“Chipola College is a wonderful place to begin. I am very glad I chose to come here first.”

“I have been very pleased with Chipola College and the education I have attained. I have been out of school for 10 years and was scared to come back, but the faculty and staff went out of their way to help me attain my dream of a college education. Thank you!”

“Attending Chipola provided the critical academic foundation upon which I built. [My] involvement in activities at Chipola provided the quality background necessary for my acceptance into Officer Training School. I thought I was just having a good time enjoying college life, but the Air Force thought I was demonstrating something called leadership and organizational management.”

Colonel Westanna Harvey Bobbitt, Retired US Air Force and Outstanding Alumnus

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Enrollment Services

2008 Graduating Student Survey

2009 Graduating Student Survey
Equity

Civil Rights Compliance
Chipola College subscribes fully to a policy of non-discrimination with regard to all employees, students, and services to the community. Specifically, the college has given assurance of compliance with the provisions of the Civil Rights Act of 1964 and of Executive Order 11246, as amended. All members of the college faculty, staff, and student body are expected to subscribe to this assurance of compliance and to assist in making such assurance valid in fact.

Chipola is dedicated to the concept of equal opportunity. The college will not discriminate on the basis of race, color, creed, national origin, age, sex, veteran’s status, disability, or marital status in its employment practices or in the admission and treatment of students. Inquiries regarding the college’s Equal Opportunity Policies may be directed to Dr. Jayne Roberts, Dean of Enrollment Services, Building A, Room 144, 850-718-2209.

Admissions

Chipola College does not discriminate on the basis of race, color, creed, national origin, age, sex, veteran’s status, disability, or marital status in its employment practices or in the admission and treatment of students in any of its educational programs or other programs and practices. Limited Access Programs select students from the applicant pool and consider only the criteria outlined in the program’s additional application information.

Any applicant may be denied admission or be admitted with restrictions if evidence indicates that the applicant has participated in activities that violate standards provided in the Code of Conduct. (See Student Governance)

Any Admission Application or residency statement submitted by or on behalf of the student that contains false, fraudulent or incomplete statements may result in denial of admission or dismissal. Decisions concerning admission rests with the Dean of Enrollment Services. Applicants who are denied admission may appeal to the Admissions Committee.

Chipola College requests that you provide your Social Security Number on the Application for Admission. This number will be kept confidential and will be used only for state and federal reporting as required. Your SSN will not be provided to any other office at Chipola College unless you choose to provide it. You are not required to disclose your SSN in accordance with US Public Law 90-579. However, the SSN is required of all students seeking federal financial aid and must be provided in order to obtain the IRS deduction for college attendance.

Open Door Policy
Chipola has an Open Door Admissions Policy which provides educational opportunities to all students 18 years of age or older or high school graduates who are interested in participating in the degree programs, courses, and services offered by the college. However, state placement rules determine the level of classes a student may enter, depending upon his or her scores on certain standardized tests.

Applicants should understand that admission to the college does not imply admission to any particular program or course. They should also understand that admission to specific academic programs may be limited by state law, state and federal regulations, or by policies of the District Board of Trustees.

Application Procedure
1. Students should visit Chipola College’s website at www.chipola.edu for admissions information or call, visit, or write Admissions and Records, Chipola College, 3094 Indian Circle, Marianna, FL 32446-2053, for an Application Packet for general admission and/or for the Baccalaureate Program. Application and financial aid deadlines are published in the Calendar found inside the front cover of this catalog. Students who want to apply for financial aid also should request a financial aid packet from the Financial Aid Office.

2. All students should fill out the application form and complete the residency section. Alabama and Georgia residents should request the Residency Classification for Alabama/Georgia Out-of-State Differential Tuition Plan form. Please note that two documents are required to establish residency.

3. Students applying to the Baccalaureate Program should complete the application to Chipola College and the Baccalaureate Supplemental Application. Students are responsible for submitting all admission requirements prior to enrolling in the Baccalaureate Program. Please see the section on Degree Programs for more information.

4. All students should request that high school and all previously attended college transcripts be forwarded to Admissions and Records directly from previous school(s) after completion of all grades and/or graduation.

5. As soon as the college receives the application and the other required documents, students will be sent a notice of acceptance.

6. Degree-seeking applicants who did not take the ACT or SAT in high school must come to the college for a placement test. Florida regulations require a placement exam score before registration for all students who intend to take college credit courses. Scores are valid for two years. Applicants for Workforce Development Certificate Programs may also be asked to come to the college for an interview or testing.

7. Upon acceptance to the college, an appointment time for advising and registration will be sent by Student Services. Students should make every effort to keep the advising and registration appointment.
Meningococcal Meningitis and Hepatitis B

Florida Statutes require that a postsecondary institution provide information concerning the risks associated with meningococcal meningitis and hepatitis B to every student who has been accepted for admission.

Meningitis is a serious disease that affects the brain and spinal cord. Because bacterial meningitis is a grave illness and can rapidly progress to death, it requires early diagnosis and treatment. This is often difficult because the symptoms closely resemble those of the flu and the highest incidence of meningitis occurs during late winter and early spring (flu-season). When not fatal, bacteria meningitis can lead to permanent disabilities such as hearing loss, brain damage or loss of limbs.

Hepatitis B is a serious infectious disease caused by a virus that attacks the liver. The hepatitis B virus (HBV) can cause life-long infection that leads to cirrhosis (scarring) of the liver, liver cancer, or liver failure. There is no cure for hepatitis B, but the infection can be prevented by vaccination. Each year, about 200,000 people are infected with the virus and 5,000 die.

Although there have been no reported cases of meningitis or hepatitis B at Chipola College, we are taking the proactive steps towards informing and protecting our students.

This same law requires students who live in an on-campus residence hall to provide documentation of vaccinations against meningococcal meningitis and hepatitis B unless the student declines the vaccination. If the student is a minor, the student’s parent(s) must decline the vaccinations. If a student or the parent of a minor student declines the vaccinations, a separate waiver for each of these vaccines must be signed. The waiver forms are available in the Admissions and Records Office and on the College website. The signed waiver form will acknowledge the receipt and review of information concerning meningococcal meningitis and hepatitis B. This law does not require the College to provide or pay for vaccinations against meningococcal meningitis and hepatitis B.

Check the College website at www.chipola.edu for links to the Center for Disease Control. This link will provide detailed information about the availability, effectiveness, and known contraindications of any required or recommended vaccine.

Admission Standards

Baccalaureate Degree Programs

Bachelor of Science Degree in Education to include:
Mathematics (middle and secondary), Science (middle and secondary biology), Elementary, and Exceptional

Submit the following to the Admissions and Records Office:
• New Students:
  Submit a completed Chipola College general application for admission.
• Returning Students:
  Submit a completed Chipola College general application for admission if you were not enrolled within the last year at Chipola.

• New and Returning Students:
  a) Submit a completed Baccalaureate Supplemental Application.
  b) Request official transcripts from high school(s) or official GED scores be sent directly to Chipola College.
  c) Request official transcripts from all colleges/universities attended (except Chipola).
  d) Submit proof of meeting CLAST requirement, if not included on official transcripts, to Chipola College.

Applicants to any of the Bachelor of Science Degree programs in education must complete an AA degree or at least 60 semester credit hours to include completion of the Chipola College general studies requirement; complete three Education prerequisite courses to include EDF 1005, EDG 2085, and EME 2040; possess a cumulative grade point average of 2.5 on all lower division coursework; pass all parts of the General Knowledge portion of the FTCE; complete a satisfactory background check by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI); submit a satisfactory brief narrative that includes a request for admission to the program, factors influencing the applicant’s decision to teach, the applicant’s philosophy of education, and previous teaching or related experiences which demonstrate the applicant’s potential as an educator; and submit written recommendations from three (3) individuals familiar with the applicant’s academic work, personal character, and/or ability to work with children and/or youth.

Bachelor of Science in Nursing

Submit the following to the Admissions and Records Office:
• New Students:
  Submit a completed Chipola College general application for admission.
• Returning Students:
  Submit a completed Chipola College general application for admission if you were not enrolled within the last year at Chipola.
• New and Returning Students:
  a) Submit a completed Baccalaureate Supplemental Application.
  b) Request official transcripts from high school(s) or official GED scores be sent directly to Chipola College.
  c) Request official transcripts from all colleges/universities attended (except Chipola).
  d) Submit proof of meeting CLAST requirement, if not included on official transcripts, to Chipola College.

Applicants to the BSN program should hold an AA degree and AS degree in Nursing from a regionally accredited institution; submit a copy of a valid Florida, Georgia, or Alabama RN License; possess a cumulative grade point average of 2.5 on all college coursework; earn a grade of “C” or better in all Gordon Rule classes; earn a “C” or better in CHM 1030, HUN 1201, SYG 1000; complete a total of 36 semester hours of general education courses as noted in FS 1007.25; submit a drug and background screening, required prior to taking Community Health, NUR 4636.
**Bachelor of Applied Science in Business Management**

Submit the following to the Admissions and Records Office:

Submit the following to the Admissions and Records Office:

- **New Students:**
  Submit a completed Chipola College general application for admission.

- **Returning Students:**
  Submit a completed Chipola College general application for admission if you were not enrolled within the last year at Chipola.

- **New and Returning Students:**
  a) Submit a completed Baccalaureate Supplemental Application.
  b) Request official transcripts from high school(s) or official GED scores be sent directly to Chipola College.
  c) Request official transcripts from all colleges/universities attended (except Chipola College).
  d) Submit proof of meeting CLAST requirement, if not included on official transcripts, to Chipola College.

Applicants to the BAS program should hold an Associate in Science or an Associate in Arts Degree from a regionally accredited institution, possess a cumulative grade point average of 2.0 on a 4.0 scale in all postsecondary coursework, and have obtained 15 credit hours of transferable general education credits. Students with at least 60 semester hours of post-secondary education who do not hold either an AA or AS degree may be admitted by the Dean of Enrollment Services on a case-by-case basis.

**Application of Transfer Credits to the Bachelor of Applied Science (BAS) Degree Program**

Lower division college credits in technical areas not generally applicable at the baccalaureate degree level will be reviewed according to the following factors prior to their acceptance as satisfying BAS requirements.

- Breadth, depth and rigor of course content as evidenced by course syllabi, prerequisites, placement test scores, exit requirements, student portfolios, textbooks, writing or oral communication requirements, grading standards, catalog descriptions, etc.
- Qualifications of the faculty member(s) providing the instruction
- Age of credits
- Recommendations through other established credit assessment bodies (e.g. ACE)
- Institutional accreditation via other professional assessment/ accrediting bodies (e.g. AMA, NLN, state agency)
- Secondary documentation of course competencies (e.g. professional certification, standardized exam scores, etc.)

Where questions of applicability remain following such review, the credits may still be used to meet lower division BAS requirements subject to one or more of the following conditions:

a) Successful completion of related higher-level courses in the student’s program of study;

b) Successful completion of subsequent courses in the subject/course sequence;

c) Successful completion of complementary lower division coursework in the subject or related area;

d) Demonstration of specific lab/clinical skills or other applied competencies;

e) Completion of additional supplemental independent/ directed study in the subject area which augments the skills/content of the technical course;

f) Presentation of a portfolio of work substantiating the breadth, depth and rigor of the course content to include both theory and applied competencies;

g) Analysis of clusters of course credits where a combination of technical courses may represent baccalaureate level competencies when viewed as a package (e.g. eight credits in technical coursework may correspond to a three credit traditional transfer course in a given subject area);

h) Verification of faculty credentials at the transferring institution.

