

CONSUMER INFORMATION

In accordance with federal regulations as set forth by the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), below is a summary of consumer information that must be disclosed to all students at Lurleen B. Wallace Community College (LBWCC). Each topic listed below is a brief description of the information that must be disclosed and explains how it may be obtained. If you need assistance in obtaining information listed or you would like a copy, please contact the respective location noted in each section or the Dean of Student Affairs at 334-881-2245 or jhall@lbwcc.edu.

FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The Act establishes the rules and regulations regarding access to and disclosure of student records. It provides for the right to inspect and review education records, the right to seek to amend those records, and the right to limit the disclosure of information from the records.

To fulfill FERPA requirements, the College has established policies regarding student records. These policies outline a student's rights regarding his/her records, where records about the student may be kept and maintained, what kinds of information are in the records, the conditions under which the student or anyone else may have access to information in the records, and what action a student can take if it is believed student's rights have been compromised. Policies on privacy of students and release of records are included in the *College Catalog and Student Handbook* pages 240 – 241.

The College is also required to annually notify students of their rights under FERPA. Students are given a written copy of these rights at Orientation which is included in the Orientation materials and students are provided a CD of the *College Catalog and Student Handbook*. To review and obtain a written copy of the information regarding FERPA, contact the Dean of Student Affairs 334-881-2245 or jhall@lbwcc.edu or the Director of Admissions and Records at 334-881-2273 or mstephens@lbwcc.edu.

FACILITIES AND SERVICES FOR STUDENTS WITH DISABILITIES

Lurleen B. Wallace Community complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. A person who may have a disability and require special materials, services, or assistance, or has questions relating to accessibility, should contact the ADA Coordinator on the respective campuses. For TDD users in Alabama, the Alabama Relay Center is available by calling 1-800-548-2546. All materials relating to compliance with the Americans with Disabilities Act are maintained by the College Coordinators.

Andalusia Campus	Greenville Campus	Luverne Center	MacArthur Campus
Fran Davidson	Annie Adams	Laura Elliott	Jason Cain
334-881-2271	334-383-6703	334-335-2187	334-493-5363
fdavidson@lbwcc.edu	amadams@lbwcc.edu	lelliott@lbwcc.edu	jcain@lbwcc.edu

STUDENT DIVERSITY

Student demographic information is published each year in the *Lurleen Wallace Community College Fact Book*. Information is also reported to the National Center for Educational Statistics through the Integrated Postsecondary Education Data System (IPEDS) at <http://nces.ed.gov/ipeds>. Additional information may be viewed on the College Navigator <http://nces.ed.gov/collegenavigator>. For additional information about the diversity of the College's student body, contact the Office of Institutional Effectiveness 334-881-2282 or tzhu@lbwcc.edu.

COST OF ATTENDING THE COLLEGE

A tuition and fees schedule is included in the *College Catalog and Student Handbook*, page 23 and on the College website. Information is also reported to the National Center for Educational Statistics. Tuition, fees, and estimated student expenses can be viewed on the College Navigator <http://nces.ed.gov/collegenavigator>. Textbook prices are listed on the College website. A link to this website is included in the Class Schedule.

REFUND POLICY

Lurleen B. Wallace Community College has a refund policy that stipulates the amount of tuition and fees to be refunded to students who withdraw from classes during a term. This policy is published by the Business Office and is included in the *College Catalog and Student Handbook*, page 23 and on the College website. Questions regarding the calculations of refunds may be directed to the Business Office at 334-881-2218.

NET PRICE CALCULATOR

Information can be viewed at <http://nces.ed.gov/collegenavigator>.

REPAYMENT POLICY (RETURN OF TITLE IV FINANCIAL AID)

Lurleen B. Wallace Community College complies with federal regulations relative to return of tuition and other institutional charges for all Title IV recipients. The Federal Return of Title IV Funds Policy is to be used for a Title IV student who completely withdraws from all classes. The policy shall also be applied to those students who cease attendance in all classes but do not officially withdraw. The Return in Compliance with Federal Regulations is included in the *College Catalog and Student Handbook* page 24 and the College website.

