

2018 - 2019 Jefferson State Community College

# Admission to the College



FIND YOUR  
**PLACE**  
AT JEFFERSON STATE

## Admissions Policies

For admissions to an Alabama Community College System institution an applicant must provide:

All students must complete admission application, submit one primary form of identification, and provide high school transcript and other appropriate documentation prior to beginning the registration process. For admission, applicants must present one primary form of identification. Examples of primary forms of identification are unexpired Alabama Driver's License or instruction permit, unexpired Alabama identification card, unexpired U.S. Passport, unexpired U.S. Permanent Resident Card, Resident Alien Card-Pre-1997, unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond, U.S. Alien Registration Receipt Card (Form I-151) prior to 1978, BIA or tribal identification card with photo and I-797 Form with expiration date.

Applicants should submit the identification referenced above in person. Those applicants unable to present identification in person must submit a legible copy by mail or via electronic submission consistent with local institutional policy.

Applicants who fail to satisfy the forms of identification requirement will not be admitted to any ACCS institution.

All international applicants must provide: a VISA acceptable to the United States and an official translated copy of the student's high school/college transcript: a minimum score on an approved English as a Foreign Language exam as specified in the guidelines: signed, notarized statement verifying adequate financial support: and documentation demonstrating adequate health and life insurance which must be maintained during enrollment.

For the protection of the public and to assist in maintaining state and local security persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the office of the Attorney General of the United States, pursuant to the section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives.

An applicant who fails to satisfy the requirements above will not be admitted to the institution.

## Required Admission Documentation

Applicants who have not previously attended a duly accredited postsecondary institution will be considered first-time college students or "native" students.

Degree seeking students must submit an admission application, primary form of identification, proof of high school graduation, official transcript(s) from high school or GED, and all other colleges attended, as well as ACT scores. Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution.

## Admission to Courses Creditable Toward an Associate Degree

There are two types of admission status: unconditional and conditional. Unconditional status: Students who have submitted all required documentation may be admitted as unconditional status. Conditional status: Students who have not submitted all required documentation may be admitted as conditional status. Failure to provide documentation by the end of the first semester, as determined by local institutional calendars, will prevent a student from future registration and official transcript release.

## Residency Policy

For the purpose of assessing tuition, applicants for admission will be classified in one of three categories.

### I. Resident Student

- A. A resident student will be charged the in-state tuition rate established by the Alabama Community College System.
- B. A resident student is an applicant for admission who meets all legal requirements or is a duly registered resident in the state of Alabama for at least twelve (12) months immediately preceding application for admission, or whose non-estranged spouse has resided and had habitation, home, and permanent abode in the state of Alabama for at least twelve (12) months immediately preceding application for admission. Consequently, an out-of-state student cannot attain resident student status simply by attending school for twelve (12) months in the state of Alabama.
- C. In the case of minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the state of Alabama for at least twelve (12) months preceding application for admission. If the parents are divorced, residence will be determined by the residency of the parent to whom the court has granted custody.

1. **Minor:** An individual who, because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under nineteen (19) years of age and a married individual under eighteen (18) years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama. If current law changes, this definition shall change accordingly.
  2. **Supporting Person:** Either or both of the parents of the student, parents who are living together, or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither have legal custody, supporting person will mean, in the following order: the legal custodian of the student, the guardian, and the conservator.
- D. In determining resident student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.
1. Students having graduated from an Alabama high school or having obtained a GED in the state of Alabama within three (3) years of the date of application for admission shall be considered resident students for tuition purposes.
  2. An individual claiming to be a resident will certify by a signed statement each of the following:
    - a. a specific address or location within the state of Alabama as his or her residence;
    - b. an intent to remain at this address indefinitely; and c. possession of more substantial connections to the state of Alabama than with any other state.
  3. Though certifications of an address and an intent to remain in the state indefinitely will be prerequisites to establishing status as a resident, ultimate determination of that status will be made by the institution by evaluating the presence or absence of connection with the state of Alabama. This evaluation will include the consideration of the following connections:
    - a. consideration of the location of high school graduation;
    - b. payment of Alabama state income taxes as a resident;
    - c. ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property;
    - d. full-time employment in the state;
    - e. residence in the state of spouse, parents, or children;
    - f. previous periods of residency in the state continuing for one (1) year or more;
    - g. voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education;
    - h. possession of state or local licenses to do business or practice a profession in the state;
    - i. ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates;
    - j. continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment;
    - k. membership in religious, professional, business, civic, or social organizations in the state;
    - l. auxiliary services in the state of checking and savings accounts, safe deposit boxes, or investment accounts; and
    - m. in-state address shown on selective service registration, drivers' license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.
- E. Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one (1) full academic year of their most recent previous enrollment unless there is evidence the student subsequently has abandoned resident status, for example: registering to vote in another state.
- Students failing to re-enroll within one (1) full academic year must establish eligibility upon re-enrollment.
- ## II. Non-Resident Student
- A. A non-resident student is one who does not meet the standard of having resided in the state of Alabama for at least twelve (12) months immediately preceding application for admission.
  - B. A non-resident student will be charged the in-state tuition rate established by the Alabama Community College System under the following circumstances, provided such student is a citizen of the United States.
    1. The dependent student is one:
      - a. whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
      - b. whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within ninety (90) days of registration; or
      - c. whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under order for duties other than attending school; or
      - d. whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.
    2. The student is not a dependent (as defined by Internal Revenue Codes) who:
      - a. is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or

- b. can verify full-time permanent employment within the state of Alabama or is the spouse of such an employee and will commence said employment within ninety (90) days of registration with the institution; or
  - c. is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
  - d. is an accredited member of, or the spouse of, an accredited member of a consular staff assigned to duties in Alabama.
- C. In determining non-resident student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The College may request proof the applicant meets the stipulations noted above prior to admission.