**Appeal of Bachelor of Applied Science Transfer Credit Denial**

A student may appeal the denial of transfer credits by written request to the Dean of Enrollment Services. Credits in question will be reviewed by a subject area expert(s) from the instructional department normally responsible for the subject matter in question. The review process will parallel that applied to the general evaluation of credits for transfer; however, the final determination will be made by the Dean of Enrollment Services in consultation with the Vice President of Baccalaureate Programs and the Director of Business and Technology. Appeals will be considered only if submitted before the end of the term in which notification of the denial was made to the student.
Associate in Arts, Associate in Science and Associate in Applied Science Degree Programs

No student is officially accepted into the college until all transcripts are on file. All transcripts should be on file by the end of the first term. A student will be placed on a registration restriction if transcripts are not received by the end of the first term of enrollment. A student who has not been officially accepted into the college is not eligible for financial aid.

The following are eligible for entry into any college program:
1. High school graduates.
2. Transfer students from postsecondary education institutions.
3. International students with education equivalent to U.S. secondary school education who meet the requirements listed below under “Special Categories of Admissions.”
4. Programs offered in Health Science have special admissions criteria established by state agencies.

Associate in Arts Degree Requirements
• SLS 1101, Orientation
• The Gordon Rule
• The College Level Academic Skills Test Alternative
• The Collegiate Assessment of Academic Proficiency (CAAP)
• Sixty hours of college credit courses, including 36 hours of General Education courses
• Minimum GPA of 2.0

Each student is advised to secure a Curriculum Guide for his major and transfer institution, and to take the courses recommended in the guide. Guides are available in Advising (A-112) and on the college website.

Modern Language Requirement

Although Chipola does not require a modern language for completion of the AA Degree, all state colleges and universities in Florida have a modern language requirement for the Bachelor’s Degree. The modern language requirement should be fulfilled by taking two years of the same modern language at the high school level or 8-10 hours of the same language at the college level. Most Florida colleges and universities will admit AA Degree holders without a modern language; however, the student must complete the requirement before earning the Bachelor’s Degree. The University of Florida and Florida State University require students to meet the modern language requirement before admission.

Orientation Course Requirement (SLS 1101)

To ensure the success of its students, Chipola requires them to take an orientation course (SLS 1101) during their first semester, whether enrolled full-time on campus or coming to campus after being enrolled as a high school dual enrollment student. This is a one-semester-hour course.

High School Credits

Florida law (1003.43) provides that students graduating from a Florida public high school after August 1, 1987, must meet specific general high school graduation requirements.

Workforce Development Certificate Programs

The admission or entrance requirements for Workforce Development certificate programs depend upon the program of study to be pursued. Students 18 years of age or high school/GED graduates may be admitted to any Workforce Development Program if it can be shown that they could benefit by enrollment and attendance.

A personal interview is required for admission to certain programs, and testing is necessary to determine eligibility for some courses.

Programs offered in Automotive, Cosmetology and Public Service have limited enrollments. Additionally, Public Service programs have special admission criteria established by state agencies.

Transfer Credit

BS/AA/AS/AAS Degree

A student who has attended another college or university is considered a transfer student. These students must submit official transcripts from all colleges previously attended prior to registration. Chipola College welcomes transfer students from other accredited colleges and universities; however, at least 25% of the semester hours of the degree or college certificate must be earned at Chipola College (excluding CLEP or credit by exam). The Dean of Enrollment Services has the institutional authority to administer the college’s transfer policy. The amount of credit allowed will not exceed the amount the student earned at the original institution. Quarter-hour credits will be converted to semester hours.

According to Section 1007.24(7), Florida Statutes, any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by Chipola College for courses satisfactorily completed by the student at the previous institutions.

Students may request an evaluation of credit from non-regionally accredited institutions they have attended. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory, the Dean of Enrollment Services has the prerogative not to accept all or any part of the previously earned credit. Appeals for evaluation should be addressed to the Dean of Enrollment Services. During the appeal process, it is the student’s responsibility to provide an official transcript from the non-regionally accredited college, a copy of the college’s catalog, and a course description and/or syllabus with faculty credentials for each class the student is requesting credit. Students with college credit from colleges outside the U.S. must have their documents evaluated by an approved commercial evaluating company. Information is available in the office of the Dean of Enrollment Services.
All credit is granted only for courses with a grade of “D” or better, except for grades in college credit English and math courses. Credit is granted only for grades of “C” or better in college English and math courses. Courses with a grade of “D” or lower may be repeated under the provisions of Chipola College’s Forgiveness Policy.

Failing grades from other colleges are used in computing grade point averages. Students on academic probation at a previous college may be admitted to Chipola in a similar status.

Students under suspension/dismissal from another college or university will not be considered for admission during the period of their suspension. In exceptional cases, students may petition the Dean of Enrollment Services.

Workforce Development Certificate

A student who has previously attended or been enrolled in an area technical center will be considered a transfer student upon admission to a Chipola Workforce Development Certificate Program. Such students must meet regular admission requirements, plus present proof of honorable dismissal and eligibility to return to the last institution attended. Transcripts or competency verification lists are required from institutions previously attended. Workforce Development course credit will be awarded by the instructor of the program, based on the documented competencies previously achieved. Work may be wholly accepted, partially accepted, or not accepted. Students who enroll for a specific competency or to participate in supplemental or technical updating classes are exempt from this agreement.

Armed Forces Education Experience

The college will grant credit for military education for specific fields of study under the following conditions: if it applies to the major field of study, and the credit has been evaluated and recommended as suitable for postsecondary credit by the American Council on Education’s Guide to the Evaluation of Educational Experiences in the Armed Services. College credits will be treated as transfer credits to Chipola, provided the student is eligible for admission. Credit will be accepted and posted to the student transcript only after enrollment at Chipola College and completion of at least 12 semester hours of college-level courses with a 2.0 GPA or better. It is the responsibility of the student to initiate this process at Admissions and Records after enrolling at Chipola.

Experiential Learning

Students may be awarded college or workforce development credit based on special training, work experience, and/or demonstrated skills obtained outside the traditional classroom. Credits will be awarded for skills and knowledge directly related to a particular program of study, not simply for years of work experience. Training, experience, and/or skills must be evaluated and documented before credit is awarded; therefore, tests may be administered for verification purposes. Students may attempt tests no more than one time.

A maximum of 25% of college credit or workforce development hours may be awarded. Students will not have experiential learning credit posted on their transcript until they have completed 12 college credit semester hours or 360 workforce development hours at Chipola, have earned a 2.0 GPA, and are currently enrolled. All experiential learning students must complete the last 15-college credit semester hours or the last 450 workforce development hours at Chipola College. For degree completion, at least 25 percent of semester credit hours, or the equivalent workforce development hours, must be earned through instruction at Chipola College.

Interested students should contact Admissions and Records for information on the process and to request an evaluation. A nonrefundable fee will be charged for each examination.

Workforce Development Programs

Chipola provides students who have completed Workforce Development course work the opportunity to transfer Workforce Development course work toward their AAS or AS Degree in specific programs. The courses are treated like transfer credit. Students will not have the Workforce Development credit posted to their permanent record until they have completed 12 college credit semester hours, have earned a 2.0 GPA, and are currently enrolled at Chipola College. For degree completion, at least 25 percent of the college semester hours must be earned through instruction in the academic instruction of Chipola College. This provision currently applies to the Associate in Science degree Fire Science Technology and the Associate of Applied Science degree in Criminal Justice. Interested applicants must initiate this process through Admissions and Records. Fees apply for the transfer process.

Special Categories of Admissions

International Students

For admission purposes an applicant is classified as an international student only if the college has to issue papers required by the Immigration and Naturalization Service. Applicants who have been admitted to the United States as immigrants and have been issued resident alien numbers will not be classified as international students for admission purposes.

International students seeking admission on an F-1 visa must submit the following:

1. A completed application for admission as a degree-seeking student.
2. Proof of education as follows:
   a. A certified English translation of the school record if the student is a high school graduate or equivalent and has never attended college.
   b. A certified English translation, when applicable, of records from all colleges previously attended.
3. Scores on the Test of English as a Foreign Language (TOEFL). The college will accept the following minimum scores on the TOEFL as proof of sufficient knowledge of the English Language: 525 on the pencil/paper exam, 195 on the computerized exam, and 70 on the Internet exam. The test is available through the Educational Testing Service, Box 6151, Princeton, New Jersey 08541.
4. A notarized form showing that financial resources are available for travel, tuition, books, and living expenses while the student is attending college in the USA. The amount of funds required is $15,000 per year; a total of $30,000 for the normal two-year program. This evidence is also required by the American Embassy or Consulate when applying for a student visa to enter the United States. Financial Aid is not available to students on visa; students must have these funds available when they register for their classes.

5. A certificate of proof that the student is covered by standard health, accident insurance, and evacuation/repatriation insurance must be provided before the term of intended enrollment. This insurance coverage must continue for the entire period of enrollment at the college.

6. Return the completed forms to the Admissions and Records Office with a one-time fee of $100 that must be included with application.

As soon as all of the above official items are received by the college, a Certificate of Eligibility (Form I-20 A-B or M-N) will be issued to the student.

Transient Students

A. Transient students from another college

A transient student is one who preserves uninterrupted residency status with the home college while attending Chipola College. Students who wish to attend Chipola College on a transient basis may substitute a Transient Form approved by the home college in lieu of an official transcript. The Transient Form or official transcript must be forwarded along with the Application for Admission to the Admissions and Records Office.

B. Transient students from Chipola College

Permission to attend another institution on a transient basis will be granted only to currently enrolled students who have at least a 2.0 “C” average or better at Chipola College. Eligibility for transient status and acceptability of courses is determined by the Dean of Enrollment Services. The student is urged to bring to the Dean course descriptions of each course to determine their transferability and equivalency. Transient permission is not usually given to any student for consecutive sessions. A student who requests transient permission and meets the requirement of a 2.0 “C” average is furnished with a Transient Form. Courses listed on the Transient Form will be accepted as equated on the form. If courses other than those listed are taken, they will be accepted under the conditions listed in this Rule for Transfer Students. Courses earned in transient status are accepted with the grades earned and are treated as transfer work. Students are encouraged to utilize the Transient Form found at www.facts.org.

Dual Enrollment

The Dual Enrollment Program provides the opportunity for qualified high school students from Calhoun, Holmes, Jackson, Liberty and Washington Counties to enroll in Chipola College courses while simultaneously enrolled in high school. Students receive both high school and college credit for these courses. Dual Enrollment students are exempt from tuition, matriculation, and laboratory fees.

Books for public school students are provided by the student’s high school. Private and home school students must purchase their own college textbooks. Eligibility criteria and enrollment procedures which comply with Florida law and regulations are defined in the appropriate District Articulation Agreement. Prospective students and their parents should consult the Admissions and Records Office at 850-718-2233 or visit http://www.chipola.edu/enrollment/dualenrollment.htm for the most current admission information and procedures, and a list of approved college courses.

