerns relative to a final grade, except plagiarism, are subject to the Grade Appeal Procedures below. Also, all issues related to plagiarism must be resolved before a grade appeal request can be addressed.

2. **Readmission Appeals:** If a student declares no contest to the facts leading to suspension under Standards of Academic Progress, but simply wishes to request consideration for readmission, the student may submit an appeal for readmission.

04.01.15

Grading System and Quality Points: It is the policy of Coastal Alabama Community College to utilize a standard schedule of letter grades, definitions, and grade point equivalents as its official marking system. To evaluate the scholastic standing of students, quality points are assigned.

1. Letter grades are assigned for all courses, with the exception of nursing courses, select allied health, and aviation for which students have registered as follows:

Letter Grade	Definition	Point Per Credit Hour
A	Excellent 90-100	4.00
B	Good 80-89	3.00
C	Average 70-79	2.00
D	Poor 60-69	1.00
F	Failure below 60	0.00

2. Nursing and select Allied Health course grades are assigned as follows (see course syllabi):

Letter Grade	Definition	Point Per Credit Hour
A	Excellent 90-100	4.00
B	Good 80-89	3.00
C	Average 75-79	2.00
D	Poor 60-74	1.00
F	Failure below 60	0.00

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3. Aviation grades are assigned as follows:

Letter Grade	Definition	Point Per Credit Hour
A	Excellent 90-100	4.00
B	Good 80-89	3.00
C	Average 70-79	2.00
F	Failure 69 and below	0.00

4. Other grades may be assigned as follows:

- W Withdrawal
- I Incomplete
- P Non-Credit
- AU Audit

5. Grades of A, B, and C are considered satisfactory. Students should be aware that many colleges and universities will not accept grades of "D" for transfer, and these courses may be repeated before attempting transfer. Some programs require a grade C or higher to transfer.

6. A grade of "W" will be assigned to students who officially withdraw from the College or a particular course according to College policy. A grade of incomplete "I" will be assigned, at the discretion of the instructor, when all required work for a course is not completed by the end of the semester in which the course is taken. The instructor will develop an Incomplete Grade Contract that outlines all remaining course requirements to be completed. The student and instructor will sign the contract, which is submitted to Instructional Services. Contact instructionalservices@coastalalabama.edu for additional information.

7. A grade of "I" must be cleared by the first day of final exams of the following semester. If the grade of "I" is not cleared, a grade of "F" will be assigned. It is the student's responsibility to follow up with the College to ensure the grade of "I" has been appropriately changed.

8. Students may access their grade report and a variety of other student information at their OneACCS Portal. Official transcripts must be requested through the Credentials Transfer Ordering Services using the link on the [Student's Records and Transcripts page](#) of the College website.

9. No credit will be awarded for courses in which the student is not registered and for which all tuition and fees are not paid. All discrepancies in student schedules and registration must be resolved during the term in which they occur or before the first day of class for the next term.

10. A student's scholastic standing or grade point average (GPA) is obtained by dividing the total number of quality points by the total number of semester hours for which the grades of A, B, C, D, or F are assigned. Any course for which the student has previously registered may be repeated. When a course is repeated, only the last grade awarded is included in calculating the GPA for

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graduation. Refer to the Course Forgiveness section of this policy.

NOTE: All nursing and aviation courses along with selected allied health courses must be passed with a "C" or higher. See course syllabi for specific grade requirements.

04.01.16 **Maximum and Minimum Course Loads:** It is the policy of Coastal Alabama Community College to establish maximum and minimum course loads for students.

1. **Maximum Course Load (First Semester Freshman):** The maximum course load for an entering first semester freshman is 19 semester hours, except by special permission.
2. **Maximum Course Load (Student with Average of 3.00 or above):** The maximum load for a student who has an average of 3.00 or above during the preceding semester is 24 semester hours. However, students wishing to take more than 19 semester hours must have written permission from the appropriate Instructional Officer or Designee.
3. **Maximum Course Load (Student on Academic Probation):** The maximum course load for a student on academic probation is 16 semester hours for the term, except by special permission.
4. **Minimum Course Load:** The minimum load for a regular full-time student is 12 semester hours.

04.01.17 **Prerequisites:** It is the policy of Coastal Alabama Community College that certain college courses have prerequisite courses (identified in the [Course Descriptions](#) section of the College Catalog) that must be taken and passed successfully before a student may take the subsequent course unless permission to omit the prerequisites is obtained from the Division Chair and the appropriate Instructional Officer.

1. An override of a prerequisite will be considered only after collaboration with the student's advisor.

04.01.18 **Standards of Academic Progress:** It is the policy of Coastal Alabama Community College to develop and maintain standards of academic progress for all students, unless otherwise noted.