### III. Out-of-State Student

- A. Any applicant for admission who does not fall into Section II (Non-Resident Student) above shall be charged a minimum tuition of two (2) times the resident tuition rate charged by that institution.
- B. Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until documentation is provided verifying eligibility for resident tuition.

## Residency Policy for Veterans, Dependents, and Spouses

For the purpose of assessing tuition, students who are veterans, dependents, and spouses will receive in-state tuition rates if classified as one of the following:

- I. The student is a member or spouse of a member of the United States military on full-time active duty stationed in Alabama under orders other than attending school.
- II. Commencing on May 22, 2012, the student has been a member of the Alabama National Guard for a period of at least two years immediately preceding qualification for resident tuition and continues to be a member of the Alabama National guard while enrolled at the public institution of higher education.
- III. The student is a veteran of the Armed Forces of the United States, provided that the veteran has become a resident of Alabama and satisfies at least one of the following conditions:
  - A. The veteran has served on active duty for a continuous period of time, not less than two (2) years, and has received an honorable discharge as verified by a United States Department of Defense Form 214 within five (5) years of enrolling at an Alabama public institution of higher education.
  - B. The veteran is currently serving in a reserve component of the Armed Forces of the United States, as verified by a memorandum from the commanding officer of the veteran student.

C. The veteran has been assigned a service-connected disability by the United States Department of Veterans Affairs.

- IV. The student is an out-of-state veteran who resides within ninety (90) miles of a campus located in Alabama and has enrolled at an institution whose board of trustees has voted to allow non-resident in-state tuition for active and retired military.
- V. The student is, at the time of registration, a minor whose supporting person is a member of the United States Military on full-time active duty stationed in Alabama under orders for duties other than attending school.

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## Admission Classification

### First Time

A student who has no prior post-secondary experience, attending any institution for the first time.

### Transfer

A student entering the institution for the first time, having previously attended a post-secondary institution. The student may transfer with or without credit. Acceptance of transfer credits is based upon local institutional policy.

### Unconditional Admission of Transfer Students

For Unconditional Admission, transfer students must have submitted to the college an application for admission and official transcripts from all duly accredited postsecondary institutions attended and any other documents required for any first time student.

Note: If the student intends to obtain a degree from Jefferson State, transcripts from all institutions must be submitted for evaluation prior to graduation. If the student intends to register for courses requiring prerequisites that have been fulfilled at another institution, transcripts from those institutions must be submitted for evaluation prior to enrolling in those courses at Jefferson State. An official transcript must be mailed from the sending institution directly to Jefferson State. Transcripts delivered by students will not be considered official.

### Conditional Admission of Transfer Students

Transfer students who do not have official transcripts from all postsecondary institutions attended and any additional documents required by the institution on file may be granted Conditional Admission. No transfer student shall be allowed to enroll for a second semester unless the college, prior to registration, has received all required admissions records for the second semester.

If the college, prior to issuance of first-semester grades, has not received all required admissions records, the grades will be reported on the transcript, but the transcript will read "Continued Enrollment Denied Pending Receipt of Admissions Records." This notation will be removed from the transcript only upon receipt of all required admissions records. Conditionally admitted students are not eligible for Financial Aid.

### Initial Academic Status of Transfer Students

1. Transfer students who have not submitted all required admissions records to the college prior to the issuance of first semester grades do not have an initial academic status and cannot be given one until all required admissions records have been received. The grade report and transcript will read "Status Undetermined." This status will be updated upon receipt of all required admissions records.
2. Transfer students whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on Clear academic status.
3. Transfer students whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on Academic Probation. The transcript will read "Admitted on Academic Probation."
4. Applicants who have been academically suspended from another regionally or Council on Occupational Education accredited post-secondary institution may be admitted as transfer students only after following the complaints/appeals process established for "native" students who have been academically suspended. If the transfer students are admitted upon appeal, they will enter Jefferson State on Academic Probation. Their transcripts will read "Admitted Upon Appeal-Academic Probation."
5. Transfer students who are admitted on academic probation retain that status until they have attempted at least 12 credit hours at Jefferson State. If the cumulative GPA is below 1.5 after the semester in which 12 or more credit hours are attempted, the students are suspended. Their transcripts will read "Suspended-One Semester."
6. Transfer students who attend another post-secondary institution and who seek to earn credits for transfer to that parent institution may be admitted to the college as transient student. The student must submit an application for admission and a transient letter from the institution they have been attending which certifies that

the credit they earn at the college will be accepted as a part of their academic program. Such students are not required to file transcripts of their previously earned credits at other postsecondary.

### General Principles for Transfer Credit

1. Transfer credit will be evaluated and recorded by the Enrollment Services Office once all official transcripts are on file in Enrollment Services. Transfer credit for courses with a grade of "D" cannot be accurately determined until all official transcripts are on file and the cumulative grade point average has been calculated. Students should have all institutions attended forward an official transcript to Enrollment Services as quickly as possible to facilitate this process. Students may check their transfer credits online through their Jefferson State student account.
2. Transfer credit will be awarded based on the following criteria.
  - A. Coursework transferred or accepted for credit toward a program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own degree and certificate programs. A course completed at other regionally or duly accredited post-secondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
  - B. A transfer student from a collegiate institution not accredited by the appropriate regional association or duly accredited postsecondary institution may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
  - C. A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above. If the student has a cumulative 2.0 or above, the "D" grade will be accepted the same as for native students.
3. Courses included in the Approved Alabama General Studies Committee General Course Listing for which Jefferson State Community College does not have an equivalent course will be accepted as a core requirement for the appropriate core area in the General Education Core.
4. The criteria for awarding credit for work completed at international colleges and universities are the same as for institutions within the United States. Students must obtain a "Catalog Match" evaluation report from Education Perspectives. Their website is [www.edperspective.org/jscc](http://www.edperspective.org/jscc).
5. Credit may be awarded based on previous formal training. Examples include military training, Community College of the Air Force, Police Academy, and Fire College Certifications.