Early Admissions

Early Admissions is a form of dual enrollment which provides the opportunity for qualified high school students from Calhoun, Holmes, Jackson, Liberty and Washington Counties, who are not currently taking classes in high school, to enroll in Chipola College courses on a full-time basis, taking courses that are applicable toward the high school diploma and the associate degree. Early Admission courses are taught on the college campus and students must meet special admission criteria. Eligibility criteria and enrollment procedures which comply with Florida law and regulations are defined in the appropriate District Articulation Agreement. Prospective students and their parents should consult the Admissions and Records Office at 850-718-2233 or visit http://www.chipola.edu/enrollment/dualenrollment.htm for the most current admission information and procedures, and a list of approved college courses.
Honors Program

High school seniors may apply for admission to Chipola’s Honors Program. Minimum qualifications are a high school GPA of 3.5 and an ACT composite score of 23 (SAT composite score of 1019).

Eligible students must submit a completed application and be interviewed by the Chipola Honors Council. Forty students will be chosen each year. Students who complete the program while maintaining the required grade point average will be classified as “Honors Graduates.” Contact Ms. Bonnie Smith in the ACE Lab, for more information about the Honors Program.

Enrollment Policies

Registration

Baccalaureate, AA, AS and AAS degree students are required to register at the beginning of each semester or session for assignment to classes. College credit registration will be accepted until the last day prescribed for each semester or session as shown in the college calendar. Exceptions are workforce development programs that may accept students whenever space is available and continuing education classes, and courses that begin at various times throughout the semester, as listed in the class schedule.

Drop/Add a Course

At the beginning of each semester or summer term, students may change classes according to the cutoff date for drop/add, as specified in the college calendar. Schedule changes or refunds are allowed until this date, except in classes that do not follow the college calendar.

Re-Admission

Students who have not been in attendance at Chipola College for one calendar year or more, exclusive of the summer term are required to submit an application to ensure that the College has accurate directory and degree information on file. If the student attended another institution in the interim period, an official transcript must be submitted from that college or university. The student will complete requirements for graduation under the catalog in effect at the time of re-entry.

Load

The minimum academic load for full-time classification is 12 credit hours for fall or spring term and 6 credit hours per summer term. All others are classified as part-time students.

The maximum academic load for the fall or spring term is 18 credit hours; each summer term is 9 credit hours. Students on scholastic probation are limited to loads of 16 credit hours per fall and spring term and 6 credit hours per summer term.

Students seeking to enroll in more than the maximum number of academic hours in a single term must have prior approval of the Dean of Enrollment Services. Factors to weigh in granting approval may include the following: student’s GPA and past record, nature and level of courses, total course time requirements, student’s work schedule and/or other outside commitments.

Workforce Development students enrolled in clock hour programs will be classified as either full-time (30 clock hours per week) or half-time (15 clock hours per week). Students who attend fewer than 30 clock hours per week will be considered part-time.

Distance Learning

The purpose of Chipola College Distance Learning is to provide accessible, affordable, quality educational opportunities for area citizens through the use of technology. The college is committed to delivering instruction to students who are separated from their instructor by time and space, and providing high quality course offerings to students who cannot regularly attend campus classes and complete coursework by traditional methods. However, students enrolled in these courses may be required to take examinations on campus (or under the supervision of an approved proctor, that is, someone authorized by Chipola to conduct these tests) on the dates specified in the syllabus for each course.

Course syllabi and assignments will be available online on Chipola College’s e-Learning Desire2Learn (d2l) system. Students taking a Distance Learning class must meet the placement testing and admissions requirements of the college. All college policies and deadlines apply. Coursework should be completed during the term it begins. Students must register during the registration dates listed in the college calendar.

Self-Directed Study Programs

Course of Study

Self-Directed Study Programs at Chipola College provide students the opportunity to enroll in courses that meet the student’s educational needs. These programs offer a wide range of courses and can be taken on a part-time or full-time basis. Coursework is available in a variety of formats, including traditional classroom instruction, online courses, and distance learning programs.

Eligibility

Any student who meets the admission requirements of Chipola College is eligible to enroll in Self-Directed Study Programs. Courses are offered in a variety of formats to accommodate different schedules and learning styles. Students can choose to take courses in a classroom setting, or they can complete coursework online or through distance learning.

Course Availability

Self-Directed Study Programs offer a wide range of courses in various fields of study, including but not limited to liberal arts, sciences, business, and technology. Courses are available in a variety of levels, from introductory to advanced.

Enrollment Process

Enrollment in Self-Directed Study Programs is easy and convenient. Students can register online, by phone, or in person. Course fees are due at the time of registration, and financial aid options are available for eligible students.

Coursework Requirements

Students enrolled in Self-Directed Study Programs are required to complete coursework at their own pace and within a specified timeframe. Coursework must be completed in accordance with the college’s academic calendar and policies.

Student Support

Students enrolled in Self-Directed Study Programs have access to a variety of support services, including academic advisors, tutors, and online resources. These services are designed to help students succeed in their coursework and achieve their educational goals.

Graduation Requirements

Students enrolled in Self-Directed Study Programs must meet the graduation requirements of Chipola College. These requirements include a minimum number of credits completed, a cumulative GPA, and specific courses in various fields of study.

Costs

The costs associated with Self-Directed Study Programs vary depending on the course and format. Course fees, textbooks, and other materials are additional costs that students may incur.

Financial Aid

Financial aid is available to eligible students enrolled in Self-Directed Study Programs. Students can apply for financial aid online or by contacting the Financial Aid Office.

Admission Requirements

Students interested in enrolling in Self-Directed Study Programs are required to meet the admission requirements of Chipola College. These requirements include a high school diploma or GED, and meeting the academic prerequisites for the desired course of study.

Academic Calendar

The academic calendar for Self-Directed Study Programs is available online. The calendar includes important dates and deadlines for registration, add/drop, and withdrawal periods.

Contact Information

For more information about Self-Directed Study Programs, students can contact the Office of Academic Affairs at (850) 333-5000 or email acadaff@chipola.edu.

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Orientation may impact your ability to receive financial aid and/or scholarship awards.

Upon completion of the online orientation, students will be able to access their online classes. Students should review the syllabus which will provide information regarding any instructional materials (such as the textbook or any other software required) and an overview of the d2l course content as well as the name, telephone number, and an e-mail address of the instructor.

Because a Distance Learning class has course materials online, students are expected to have an understanding of Internet basics and access to fast speed Internet. The Technology Center on the second level of the Library is equipped with 32 Internet workstations. These workstations are available to Chipola College students who present a current college ID. For Library and Technology Center hours, please call (850) 718-2274.

Students may wish to pursue Directed Independent Study (DIS) Courses. These are individualized courses that may not be offered in the current schedule. Students who desire to register for DIS courses may appeal to the Senior Vice President of Instructional & Student Services. DIS course work should be completed during the term in which it is started.

Directed Independent Study classes (Section 050) and Section 400 classes cost an additional $30 per credit hour. Students should contact the appropriate department director for further information.

**Classification of College Credit Students**

**Freshman:** A student having fewer than 30 semester hours of earned credit.

**Sophomore:** A student having 30 or more semester hours of earned credit.

**Junior:** A student having 60 or more semester hours of earned credit.

**Senior:** A student having 90 or more semester hours of earned credit.

**Full-Time:** A student who registers for 12 or more semester hours.

**Part-Time:** A student who registers for fewer than 12 semester hours.

**Transient:** A student who is temporarily registered (for one term) at Chipola College with the approval of some other college or university where he or she is regularly enrolled, or a Chipola College student who is temporarily in attendance at another college or university with the approval of Chipola College.

**Audit:** A student admitted to college classes on a noncredit basis. Audit students must complete the standard admission procedures. Attendance requirements are established by the instructor. Charges for audit registration are the same as for credit registration. Audit courses will be included on academic records with a grade of “X.”

**Testing**

**Placement Testing**

In an effort to provide more effective educational services for students, Chipola College and the State of Florida have established a placement testing program. Through the placement testing program the college can better identify the student’s academic strengths and weaknesses. Test results are used by the college to advise students and to place them in courses which will best assist them in improving reading, writing, and mathematics skills. Degree-seeking students who require college preparatory instruction must begin competency-based preparatory course work within the first 12 semester hours. Students must maintain continuous enrollment in preparatory courses until successfully completed.

First-Time-In-College (FTIC) students seeking admission to the Associate in Arts Degree, The Associate in Science Degree or the Associate in Applied Science Degree are required to participate in the placement testing program prior to registering for their first term. Chipola College administers the Computerized Placement Test (CPT) as the primary placement test. Students who have completed the Enhanced American College Test (ACT) or the Scholastic Achievement Test-I (SAT-I) within the past two years of the date of admission may request that these scores be accepted for placement purposes.

Placement test scores are valid for two years. Students can retake the CPT ninety days after the first attempt. After the second attempt, students must wait two (2) years before a third attempt can be made.

**Placement Testing Exemptions**

Transfer students who have completed Communications Skills I (ENC 1101) or its equivalent and have completed College Algebra (MAC 1105) or its equivalent may be exempt from placement testing.

**TABE Testing Requirements**

Students who are enrolled in a postsecondary workforce development certificate program shall complete the TABE (Test of Adult Basic Education) within the first six weeks after admission into the program. However, a student is exempt from taking the TABE if any of the following criteria are met: 1. The student possesses an earned AA, AS, AAS or higher degree. 2. The student has a minimum passing score on a standardized test provided the test scores are not over two years old. 3. The student has successfully completed college level English and mathematics courses. 4. The student has completed preparatory courses with a “C” grade or higher. 5. Students with disabilities as defined in Section 1007.264 may be exempt also. No student will be awarded a workforce development certificate until the student achieves the minimum level of basic skills required for that program by the Department of Education.
CGS 1100 Screening Exam
The CGS 1100 Screening Exam allows computer proficient students the ability to be exempt from the introductory computer course CGS 1060 providing that they score 70% or better on the exam. Students must purchase a personal license in order to test. The license may be purchased in the Testing Center. There is a $15 fee for the test.

BSC 2093 Screening Exam
The BSC 2093 Screening Exam allows students who have not successfully completed BSC 1005, BSC 1088, BSC 2010, or BSC 2011 the ability to exempt the biology pre-requisite for BSC 2093 providing they score 70% or better on the exam. There is a $5 fee for the Screening Exam which is administered in the Testing Center.

Health Education Systems Incorporated (HESI)
The HESI assesses skills in mathematics, reading comprehension, and written expression for potential nursing students. It is designed to help identify academic skills that must be sharpened before beginning nursing education. There is a $30 fee for the HESI which is administered in the Testing Center.

Advanced Placement /Credit by Exam (CLEP)
Students who have taken the College Entrance Examination Board’s Advanced Placement (CEEB) and College Level Examination Program (CLEP) tests should have the results forwarded to Admissions and Records. For the CEEB Advanced Placement Tests, Chipola College awards credit in the appropriate subject or discipline as per CEEB’s recommendation for scores 3, 4, or 5.

For the CLEP tests, Chipola College awards credit for each Subject Examination as approved by the State Department of Education. The maximum credit for the Subject Exams is 45 semester hours. CLEP credit in English Composition with Essay will satisfy the writing requirements of the Gordon Rule (SBE 6A.10.30). English Composition without Essay will NOT satisfy the writing requirement of the Gordon Rule.