The federal government mandates that students who withdraw from all classes may only keep the financial aid (federal “Title IV grant”) they have “earned” up to the time of withdrawal. Funds that were disbursed in excess of the earned amount must be returned by the College and/or the student to the federal government. Questions regarding the calculations of refunds may be directed to the Business Office at 334-881-2218 or dmoody@lbwcc.edu.

WITHDRAWAL PROCEDURES

Lurleen B. Wallace Community College has a withdrawal policy which states that a student may withdraw from a course or all courses without grade penalty up to fourteen (14) days prior to the first day of final exams for the fall and spring terms. For the summer term, students may withdraw from classes up to seven (7) days prior to the first day of final exams for each session. The final date for official withdrawal is printed in the College calendar and published in the Class Schedule. To officially withdraw, a Withdrawal form must be obtained from the Office of Student Services. Students who discontinue attendance without officially following the established withdrawal procedures will receive a grade of “F” in each course.

All withdrawal forms must be completed and returned to the Office of Student Services for processing before a student is officially withdrawn from a course or courses. **It is the student’s responsibility to follow these withdrawal procedures.** This policy is located in the *College Catalog and Student Handbook*, page 42 and the College’s website.

EDUCATIONAL PROGRAMS

Information on the College's academic programs, degree offerings, and certificate programs are available in the *College Catalog and Student Handbook* pages 43 - 104 and on the website. For information regarding programs or additional questions, contact the Dean of Instruction at 334-493-5337 or 334-881-2259, or plinton@lbwcc.edu.

Information is reported to the National Center for Educational Statistics and a list of programs and majors can also be viewed on the College Navigator at <http://nces.ed.gov/collegenavigator>.

TRANSFER OF CREDIT POLICIES AND ARTICULATION AGREEMENTS

Information regarding the College's policies regarding general principles for the transfer of credit is outlined in the *College Catalog and Student Handbook*, pages 8 – 9 and the College's website. Students with questions concerning transfer of credit may contact the Director of Admissions and Records at 334-881-2273 or mstephens@lbwcc.edu.

The Alabama Articulation Program (called **STARS** – Statewide Articulation Reporting System) is a computerized articulation and transfer planning system designed to inform students who attend Alabama Community Colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state funded four year institution.

Lurleen B. Wallace Community College students planning to transfer to an Alabama public senior institution must print and retain the Articulation Guide for their major along with the transfer institution's Area V courses. The guide and Area V course listing must be submitted to the senior institution upon transfer. Students who are interested in receiving a STARS Transfer Guide should visit the STARS website at <http://stars.troy.edu>. Information is provided in the *College Catalog and Student Handbook*, pages 43 and 214.

The Alabama Community College System's **2 to 4 Transfer Program** allows for the seamless transfer from the community colleges to selected independent colleges in Alabama. The transfer agreement will guide the student through the first two years of coursework and will prevent the loss of credit hours upon transfer to the selected independent four year colleges and universities in Alabama. Students who are interested in receiving a 2 to 4 Transfer Program Guide should visit the Alabama Community College System website at <http://www.accs.cc> and click on Higher Ed Transfer. Information is provided in the *College Catalog and Student Handbook*, page 43.

INSTRUCTIONAL FACILITIES AND LABS

Information on the College's instructional facilities and laboratories is available from the Office of the Dean of Instruction t 334-493-5337 or 334-881-2259 or plinton@lbwcc.edu.

FACULTY

A directory of the College's faculty is available in the *College Catalog and Student Handbook*, pages 194 -204 and the College's website.

ACCREDITATION INFORMATION

Lurleen B. Wallace Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, and Associate in Applied Science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lurleen B. Wallace Community College. Information regarding accreditations is included in the *College Catalog and Student Handbook* and on the College's website. Click [here](#). Information is reported to the National Center for Educational Statistics and additional information on accreditation can be viewed on the College Navigator at <http://nces.ed.gov/collegenavigator>.

COPYRIGHT INFRINGEMENT POLICIES

Lurleen B. Wallace Community College respects the intellectual property rights of others seriously and expects students, faculty, and staff to do so as well. It is the responsibility of all members of the College to make a good faith determination that their use of copyrighted materials complies with the **United States Copyright Law**.