## International Students - (F-1 Visa Holders)

**International:** A student who is a citizen of another country.

### Admissions Procedures

All prospective international students must apply for admission to Jefferson State prior to the issuance of the Form I-20. The admissions process must be completed before enrolling in classes.

Admission to Jefferson State Community College requires each of the following to be presented:

1. A completed Jefferson State Community College application for admission.
2. Signature page (printed from the online application).
3. Passport copy and photo.
4. An official copy of the score on the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or Step EIKEN must be submitted to the International Student Services Office as proof of English proficiency. A minimum score ranging from 5.5-6.0 on the IELTS as determined by the college, or a total score of 61 on the Internet-based TOEFL or 500 of paper based TOEFL, or a 2A on the Step EIKEN in Practical English Proficiency. Students may request that copies of their TOEFL or IELTS scores be electronically sent to the College. Jefferson State's institutional TOEFL exam code is 1352. Exemption: Students from a country where English is the native\*\* language may be exempt from the TOEFL and IELTS exam. Transfer students who have successfully completed ENG 101 or higher at a regionally accredited institution with a grade of C or above may also be exempt from the TOEFL and IELTS requirement.

**\*\*Contact the International Student Services Office for the list of countries that are currently exempt from the TOEFL or IELTS requirement, as set by the The Alabama Community College System.**

5. Financial documentation must be provided to Jefferson State including The Affidavit of Financial Support Form an original current bank letter or statement from the sponsor's financial institution showing sufficient funds to support the student's educational expenses.
6. Students must obtain a credential evaluation from an accredited evaluation company. Jefferson State accepts "High School Reports/Evaluations" from any NACES (naces.org) accredited evaluator or from AACRAO Credential Evaluators or Lisano International. Students who have completed international college and/or university coursework must obtain a "Catalog Match" with Education Perspectives (www.edperspective.org/jscc).

7. All international students must submit a physical and proof of immunizations as set out in the Medical History Form (available on line at [www.jeffersonstate.edu/international](http://www.jeffersonstate.edu/international) under Forms). This is due at the time of enrollment.
8. Proof of adequate health insurance including medical evacuation and repatriation.
9. Copy submitted of the paid I-901 fee receipt ([www.fmjfee.com](http://www.fmjfee.com)) which was part of the visa application.

Applicants who have previously attended one or more U. S. colleges and/or universities other than Jefferson State will be considered transfer students and will be required to furnish official transcripts of all work attempted. Transfer students must request from the registrar of each college and/or university attended that an official transcript be sent directly to Jefferson State. In addition, a Transfer Clearance Form from U.S. colleges must be submitted. This form must be completed by the International Student Advisor at the most recent college or university attended.

Students who have completed international college and/or university coursework must obtain a "Catalog Match" evaluation report from Education Perspectives at ([www.edperspective.org/jscc](http://www.edperspective.org/jscc)). Transfer credit is not guaranteed.

### Issuance of Form I-20

The Form I-20 will be issued to the student only after all requirements above have been met and the student's file is complete in the International Student Services Office.

### Full-time Enrollment Required

F-1 visa holders are generally required to be enrolled full-time (12 semester hours) each semester. See the International Student Services Office for a detailed discussion of status.

### Insurance

It is a requirement that all international students be covered by adequate accident, life, and health insurance. This coverage must be maintained during all periods of enrollment, including annual vacations. Students must purchase insurance through the health insurance company that our institution has chosen unless they are insured through a spouse policy or employer policy. No refunds will be issued for health insurance. The College is authorized under federal law to enroll non-immigrant alien students.

## Transient Students

**Transient:** A student enrolled at another college or university who is taking classes at an ACCS institution for the express purpose for transferring credit back to the home college or university.

1. Transient students must complete an application form available In Enrollment Services at one of our locations or online at [www.jeffersonstate.edu](http://www.jeffersonstate.edu). Applicants should submit their application no later than two weeks prior to the semester in which they plan to enroll.
2. A transient letter must be received in Enrollment Services before a student may register. The transient letter must list all courses the student is eligible to take. This letter guarantees the transferability of courses taken at Jefferson State Community College to the student's home Institution.
3. International transient students in F-1 status must also provide Jefferson State with an Transient Approval Form completed by their Designated School Official (Immigration Advisor) and is available through the International Services Office.

## Accelerated High School Program

**Accelerated:** A secondary education student who is earning college credit while still in high school. Accelerated High School program may not substitute for high school credit.

Jefferson State offers qualified high school juniors and seniors the chance to enroll in a special academic program. During the junior and senior years in high school, students may take courses that fulfill college requirements. Upon graduating from high school, the students may continue at Jefferson State or transfer the college credits to another postsecondary institution. Acceptance of transfer credit is a decision made by each individual college. An important point to remember is that the content and teaching methodology of all classes will be at the college level. Students are eligible for the Accelerated High School Program if they meet all the following criteria:

1. The student must have successfully completed the 10th grade.
2. The student must have completed any required high school prerequisites (for example: a student may not take English Composition until all required high school English courses have been completed).
3. An Accelerated High School Form must be completed each term, and the local principal and counselor must certify that the student has a minimum cumulative 3.0 average and recommend that the student be admitted to this program.

Students must have the completed Accelerated High School Form on file in Enrollment Services prior to registering for courses. All college credit completed at Jefferson State Community College prior to earning the high school diploma or GED is conditionally awarded. The student's transcript will read "Conditional Credit" until an official high school transcript showing the date of graduation has been received by Enrollment Services. Accelerated high school students are not eligible for financial aid.