Although Chipola awards credit for both Advanced Placement and CLEP scores, the college does not guarantee that all other colleges and universities will do so. According to an articulation agreement between Florida’s public community colleges and universities, Florida public institutions will accept credit as noted above. This does not apply to all out-of-state institutions.

No CLEP credit will be allowed in a course if the student has previously attempted or earned college credit in that course.

Students who score unusually high on college aptitude tests or on the pre-registration achievement tests may be placed in the more advanced courses of required sequences of the discipline(s). This applies especially to mathematics for which entering students may qualify for placement in any course more advanced than the most elementary college-level course. Such advanced placement does not involve the granting of credit for lower level courses from which the student was exempt. It does, however, enable the student to greatly enrich his program of study and allows him to pursue more advanced courses throughout his college career.

High school graduates who complete a Tech Prep program of study in business may receive credit-by-exam for selected courses which are included in the Associate in Science degree, Associate in Applied Science degree, or Workforce Development Certificate programs. Testing must be completed prior to first semester enrollment.

Gordon Rule Requirement
In 1982, the State Board of Education adopted a Communication and Computation Skills regulation (SBA 6A-10.030), also known as the Gordon Rule.

This rule requires all AA degree-seeking college students to take 12 hours from among a list of specified courses that require significant writing assignments and to take 6 hours of mathematics courses at the college algebra level or higher. Grades of “C” or better are required in courses taken to fulfill the requirements of the rule.

Provisions for satisfying the Gordon Rule requirement are as follows.
1. For the purposes of this rule, a grade of “C” or higher is required for successful completion.
2. Any student satisfying College Level Examination Program (CLEP) requirements in mathematics for post-admission exemptions of course work shall be allowed to exempt three (3) hours of mathematics required by this rule.
3. CLEP credit in English Composition with Essay will satisfy the writing requirements of the Gordon Rule (SBE 6A.10.30). English Composition without Essay will NOT satisfy the writing requirement of the Gordon Rule.

See the mathematics and communications sections of the general education requirements (Areas 3 and 4) for a list of mathematics and English/communications courses that will fulfill this requirement.

College Level Academic Skills Test (CLAST) Alternatives
Effective July 1, 2009, the State of Florida Legislature repealed the requirement to pass the “college level communication and mathematics skills examination” (CLAST) in order to be awarded an Associate in Arts degree. In order to demonstrate continuing concern for institutional accountability and effectiveness, as well as performance standards for student learning outcomes, the Legislature maintained the current CLAST alternatives as degree requirements.

All community college students who are completing an Associate in Arts (AA) Degree and are applying for admission to upper division programs in Florida state colleges and universities must meet one of the required CLAST alternatives. University students who are completing their sophomore year also must meet the same requirements.

If a student does not qualify for one of the CLAST alternatives, the Associate in Arts degree will not be granted and admission to upper division status at Florida state colleges and universities may be denied.
The CLAST requirements also apply to students transferring to Florida state colleges and universities from private colleges in Florida and from out-of-state colleges and universities.

CLAST Testing Alternatives

All CLAST alternatives must be approved by the Dean of Enrollment Services.

1. Students who have earned a 2.5 grade point average in both Communications Skills I & II (ENC 1101 & 1102) or its equivalent, have met the CLAST alternative for the Reading, English Language Skills, and Essay sections of the CLAST. Students who have earned a 2.5 grade point average in two 3-credit-hour Gordon Rule mathematics courses have met the CLAST Alternative for the Mathematics section of the CLAST.

2. Alternatives via American College Testing Program (ACT):
   - Math – Achieve 21 or above on the Math subtest of the ACT.
   - Reading – Achieve 22 or above on the Reading subtest of the ACT.
   - English Language Skills and Essay – Achieve 21 or above on the English subtest of the ACT

3. Alternatives via Scholastic Achievement Test (SAT-I):
   - Math – Achieve 500 or above meets Math requirement.
   - Verbal – Achieve 500 or above meets Reading, English Language Skills and Essay requirements

4. Alternatives via waiver by committee for students with documented specific learning disabilities.

Collegiate Assessment of Academic Proficiency

(CAAP)

All students seeking an Associate in Arts Degree must take the Collegiate Assessment of Academic Proficiency (CAAP), an academic exam designed to measure general education foundational skills attained in the first two years of college.

Testing dates may be found in the Chipola College Calendar printed on the inside front cover of this publication.

Florida Teachers Certification Exam (FTCE)

Graduates of Florida state-approved teacher preparation programs who have passed all three portions of the Florida Teacher Certification Examination (FTCE) will qualify for a Professional Florida Educator’s Certificate. All three portions of the FTCE are administered at Chipola College. Registration Bulletins are available in the Admissions and Records Office.

Specific information about required test scores and testing dates is available from the Testing Center (718-2284) and from the Chipola College Testing Website http://www.chipola.edu/instruct/testing/testing.htm

Students may register for the computerized FTCE online at www.cefe.usf.edu.

Fees

Since the catalog must be published well in advance of the beginning of each school year, it is not always possible to anticipate fee changes. All fees and policies are subject to change, even after this Catalog has been printed. Call the Chipola College Business Office at 718-2204 or check our website at www.chipola.edu/fiscal/fees.htm for current fee information before registering.

No registration will be complete until all fees and tuition have been paid in full and students have received their ID cards and proof of payment. It is the student's responsibility to alert the cashier of any scholarship or financial aid awards at time of registration. Students who are scholarship holders will be considered as having paid all fees and tuition, provided the amount of the scholarship covers all charges due. No faculty or staff member of the college, other than the president, has the authority to set aside this regulation.

Associate in Arts, Associate in Science,
Associate in Applied Science and
College Credit Certificate Programs

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Florida</th>
<th>Residency AL and GA</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Credit and College Prep Courses*</td>
<td>$85.00</td>
<td>$86.00</td>
<td>$243.81</td>
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</tbody>
</table>

Workforce Development Certificate Programs and Continuing Education

<table>
<thead>
<tr>
<th>Type of Course</th>
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<th>Residency AL and GA</th>
<th>Other</th>
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</thead>
<tbody>
<tr>
<td>Post Secondary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Vocational</td>
<td>$ 2.20</td>
<td>$ 2.23</td>
<td>$ 7.65</td>
</tr>
<tr>
<td>Vocational Preparatory</td>
<td>$ 2.20</td>
<td>$ 2.23</td>
<td>$ 7.65</td>
</tr>
<tr>
<td>Supplemental</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreational and Leisure Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equal to the cost of instruction.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Bachelor’s Programs

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Florida</th>
<th>Residency AL and GA</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Credit</td>
<td>$ 95.00</td>
<td>$ 96.00</td>
<td>$ 325.00</td>
</tr>
</tbody>
</table>

In addition to the cost per semester hour or clock hour, the following fees apply:
**Additional Fees**

1. **Special Fees:** Special course fees may apply. When required, they are listed in the course schedule.
2. **Processing Fee:** $20.00 per semester. The Processing Fee includes application, ID parking and graduation fees. The Processing Fee will be charged at one-half the rate for those taking 6 or fewer credit hours or 224 or fewer clock hours. (Non-refundable)
3. **Late Registration Fee:** $25.00 per occurrence.
4. **Evaluation of noncredit program:** $100.00 per occurrence and $25 per course. Fee will be assessed to evaluate a noncredit program of study for transfer to Associate in Applied Science or Associate in Science Degree in Early Childhood Education, Criminal Justice, Firefighting or Electronic Engineering. See Dean of Enrollment Services for details.
5. **Experiential Learning Evaluation Fee:** (Contact Dean of Enrollment Services)
6. **International Student Fee:** $100.00.
7. **Printing Fees:** Registered Chipola students will be given a $15.00 printing credit to begin each semester.
   
   All student printing is monitored by Print Limit software. Every time a student prints, the student will be informed of the balance remaining on their print credit. In addition, students will be restricted to 30 pages or less per print request. Print requests of more than 30 pages must be broken into multiple print requests. Printing charges will be assessed as follows:
   
   - $.05 per single black/white page
   - $.75 per single color page
   - $.05 per printed side of duplexed black/white printing
   - $.75 per printed side of duplexed color printing
   
   Registered students may purchase additional printing credit in $5.00 increments from the Chipola College Business Office.
   
   Community users will NOT receive a printing credit to begin each semester. Instead, print fees will be collected by the Library staff as pages are printed. Community use printing fees will be assessed as follows:
   
   - $.10 per single black/white page
   - $.75 per single color page
   - $.10 per printed side of duplexed black/white printing
   - $.75 per printed side of duplexed color printing

**Methods of Payment**

The college will accept personal checks for payment of tuition, fees, fines and other charges.

Students may cash personal checks in amounts up to $15 in the Business Office located in the Student Services Building (A 165). There is a ten cents charge for this service.

Students will be charged $25 for any check returned by the bank, if the bank or college is not at fault.

Students who issue a bad check will have ten days to redeem the check. If the check is not redeemed within this time, students may be withdrawn from classes. Legal action will also be taken. VISA, MasterCard, and Discover are accepted at the Business Office.

**Textbooks and Supplies**

The cost per school year depends upon the program of study. For most academic students the average cost should not exceed $400 per semester. For Workforce Development students the costs vary with the program, depending upon whether or not specialized clothing and tools are required. Except for programs requiring specialized clothing, uniforms, etc. the average cost for textbooks and supplies should not exceed $800 per school year.

**Summary of Costs**

Student costs shown in this catalog, including those estimated, are the minimum amounts necessary and are not to be construed as the total expenditure of a student attending Chipola College.

For the day student who resides in the college district, the minimum estimated expenses, exclusive of room and board, transportation, and personal expenses, range from $2,020 to $2,950 per school year of two semesters. This does not include any allowances for clothing or incidental expenses.

Residents planning to rent in Marianna should add $5,818 to $6,188 to the amounts estimated above for a total estimated expense of $7,838 to $9,138 per school year (or two semesters) for fees, room and board, textbooks and supplies. This does not include expenditures for clothing, transportation or incidental expenses.

Non-Florida residents should add out-of-state tuition to the estimates shown.

**State Employee Fee Waiver Information**

As a qualified state employee, Chipola College can help you enhance your job skills and work toward a college degree at the same time. As an added benefit, you may be eligible for a tuition fee waiver for up to six semester credit hours of college credit on a space available basis.

All full-time permanent employees of a state agency, as certified by your human resources department, are eligible. (Eligibility is also subject to verification of employment by the State of Florida Comptroller’s Office.)

Because the College receives no tuition for waived courses, waivers are only available for those courses that have not been filled by fee-paying students or those utilizing scholarships or grants. Therefore, the dates of registration are limited. Initial registration for each term must be on an approved state waiver registration date, usually the first day of late registration. In addition, some courses, by their nature, do not qualify for the waiver. These include on-line, directed individualized study, independent study, non-college credit (such as workforce development clock-hour and continuing education programs/courses), and limited access or selective admission programs such as baccalaureate, nursing, fire science technology, and other AS degree programs.

A waiver will be allowed for a maximum of six college credit hours per semester. Fees eligible for waiver include tuition, financial aid fee, student activity fee, and capital improvement fee (equates to $85 per credit hour for the 2009-2010 academic year). State employees are responsible for paying processing fees, testing fees, lab fees, and any other special fees. Late registration fees will not be assessed for state employees utilizing the fee waiver.

