

## ADDENDUM A TO GENERAL CATALOG

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### ACADEMIC BANKRUPTCY

Academic bankruptcy is the removal of one to three semesters of grades from the calculation of a student's cumulative grade point average (GPA). The following apply to any request for academic bankruptcy:

- I. Academic bankruptcy is initiated by a written request from the student to the Office of Student Services.
- II. 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.
- III. 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.
- IV. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA.
- V. 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.
- VI. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
- VII. 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 the 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.
- VIII. 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.
- IX. 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).

## **WITHDRAWAL**

A student who wishes to partially or totally withdraw from a course(s) must report to the Office of Student Services to meet with an academic success coach to complete official withdrawal forms. If extenuating circumstances prevent a student from coming to the campus to withdraw, the student may call the Office of Student Services to request assistance. To reach the Office of Student Services, call [256-215-4275](tel:256-215-4275) (Alexander City and Millbrook), [256-378-2002](tel:256-378-2002) (Childersburg), and [256-480-2090](tel:256-480-2090) (Talladega).

A student who stops attending a class or classes without formally completing an official withdrawal is considered absent and will receive the grade earned according to the requirements of the course syllabus for that class at the end of the semester/term. These policies apply to part-time as well as full-time credit students.

A student may withdraw from a course(s) to the date published each semester/term for partial of total class withdrawal. The grade of “W” will appear on the permanent record, and the credit hours will not be averaged in the grade point average. Administrative withdrawal by instructors is not allowed.

A student who leaves the College during or at the end of a semester/term without his/her financial obligations to the College fulfilled is considered “Not in Good Standing.” The student may be denied future enrollment in the College and a hold will be placed on his/her records.

## ADDENDUM B TO GENERAL CATALOG

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### BUILDINGS AND FACILITIES

#### *Alexander City Campus*

The Alexander City Campus is located on ninety acres at the intersection of highways 280 and 63. The campus is 78 miles southeast of Birmingham, 55 miles northeast of Montgomery, 123 miles southwest of Atlanta, and 70 miles northwest of Columbus, Georgia. Campus classrooms overlook a three-acre lake on the campus.

The George C. Wallace Administration Building houses the President's Office, Office of Instruction, Student Services Office, Financial Aid Office, Office of Enrollment Services, testing center, ADA Coordinator's office, and classrooms.

The Business, Mathematics, and Science Building houses programs in art, business, science, and mathematics. Laboratories for art, biology, chemistry, physics, mathematics, and Student Support Services are provided along with classrooms.

The Thomas D. Russell Library is no longer in use. A new Library Resources Center opened in the fall of 2013. This building houses the Alabama Collection, which includes a 1st edition copy of "To Kill a Mocking Bird." The collection also houses copies of two individual cookbooks by Katherine Tucker Windham containing her favorite recipes, collections of Confederate Soldiers from Alabama, Slave Narratives, and Native American artifacts found in the Lake Martin area. In addition to the over 60,000 electronic books and over 11,000 print resources, the Library Learning Resource Center also houses four private study rooms and a meeting room that will accommodate ten students for small group sessions. It has twelve computer terminals available for student usage and one large meeting room, which can be reserved for community meetings.

The W. Byron Causey Health, Education, and Arts Complex is a multipurpose health education and fine arts building containing the bookstore, a wellness/fitness center, gymnasium, faculty offices, and a performing arts auditorium. The complex has 44,000 square feet of space.

The Betty Carol Graham Technology Center is dedicated to increasing the competitiveness of companies, improving the effectiveness of the workforce throughout the State, and enhancing Alabama's economic development efforts through a flexible and responsive combination of education, technical assistance, and technology transfer. Rockwell International has made the Center one of only a few training sites for Allen Bradley controls, the worldwide standard control in the robotics industry. The Center contains a multipurpose auditorium with the capability of seating 750 people, an industrial maintenance lab, multimedia classrooms, a language lab, computer labs, and administrative and faculty offices.

