

**LURLEEN B. WALLACE
COMMUNITY COLLEGE**



**ADDENDUM TO THE 2019-2020
COLLEGE CATALOG AND STUDENT HANDBOOK**

Course and Program Placement (pg. 49)

Lurleen B. Wallace Community College uses a multi-level screening process to determine placement in English and mathematics. All first-time students who enroll in associate degree or certificate programs that enroll for more than four credit hours per semester will be screened in the areas of English, and mathematics using ACT and SAT scores as well as high school grades in English and mathematics. Students who do not meet placement criteria by these methods will be assessed through the administration of ACCUPLACER. The assessments are designed to assist advisors and counselors in placing students into appropriate college credit courses or developmental courses.

Students **must** present picture identification and have an application for admission on file with the Office of Admissions and Records in order to take the test. Admission to testing will **not** be granted without proper identification. Placement exam scores are valid for a period of **five** years. After five years, scores become invalid, and students must retest.

Exemptions

Students are exempt from assessment requirements in a specific subject area if they meet **one** of the following criteria:

- Score 17 or above on the ACT English, 17 or above on the ACT and mathematics. (Scores are good for **five** years.)
- Score 510 or above on the new SAT evidence based reading and writing; or 510 or above on the new SAT math. (Scores are good for **five** years.)
- High school gpa of at least 2.75 with minimum grade of "C" in English 12; high school GPA of at least 2.75 with minimum grade of "C" in Algebra II, and enroll within **five** years of high school graduation.
- Possess an Associate degree or higher.
- Transfer degree-creditable, college-level English or mathematics courses with a grade of C or better.
- Be a student who is enrolling in a particular short certificate program having no English or mathematics requirements.
- Be a student who is enrolling for personal enrichment purposes only.
- Have completed require developmental coursework at another Alabama Community College System institution within the last three years.
- Be an audit or transient student.
- Scored a 165 or higher on the Mathematical Reasoning or Reasoning Through Language Arts subject tests of the 2014 series GED

To be eligible for these exemptions, assessment scores and/or college transcripts **must** be on file in the Admissions Office. If student does not meet the exemption requirements listed above, then all first-time college students are required to take the college placement assessment. The placement assessment measures college entry-level skills in writing and mathematics. Scores are used to determine appropriate courses. After the college placement

assessment is complete, students will receive a detailed explanation of course placement based on their scores.

Retesting

Students not satisfied with their placement scores and/or placement in developmental courses may challenge their placement results. Students may retest as many times as they choose. However, the student should complete test preparation activities. Additional preparation may include but is not limited to academic boot camps, online pre-tests, and placement test applications. Students are required to pay \$8 to retest whether they take one or two portions of the test. Students must retake the placement test before enrolling in a developmental course. Once students enroll in a developmental course, they must complete the developmental sequence. Students will not be allowed to retest once remediation in the program has started.

For assistance in preparing for the ACCUPLACER:

<https://accuplacer.collegeboard.org/students>

Spring 2020/Summer 2020 Revision:

Students will be placed into appropriate courses using ACT scores, final high school transcripts, or, if needed, in-progress high school transcripts. ACCUPLACER assessment requirements will be waived temporarily, and transcripts older than five years will be accepted for evaluation. Additional placement determinations may be made on a case-by-case basis, as needed.

Grading System (pg. 50)

Academic Credit – Letter grades are assigned according to the following system for all courses: **(Note: Allied Health and Nursing courses have a different grading scale.)**

A	–	Excellent	(90-100)
B	–	Good	(80-89)
C	–	Average	(70-79)
D	–	Poor	(60-69)
F	–	Failure	(below 60)
W	–	Withdrawal	
I	–	Incomplete	
AU	–	Audit	

Satisfactory grades are **A, B, C**. Senior colleges and universities may or may not grant credit for a course in which a student has made a grade of **D**.

A grade of **W (Withdrawal)** is assigned to a student who officially withdraws from a class or from the College. For more information, refer to the section on Withdrawals in this catalog.

A grade of **(I) Incomplete** may be assigned when the quality of work has been passing but the student has been prevented by illness or other justifiable cause from completing the required work or taking the final examinations. A student who must miss a final examination has the responsibility of notifying the instructor prior to the examination or as soon thereafter as possible and of furnishing acceptable evidence concerning the cause of the absence upon return. If the cause is personal illness, the student should present the instructor a statement signed by the appropriate health care professional.

Students must submit to the instructor a “Request for Incomplete Grade” form with documentation of the absences. If approved by the instructor and division chair, the student may receive an “I” for the term. All required work for the course must be submitted to the instructor no later than two weeks prior to the last class day of the following term. If work is submitted by the due date provided by the instructor, the “I” grade will be cleared by the last class day. Otherwise, the grade of Incomplete (I) automatically becomes an “F”.

Spring 2020/Summer 2020 Revision:

Faculty may administratively request a grade of (I) Incomplete for an entire class when circumstances prohibit the successful completion of required course activities, waiving the need for students to submit a “Request for Incomplete Grade” form. Students who have received a grade of (I) Incomplete as a result of an administrative request must complete all required coursework no later than two weeks prior to the last class day of the following term; students who have been affected by long-term clinical site closure or other extenuating circumstances should complete all required coursework no later than two weeks prior to the last class day of the Fall 2020 semester.

Withdrawals (pg. 53)

A student may withdraw from a course or all courses without a grade penalty until 14 days prior to the first day of final exams for the fall and spring terms. For the fall and spring mini-terms, students may withdraw from classes until 7 days prior to the first day of final exams. For the summer full term, a student may withdraw from classes until **9 days** prior to the first day of full-session final exams. For the summer mini-terms, a student may withdraw from classes until **4 days** prior to the first day of mini-session final exams. The final date for official withdrawal is printed in the college calendar and published in each class schedule. To officially withdraw, a **Withdrawal Form** must be obtained from the Office of Student Services, completed and signed by all persons indicated on the form and returned to the Office of Student Services.

NOTE: 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.

Students may be administratively withdrawn from all courses for excessive absences or for other administrative reasons (such as student discipline leading to suspension or expulsion). Withdrawal may impact a student’s ability to qualify for financial aid, and may result in the need to repay

financial aid already received. Any exceptions to the administrative withdrawal policy must be authorized by the Dean of Instruction or the Dean of Student Affairs.

Spring 2020/Summer 2020 Revision:

Students may be administratively withdrawn by faculty, without a grade penalty, after the published withdrawal date.