Exceptions may be made to requirements 1 and 2 above for students documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth.

## Dual Enrollment Program

**Dual Enrollment and Dual Credit:** A secondary education student who is earning college credit while in high school. Dual enrollment credit may be applied toward a high school diploma.

On April 24, 1997, the Alabama State Board of Education authorized local boards of education to establish dual enrollment programs allowing qualified high school students to enroll in postsecondary institutions in order to dually earn credits for a high school diploma and/or a postsecondary degree. An important point to remember is that the content and teaching methodology of all classes will be at the college level. Enrolled students must pay normal tuition as required by Jefferson State Community College. Jefferson State has developed dual enrollment agreements with the local boards of education in its service area to make these opportunities available to qualified students. Students are eligible for the Dual Enrollment Program if they meet all the following criteria:

### Student Eligibility

- A. Students must satisfy the requirements prescribed in Alabama Community College System Policy 801.01: Admission: General, with the exception of proof of high school graduation or GED completion.
- B. Students must be in grade 10, 11, or 12. An exception may be granted by the Chancellor of the Alabama Community College System for students documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9.12.
- C. Students seeking enrollment in courses leading to Dual Enrollment for Dual Credit coursework must have a minimum cumulative (un weighted) high school grade point average of 2.5 on a 4.0 scale.
- D. Students must have written approval of the appropriate principal or counselor and career and technical education program representative (if applicable). Dual Enrollment for Dual Credit eligibility for students enrolled in private, home school/private tutor,

parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official.

Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.

- E. Students registering for any college-level English or math courses must take the state-approved placement assessment to determine their academic preparedness for college-level courses. Students registering for career and technical education courses, with the exception of math and English, in the 10th or 11th grade will not be required to take the state-approved placement test. Students must take the state-approved placement assessment before the start of their 12th year of high school, or submit ACT scores which exempt them from the exam.

Course	ACT	ACCUPLACER
<b>ENG 101</b> English Composition I	18 (English sub score)	WritePlacer 5-8
<b>MTH 100</b> Intermediate College Algebra	20 (Math sub score)	Elementary Algebra 60-79 or College Level Math 20-4
<b>MTH 112</b> Algebra	24 (Math sub score)	Precalculus Elementary Algebra 80-120 or College Level Math 50-59
<b>MTH 113</b> Precalculus Trigonometry	26 (Math sub score)	College Level Math 60-79
<b>MTH 125S</b> Calculus I	27 (Math sub score)	College Level Math 80-120

*Placement criteria are subject to change.*

Students must meet the established college placement criteria prior to enrolling in Dual Enrollment for Dual Credit coursework.

Developmental courses (numbered below 100) are not offered through dual enrollment.

### Continuous Eligibility

Students who meet the criteria for initial admission to the Dual Enrollment for Dual Credit Program will remain in continuous eligibility as long as a grade of “C” or better in all attempted college courses is earned. Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one term suspension may not be served during the Summer term. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum (unweighted) grade point average of 2.5 on a 4.0 scale.

### Credits

One (1) three semester credit hour postsecondary/college-level course shall equal one (1) high school Carnegie credit in the same or related subject at the secondary level. Partial credit agreements shall be developed between the college and the LEA based on additional instructional or lab time.

Exceptions may be made to requirements 1 and 2 above for students documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth.

### Adherence to College Policies and Requirements

The Dual Enrollment for Dual Credit program shall operate on the College schedule, which may vary greatly from the LEA schedule. Students must follow the College schedule for Dual Enrollment for Dual Credit courses. The College is not responsible for the supervision of Dual Enrollment for Dual Credit students during non-class times or periods of absence.

Students must adhere to all College policies and requirements including, but not limited to, those outlined in course syllabi, the academic calendar, the Catalog, and the Student Code of Conduct. The College reserves the right to refuse re-admission to any student who violates College policies.

### Provisions for Disability Services and Accommodations

Participation in a Dual Enrollment for Dual Credit program is considered to be a choice on the part of the student. Therefore, the Individuals with Disabilities Education Act (IDEA) requirements concerning a Free Appropriate Public Education (FAPE) do not apply in a postsecondary educational setting. Furthermore, since requirements under the IDEA do not apply to the postsecondary level, services described in the Individual Education Plan (IEP) will not be required for Dual Enrollment for Dual Credit courses.

The LEA will retain responsibility for providing disability services to students at its schools and while in transit between the LEA and the College. The LEA shall share in the cost and responsibility of providing disability services to students with qualified disabilities, as follows: To the extent that accommodations are required in a postsecondary setting and not otherwise provided by the LEA, the College will provide disability services to students while on its campuses. The College and the LEA will address the provision of extraordinary disability accommodation services on a case-by-case basis.

The College will comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) which guarantees that “no qualified individual with a disability may be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination if otherwise qualified”. Students with disabilities who meet the prerequisites for the College courses may be provided reasonable accommodations that allow equal access.

It is the student’s responsibility to disclose and provide current documentation of his or her disability to the appropriate College official. Decisions regarding accommodations provided in College courses will be made by the College upon submission of appropriate disability documentation. The College will not provide modifications to change the course content or performance expectations that would substantially alter the essential functions or physical demands of the course. Some accommodations available at the high school may not be provided by the College.

### **Financial Responsibility**

Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, and materials and supplies as required by the College, unless covered by alternative funding sources. Students who fail to pay tuition and fees by the end of the College drop/add period will not be considered enrolled and will be automatically dropped from course rolls. The LEA (Local Education Agency) will be notified of such action.

For additional information: [dualenrollment@jeffersonstate.edu](mailto:dualenrollment@jeffersonstate.edu).

