

# LBW<sup>TM</sup>

COMMUNITY COLLEGE



ADDENDUM TO THE

**COLLEGE CATALOG**

and

**STUDENT HANDBOOK**

**2022-2023**

## ACCREDITATION (P. iii)

~~Lurleen B. Wallace Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and certificates. Questions about the accreditation of Lurleen B. Wallace Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).~~

**Lurleen B. Wallace Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associates degrees. Degree-granting institutions also my offer credentials such as certificates and diplomas at approved degree levels Questions about the accreditation of Lurleen B. Wallace Community College may be directed in writing to the Southern Association of Colleges and Schools Commission of Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500 or my using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).**

## ADMISSIONS (P.7)

### Admission Requirements for all Students

~~For admission to Lurleen B. Wallace Community College and before registration, applicants must provide one primary form of identification:~~

~~Examples of primary forms of identification:~~

- ~~• 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~~
- ~~• I-797 Form with expiration date~~
- ~~• Voter identification card from a state that verifies lawful presence~~

~~Applicants must submit the identification referenced above to the Office of Student Services in person, by mail or electronic submission. Additional admission requirements are described in the sections below.~~

## Re-admission of U.S. Armed Forces Members (P. 9)

In the event that a student can no longer attend Lurleen B. Wallace Community College due to military service, it is the policy of LBWCC that **servicemembers shall be readmitted with the same academic status as he/she had when last attending or accepted admission to the College. An eligible servicemember qualifies if (a) the College is given notice of the servicemember's absence for service; (b) the cumulative length of absences from the College by reason of service does not exceed five years; (c) the servicemember gives notice of his/her intent to return by the applicable time limit.**

## Admission of Dual Enrollment/Dual Credit for High School Students (P. 12)

~~The purpose of this policy is to allow eligible high school students to enroll in college classes concurrently with high school classes, either on the college campus or at the high school, and to receive both high school and college credit.~~

~~Institutions within the Alabama Community College System are authorized to establish dual enrollment/dual credit programs with local boards of education in the College service area. Courses offered by postsecondary institutions shall be of postsecondary level and enrolled students must pay normal tuition as required by the postsecondary institution, or as stipulated in a contract for services between the two levels. A student is eligible for dual enrollment/dual credit if the student meets all of the following criteria:~~

- ~~1. The student must meet the entrance requirements established by Lurleen B. Wallace Community College, an institution of postsecondary education. In the absence of an Alabama driver's license or state issued ID card, a student may provide a certified copy of their birth certificate to establish U.S. citizenship and a printout of the student information profile sheet from iNow signed and dated by their high school principal to establish current residency and identification. The profile sheet must show the student's home address and include the student's photo.~~
- ~~2. The student has a minimum cumulative unweighted 2.5 grade point average in completed high school courses. Transcripts must be provided as documentation of the student's cumulative grade average.~~
- ~~3. The student must have written approval of the appropriate high school representative. Student access to Dual Credit/Dual Enrollment is dependent upon both academic readiness and social maturity. Approval from the high school representative indicates that the student has demonstrated both. Unless the student can demonstrate the ability to benefit from college level instruction, special education students are not eligible for enrollment under this policy.~~

- ~~4. The student must be in grade 10, 11, or 12 or have an exception granted by the ACCS Chancellor upon recommendation of the student's principal and superintendent and in accordance with Alabama Administrative Code 290-8-9.12 regarding gifted and talented students.~~
- ~~5. Dually enrolled students registering for college-level English or math courses must be placed into courses using the current ACCS approved placement guidelines. Students who do not register for college-level English or math courses are not required to take any English or math placement test regardless of grade levels.~~
- ~~6. Students must meet all applicable pre-requisites prior to enrolling in courses.~~
- ~~7. Students who meet the criteria for initial admission for a Dual Enrollment for Dual Credit program will maintain continuous eligibility so long as they earn a grade of C or better in all attempted college courses. Students who fail to meet this minimum grade requirement or who withdrew 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. 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 2.5 unweighted grade point average requirement.~~

~~Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the students' principal, superintendent, and LBWCC president. Parental permission and travel for courses offered off the high school campus during the normal school day will be administered under the auspices of local boards of education.~~

~~**NOTE:** The College will report grades for dual enrollment courses to high school officials.~~

#### ~~Course Eligibility~~

~~Courses offered shall be drawn from the College's existing academic inventory of courses offered for credit. Courses numbered below 100 courses are not eligible for dual enrollment/dual credit. This includes developmental co-requisite courses which are required to be taken along with college-level English and math courses. Only courses required in the student's program of study will be eligible for Dual Enrollment for Dual Credit. Students may not audit courses under the terms of this policy (Policy 801.03). Eligible high school students are permitted to enroll in college courses conducted during school hours, after school hours, and during summer terms. The College reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements.~~

#### ~~Dual Enrollment/Dual Credit Agreement~~

~~Participating local boards of education and postsecondary institutions shall develop a Dual Enrollment/Dual Credit Agreement that includes but is not limited to the following:~~

- ~~A. Approval of the particular courses to be offered and the high school equivalency for each course shall be determined through the mutual agreement of the participating postsecondary institution(s) and the participating local board of education. Courses must~~

be of Postsecondary level.