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Florida Residency Requirements

Chipola College students will be classified as Florida residents or non-Florida residents for tuition assessment purposes. The criteria for determining residency status are detailed in the Florida Statutes and the Administrative Rules of the State Board of Education. Detailed information for residence classification is available in the Admissions and Records Office. The Affidavit of Residency, included on the Application for Admission, is required of all new students and returning students with an absence of 12 months or more.

A student’s residency classification is determined at the time of admission. A non-resident may request reclassification after establishing residency in Florida as determined by law; any residency classification changes will be in effect for the next term. To change to resident status, the student must submit supporting documentation of residency prior to the first day of class.

The law allows a United States citizen or permanent resident alien to be classified as a Florida resident if the student, or dependent student’s parent or legal guardian, has been a legal resident of the State of Florida for at least 12 consecutive months immediately preceding the first class day for the term in which classification as a Florida resident for tuition purposes is desired. Living in Florida, attending school in Florida, or property ownership in Florida does not, in and of itself, establish residency for tuition purposes.

A dependent student is any student who is eligible to be claimed as a dependent for Internal Revenue purposes. Therefore, any student who is under the age of 24 and can document independent status by presenting evidence that he/she is not claimed as a dependent by another person and is filing his/her own income taxes with an annual income that indicates the ability to be self-supporting may be considered as an independent student.

Florida Statutes allow some applicants who have not met the 12-month residence requirement to be classified as Florida residents for tuition purposes. These exceptions are listed below:

1. Active duty service-members of the United States not stationed in Florida but whose legal state of residence certificate (DD FORM 2058) is Florida (spouse and dependent children included).
2. Full-time instructional and administrative personnel employed by the state public school system, community college system, or university system (spouse and dependent children included).
3. Latin American and Caribbean full-time students on federal or state scholarships.
4. Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the agency or subdivision for the purpose of job-related law enforcement or corrections training.
5. Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program as provided in Florida Statute 240.551(7)(a).
6. A student who intends to make Florida his/her permanent home and is married to an individual who meets the requirements for classification as a resident for tuition purposes.

When claiming Florida residency by virtue of one of these exceptional categories, documentation must be submitted to substantiate eligibility.

Any Admission Application or residency statement submitted by or on behalf of the student that contains false, fraudulent or incomplete statements may result in denial of admission or dismissal.

Alabama and Georgia Tuition Differential

The Florida Legislature allows Chipola College the option of providing Alabama and Georgia residents a different tuition assessment for postsecondary classes. The Alabama and Georgia Tuition Differential will be assessed in addition to the current in-state tuition; that is, the eligible Alabama and Georgia student will pay the current in-state tuition and an additional $1.00 per credit hour.

To be eligible for the Alabama Tuition Differential, the Alabama resident must have maintained legal residence in the State of Alabama for the 12 months immediately preceding the first class day in the term for which differential tuition assessment is requested.

To be eligible for the Georgia Tuition Differential, the Georgia resident must have maintained legal residence in the State of Georgia for the 12 months immediately preceding the first class day in the term for which differential tuition assessment is requested.

The residence status of a dependent student is considered to be that of the parent or legal guardian of the student. A dependent student is any person who is eligible to be claimed by another person for Internal Revenue purposes. If the student requesting the Alabama or Georgia Tuition Differential is under the age of 24, Chipola College will assume that the student is a dependent, and the parent/legal guardian must request the Alabama or Georgia Tuition Differential for the dependent.

An Alabama or Georgia resident who has not met the 12-month residence requirement, but is married to an individual who has otherwise met the requirement may base his/her status on the eligible spouse.

Prospective students interested in the assessment of the Alabama or Georgia Tuition Differential should contact the Admissions and Records Office.

Check the college website at www.chipola.edu/fiscal/waiver.htm for additional information.
Refund Policy

Matriculation, tuition and other fees assessed students shall be refunded according to the following criteria.

Credit and Workforce Development Courses Following the College Calendar

A. Students who officially withdraw or drop one or more classes prior to the last published date for registration for any term shall receive a 100 percent refund of matriculation, tuition, lab, activity and financial aid fees.

B. Students who do not officially withdraw or drop one or more classes, or who do so after the last published date for registration for any term shall receive no refund.

Credit and Workforce Development Courses Not Following the College Calendar

A. Students who officially withdraw or drop one or more classes prior to completing one-sixteenth of the total clock hours required to complete the course shall receive a 100 percent refund of matriculation, tuition, lab, activity and financial aid fees.

B. Students who do not officially withdraw or drop one or more courses, or who do so after completing one-sixteenth or more of the total clock hours required to complete the course shall receive no refund.

Noncredit Courses

A. Students who officially withdraw from class one work day prior to the first class meeting shall receive a 100 percent refund of class related fees.

B. Students who do not officially withdraw, or who do so after the deadline, shall receive no refund.

Federal Financial Aid Refund and Repayment Policy

Chipola College is required to follow a Federal Financial Aid repayment policy for any student who receives the following Federal Financial Aid.

- Federal Pell Grant
- Federal Academic Competitiveness Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Subsidized Stafford Loan
- Federal Unsubsidized Stafford Loan
- Federal PLUS Loan

The refund policy specifies that you are not entitled to 100% of your federal financial aid until you have completed more than 60% of a semester.

If you receive Federal Financial Aid funds and you withdraw or cease attendance in all courses on or before completing 60% of the term may have the following payment obligations as mandated by the Federal Government.

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal Academic Competitiveness Grant
- Federal SEOG

Chipola will be required to return a portion of the federal funds you received. When this occurs, you will owe this amount to Chipola as unpaid fees. You will be billed for the unpaid fees and your grades and transcripts will be held until all Chipola debts have been paid. You must repay your Federal Stafford Loan in accordance with the conditions on your promissory note. Any additional grant money (Federal Pell or FSEOG) you must repay to the Federal Government is considered a federal overpayment. You must either repay the amount in full to Chipola within 45 days of the date you are notified of the overpayment, or make satisfactory arrangements with the United States Department of Education (USDOE) to repay the amount that is owed. If you fail to repay or make satisfactory arrangements to repay a federal grant overpayment, you will lose further eligibility for all federal aid, for attendance at any college. This loss of eligibility will continue until the debt is paid in full, or satisfactory repayment arrangements are made with the USDOE.

If you are having difficulty with any of your courses, you are encouraged to seek advice from your instructor. You may also receive assistance from an academic advisor at Chipola. You are encouraged to make every effort to maintain attendance in your courses and to avoid withdrawing from all of your courses.

Contact the Chipola Financial Aid Office with any questions or to receive an example of a “Return of Title IV” calculation.

The Florida Department of Education will require a refund for all Bright Future Scholarship recipients for the award amount received for courses withdrawn after the end of the drop/add period. Refunds will be made to Chipola College. Bright Future Scholarships will not be awarded for the next term until all withdrawal refunds have been paid to the College.

Fines

Students may not register for new course work, may not graduate, and may not receive transcripts until all records are clear of fees and fines owed the college.

Financial Aid

The Financial Aid Office makes every effort to meet a student’s demonstrated financial need with the sources available; however, it is not always possible to do so, and it may be necessary for the student to pay some educational expenses from personal funds. All financial aid awards are estimates and are subject to change. Most financial aid programs have limited funding; therefore, it is imperative that students apply for financial aid as soon as possible.
after January 1 for the following academic year. Applicants should apply online at www.fafsa.ed.gov.

Students planning to use financial aid to pay tuition must have a completed financial aid file in the Chipola College Financial Aid Office by established deadlines posted on the College Calendar.

The financial aid program at Chipola College is designed to provide scholarships, grants, loans and part-time employment to students who would be unable to attend college without such aid and to provide scholarships to outstanding students as a reward for achievement.

Assistance based on financial need takes into consideration the financial resources of the student and his/her family. Such need is determined by completing the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Financial Assistance may consist of scholarships, grants, loans, and part-time employment, individually or in various combinations. Students must reapply for financial aid each year. Chipola College adheres to all federal and state guidelines when administering financial aid, without regard to race, color, creed, national origin, age, sex, veteran’s status, disability, or marital status.

Scholarships based upon achievement are not limited to students who show financial need; however, continuation of all aid is dependent upon meeting the financial aid Satisfactory Progress Standards. These requirements are outlined in the “Standards of Academic Progress” section of this catalog. Additionally, students who are in default on federal student loan or who owe the college for an overpayment of the grant are ineligible for additional financial aid until the debt is satisfied.

Students receiving Federal Student Aid (Title IV) who withdraw from or cease attendance in all courses on or before completing 60% of the term enrolled, may be required to repay all or part of the Title IV Financial Aid received that term. Before withdrawing from any class, it is strongly recommended that students consult the Financial Aid Office regarding potential financial liability. Title IV aid includes Federal Pell Grants, Federal Academic Competitiveness Grant, Federal Supplemental Educational Opportunity Grants, Federal Subsidized and Unsubsidized Stafford Loans, and PLUS loans.

The following types of aid are administered:

**Federal, State and College Assistance Programs**

**Federal Pell Grant** is a federally-sponsored aid program designed to provide assistance to those who show financial need to attend a postsecondary educational institution. This grant is gift aid and does not have to be repaid.

**Federal Academic Competitiveness Grant** (FACG) is a need base grant. An eligible student may receive an Academic Competitiveness Grant up to $750 for the first academic year of study and up to $1,300 for the second academic year of study. To be considered, a student must:
- Be a U.S. Citizen or non-eligible citizen;
- Be a Federal Pell Grant recipient;
- Be enrolled at least half-time in an eligible one or two year certificate program or in an associate’s degree program;

Be enrolled in the first or second year (measured by grade level) of his or her program of study at a two- or four year degree granting institution.

Have completed “a qualifying rigorous secondary school program of study.

Identified by a State or local educational agency and recognized by the Secretary (after January 2005 and beyond). For other criteria see the Financial Aid Office.

**Federal Supplemental Educational Opportunity Grant** (FSEOG) program is designed to provide assistance for qualified students who have exceptional financial need. The amount of the grant will depend upon the degree of need and should not exceed $2,000 per academic year at Chipola. This is a grant and does not have to be repaid.

**Federal Work Study Program** provides part-time employment for students with financial need. Work is limited to a maximum of 15 to 20 hours per week, paid at minimum wage. Depending upon the availability of funds, students may also work during the summer term and other periods of non-enrollment. The FAFSA must be submitted to participate in this program.

**Federal Subsidized Stafford Student Loan** is designed for students for whom the costs of education may be a burden. Eligible students borrow money directly from a bank, credit union, or other eligible lender. Students may borrow up to $3500 during their freshman year, $4500 during their sophomore year, and $5500 during their Junior and Senior years at Chipola College. Interest is paid by the Federal Government during periods of deferment. Repayment begins six months after studies are completed or the student is no longer enrolled at least half-time in an eligible institution. The interest rate is variable under a fixed repayment plan. The FAFSA must be submitted to participate in this program.

**Federal Unsubsidized Stafford Student Loan** is designed for students who may not demonstrate financial need but who require assistance to attend college. Terms are the same as for the Subsidized Stafford Loan except that the student is required to pay the interest while in school, or have the interest capitalized into the loan for repayment after graduation or dropping below half time status. Repayment of the principal may be deferred until the student is no longer attending college at least half-time. The FAFSA must be submitted to participate in this program.