Proper use of copyright materials also extends to electronic resources available on the Internet. Anyone using the College's computing and network resources consents to the IT Acceptable Use Policy. The policy outlines the responsible use of all computing and network resources. It states that users are expected to abide by guidelines, including "respecting the public trust through which they have been provided, the rights and privacy of others, the integrity of the facilities and pertinent laws, college policies and standards to limit their use of information resources to the educational purposes and legitimate business of the College." Making unauthorized copies of licensed software or copyrighted material is prohibited. Persons, who violate the IT Acceptable Use Policy, as well as other policies regarding the use of copyrighted materials, may be subject to suspension or revocations of utilization privileges, administrative discipline, or immediate

termination/dismissal of violator's relationship with Lurleen B. Wallace Community College and could lead to criminal or civil prosecution.

Information about the College's policy related to the use of copyrighted material, including peer-to-peer file sharing, may be found under the Acceptable Use Policy heading as outlined in the *College Catalog and Student Handbook*, pages 243 – 247 and the College's website. This gives a detailed outline of policies and sanctions that may be imposed for violations. Students and others are also reminded that copyright infringement is a federal offense punishable by law.

STUDENT ACTIVITIES

Lurleen B. Wallace Community College offers activities, programs, and services that promote academic support, leadership, and social and cultural experiences. Student organizations and activities give the student body an opportunity to make positive contributions to both the community and the institution. All student organizations are open to all students of the College without respect to race, creed, national origin, gender or disability.

Clubs and Organizations offer all students an opportunity to be involved in campus activities, to build friendships, and to serve the College and the community. A listing of clubs and organizations is included in the *College Catalog and Student Handbook*, pages 222 - 224 and on the College website. Inquires regarding student activities may be directed to the Director of Student Activities and Cultural Diversity at 334-881-2256 or dcook@lbwcc.edu.

STUDENT FINANCIAL ASSISTANCE

Lurleen B. Wallace is dedicated to assisting students who need financial aid to attend college and assisting students with meeting the cost of their education. All students are encouraged to apply and every effort is made to communicate the availability of financial aid to students and prospective students. Information regarding student financial aid is included in the *College Catalog and Student Handbook*, pages 25 – 28 and on the College's website. Information regarding financial aid programs, services, and application procedures are included. Information is reported to the National Center for Educational Statistics and additional information can be found on the College Navigator at <http://nces.ed.gov/collegenavigator>.

Individuals may also contact the Offices of Financial Aid at the following locations:

Andalusia Campus
Ms. Donna Bass
334-881-2272
dbass@lbwcc.edu

MacArthur Campus
Ms. Wanda Bass
334-493-5338
wsbass@lbwcc.edu

STUDENT RIGHTS AND RESPONSIBILITIES

Information regarding rights and responsibilities is outlined in the *College Catalog and Student Handbook*, pages 209 – 210 and on the College's website.

Students have the right to know the following information regarding financial aid at Lurleen B. Wallace Community College:

- Financial aid programs available
- Names of accrediting agencies and licensing organizations
- Educational programs and services available
- Cost of attendance, Refund and Return of Title IV funds policies
- Procedures and deadlines for submitting applications
- How financial aid recipients are selected
- How the College determines financial need
- Explanation of each type and amount of assistance in financial aid award
- How and when students will receive financial aid funds
- Job description and rate of pay for any job assigned under the Federal Work-Study Program
- How the College determines if students are making satisfactory academic progress and what happens if they are not
- What special facilities and services are available to students with disabilities

Students have the following responsibilities:

- Review and consider all information about the College's programs of study before enrolling
- Completing applications correctly and on time
- Read and understand all materials sent from the Office of Financial Aid and other agencies
- Keep copies of all documents submitted to the Office of Financial Aid
- Provide all documentation, corrections and/or new information requested by the Office of Financial Aid
- Notify the College of any information that has changed since your applied
- Maintain satisfactory academic progress
- Use financial aid only for expenses related to attending Lurleen B. Wallace Community College
- Satisfactorily perform the work agreed upon in the Federal Work-Study job
- Understand the College's Refund and Return to Title IV policies

FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

Lurleen B. Wallace Community College provides a written notice in the financial aid award letter that advises the student that a conviction for any offence, during a period of enrollment for which the student is receiving Title IV funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, or work-study assistance.

The period of ineligibility for federal student aid funds depends on whether the conviction was for sale or possession and whether the student has previous offenses. Periods of ineligibility may range from one year from date of conviction to an indefinite period as determined by a federal or state judge. Students must also complete a qualified drug rehabilitation program.