- ~~B. Dual Credit/ Dual Enrollment instructors shall be faculty of the College. A high school teacher employed to teach in dual credit/dual enrollment will be designated as an adjunct faculty member of the College and therefore must meet the credentialing requirements of the Alabama Community College System and other accrediting agencies. Faculty must be under the ultimate control and supervision of the College for Dual Enrollment classes. The College must provide for faculty orientation, supervision, and evaluation. Documentation of appropriate instructor credentials which meet or exceed accrediting agencies must be on file at the College.~~
- ~~C. College faculty credentials shall be provided to the local school board of education as needed to meet credential standards of accrediting agencies.~~
- ~~D. The College shall be responsible for the compensation of faculty, in accordance with Alabama Community College System and college policy. Faculty may not receive dual compensation for instructional time.~~
- ~~E. Three (3) semester hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. The Alabama Community College System Policy 705.01 defines a "credit hour" as not less than 50 minutes of instructor/student contact. A semester/quarter hour of credit is based upon the average number of hours of instruction taught weekly, the ratio of weekly contact hours to credit hour varies with the type of instruction being used. There are four general categories of instruction: theory, experimental laboratory, clinical practice/manipulative laboratory, and internship.~~
- ~~F. College courses approved for dual credit shall be posted on both high school and college transcripts. Courses completed for dual credit shall be transcribed with the appropriate statement at the postsecondary level indicating dual enrollment credit.~~
- ~~G. Payment of the current rate of tuition and fees per credit hour, textbooks and materials will be the responsibility of the student unless other resources are available. Full payment of tuition must be completed by the first day of class. School Boards will be notified of any unpaid tuition and fees prior to the start of classes. Students who fail to pay tuition and fees are not considered enrolled and will be dropped from course rolls.~~
- ~~H. A plan for an annual evaluation of dual enrollment/dual credit shall be prepared and shall adhere to procedures established by the ACCS Chancellor. The College and the local School Board shall assume the responsibility for reporting required information in a timely manner.~~
- ~~I. Students are responsible for knowing policies relative to dual enrollment/dual credit of colleges/universities to which they plan to transfer credit. The College reserves the right to refuse admission to any student who is found to be in violation of college policies (academic standards of progress, Student Code of Conduct, etc.)~~
- ~~J. Methods for addressing student related issues such as: admissions, procedures, advisement, monitoring and evaluation, privacy rights, ADA issues, and verification of student attendance must be addressed in the agreement.~~
- ~~K. Transportation for any student receiving instruction at any facility other than a school~~

~~campus of the local School Board shall be the responsibility of the parents/guardian of such students unless otherwise negotiated between the College and the local School Board.~~

- ~~L. Each party agrees to provide a mechanism for communicating the educational and economic benefits as well as the requirements for participation and enrollment procedures to parents and students. This must include the student's release of educational records as defined by FERPA and between the College and the local School Board.~~
- ~~M. A copy of Policy 801.03 and its guidelines must be included in the Dual Enrollment/Dual Credit Agreement.~~

**Dual Enrollment for Dual Credit is an enrichment opportunity allowing eligible high school students to earn high school and college credits for courses taken through an Alabama Community College System (ACCS) institution while still enrolled in high school. Dual Enrollment for Dual Credit is available to students attending public, private, parochial, or church/religious schools pursuant to § 16-28-1 of the Code of Alabama 1975, or who are receiving instruction from a homeschool/private tutor pursuant to § 16-28-5 of the Code of Alabama 1975.**