According to Federal Regulations for Stafford Loans, Chipola College must delay payment to all first-time borrowers until 30 days after the first day of class. Students should note this delay in payment and make the appropriate financial arrangements. All borrowers must participate in pre-loan counseling prior to receiving the loan. Prior to leaving Chipola College, Stafford Loan borrowers are required to undergo exit counseling. Loan recipients who graduate or drop below half-time status or will not return to Chipola College should contact the Financial Aid Office to obtain the appropriate forms.

(Exit Only) If a student has contacted the school, the lender, and the guarantor agency regarding a dispute that has not been resolved, the student may contact the Department of Education’s Student Loan Ombudsman’s Office. An Ombudsman is available as a neutral party to work with the student and all agencies involved to
assist in resolving disputes. The DE Ombudsman may be contacted at the address below:

Office of the Ombudsman,
Student Financial Assistance
Room 3012 ROB #37th and D Street SW
Washington, DC 20202

**Federal Parent’s Loan for Undergraduate Students** is a loan made available to parents of dependent undergraduate students. The interest rate is variable.

**College Scholarships** offered by Chipola cover tuition for various types of students, as follows:

a. Art and music scholarships—Persons interested should contact the Director of Fine and Performing Arts, in addition to making application for aid.

b. Athletic scholarships—These are offered in men’s basketball and baseball and women’s softball, basketball and cross-country. Interested persons should contact the Athletic Director.

c. Science lab assistantships—Awards are recommended by a committee of the natural science and mathematics faculty. Contact Director of Mathematics, Natural Science and Education for further information.

d. The Papoose—Awards are made to outstanding leaders of The Papoose (student newspaper) staff. They are recommended by the Director of Public Relations.

e. SGA—One scholarship is awarded each year to the president of the Student Government Association.

f. Theatre scholarships—The Theatre Department recommends these awards. Contact the Director of Fine and Performing Arts for additional information.

**Veterans Administration Benefits:** The College is certified by the Florida State Approving Agency for training under the various veterans’ training laws. The college’s policies and procedures are applicable to all eligible students who make application for, and receive, V.A. Educational Assistance benefits under Chapters 30, 31, 33, 34, 35, 1606 and 1607 while enrolled in an approved program of study. All degrees, certificates and courses offered by the college must be approved by the Florida State Approving Agency to allow payments to eligible students. Eligible Veterans (students) planning to enroll at Chipola and wishing to receive VA benefits should consult with the Veterans Affairs Office well in advance of registering and complete an application for VA educational benefits for initial certification. **The veteran assumes responsibility for all fees at registration.** However, Veterans attending the college under Chapter 31 whom have approval from the Veterans Administration will have registration fees paid directly to the college by the federal government. Veterans attending under Chapter 33, also known as Post-9/11 will have all or a percentage of tuition and fees paid based on their length of active duty service paid directly to the college by the federal government.

Veterans (students) desiring information about benefits and requirements should contact Chipola College’s Veterans Affairs Office at 718-2224 or the VA Regional Office at 1-888-442-4551.

For VA purposes, training time is usually computed as follows:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Time Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or more</td>
<td>Full-time</td>
</tr>
<tr>
<td>9-11</td>
<td>¾ time</td>
</tr>
<tr>
<td>6-8</td>
<td>½ time</td>
</tr>
<tr>
<td>1-5</td>
<td>less than half time</td>
</tr>
</tbody>
</table>

For the summer term, training time is computed differently. Veterans are advised to contact the VA office before registering.

**Florida Student Assistance Grant (FSAG)** is a need based grant awarded to Florida Residents for educational purposes of at least one year, who demonstrate exceptional need, who are enrolled full-time by the end of regular drop/add. Part-time funding is also available to students. Funds are limited and Chipola College will notify students of their eligibility.

**Florida Bright Futures Scholarships**

The Legislature has mandated the following changes to the Bright Futures Scholarship Programs beginning with the 2009-2010 academic year.

The Florida Academic Scholars book allowance has been eliminated.

The Florida Department of Education requires that students reimburse to Chipola College the Bright Future Award amount received for courses withdrawn from after the last day of late registration and drop add. This amount must be repaid before the student will be allowed to register for the following semester. The student’s record will be placed on hold if the repayment is not made by the deadline.

Students are now required to earn at least 24 semester hours, or a prorated number of hours if the student was previously enrolled less than full time. (3/4 time – 18 hours; ½ time 12 hours)

Renewal criteria require a 3.0 GPA for the Florida Academic Scholar and a 2.75 GPA for the Florida Medallion and Florida Gold Seal Scholarships.

The Florida Gold Seal Vocational Scholars will NOT renew as a Florida Medallion Scholar after the first year.

The Bright Futures scholarship will no longer pay for any lab costs, processing fees or book allowances.

**Florida Academic Scholars** is a merit scholarship program for students with outstanding high school academic achievement. At Chipola, this scholarship will pay $78 per credit hour for the Associate of Arts and Associate of Science degrees and $87 per credit hour for the Baccalaureate program. It will pay $2.13 an hour for an eligible certificate or vocational program.

**Florida Medallion Scholars** is a merit scholarship for students with outstanding high school academic achievement. At Chipola, this scholarship will pay $78 per credit hour for the Associate of Arts and Associate of Science degrees, $65 per credit hour for the Baccalaureate program and $1.60 per hour for an eligible certificate or vocational program.

**Florida Gold Seal Vocational Scholars** is a scholarship awarded to high school graduates who have earned the Vocational Gold Seal endorsement and will enroll in a post secondary degree or certificate program. At Chipola, this scholarship will pay $59
per credit hour for an Associate of Arts or Associate of Science. It will pay $1.60 an hour for an eligible certificate or vocational program. The Florida Top Scholar will be awarded at $54 per credit hour.

**Student Rights and Responsibilities**

As a student consumer, you have the RIGHT to:

- Be informed of the correct procedure for applying for aid, cost of attendance, types of aid available, how financial need is determined, criteria for awarding aid, how academic progress is determined and what you have to do to continue receiving aid.
- Be informed of the type and amount of assistance you will receive, how much of your need has been met and how and when you will be paid.
- Appeal any decision of the financial aid office with regard to your application.
- View the contents in your financial aid file, in accordance with the Family Education Rights and Privacy Act.
- Know the conditions of any loan that you accept.
- Know the job description and rate of pay for any student job you accept.
- Advised of the requirements in cases of withdrawal, such as refunds or repayment of financial aid.

**Class Attendance - Title IV Requirements**

A student must begin attendance in all of his or her courses to retain an enrollment status and award amounts are based on this enrollment status. Chipola College will take roll the first 2 weeks of class. Students failing to appear on a professor’s class attendance verification form within the first 2 weeks of class, will be required to verify attendance to the Financial Aid Office prior to receiving a financial aid disbursement. Students are considered to have begun attendance for Distance Learning/On-Line Classes by completing the course orientation, submitting course assignments to the professor, or initiating contact with the professor concerning course requirements. Failure to begin attendance in any course will result in a lower enrollment status and an award reduction.

It is your RESPONSIBILITY to:

- Complete application materials correctly and submit them on time.
- Read all materials sent to you from the Office of Student Financial Aid agencies awarding your aid. Read, understand and keep copies of all forms you receive.
- Know and comply with rules governing the aid you receive.
- Provide additional documentation, verification, corrections, and/or new information requested by the Office of Student Financial Aid.
- Comply with the provisions or any promissory notes and all other agreements you sign.
- Use financial aid only for expenses related to your college attendance.
- Maintain satisfactory academic progress.
- Notify the Office of Financial Aid of any resources not considered during your original need analysis and any aid not listed on your award letter. Failure to notify us can jeopardize your future financial aid.
- Keep your local and permanent addresses current by contacting the Admissions and Records Office.
- Register for the required number of hours eligible for a grant, loan, or scholarship.

**Foundation Assistance**

The Chipola College Foundation, a nonprofit support organization for the college, provides a means for individuals, groups and businesses to make tax deductible contributions which can be used to support scholarships, staff development, library development, and the fine and performing arts.

As the need has grown, Chipola alumni and friends have responded by funding additional scholarships. During the 2007-08 fiscal year, over $1,182,957 was expended by the Foundation for tuition and books for 1,934 students on scholarships administered by the Foundation.

Some Foundation scholarships are designated for specific majors; others are designated by county of residence or high school attended. Many scholarships are based on financial need and merit; some are based on merit alone.

To be considered for many scholarships, complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov to determine if you are eligible for federal or state aid before applying for foundation funds.

A list of scholarships, including application deadlines, may be obtained on the college web-site, or by calling the Foundation Office at (850) 718-2445 or by writing to the Foundation at 3094 Indian Circle, Marianna, FL 32446-2053.

The list is also available from high school counselors in the Chipola District.
Estimated Cost of Attendance

Listed below is the estimated cost of attendance for a student attending Chipola for 30 credit hours or 900 vocational clock hours during the Fall and Spring terms (9 months). The tuition figures are based on academic year 2009-2010 estimated costs and are subject to change. As a student’s actual budget may differ, based on actual expense, he/she is encouraged to compare his/her estimated budget or contact the Financial Aid Office.

<table>
<thead>
<tr>
<th>Academic Students</th>
<th>Florida Resident (In-State)</th>
<th>Alabama/Georgia Resident (Differential)</th>
<th>Non-Florida Resident (Out of State)</th>
<th>BS Program Resident (In-State)</th>
<th>O.S. Add $6,900 AL/GA Add $30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residing With Parents</td>
<td>Tuition and Fees $2,650</td>
<td>Books and Supplies 800</td>
<td>Room and Board 2,220</td>
<td>Transportation 2,848</td>
<td>Personal/Medical 1,500</td>
</tr>
<tr>
<td></td>
<td>Total $10,018</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Residing With Parents</td>
<td>Tuition and Fees $2,650</td>
<td>Books and Supplies 800</td>
<td>Room and Board 5,388</td>
<td>Transportation 2,848</td>
<td>Personal/Medical 1,500</td>
</tr>
<tr>
<td></td>
<td>Total $13,186</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students Residing In Residence Hall</td>
<td>Academic Resident</td>
<td>Academic Resident</td>
<td>Academic Resident</td>
<td>Vocational (In-State)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tuition and Fees $2,650</td>
<td>Books and Supplies 800</td>
<td>Room and Board 4,560</td>
<td>Transportation 1,435</td>
<td>Personal/Medical 1,500</td>
</tr>
<tr>
<td></td>
<td>Total $10,945</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vocational Students Residing With Parents</td>
<td>Florida Resident (In-State)</td>
<td>Alabama/Georgia Resident (Differential)</td>
<td>Non-Florida Resident (Out of State)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tuition and Fees $2,025</td>
<td>Books and Supplies 430</td>
<td>Room and Board 2,220</td>
<td>Transportation 2,848</td>
<td>Personal/Medical 1,500</td>
</tr>
<tr>
<td></td>
<td>Total $9,018</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Residing With Parents</td>
<td>Tuition and Fees $2,020</td>
<td>Books and Supplies 430</td>
<td>Room and Board 5,388</td>
<td>Transportation 2,848</td>
<td>Personal/Medical 1,500</td>
</tr>
<tr>
<td></td>
<td>Total $12,186</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attendance

Regular attendance is expected of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor.