### **Audit Students**

Auditors are students who register for credit courses on a non-credit basis. Auditors will under no circumstances receive credits applicable to degree requirements. Tuition and fees for courses audited are the same as those for courses taken for credit. Students may not change from “Credit” to “Audit” or “Audit” to “Credit” after the Schedule Adjustment period.

For additional information, contact Jefferson State’s Enrollment Services at (205) 856-7704.

## **Admission Requirements for Allied Health Programs**

### **Program Requirements**

Since students who are enrolled in Nursing or Allied Health Programs have increased responsibilities due to their direct contact with patients in health care settings, certain additional standards for admission and progression through these curricula, as well as regular college admission and progression standards, are required. For a complete discussion of criteria for admission and progression through each of the programs offered, see the discussions on the following pages. Listed below are general requirements and standards that apply to all Nursing and Allied Health Programs.

1. Admission to the college does not guarantee admission to Nursing and Allied Health Programs. Advisors are available to direct students toward studies or procedures that may improve eligibility for admission to a program.
2. Students must have a grade point average of 2.5 (4.0 point scale) on prerequisite general education courses used for admission (ENG 101, math elective either MTH 116 or 100 and science elective BIO 103 or 201 or CHM 104) to the MLT program. For admission into the Radiologic Technology program, the GPA must be a 2.5 or higher from most recent 24 credit hours. A grade point average of 2.50 on prerequisite general education courses in the Physical Therapist Assistant Program is also required for admission to the PTA program. Students must maintain a grade-point average of 2.00 (4.00 scale) on all college credit and on Jefferson State credit to maintain progress in these programs. Programs require at least a grade of “C” in each course in the prescribed curriculum.
3. Since students have direct contact with patients and other health care workers in affiliated health care agencies, they are expected to have and maintain a satisfactory level of health, which includes freedom from chemical dependency and communicable diseases. Students must also be able to fully participate in the approved program of classroom studies and campus and clinical laboratory learning experiences and responsibilities. Nursing and Allied Health Programs require proof of a satisfactory level of health, and prior to or following admission, may request that the student demonstrate physical abilities to perform campus or clinical laboratory procedures or skills safely, effectively and without potential endangerment to the student, faculty, patients, or other health care workers. If a student’s level of health is unsatisfactory, or if the student is unable to demonstrate physical abilities to perform campus or clinical laboratory procedures or skills safely, effectively, and without potential endangerment, the

student may be denied admission or progression in a division program. The Center Professional, Career and Technical Education and their programs will make final determinations regarding an applicant's eligibility for participation in program activities. Information on technical performance standards for Nursing and Allied Health Programs is outlined in the program discussions in the next section.

4. Certain dress codes, insurance requirements, and codes of conduct must be met by students in Nursing and Allied Health Programs. These requirements will be explained to students upon entry into a specific program.
5. Due to the limited number of spaces available within Nursing and Allied Health courses and in clinical areas at affiliated health care agencies, programs reserve the right to give registration preference to students in regular progression. Students who withdraw from a program or whose progression through a curriculum is interrupted are considered to be "out of progression." These students must reapply to have eligibility for readmission evaluated. Any changes in the program's curriculum, policies, or procedures will be applicable if the student is readmitted. Readmission of out of progression students is not guaranteed. Alterations in the sequence of a curriculum for students who are out of progression or are in regular progression must be approved by the program in which the student is enrolled.
6. Students in Nursing and Allied Health Programs are required to participate in off-campus clinical experiences at affiliated health care agencies. Students must provide their own transportation to clinical sites and, when required, pay associated housing costs.
7. During clinical experiences in affiliated health care agencies students must abide by the same regulations and policies as employees of those agencies. These regulations and policies, which include requirements for pre-clinical and/or random drug and alcohol screening and background screening, are in addition to those of Jefferson State and its individual programs of study.

### Progression Requirements

In order to successfully progress through and complete Nursing or Allied Health Programs, the student must fulfill all of the following requirements:

1. Progress through all required general education courses in the program curriculum, including prerequisites and corequisites, in a sequence approved by program faculty.
2. Progress through all required major courses, including prerequisites and corequisites, in a sequence specified by program faculty.
3. Attain grades of "C" or above in each of the required major and general education courses in the curriculum without repeated withdrawals, audits, or failures.
4. Maintain a grade-point average of 2.00 or above (4.00 scale) on all Jefferson State credit. Radiology requires a 2.5 minimum grade point average.

5. Refrain from conduct that violates the College's Academic Honesty Code, the Code of Student Conduct, and the Drug and Alcohol Free Campus Policy.
6. Refrain from conduct that violates policies of the appropriate licensing or credentialing body and that which leads to a major breach in safety, confidentiality, legality, or accountability.
7. Maintain current health and student liability insurance.
8. Submit required medical forms by the required date.
9. Maintain a satisfactory level of health, including freedom from chemical dependency.

Nursing or Allied Health students who fail to comply with the above listed requirements may be "out of progression" (temporary suspension) or dismissed from the program. In order to be considered for readmission, out of progression students must have their eligibility for readmission evaluated by program faculty. Readmission is based on space available, academic record, health status, successful completion of required courses, and compliance with college and professional codes of conduct, and cannot be guaranteed. Any changes in the curriculum or program policies and procedures are applicable to any readmitted student and remediation or skills validation may be required.

### Licensure and Registration

Students who meet college and program graduation requirements and requirements of certifying agencies are eligible to take the licensing, registry, or certification examination in their field of study. According to legal statutes and regulations, applications for licensure, registry, or registration may be denied if a person has been convicted of a felony, has been convicted of any violation relating to controlled substances, is chemically dependent or mentally incompetent, or for other reasons authorized by law or regulations. More detailed information is available from program coordinators.