### **Eligibility**

**To be eligible for admission, Dual Enrollment for Dual Credit Students must meet the following criteria:**

- 1) Students must satisfy the requirements prescribed in Procedure 801.01: Admission: General, with the exception of proof of high school graduation or GED completion. Students must submit the following documentation: admission application, high school transcript, and written approval from a school administrator.**
- 2) Students must comply with the identification requirements prescribed in the general admission procedure. ACCS institutions may accept a student information system profile sheet for identification.**
- 3) Students must be rising 10th, 11th, or 12th graders as defined by each secondary education entity's promotion/retention policy. An exception may be granted through ACCS waiver requests including but not limited to students documented as gifted under Alabama Administrative Code §290-8-9.12.**
- 4) Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale. Exceptions may be granted per program through ACCS waiver requests.**
- 5) Students must have the written approval of a secondary school official. Dual Enrollment for Dual Credit eligibility for students enrolled in private, homeschool/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate secondary official. Approval from**

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

- 6) The ACCS institution has the right to restrict a student's enrollment on the basis of academic readiness, social maturity, health and safety concerns, course availability, and/or local institutional policy.

### Placement and Prerequisites

Dually enrolled students registering for college-level English or math courses must be placed into courses using the current ACCA-approved placement guidelines. Students who do not register for college-level English or math courses are not required to take any English or math placement test, regardless of their grade levels.

Students must meet all applicable prerequisites prior to enrolling in courses.

### Continuous Eligibility

Students who meet the criteria for initial admission to a Dual Enrollment for Dual Credit Program, as specified in Section 2, will maintain continuous eligibility so long as they earn a grade of C or better in all attempted college courses. 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 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 2.5 unweighted grade point average requirement. No student will be allowed to re-enroll as a dual enrollment student after his or her second suspension. Students with extenuating circumstances who wish to appeal their suspension under this policy may submit a "Continuous Eligibility Appeal Form" to the Dean of Instruction. All appeals will be reviewed by the Dual Enrollment Appeals Committee and should be submitted no later than 10 days before the first day of the term in which the student is requesting to re-enroll.

### Course Offerings

Dual Enrollment for Dual Credit courses offered by LBWCC are of postsecondary/college level. Students may be exposed to and be involved in discussions of mature subject matter. Course curricula will not be modified. Courses may be offered at approved locations on or off the institution's campus(es) and through various methods of delivery. Courses may be canceled at the discretion of the institution for reasons such as, but not limited to, low enrollment or lack of credentialed faculty.

Courses offered by LBWCC shall be drawn from the institution's academic inventory of credit courses. Courses below 100 are not eligible for Dual Credit. Co-requisite courses above 100 are eligible.

### Course Auditing

Dually enrolled students may not audit courses.

### **Combined Courses**

**Dually enrolled and non-dually enrolled secondary students may be concurrently taught in the same course. LBWCC ensures that the instruction is taught at the collegiate level, is in compliance with the syllabus of the college course, and that such compliance is documented and monitored on a regular basis. Prior coordination between the college and the secondary educational entity is properly conducted to eliminate any issues with this type of course delivery.**

### **Adherence to College Policies and Requirements**

**Dual Enrollment for Dual Credit programs must operate on LBWCC's schedule, which may vary greatly from the secondary school schedule. Students must follow the institution's schedule for Dual Enrollment for Dual Credit courses. LBWCC 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 institutional policies and requirements including, but not limited to, those outlined in course syllabi, the academic calendar, the college catalog, and the Student Code of Conduct. LBWCC reserves the right to refuse re-admission to any student who violates institutional policies.**

### **Provisions for Disability Services and Accommodations**

**LBWCC complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) which prohibit discrimination against individuals with disabilities who are otherwise qualified for ACCS programs and services.**

**Students who submit documentation of qualifying disabilities and meet the prerequisites of ACCS courses will be provided reasonable accommodations that allow equal access. LBWCC does not provide equivalent accommodations as the secondary educational entity. Modification of curriculum is not permitted.**

### **Tuition, Fees, and Associated Costs**

**Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, materials, and supplies as required in the syllabus of each course and institutional policy unless covered by the Dual Enrollment Scholarship or alternative funding sources.**

**Students must adhere to institutional financial policies and deadlines to avoid being automatically dropped from course rolls.**

### **Dual Enrollment for Dual Credit Limitations**



Student enrollment in a combined number of secondary and college courses per term will not exceed that which is educationally sound as determined by the institution and the secondary educational entity.

ACCS imposes neither semester nor lifetime credit limits for Dual Enrollment students. Credits earned in excess of the secondary educational entity's graduation requirements might not result in dual credit on the secondary school transcript.

#### **Change in Status Notification**

The appropriate secondary educational entity will be notified of any enrollment status change, including, but not limited to, non-attendance, withdrawals, and drops for non-payment.