Chipola policy allows each instructor to specify in the course syllabus the attendance policy. It also allows the instructor to decide whether or not an absence is excusable and what effect the absence or tardy may have on the grade.

Limited enrollment programs may have specific attendance policies which must be followed by the individuals enrolled.

If students are to be off campus for official business or for a college activity, they may be excused. The activity advisor will turn in a list of students to the Senior Vice President of Instructional and Student Services, who will in turn furnish the list to all instructors. Students should still notify instructors before leaving and obtain permission to miss class. If students are failing or if an absence might jeopardize their standing, students should not be absent from class, even on official school business.

Students who flagrantly violate attendance regulations are subject to suspension, or dismissal from a course.

Driver’s License Attendance Law

Chipola College students who are non-high school graduates and who have not reached their eighteenth birthday are subject to Florida Statute 322.091. If you need additional information contact the Dean of Enrollment Services.

Maximum Attempts, Grade Forgiveness, and Withdrawals

Maximum Attempts for Full Cost of Instruction

Students are permitted to enroll in the same college preparatory course or college credit course a maximum of three times. Students will be assessed 100% of the full cost of instruction on the third attempt unless the College grants a one-time exception to the student due to extenuating circumstances or financial hardship. Contact Dean of Student Services for more information.

Based on major extenuating circumstances, a fourth attempt may be granted by the Dean of Enrollment Services. Students will be assessed the full cost of instruction on the fourth attempt. There are no appeals to reduce the full cost assessment on the fourth attempt.

The full cost assessment is the equivalent of the non-resident fee for college credit and college preparatory courses.

Grade Forgiveness

Grade forgiveness applies when students repeat the same college preparatory or college credit course in which they earned a “D” or “F” grade. Students may not repeat the same college credit or college preparatory course to improve a “C” grade or better. Students may repeat a course for grade forgiveness twice. Upon the third attempt in the same course, the grade earned is a final grade and cannot be forgiven. If there are three or fewer attempts, only the grade from the last attempt will be used to compute the grade point average. If a fourth attempt is granted, both the third and fourth attempts will be calculated in the student’s grade point average. Grades will not be forgiven if a degree has been issued. The number of total attempts allowed per course may be restricted for students enrolled in limited enrollment programs. Institutions to which subsequent transfer is made may not necessarily honor this policy. As a result, student’s grade point average may change when they transfer to another institution. Students receiving financial aid should contact the Financial Aid Office prior to repeating any course.

Withdrawal, Audit, and Resignation

Students who drop any course during the Drop/Add period or who will enroll in a course as an audit student are not impacted by this policy.

Students may withdraw from or change to audit status a college preparatory or college credit course anytime prior to the withdrawal deadline published in the college calendar. Students may resign from the college by withdrawing from all coursework anytime prior to the resignation deadline published in the college calendar. Students are responsible for the completion of the formal withdrawal/resignation process. Students who remain enrolled in courses after the deadline will be assigned a final grade for the course by the instructor.

Students are permitted a maximum of two withdrawals in the same course. Upon the third attempt in the same course, a student will not be permitted to withdraw and will be assigned a final grade other than “W” (withdraw).
Classes that begin after the start of the semester or end prior to the completion of the semester will have as their “drop without penalty” date, the class meeting that represents 70 percent of the meeting time of that class. No refund of fees will be given for withdrawals, audits, and resignations.

Grading System

Grades & Quality Points
Final grades are available through FACTS.org following the close of each term. Grades may be withheld by the college for reasons such as unpaid parking fines and fees, overdue loans and library books, unreturned audiovisual or physical education materials and equipment, incomplete admissions records, disciplinary actions, academic probation, and expulsion. Residents of the College Dorms are responsible for loss, damages, or destruction of College supplied furnishings and equipment. Failure to make restitution to the college for loss, damages, or destruction of College supplied furnishings and equipment will result in the withholding of grades/transcripts.

A student’s Grade Point Average (GPA) is derived from the grading system/quality point scale.

Grading System/Quality Point Scale

<table>
<thead>
<tr>
<th>Numerical Grade</th>
<th>Letter Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>83-92</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>70-82</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>Incomplete</td>
<td>I</td>
<td>0</td>
</tr>
<tr>
<td>Withdrawn or Dropped</td>
<td>W</td>
<td>0</td>
</tr>
<tr>
<td>Audit</td>
<td>X</td>
<td>0</td>
</tr>
</tbody>
</table>

How to Compute Grade Point Average (GPA)
The student’s GPA is used in determining academic standing, graduation readiness, eligibility for the Dean’s List, and in other academically related decisions.

Each letter grade has a quality point value on the Grading System/Quality Point Scale. A student may determine the grade points for his/her grade in each course by multiplying the number of quality points a grade is worth times the number of semester hours the course carries. Thus a B (worth 3 quality points) in a 3-semester-hour course earns 9 quality points, and an A (worth 4 quality points) in the same 3-semester-hour course earns 12 quality points.

The cumulative grade point average is determined by dividing the total quality points earned by the total semester hours for GPA (including transfer work). Grade quality points are awarded as follows:

<table>
<thead>
<tr>
<th>Courses</th>
<th>GPA Hours</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>4</td>
<td>A</td>
<td>16</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>3</td>
<td>C</td>
<td>6</td>
</tr>
<tr>
<td>SYG 1010</td>
<td>3</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>FRE 1120</td>
<td>4</td>
<td>B</td>
<td>12</td>
</tr>
<tr>
<td>ART 1300C</td>
<td>3</td>
<td>C</td>
<td>6</td>
</tr>
<tr>
<td>SLS 1101</td>
<td>1</td>
<td>B</td>
<td>3</td>
</tr>
</tbody>
</table>

Total hours for GPA - 18  Total Quality Points Earned - 43

18 Hours for GPA divided into 43 Quality Points Earned = 2.39 GPA

Grades of S, P, U, W, X and XW do not carry grade quality points. In general, credits for these grades do not count. However, in certain other circumstances, such as determination of repeat enrollments, and in computation of certain specialized GPA’s, credits which carry these grades may be included in the GPA computation.

Incomplete Grades
Incomplete grades are determined by the instructor and are then reported to the Admission and Records Office. An “I”, Incomplete grade, received at the end of any term becomes an “F” if not completed by the succeeding term.

F, I, W, and X Grades
Students should clearly understand the differences between F, I, W, and X grades and their effect upon GPA’s.

A grade of F shows that a course has been failed. The semester hours for the course count in the GPA computation, but no quality points are earned; thus, an F grade lowers the GPA.

A grade of I shows that a student has not completed the required work in a course for some valid reason (such as serious illness or death in the family), that he/she has discussed this with the instructor, and that the instructor has agreed to allow the student to make up the missed work. However, a grade of I will be computed into the student’s grade point average as if it were an F.
Students have until the end of the succeeding semester term to complete the work required to remove an “I” grade. Both the semester hours and quality points received will be computed into the next semester’s GPA after the “I” has been replaced by a grade. If the work is not completed in the succeeding semester or term, the I grade will be converted to an F.

A grade of W shows that a student has dropped or withdrawn from a course after the drop/add period. The student receives neither semester hours nor quality points for courses in which the grade is W, and there is no effect upon his/her GPA.

A grade of X shows that a course has been taken for no credit. A grade of X carries neither semester hours nor quality points, and there is no effect upon the grade point average.

All grade changes must be initiated by the assigned faculty member and submitted to the Senior Vice President of Instructional and Student Services. All change of grade requests must be submitted by the end of the following semester in which the original grade was earned.

**Required GPA**

Students must have a 2.0 grade point average in all work attempted in order to earn the Bachelor’s, AA, AS or AAS degree. While a student may earn a cumulative average of 2.0 and have grades of D, it is well to remember that grades below C are seldom transferable to some private or out-of-state colleges and universities.

Students whose GPA falls below 2.0 will be subject to the penalties described in the following “Standards of Academic Progress.”

**Dean’s List**

The college uses the Dean’s List to recognize academic achievement. To be included on the Dean’s List, students must earn a grade point average of 3.25 while taking a minimum load of 12 semester hours (excluding remedial work) during the fall or spring semester; or, earn a GPA of 3.25 while taking a minimum load of six semester hours (excluding remedial work) during a summer term.

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**Standards of Academic Progress**

Chipola College has established Standards of Academic Progress applicable to all students. Students who fall below a “C” or 2.00 Grade Point Average are placed on alert, warning or suspension, according to the following system.

**Quality Point Deficiency System**

A quality-point deficit is the number of quality points fewer than those needed for a “C” average. For example, if a student attempted 16 semester hours, 32 quality points would be needed to have the minimum 2.00 average. If a student has only 25 quality points for the 16 hours attempted, he has a quality point deficit of 7 points.

<table>
<thead>
<tr>
<th>Status</th>
<th>Quality Point Deficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alert</td>
<td>1-18</td>
</tr>
<tr>
<td>Warning</td>
<td>19-29</td>
</tr>
<tr>
<td>Suspension</td>
<td>30 or more</td>
</tr>
</tbody>
</table>

**Penalties**

**Alert:** Deficit of 1-18 quality points for ten or more cumulative semester hours credit attempted. Students on Alert must earn a cumulative grade point average of 2.00 or higher in one semester or be placed on Warning.

**Warning:** Deficit of 19-29 quality points for ten or more cumulative semester hours credit attempted. The student will be placed on Warning for either of two reasons: (1) a cumulative quality point deficiency of 19-29 points; or (2) completion of two semesters on Alert with less than a 2.00 cumulative GPA.

**Suspension:** Deficit of 30 or more quality points for ten or more cumulative semester hours of credit attempted. Students will be suspended for either of two reasons: (1) A cumulative quality point deficiency of 30 or more points; or (2) completion of two semesters on Warning with less than a 2.00 Cumulative Grade Point Average.

Students will be suspended for a period of one semester for the first suspension. Each suspension thereafter shall be for a full academic year. Two summer terms equate to one semester.

These same standards may apply to Workforce Development clock-hour students. Full-time Workforce Development certificate students pursue 450 clock-hours credit during the fall and spring semesters and 180 clock-hours credit in a summer session. Full-time Workforce Development students who make an “F” for a semester grade will be suspended.

Credit and clock-hour students suspended from Chipola College are eligible for readmission on Warning status only after their period of suspension. The readmission student must have less than a cumulative quality point deficiency of 30 points after one semester or be suspended again. Clock-hour students must show continued progress toward their program of study in order to continue.

Further, the readmission student must have a 2.00 or higher cumulative grade point average after two semesters or be suspended again. While on Alert or Warning, a student will be required to
participate in advising sessions and related activities as may be prescribed by the Dean of Enrollment Services.

**Appeals**

Appeals of probation and suspension decisions may be made to the Dean of Enrollment Services. If unresolved, the appeal may be made to the Admissions' Committee by contacting the Dean of Enrollment Services about the meeting schedule. The Admissions Committee’s decision is final.

**Satisfactory Progress for Financial Aid Recipients and Veterans**

To be eligible for financial aid and veterans benefits, all students, including transfer students, must meet satisfactory progress for financial aid recipients and veterans. The standards for financial aid recipients are different than the institutional academic standards of progress. Student financial aid includes any type of Federal IV funds, state grants and Veteran’s Administration educational benefits. Students receiving funds in any of the above aid programs are required to maintain the progress requirements established by the institution for all students in addition to the following requirements. The exact “Standards” are listed below. However, as a general rule, a financial aid student having a 2.0 cumulative GPA and a 67% completion rate in all attempted courses (including transfer) will maintain eligibility for financial aid. Student progress is monitored at the end of the Fall and Spring terms and the student is notified of his/her status. Some clock hour programs and one year certificate programs may differ.