The Athletic Department outdoor facilities include the Cal Alison Tennis Complex, which has nine lighted courts and a tennis pavilion. A lighted walking track surrounds a multipurpose athletic field. The softball field, located on the north side of the campus, is designed for intercollegiate competition. The intercollegiate baseball field is located on the front side of the

campus adjacent to Highway 63. The golf house is located on the north side of campus, and the women's softball lounge is located adjacent to the golf house. The Maintenance Building houses maintenance equipment and supplies. This building contains a two-bay garage, carpentry shop, maintenance supervisor, and storage area for supplies and equipment.

The College offers technical classes in welding, electronics, machining, and nursing in the Career Technical shops located on the Alexander City Campus.

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### **OTHER FORMS OF FINANCIAL ASSISTANCE**

#### ***Student Activity Scholarships***

Student Activity scholarships are available on an annual basis for Presidents of the following organizations:

- I.** Circle K
- II.** Cultural Unity Organization
- III.** Phi Theta Kappa
- IV.** Student Government Association

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### **CLINICAL FACILITIES**

In addition to campus laboratory and simulation facilities, various agencies are utilized to provide nursing students with opportunities to acquire the knowledge and skills necessary to function as nurses. Currently, the Division of Nursing and Allied Health has agreements with the following health care settings for clinical: Coosa Valley Medical Center, Sylacauga; Sylacauga Health and Rehabilitation, Sylacauga; Hill Crest Hospital, Birmingham; Grandview Medical Center, Birmingham; Russell Medical Center, Alexander City; Northeast Alabama Regional Medical Center, Anniston; Talladega Health Care, Talladega; Alabama Department of Public Health, Sylacauga; Brookwood Baptist Health System, Birmingham, Alabaster, and Talladega; St. Vincent's Health System, Birmingham and St. Clair; various school systems; and other facilities used to provide preceptorship.

Transportation to clinical facilities is the responsibility of the student. Students are subject to assignment and rotation through any or all of the clinical facilities. Request for placement at specific clinical agencies are not accepted. Clinical agencies may be added or deleted as deemed necessary.

## **COURSE DESCRIPTIONS**

### **NUR 112 Fundamental Concepts of Nursing: 7 credits**

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.

### **NUR 113 Nursing Concepts I: 8 credits**

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance.

### **NUR 114 Nursing Concepts II: 8 credits**

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.

### **NUR 115 Evidence Based Clinical Reasoning: 2 credits**

This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains.

### **NUR 209 Concepts for Healthcare Transition Students: 10 credits**

Prerequisite: MTH 100 or higher; BIO 201, BIO 202, ENG 101, SPH 106 or 107, PSY 210

This course focuses on application of nursing concepts to assist health care professionals to transition into the role of the registered nurse. Emphasis in this course is placed on evidenced based on clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan.

### **NUR 211 Advanced Nursing Concepts: 7 credits**

This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to: manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies.

### **NUR 221 Advanced Evidence Based Clinical Reasoning: 7 credits**

This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and health care domains includes management of care, professionalism, and healthcare delivery systems.

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**DUAL ENROLLMENT/DUAL CREDIT PROGRAM**

*Dual Enrollment for Dual Credit*

- IV. Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.0 on a 4.0 scale.

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### **EFFECTIVE FOR INDIVIDUALS SEEKING REINSTATEMENT IN FALL 2018**

#### ***Process for Reinstatement***

V. Demonstrate competency in previous course(s) as required by the nursing program which includes:

- Submission of 500 handwritten NCLEX style questions with the correct answer indicated with a rationale for the correct answer.
- Scoring a passing grade on the first attempt on the final examination in the nursing course or course(s) prior to the individual's unsuccessful attempt. For example, a student unsuccessful in NUR 113, must pass the final for NUR 112 on the first attempt in order to be eligible to be considered for reinstatement
- Scoring a passing grade on the first attempt on a dosage and calculations examination applicable to the dosage and calculations required of students in the nursing course or course(s) prior to the individual's unsuccessful attempt.
- Successfully checking off on medication administration applicable to the medication administration required of students in the nursing course or course(s) prior to the individual's unsuccessful attempt.
- Successfully checking off on selected nursing skills applicable to the skills check-off required of students in the nursing course or course(s) prior to the individual's unsuccessful attempt.