1. **Application of Standards of Progress:**
 - a. When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is CLEAR.
 - b. When a student's Cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on

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ACADEMIC PROBATION.

- c. 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 institution, but the Semester GPA is 2.0 or above, the student remains on Academic Probation. 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 institution and the Semester GPA is below 2.0, the student is suspended for one semester. The transcript will read **SUSPENDED—ONE SEMESTER**. When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is **CLEAR**.
 - d. The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving one semester suspension, the transcript will read **SUSPENDED ONE SEMESTER/READMITTED UPON APPEAL**. The student who is readmitted upon appeal reenters the institution on Academic Probation. The student who serves a one semester suspension reenters the institution on Academic Probation.
 - e. A student who is on Academic Probation after being suspended for one semester (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 institution but whose Semester GPA is 2.0 or above will remain on Academic Probation **UNTIL THE STUDENT ACHIEVES THE REQUIRED GPA FOR TOTAL NUMBER OF HOURS ATTEMPTED**. A student who is on Academic Probation after being suspended for one semester (whether the student served the suspension or was readmitted upon appeal) without having since achieved Clear Academic Status and whose Cumulative GPA remains below the level required for the total number of hours attempted at the institution and whose Semester GPA is below 2.0 will be suspended for one calendar year. The transcript will read **SUSPENDED—ONE YEAR**.
 - f. The student suspended for one calendar year may appeal. If, upon appeal, the student is readmitted, the transcript will read **SUSPENDED ONE YEAR/READMITTED UPON APPEAL**. The student who is readmitted upon appeal reenters the institution on Academic Probation. The student who serves the calendar year suspension reenters the institution on Academic Probation. All applicable academic designations except Clear will appear on the student's transcript.
2. **GPA Requirements for Academic Progress:** A student must maintain the following cumulative grade point average (GPA) dependent upon the number of hours attempted at the College in order to have clear academic status.

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Hours Attempted	Minimum GPA
12-21	1.50
22-32	1.75
33 or more	2.00

- Intervention for Student Success:** When a student is placed on Academic Probation, One Semester Academic Suspension, or One Calendar Year Academic Suspension, interventions may be instituted.
- Exception to Standards of Academic Progress:** Programs within the institution which are subject to external licensure, certification, and or/accreditation or that are fewer than four semesters in length may have higher standards of academic progress than the institutional standards of progress. Transfer students admitted on academic probation must transition to these standards of academic progress.
- Transfer Students:** A transfer student who is admitted on Clear Academic Status is subject to the same standards of academic progress as a “native” student. 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 semester hours at Coastal Alabama Community College. If, at the conclusion of the semester in which the student has attempted a total of 12 or more semester credit hours at Coastal Alabama Community College, and the cumulative GPA at the College is below 1.5, the student is suspended for one semester. The transcript will read SUSPENDED–ONE SEMESTER.

If, at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 or more semester credit hours at Coastal Alabama Community College, and the cumulative GPA at the College is 1.5 or above, the student’s status is clear.

NOTE: Select programs may have specific progression policies and reinstatement processes.

04.01.19

Withdrawals: It is the policy of Coastal Alabama Community College that students may withdraw from class or the College any time prior to the start of final exams during any semester or term.

- Students who complete the withdrawal process prior to the deadline will be assigned a grade of “W”.
- It is the student's responsibility to be aware of the withdrawal deadline for each term as reflected on the [Academic Calendar](#).
- A grade of “F” will be assigned to students who fail to satisfactorily complete

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the requirements of a course or who voluntarily discontinue class attendance and fail to follow the College's official withdrawal procedure.

4. Students who are called to active service duty during a semester and who will not be able to continue in their enrolled classes should complete a withdrawal form by the published deadline prior to leave, if possible, and provide a copy of orders to the Registrar's Office as well as the Office of Veterans' Affairs/Financial Aid. Active service members who withdraw are allowed to reenroll without penalty. **If there is a lapse in attendance for more than one semester the student may need to update their application to the College.**
5. Credit hours will not be averaged into the grade point average and therefore, a grade of W does not impact a student's GPA.
6. It is recommended that students meet with an advisor and financial aid prior to withdrawing from classes. While a withdrawal does not affect a student's GPA it may affect the eligibility for future financial aid.

PROCEDURE(S):

Academic Bankruptcy Procedures

1. Students must request academic bankruptcy using the online form located on the Registrar page of the College website at <https://www.coastalalabama.edu/admissions-aid/student-records/registrar-forms>.