### Transfer of Credits

Students who have been enrolled in Nursing and Allied Health Programs in two-year or four-year colleges and wish to transfer into one of these programs at Jefferson State are evaluated on an individual basis by each program. Transfer students are required to meet the same admission and progression requirements as regularly enrolled students. Transfer students should consult the appropriate program director for information or guidelines regarding transfer.

Graduates of Jefferson State's Nursing and Allied Health Programs earn credits that are transferable to four-year colleges or universities. Although these programs are designed to be terminal degrees which prepare graduates to become credentialed in a specialized field of study, all these programs provide a foundation for further study in the field. Four-year colleges and universities determine which credits will be

transferred from two-year programs. Advisors are available to assist students who plan to continue their education after graduation. Students should print an articulation guide, which may be accessed from our web site at [www.jeffersonstate.edu](http://www.jeffersonstate.edu). Click on the STARS icon and follow the directions. Students should also consult their chosen four-year college or university about specific four-year degree requirements and transfer of credits.

### Academic Forfeit

Students applying for admission to Nursing and Allied Health Programs may request implementation of the Health-Related Programs Academic Forfeit Policy applicable for transfer credit. A student may request, in writing, to the appropriate program coordinator to declare academic forfeiture on coursework taken at other regionally accredited post-secondary institutions under the following conditions:

1. If fewer than three (3) calendar years have elapsed since the term for which the student wishes to declare forfeiture, the student may declare academic forfeiture on all course work taken at another regionally or Council on Occupational Education accredited post-secondary institution during one term provided the student has taken a minimum of 18 semester credit hours of coursework at any regionally accredited postsecondary institution since the forfeiture term occurred. All coursework taken, even hours completed satisfactorily, during the term for which academic forfeit is declared will be disregarded when calculating the cumulative grade point average for admission to health-related programs.
2. If three (3) or more calendar years have elapsed since the most recent term for which the student wishes to declare forfeiture, the student may declare academic forfeiture on all coursework taken at other regionally or Council on Occupational Education accredited post-secondary institution during 1-3 terms provided the student has taken a minimum of 18 semester credit hours of coursework at any regionally accredited postsecondary institutions since the forfeiture term occurred. All coursework taken, even hours completed satisfactorily, during the terms for which academic forfeit is declared will be disregarded when calculating the cumulative grade point average for admission to health-related programs.

### Implementation Guidelines

1. A student who enrolled at the college Fall Term 1994, or any subsequent term, is eligible for academic forfeit provided the student has taken a minimum of 18 semester credit hours of coursework at any regionally or Council on Occupational Education accredited postsecondary institutions since the forfeit term(s) occurred.
2. Forfeiture may be applied to credit earned at regionally or Council on Occupational Education accredited postsecondary institution

provided the student has taken a minimum of 18 semester credit hours of coursework since the forfeiture term(s) occurred.

3. A student may apply to the Center for Professional, Career and Technical Education for academic forfeiture and to the College for academic bankruptcy. However, no more than a total of three (3) terms of coursework, whether Jefferson State or transfer credit, may be disregarded to affect GPA for the purpose of application to these programs.
4. Current enrollment is not required to apply for academic forfeiture.
5. Equivalent transfer credit forfeited with this policy is not deleted from the student's official academic record. However, no courses disregarded may fulfill degree requirements for health-related programs.

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## Application Procedures

### Students Entering College for the First Time

Applicants must complete an application form online at [www.jeffersonstate.edu](http://www.jeffersonstate.edu). Applicants should submit their applications, as early as possible, prior to the semester in which they plan to enroll.

### Transfer Students

Transfer applicants must complete an application form available in Enrollment Services at one of our locations or online at [www.jeffersonstate.edu](http://www.jeffersonstate.edu). Applicants should submit their application no later than two weeks prior to the semester in which they plan to enroll.

An official transcript must be mailed from the sending institution directly to Jefferson State. Transcripts delivered by students will not be considered official.

### Transient Students

Transient students must complete an application form available in Enrollment Services at one of our locations or online at [www.jeffersonstate.edu](http://www.jeffersonstate.edu). Applicants should submit their application no later than two weeks prior to the semester in which they plan to enroll.

## Former Students Applying for Readmission

\*Note: Applicants previously admitted for a specific term, who did not attend, will be required to complete a new application form for admissions.

Former students who have not been in attendance for three or more consecutive terms will be required to complete a new application form. If these students have attended other duly accredited postsecondary institutions during this period, official transcripts must be sent to Enrollment Services.

## Workforce Education Courses

Information about community and corporate education courses may be secured from the Center for Workforce Education at (205) 856-7710.

## Credit for Non-Traditional and Prior Learning Assessment (PLA) Credit

Prior Learning Assessment (PLA) is a means for a student to receive college level credit for learning that took place in a non-traditional learning environment, such as on-the-job training, military training, professional development seminars, volunteerism, and experience in-field. PLA relies heavily on aligning learning gained through experience with outcomes found in traditional courses of higher education.

A maximum of 25% of non-traditional credit may be awarded and applied toward graduation. Non-traditional credit is not posted to the student's transcript until the student is enrolled. Non-traditional credit may not count toward the 25% of JSCC work needed to satisfy residency for graduation. Students may not earn credit, through non-traditional academic work, for any course in which a grade has previously been received.

PLA applies only to non-academic transfer courses. Credit awarded through nontraditional means for academic transfer courses may be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PEP, DSST, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY) or through other statewide programs identified by the Alabama Community College System office.

Applicants must have their test scores sent directly to Enrollment Services from the appropriate testing agency.

Acceptance of non-traditional academic work by Jefferson State does not guarantee that other institutions will accept such work. This determination will be made by the respective transfer institution.

Jefferson State considers credit for Non-Traditional Academic Work as transfer work and a grade of "TS" (Satisfactory) will be assigned for the course.