These requirements must be met at least six weeks prior to the beginning of the semester for which the individual is seeking admission. Failure to meet the requirements by the deadline will render the individual ineligible for consideration of reinstatement.

Individuals requesting reinstatement into NUR 112 will submit the 500 handwritten NCLEX style questions with the correct answer indicated with a rationale for the correct answer, but will not be required to take the final, dosage and calculations examination, check-off on medication administration, nor check off on nursing skills since there is not a nursing course prior to NUR 112.

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### PLAGIARISM POLICY

**Definition:** Plagiarism is defined as representing another person's words, thoughts, or ideas as if they were one's own. Examples include but are not limited to:

- Copying an essay, in part or in whole, from an online or print source.
- Having another person write any part of your essay for you.
- Failure to provide a proper citation for a direct quote or paraphrase.

Penalties for plagiarism may include:

- Punitive grade on the plagiarized assignment, such as an F or a 0.
- A grade of F in the course in which the plagiarism occurred with a hold placed on the student, preventing withdrawal.
- A formal charge of academic misconduct.

Whether academic misconduct occurred, and what sanctions will be applied, are matters to be determined by the respective discipline(s). The instructor will meet with the student and determine the appropriate sanction. If the student opposes the sanction, he or she may appeal the decision using the following process:

1. The student will begin the process by stating in writing to the instructor that the grade or sanction in question is either inaccurate, unfair, or both, and include the justification for appeal.
2. If the student cannot resolve the issue with the instructor, the student can appeal to the Division Chair by submitting the appropriate form stating his or her concern regarding the sanction and describing the prior discussion with the instructor. If the instructor issuing the grade is the Division Chair of the respective division or program, the student may appeal directly to the Dean of Instruction or his/her designee.
3. The Division Chair will review the student's grade issue. The Division Chair has the authority to call in the instructor, to ask for the assistance of another Central Alabama Community College instructor, or to seek the opinion of an expert in the subject area under review. If the student's concern about the grade cannot be successfully resolved at this level, the student may appeal to the Discipline Committee. If a student makes an appeal to the Discipline Committee, the Division Chair will notify the Dean of Students, the Dean of Instruction, and the Chair of the Discipline Committee in writing.
4. If the instructor would like to appeal the decision of the Division Chair, the instructor will notify the Chair of the Discipline Committee in writing.
5. The student has the right to remain in the course during this proceeding.



## **English Department**

The English Department recognizes three levels of plagiarism:

- (1) Errors in mechanics of documentation: These include but are not limited to: failure to provide a works cited entry, failure to provide a citation, or poor paraphrase and/or summary. Three of these errors in mechanics will result in a 50% penalty on the assignment. More than three of these errors will result in a grade of zero on the assignment.
- (2) Patchwork plagiarism: Defined as up to five sentences either poorly paraphrased or taken verbatim from a source. Patchwork plagiarism will result in a grade of zero on the assignment.
- (3) Blatant plagiarism: Defined as more than five sentences either poorly paraphrased or taken verbatim from a source. Blatant plagiarism will result in failure in the course without the possibility of withdrawal. After the instructor has determined that level three plagiarism has occurred, the instructor will contact the English Discipline Chair in writing so that the decision can be verified by all full-time English faculty.

## **ADDENDUM F TO THE GENERAL CATALOG**

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**MUL 190 Concert Band I**

**MUL 191 Concert Band II**

**MUL 290 Concert Band III**

**MUL 291 Concert Band IV**

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. Code B