STUDENT OUTCOMES

GRADUATION, TRANSFER-OUT AND RETENTION RATES

Lurleen B. Wallace Community College maintains annual information regarding graduation, transfer-out and retention rates for first-time full-time entering freshmen. While many students enter the College with varying educational goals, the College is required to disclose information for first-time full-time entering freshmen who are certificate or degree-seeking undergraduates and have completed their programs within 150% of the normal time for graduation. Graduation, transfer-out and retention rates are reported to the Department of Education through the Integrated Postsecondary Education Data System (IPEDS). Data regarding the College's graduation, transfer-out, and retention rates are given at <http://nces.ed.gov> and <http://nces.ed.gov/collegenavigator>. Students may also request a copy of the report by contacting the Office of Institutional Effectiveness at 334-881-2280 or tzhu@lbwcc.edu.

GRADUATION AND RETENTION RATES FOR STUDENT ATHLETES

Information regarding demographics for student athletes must be provided to potential student-athletes, their parents, high school coaches, and guidance counselors when an athletically related student aid offer is made. For information, contact the Athletic Director at 334-881-2203 or shelms@lbwcc.edu. The **Equity in Athletics Disclosure Act Survey** is available on the web at <http://ope.ed.gov/security> and information regarding athletic teams can also be reviewed at <http://nces.ed.gov/collegenavigator>.

ATHLETIC PROGRAM PARTICIPATION AND FINANCIAL SUPPORT

As part of the Equity in Athletics Disclosure Act, information on the annual participation rates and financing of men's and women's sports in intercollegiate athletic programs is available upon request to students and the general public. Interested individuals may view this information at <http://ope.ed.gov/security>. For additional information or to receive a copy of this report, contact the Athletic Director at 334-881-2203 or shelms@lbwcc.edu.

HEALTH AND SAFETY

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

It is the policy of Lurleen B. Wallace Community College that each academic year, the information contained in the Drug and Alcohol Prevention Program is distributed to each student and employee of the College. This report which contains information on standards of conduct and disciplinary sanctions for violations, legal sanctions regarding unlawful use, possession or distribution of alcoholic beverages and illicit drugs, health risks of drug and alcohol use and abuse, and where to get assistance. This information is provided to all students at Orientation with copies placed in the Orientation materials, and a CD of the *College Catalog and Student and Student Handbook* is given to each student. Employees also receive a printed copy and a CD of the *College Catalog and Student Handbook*. This policy is printed in the *College Catalog and Student Handbook*, pages 256 – 264 and on the College's website.

VACCINATION POLICY

Lurleen B. Wallace Community College does not have a policy regarding vaccinations; however, the College is concerned about the health and well being of all members of the College community. In this regard, the College encourages all students and employees to remain current on vaccinations as suggested by appropriate health authorities. The College has initiated measures to inform students and employees of personal health tips for preventing the spread of the flu, particularly H1N1, and other airborne diseases.

CAMPUS SAFETY AND SECURITY

Each year, Lurleen B. Wallace Community College prepares a Campus Safety and Security Survey report and distributes it to students, employees, and the College community. This information is provided in compliance with the Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). This report, which is issued by October 1, contains detailed information on reporting criminal actions or other emergencies, security and access to campus facilities, crime prevention, information on reporting criminal activity, and timely warnings regarding crimes on campus. This report also includes statistics concerning crimes on campus. The Disclosure of Campus Security Policies and Campus Crime Statistics is included in the *College Catalog and Student Handbook*, pages 251 -255 and on the College's website. This report is also available on the OPE Campus Security Statistics website at <http://ope.ed.gov/security>.

VOTER REGISTRATION INFORMATION

Lurleen B. Wallace Community College makes every effort to educate students regarding the importance of exercising their right to vote. The College is required to distribute voter registration forms to students for federal elections and state elections for governor. In an effort to distribute voter registration forms to students, the College through the Student Government Association (SGA) conducts periodic voter registration drives and makes forms available on all campuses. Voter registration forms are available in the Office of Student Services, Counseling offices, Career Center, and Business Office. Student interested in obtaining voter registration forms may contact the Dean of Student Affairs at 334-881-2245 or jhall@lbwcc.edu.