Academic Calendar Procedures

1. Student and Academic Affairs Committee chair(s) develop a proposed annual calendar with standard dates from the details above.
2. Committee meets to review and make recommendations for proposed calendar.
3. Committee chair submits final draft to Executive Cabinet for approval.
4. The calendar is published collegewide.

Attendance Verification Procedures

1. Attendance must be verified for each student in each class at the beginning of each term through the completion of each course's syllabus quiz. Students whose attendance is not verified through the syllabus quiz will be reported as non-attending and purged from the course roll. They may request that the instructor approve their reinstatement.
2. Students who are reinstated are required to complete the syllabus quiz. Students who do not complete the syllabus quiz after reinstatement will be removed from the course

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Classification of Students Procedures

1. Credit hours are calculated to determine appropriate classification of students.

Course Forgiveness Procedures

1. A student must request, by submission of the appropriate form, that the Registrar implement the "Course Forgiveness" policy after a course has been repeated. Refer to the Course Forgiveness Request Form at <https://www.coastalalabama.edu/admissions-aid/student-records/registrar-forms>.

Credit by Other Means Procedures

1. Students who earn credit by non-traditional means are responsible for submitting appropriate documentation for approval.
2. Approved credit will be applied by the Registrar onto the student's transcript.

Grade Appeal Procedures

1. The student should first contact the instructor to request verification of the grade and how it was determined.
2. If resolved satisfactorily, the matter will be considered closed. If the grade is changed by the instructor, the appropriate procedure for changing grades will be adhered to.
3. If the student does not receive satisfaction from the instructor, the student should appeal to the Division Chair. The Division Chair will confer with the student and the instructor, independently or jointly, in an attempt to reach closure.
4. If closure is not reached by using the informal approach, the student may file a formal grade appeal to the appropriate Instructional Officer by the midterm of the semester/term following the date the grade is issued. The written appeal must state the name of the course, the reasons for the request, the dates involved, the name of the instructor who assigned the grade, and previous attempts at resolving the situation. Complete the formal grade appeal form at https://cm.maxient.com/reportingform.php?CoastalAlabamaCC&layout_id=0.
5. The appropriate Instructional Officer will forward copies of the student's request letter along with the instructor's and Division Chair's grade appeal response form and any supporting documentation from the student and the instructor to the Student and Academic Affairs Committee for a hearing. Members of the Committee will sit as the investigatory body. If the Committee requests additional information for the hearing, the

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appropriate Instructional Officer will coordinate the collection of information. After the written appeal is received, the Committee will deliberate and make a determination on the request within a reasonable period of time but generally no later than 60 calendar days. The decision will be recorded in the Committee's minutes.

6. The appropriate Instructional Officer will notify the instructor and the student, in writing, of the Committee's grade appeal decision as soon as possible.

Readmission Appeal Procedure

1. A student may submit an appeal for readmission using the applicable form located at <https://www.coastalalabama.edu/admissions-aid/appeal-to-admissionsacademic-standards-committee>.
2. During the meeting of the Student and Academic Affairs 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 rationale and/or statement of mitigating circumstances in support of immediate readmission.
3. The decisions of the Committee, together with the materials presented by the student, shall be placed in the College's official records.
4. 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.

Enrolling Over Course Load Maximum Procedures

1. Students seeking to enroll in credit hours more than the above referenced hours must contact Instructional Services at instructionalservices@coastalalabama.edu.

Overriding Prerequisite Procedures

1. Students must send prerequisite override requests via email to instructionalservices@coastalalabama.edu.
2. The request will be reviewed by the appropriate instructional officer, and the student will be notified of the determination via email.

Appeal to Student and Academic Affairs Committee Appeals Procedures

1. A student may submit an appeal for readmission using the applicable form located at <https://www.coastalalabama.edu/admissions-aid/appeal-to-admissionsacademic-standards-committee>.

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Withdrawal Procedures

1. To withdraw from a class, students must login to their OneACCS account and withdraw.
2. To withdraw from **all** classes, students must complete the online withdrawal form located on the Students Records and Transcripts page of the College website at <https://www.coastalalabama.edu/admissions-aid/student-records/registrar-forms/>.

ADDITIONAL PROVISIONS/INFORMATION:

Refer to [Board Policy 608.02](#)
Refer to [Chancellor's Procedures 608.02](#)
Refer to [Board Policy 723.01](#)
Refer to [Chancellor's Procedures 723.01](#)
Refer to the [Paid Leaves and Time Off Policy](#).
Refer to the [Employment Policy](#).
Refer to the [Working Conditions Policy](#).
Refer to [Financial Aid Policy](#) if receiving any type of financial aid regarding repetition of courses.