For a complete process and how students must apply for PLA credit, visit the school's website at <http://www.jeffersonstate.edu/prior-learning-assessment/>. For questions and more information about Prior Learning Assessment, contact James Buxton at 205-856-7757.

## College-Level Examination Program (CLEP)

Jefferson State awards credit for CLEP Subject Examinations with a minimum score of 50 or higher earned on each exam. (A score of 54 or higher is required on the Spanish, Level 2 CLEP test.) Students may receive CLEP credit instead of enrolling in the equivalent course by submitting official CLEP scores to Enrollment Services for evaluation. Approved subject examinations and their Jefferson State equivalents are:

Subject Examination	Semester JSCC Equivalent	Hours Awarded
American Government	POL 211	3
American Literature	ENG 251	3
Biology	BIO 101, 102	8
Calculus	MTH 125S	4
Chemistry	CHM 111, 112	8
College Algebra	MTH 112	3
College Composition	ENG 101, 102	6
College Composition Modular	ENG 101	3
English Literature	ENG 261	3
Financial Accounting	BUS 241	3
History of the US I	HIS 201	3
History of the US II	HIS 202	3
Human Growth and Development	PSY 210	3
Information Systems & Computer Applications	CIS 130	3
Macroeconomics, Principles	ECO 231	3
Management, Principles	BUS 275	3
Marketing, Principles of	BUS 285	3
Microeconomics, Principles	ECO 232	3
Precalculus	MTH 113	3
Psychology, Introductory	PSY 200	3
Sociology, Introductory	SOC 200	3
Spanish Language Level 1 & 2	SPA 101, 102	8
Western Civilization I	HIS 101	3
Western Civilization II	HIS 102	3

## Advanced Placement Test (AP)

Jefferson State awards credit for Advanced Placement courses taken in high school with scores of 3 or higher earned on the national examinations of the College Entrance Examination Board Advanced Placement Program. Jefferson State recognizes the following Advanced Placement courses and examinations:

AP Course and Exam	Semester JSCC Equivalent	Hours Awarded
Art History	ART 100	3
Art Studio	ART 113	3
Biology	BIO 101, 102	8
Calculus AB	MTH 125S	4
Calculus BC	MTH 125S	4
Chemistry	CHM 104	4
Computer Science A	CIS 150	3
English Language/Composition		
Score of 3	ENG 101	3
Score of 4 or 5	ENG 101, 102	6
English Literature/Composition		
Score of 3	ENG 101	3
Score of 4 or 5	ENG 101, 102	6
European History	HIS 101, 102	6
Government and Politics (United States)	POL 211	3
History (United States)	HIS 201, 202	6
Human Geography	GEO 100	3
Macroeconomics	ECO 231	3
Microeconomics	ECO 232	3
Music Theory	MUS 111S	3
Music Listening and Literature	MUS 101	3
Physics B	PHY 201, 202	8
Physics 1	PHY 201	4
Physics 2	PHY 202	4
Physics C: Mechanics	PHY 213S	4
Physics C: Electricity and Magnetism	PHY 214S	4
Psychology	PSY 200	3
Spanish Language		
Score of 3	SPA 101	4
Score of 4	SPA 102	4
Score of 5	SPA 102	4
Statistics	MTH 265	3
World History	HIS 121, 122	6

## International Baccalaureate

Jefferson State recognizes International Baccalaureate credit with a grade of 5, 6, or 7 on the higher-level examinations (HL). Credit will be awarded on a course-by-course basis as approved by the department.

## Military Training and Community College of the Air Force

Military credit may be awarded on the basis of recommendations in the Guide to the Evaluations of Educational Experiences in the Armed Services published by the American Council on Education. Credit may be awarded if Jefferson State offers an equivalent course and the ACE credit hour recommendation is the same as the course offered by Jefferson State. Students will be awarded credit for completion of Basic Training with the following courses: HED 221 Personal Health (3 semester hours) and PED 100 Fundamentals of Fitness (3 semester hours). Students must submit one of the following military records to Enrollment Services for evaluation:

- Army – Army/American Council on Education Registry Transcript Service (AARTS);
- Navy/Marines – Sailor/Marine American Council on Education Registry Transcript (SMART);
- Air Force – Community College of the Air Force (CCAF) transcript;
- Coast Guard – Coast Guard transcript.

## Law Enforcement Academy

Upon completion of six to twelve semester hours of CRJ courses at Jefferson State, students may be awarded credit for an equivalent number of CRJ hours to be determined by the program coordinator. To receive credit, students must submit a copy of one of the following: official Peace Officers certificate (APOST), a letter on official letterhead from the academy stating student's name and date of graduation, or academic transcripts from an accredited college.

## Emergency Medical Services (EMT)

Upon completion of six semester hours of approved EMS courses at Jefferson State, students may be awarded ten (10) semester hours credit for a current State of Alabama EMT license. To receive credit, students must submit a copy of their current, valid license for verification to the Enrollment Service office. Students will be awarded credit for:

EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1

## Fire College Certifications

Official certification of completion of approved fire academy work must be sent to Enrollment Services. Certification must be either an academic transcript from an accredited college, certificate of completion, or a letter on official letterhead from the fire academy. Upon completion of six hours of approved FSC courses at Jefferson State, students will be awarded credit for:

### Firefighter I Certification

FSC 101	Introduction to the Fire Service	3
FSC 131	Fire Extinguishment Principles	3

Additional credit will be granted for fire service certifications that meet relevant national standards. They include:

### Hazmat Awareness & Operations Certification

FSC 161	Hazardous Materials Awareness & Operations	3
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### Hazmat Technician Certification

FSC 261	Hazardous Materials Technician	3
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### Fire Instructor I Certification