A. Institutional Scholarships

1. **Athletic Scholarships**
   b. Maintain Florida Community College Activities Association standards.

2. **Other Scholarships**
   a. Maintain a 2.00 grade point average (GPA) each term or semester.
   b. Complete 24 semester hours each academic year.

B. State of Florida Satisfactory Progress Standards

The State of Florida has established standards of satisfactory academic progress for their programs that may differ from the standards established by Chipola College. Examples for the FSAG Program: A full-time student must earn a 2.0 each academic year and earn at least 24 credits over the fall and spring terms. A part-time student must earn a 2.0 each academic year and earn required hours. Please consult the Financial Aid Office, or the State of Florida with questions about their requirements.

C. State Scholarships and Grants

1. **Florida Student Assistance Grants**
   Maintain a 2.00 GPA and complete a minimum of 24 semester hours each academic year.

2. **Florida Academic Scholars**
   Maintain a 3.0 cumulative GPA and earn 24 credit hours per year. (See Bright Futures)

3. **Florida Medallion Scholars**
   Maintain a 2.75 cumulative GPA and earn 24 credit hours per year. (See Bright Futures)

4. **Florida Gold Seal Vocational Scholars**
   Maintain a 2.75 cumulative GPA and earn 24 credit hours per year. (See Bright Futures)

D. Federal Aid Recipients and Veterans

1. **AA, AS, AAS Degree Students**
   a. 1-15 hours attempted and have a cumulative grade point average of 1.00 or above
   b. 16-29 hours attempted and have a cumulative grade point average of 1.50 or above
   c. 30 or more credit hours attempted and have a cumulative grade point average or a 2.00 or above
   d. Have a minimum of a 67% completion rate on all hours attempted (example: 12 hrs. attempted multiplied 67% completion rate = 8.04 hrs completed)
   e. A student who has attempted in excess of 150% of the required hours to complete their program (example: 60 hrs. needed multiplied by 150% = 90 hrs) will be ineligible for financial aid. Changes in program of study do not extend a student’s eligibility beyond the 150% credit hours maximum time frame.

2. **BS Degree Students in the Secondary Educational Programs**
   a. Students must maintain a 2.00 Cum G.P.A. and have a 67% completion rate on all hours attempted.
   b. Students who have attempted in excess of 150% of the required hours to complete their program (example: 120 hrs. needed multiplied by 150% completion rate = 180 hrs) will be ineligible for financial aid. Changes in program of study do not extend a student’s eligibility beyond the 150% credit hours maximum time frame.

3. **Clock Hour or Certificate Program**
   a. Must earn 67% all hours attempted with a “C” or better.
   b. An “F” grade on 450 or more clock hours attempted in a term will result in suspension from college, and therefore, financial aid suspension.
   c. Students who have attempted in excess of 150% of the required hours to complete their program will be ineligible for financial aid. Changes in program of study do not extend a student’s eligibility beyond the 150% credit hours/clock hours maximum time frame.
   d. Title IV (Federal Pell Grant Program) requires that vocational students complete the total number of clock hours in the payment period before receiving additional Federal Pell funds.

E. Course Work Evaluation

All hours attempted (including transfer hours) will be used in determining student Standards of Satisfactory progress. In addition to hours attempted, a student must have a completion rate of 67% of all hours attempted at Chipola. Grades of A, B, C, D, P, S are
considered completed grades for this policy. Incomplete grades for this policy are F, I, W, XW, X, U. Remedial courses at Chipola will count toward hours attempted, completed and Cumulative GPA. Repeat courses taken will count in all hours attempted, however only the grade from the last attempt will be used to compute the Cumulative GPA. Students must also have the required cumulative GPA for all hours attempted as previously mentioned.

F. Probation
Students who do not meet all criteria of Standards of Satisfactory Progress will be allowed a one-semester probationary period in order to meet the criteria.

G. Removal from Probation
Students who earn the required cumulative GPA and hours by the end of the semester will be removed from probation.

H. Suspension - Reinstatement and Appeal Process
Students who do not meet all satisfactory progress criteria at the end of a probationary period will be placed on financial aid suspension. Students placed on suspension have an opportunity to appeal through an appeal process. The appeal must be submitted by the student in writing to the Dean of Enrollment Services. Appeal Forms and procedures are available in the Financial Aid Office. The student is required to provide documentation as necessary for determination of financial aid eligibility and shall fulfill reasonable requests by the Dean of Enrollment Services. All supporting documentation must be submitted or the Appeal Form will not be accepted. After reviewing the written appeal and documentation, the student will be notified of the Dean’s decision in writing. Transfer students must meet the established satisfactory progress requirements and appeals are generally not granted.

I. Financial Aid Catalog Information
Every effort has been made to ensure the accuracy of the information in this catalog; however, Federal and State laws supersede any information contained herein, and the information provided is subject to change without notice.

Graduation Requirements
Chipola College awards four degrees, the Bachelor’s Degree, the Associate in Arts, the Associate in Science and the Associate in Applied Science. Certificates are provided in Workforce Development programs.

Bachelor of Science Degree in Education
To be awarded the Bachelor in Science Degree in Education, a student must satisfy the following requirements.
• Complete 36 hours of General Education coursework and meet requirements of Gordon Rule.
• Complete two years of high school or one year of college instruction (8 Chipola College credits) in a single foreign language.
• Complete the CLAST alternative.
• Complete all required coursework. Twenty-five percent of the total semester hours toward graduation must be earned in academic programs in residence at Chipola College.
  • Earn a cumulative GPA of 2.5 for professional studies and content area courses.
  • Earn a minimum grade of “C” in all major and prerequisite coursework.
  • Satisfactorily complete Student Teaching.
  • Demonstrate satisfactory performance at the pre-professional level on the Florida Educator Accomplished Practices.
  • Present passing scores on the basic skills, professional knowledge, and subject area parts of the Florida Teacher Certification exam.

Bachelor of Applied Science Degree in Business
To be awarded the Bachelor of Applied Science Degree in Business, a student must satisfy the following requirements.
• Complete 36 hours of General Education coursework and meet requirements of Gordon Rule.
• Complete two years of high school or one year of college instruction (8 Chipola College credits) in a single foreign language.
  • Complete the CLAST alternative.
  • Complete all required coursework. Students must complete the last thirty (30) semester hours of upper (3000 & 4000) level courses in residence at Chipola. In extreme cases, a maximum of six (6) hours of the final thirty (30) semester hours of their program may be completed at another accredited senior institution with prior approval of the academic department chair.
  • Earn a minimum grade of “C” in all major and prerequisite coursework.
  • Earn a cumulative GPA of 2.0.
  • Complete a minimum of 120 hours of coursework.
  • Complete a minimum of 60 hours of coursework at a senior level institution.
  • Complete a minimum of 40 hours at the 3000/4000 level.

Bachelor of Science Degree in Nursing
To be awarded the Bachelor of Science Degree in Nursing, a student must satisfy the following requirements.
• Complete 36 hours of General Education coursework and meet requirements of Gordon Rule.
• Complete two years of high school or one year of college instruction (8 Chipola College credits) in a single foreign language.
  • Complete the CLAST alternative.
  • Complete all required coursework. Twenty-five percent of the total semester hours toward graduation must be earned in academic programs in residence at Chipola College.
  • Earn a minimum grade of “C” in all major and prerequisite coursework.
  • Earn a cumulative GPA of 2.0.
  • Complete a minimum of 120 hours of coursework.
  • Complete a minimum of 60 hours of coursework at a senior level institution.
  • Complete a minimum of 40 hours at the 3000/4000 level.
Associate in Arts Degree

To be awarded the Associate in Arts degree, a student must be entitled to an honorable dismissal, must be eligible to re-enroll, must have earned a cumulative grade point average of 2.00 or better on all work attempted, must have completed a total of not less than 60 semester hours of acceptable college work (including the 36 hours of required general education courses), must have taken the CAAP, must have fulfilled the requirements of the Communication and Computations Skills regulation (Gordon Rule), and must have met one of the CLAST alternatives. The 60 semester hours may not include physical education activity courses nor occupational courses. Twenty-five percent of the total semester hours toward graduation must be earned in academic programs in residence at Chipola College.

Requirements are shown in the current catalog for the academic year during which the student originally entered Chipola or for the year during which the student applies for graduation, except that the catalog for the year during which the student originally entered Chipola may not be used if more than three years have elapsed between the date of original admission and graduation. In the latter case, the catalog current for the year of graduation or the catalog for the preceding year must be used with regard to the General Education requirements or state regulations in effect.

Associate in Science Degree
and Associate in Applied Science

The requirements for the Associate in Science degree and the Associate in Applied Science degree are the same as the Associate in Arts degree with three exceptions. Instead of the required 36 hours of General Education coursework for the AA Degree, the student complete 15 to 18 hours of General Education coursework and follow a Chipola College curriculum guide for the chosen degree field, students are not required to meet the CLAST alternative, and students are not required to take the CAAP exam.

Certificate of Completion

Students who meet all of the requirements except a cumulative grade point average of 2.0 or better for either the Associate in Arts, the Associate in Science, or the Associate in Applied Science degree may be issued a certificate signifying the completion of a specified number of semester hours.

Workforce Development Certificate

Graduation requirements for Workforce Development certificate programs vary with each program. To be awarded a Workforce Development certificate, a student must be eligible to re-enroll, and must have satisfactorily completed the clock hours of instruction and/or competencies as specified in the Workforce Development Certificate Programs section of this catalog.

Rules concerning the catalog to be used for graduation requirements are the same as those for degree-seeking students.

Student Records (FERPA)

Chipola College policy fully complies with the Buckley Amendment and all other applicable federal and state laws in order to protect the privacy of student educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for correction of inaccurate data.

Directory information may be released to anyone unless the student specifies in writing to the Admissions and Records Office not later than the tenth calendar day of classes in each term that this information is to be withheld. Classified as directory information are the student’s name, address, educational institution attended; dates of attendance (session dates only); published photographs; degrees and awards received including Dean’s List; major field of study; participation in college activities and sports; and weight and height of members of athletic teams.

Items open to inspection only by the student, the eligible parent/guardian of the student, and members of the professional staff who have responsibility for working with the student are as follows: health and medical records, disciplinary records, personal counseling and advising records, student placement files relating to employment, general test information, required student and family financial income records, and student permanent academic records, including grade reports and other supporting data.

In order for parents to have access to their child’s records without written permission from the child, the parents must certify that the child is economically dependent upon the parent as defined by Section 152 of the Internal Revenue Code of 1954. Whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded the student.

Students who want to see the items in their permanent folders that are available to them should make a request in writing to the Admissions and Records Office. Students who wish to challenge the contents of their records should contact the Admissions and Records Office concerning the procedures to be followed.

Any students who desire complete information relating to student access and student protection of records should contact the Admissions and Records Office.

Official Transcripts

The official academic transcript of a Chipola College student will be furnished only upon his or her written request to the Admissions and Records Office. The college reserves the right to deny a transcript or withhold any information on any student including students whose financial record is not clear.