#### **Academic Record**

All dual credit becomes part of a student's permanent college transcript and must be reported to any college attended in the future. Failing or withdrawing from a course may impact a student's Satisfactory Academic Progress (SAP) and the availability of future financial aid. Detailed information about SAP and financial aid requirements can be found in the "Financial Aid Satisfactory Academic Progress Policy" section of the *College Catalog and Student Handbook*.

#### **Federal Family Educational Rights and Privacy Act (FERPA)**

Parents may access student records regarding Dual Credit through the secondary educational entity according to the regulations set forth in the Family Education Rights and Privacy Act (FERPA) regarding college students. ACCS institutions and LEAs may share student records under FERPA under the conditions outlined in 20 U.S.C. § 1232g; 34 CFR § 99.31. Students may complete an "Authorization for the Release of Records" form through the Admissions Office if they wish to release their academic records, financial information, and/or disciplinary information to parents, guardians, or others. Additional information about privacy rights can be found in the "Federal Family Educational Rights and Privacy Act" section of the *College Catalog*.

## **COURSE DESCRIPTIONS**

### **COSMETOLOGY INSTRUCTOR TRAINING\* (P. 179)**

#### **CIT 211 Teaching and Curriculum Development, 3 hours**

**(3-0-0)**

This course focuses on principles of teaching, teaching maturity, professional conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses. Upon

completion, the student should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans.

**CIT 212 Teacher Mentorship, 3 hours (0-6-0)**

This course is designed to provide the practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods.

**CIT 213 Cosmetology Instructor Co-Op, 3 hours (0-6-0)**

The course provides students with additional opportunities to observe instructors and develop teaching materials and skills.

**CIT 214 Lesson Plan Methods and Development, 3 hours (1-4-0)**

During this course students have the opportunity to further apply knowledge of lesson planning and lesson delivery by using lesson plans they have developed from previous courses or this course. Emphasis is placed on the use of lesson plans in various classroom and laboratory settings. Upon completion, students will be able to teach a variety of cosmetology classes using various techniques. This course serves as a suitable substitute for CIT 221. If used as a suitable substitute, this course becomes a core course.

**CIT 221 Lesson Plan Implementation, 3 hours (0-6-0)**

This course is designed to provide practice in preparing and using lesson plans. Emphasis is placed on organizing, writing, and presenting lesson plans using the four-step teaching method. Upon completion, students should be able to prepare and present a lesson using the four-step teaching method.

**CIT 222 Audio Visual Materials and Methods, 3 hours (3-0-0)**

This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, students should be able to prepare teaching aids and determine their most effective use.

**CIT 223 Audio Visual Materials and Methods Applications, 3 hours (0-6-0)**

This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is placed on the preparation and use of different categories of instructional aids. Upon completion, the student should be able to prepare and effectively present different types of aids for use with a four-step lesson plan.

**CIT 224 Special Topics in Cosmetology Instruction, 3 hours (3-0-0)**

This course is designed to allow students for further develop their knowledge and skills as cosmetology instructors. Topics will be assigned based on individual student professional needs.

**CIT 225 Special Topics in Cosmetology Instruction, 3 hours**

**(0-6-0)**

This course is designed to allow students for further develop their knowledge and skills as cosmetology instructors. Topics will be assigned based on individual student professional needs.

\*CIT courses are stand-alone courses and do not lead to a degree or certificate at LBWCC.

**Disability Accommodations (P. 247)**

Lurleen B. Wallace Community College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Programs, services, and meetings conducted by the College will be accessible to all people who desire to attend. If you have a disability that might require special materials, services, or assistance, or if you have questions relating to accessibility, please 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.

**The Americans with Disabilities Act (ADA) does not set a timeframe for the duration of accommodations, whether they be long or short-term. LBWCC disability support services recognizes that individuals with temporary disabilities that are result of injuries, surgery or short-term medical conditions may need accommodations similar to individuals with permanent disabilities. Examples of temporary disabilities may include, but are not limited to, broken limbs, hand injuries, pregnancy related medical conditions, or short-term impairments following surgery or medical treatments. To receive accommodations for a temporary disability, the student must submit documentation to the ADA Coordinator indicating the type of disability, severity, limitations, prognosis and estimated duration of the disabling condition. Additional documentation may be requested to verify the need for continued services after the estimated duration of the condition has expired.**

All materials related to compliance with the Americans with Disabilities Act are maintained by the college coordinators.

Andalusia Campus Latrece Hall 334-881-2271	Greenville Campus Shana Burke 334-382-2133, ext. 3102	Luverne Center Wendy Johnson 334-493-5333	MacArthur Campus Wendy Johnson 334-493-5333
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