FSC 201	Fire Instructor I	3
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### Fire Instructor II Certification

FSC 202	Fire Instructor II	3
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### Fire Instructor III Certification

FSC 203	Fire Instructor III	3
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### Fire Investigator Certification

FSC 241	Fire Investigator I	3
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### Fire Inspector I Certification

FSC 251	Fire Inspector I	3
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### Fire Inspector II Certification

FSC 252	Fire Inspector II	3
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### Fire Inspector III Certification

FSC 253	Fire Inspector III	3
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### Fire Officer I Certification

FSC 291	Fire Officer I	3
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### Fire Officer II Certification

FSC 292	Fire Officer II	3
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### Fire Officer III Certification

FSC 293	Fire Officer III	3
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### Fire Officer IV Certification

FSC 294	Fire Officer IV	3
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### Fire Department Safety Officer Certification

FSC 295	Fire Department Safety Officer	3
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### Public Fire and Life Safety Educator I; Public Information Officer Certification

FSC 255	Public Fire & Life Safety Educator	3
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### Rescue Technician: Confined Space Certification

FSC 231	Rescue Tech: Confined Space	3
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### Rescue Technician: Trench Certification

FSC 232	Rescue Technician: Trench	3
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### Rescue Technician: Rope Certification

FSC 230	Rescue Technician: Rope	3
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### Rescue Technician: Structural Collapse Certification

FSC 233	Rescue Tech: Structural Collapse	3
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### Rescue Technician: Vehicle and Machinery Certification

FSC 237	Rescue Tech: Vehicle & Machinery	3
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Credit for all certifications cannot exceed a total of 20 semester hours. Determination of credit for additional certifications will be made by the program coordinator.

## American Culinary Federation Accredited Institutions or Schools

Students who have previously completed appropriate course work from the American Culinary Federation and/or ACF accredited culinary institutions or schools may be awarded credit. Official certification indicating completion of courses, must be received by Enrollment Services from the ACF accredited institution or school. Upon completion of twelve hours of approved CUA courses at Jefferson State, students may be awarded credit for the following completed courses:

CUA 110	Basic Food Preparation	3
CUA 111	Nutrition	3
CUA 112S	Sanitation	2
HMM 105S	Principles of Management	3

## Center for Financial Training

Students who have previously completed appropriate course work from the Center for Financial Training (CFT) may be awarded credit toward Jefferson State's Banking & Finance Administration certificate and

degree. Official certification indicating completion of courses accredited by the American Council on Education (ACE) must be received by Enrollment Services from the Center for Financial Training. Upon completion of the following prerequisite requirement consisting of twelve semester credit hours of course work at Jefferson State Community College, students will be able to transfer certain course work completed with the Center for Financial Training.

### Prerequisite Requirements

Please note that the four below listed classes totaling twelve credit hours must be completed at Jefferson State Community College. The below listed classes may not be transferred from CFT.

The following four courses must be completed before any CFT credits are transferred:

MTH 100	Intermediate College Algebra
ENG 101	English Composition I
BUS 241	Principles of Accounting I
BUS 242	Principles of Accounting II

### Transfer of CFT Course Work

No more than 20 credit hours of non-traditional credit may be transferred into the Banking and Finance Administration degree program:

JSCC Equivalent	CFT Course Title	Semester Hours Awarded
BFN 100	Principles of Banking	2
BFN 236	Analyzing Financial Statements	2
BFN 136	Commercial Lending	2
BFN 147	Consumer Lending	2
BFN 101	Law and Banking: Principles	2
BFN 102	Law and Banking: Applications	2
BFN 110	Marketing for Bankers	2
BFN 205	Money and Banking	3
BFN 167	Supervision	2

CFT courses not listed above are not part of the Articulation Understanding. Acceptance of CFT transferred academic work by Jefferson State does not guarantee that other institutions will accept such work. This determination will be made by the respective transfer institution.

## Child Development Program

Upon completion of nine semester hours of approved CHD courses at Jefferson State, students may be awarded three (3) semester hours credit for CHD 100 - Introduction to Early Care and Education. To receive credit, students must present official (no copies) documentation of a CURRENT Child Development Associate (CDA) Credential to the Child Development Program Coordinator.

## Institution Advanced Placement

Institution advanced placement is defined as placement in an upper-level course of a sequence. Credit is granted for the lower-level course(s) in a sequence if the student earns an "A" or "B". A student must notify the department in which the higher course has been successfully completed. The department will notify Enrollment Services in writing. The student's record will reflect the course credit and hours earned.

The courses for which advanced placement is awarded are:

Higher Level Course	Advanced Placement Credit
AET 103	AET 101S
SPA 102	SPA 101
AET 200	AET 110

## 2+2 Tech Prep/Associate Degree Programs Advanced Placement

Jefferson State Community College has developed formal articulation agreements with many secondary school systems within the Jefferson County area. The agreements award advanced placement credit in the following programs:

- Hospitality Management
- Office Administration Technology
- Manufacturing and Technology
- Art

**Students entering Allied Health programs may receive credit for CPR certification.**

The articulated programs are designed as 2+2 Tech Prep Associate Degree in Applied Science Programs and consist of a structured high school curriculum that prepares students with the beginning courses of the technology programs listed above. The programs are the middle ground between the liberal arts and the practical arts and run parallel with but do not replace the college prep/baccalaureate degree

programs. They contain a common core of learning, a technical core, and rest upon a foundation of basic proficiency development in applied mathematics, applied science, and communication skills.

Students who complete the high school portion of the program may receive advanced placement credit according to agreements and at the discretion of the college program coordinator. Students who wish to take advantage of this credit must see the college program director prior to registration and must have the proper documentation to meet the requirements. Questions about documentation may be addressed to either the college program director or the high school vocational instructor.