

ENROLLMENT *Services*



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Changing Lives
Creating Futures

Since 1947

CHIPOLA
COLLEGE

"Chipola is a great place to further your education. I'm glad that I received both my Associates and Bachelor's from Chipola."

2016 Graduating Student Survey

"Chipola is a great college.."

2018 Graduating Student Survey

"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**

ENROLLMENT SERVICES

Ethics and Compliance Program

Reporting Hotline

In accordance with Chipola College Policy 1.004 and 1.006, individuals may report suspected misconduct anonymously through the Ethics and Compliance Program Hot-line at (850) 718-2410. For more information, contact the Vice President of Academic Affairs Dr. Pam Rentz at (850) 718-2213 or rentzp@chipola.edu or the Ethics & Compliance Officer Shannon Saunders at (850) 718-2410.

Equity

Notice of Equal Access/Equal Opportunity and Nondiscrimination

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Title IX of the Education Amendments of 1972 (20 U.S.C. ss1681) is an all-encompassing federal law that prohibits discrimination based on the sex of students, employees, and third parties when appropriate, of educational institutions, which receive federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Chipola College complies with all aspects of this and other federal and state laws regarding non-discrimination.

For information about compliance with Title IX or compliance regarding harassment or discrimination, including sexual harassment and sexual violence, should contact the College's Equity Officer and Title IX Coordinator: Wendy Pippen, Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183C, 850-718-2269, pippenw@chipola.edu

If the grievance involves a possible equity issue, the Equity Officer will meet with the student/group within 10 work days of the referral. The Equity Officer will investigate the grievance and notify the student/group of the findings and any action to be taken within 10 work days.

Admissions

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment. 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 Director of Enrollment Services. Applicants who are denied admission may appeal to the Admissions Committee within 10 days of denial.

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.

Student Email Accounts

Official communications between Chipola College and students will be accomplished via student email provided by the college. A student email account will be issued to each student within one week of application completion and acceptance. Official communications from the college Financial Aid/Veteran's Affairs office will also be via student email. It is the student's responsibility to regularly monitor student email correspondence.

Go to www.chipola.edu/StudentEmail to view current instructions for accessing student email.

To access email, go to www.outlook.com/my.chipola.edu. Sign in using your email address and your default password.

Please be advised that information concerning student email is subject to change.



MyChipola

The MyChipola portal is the students' source for access to information stored within the Jenzabar student records system. To access the portal, go to <https://my.chipola.edu> using any web browser.

The MyChipola tab is available to everyone (no login required) and gives access to admissions, course schedules and college events. To gain access to other features, you must sign into the portal by providing your User Name and Password at the top of the Home page.

Open Door Policy

Chipola has an Open Door Admissions Policy which provides educational opportunities to all qualified students who are interested in participating in programs, courses, and services offered by the college. However, state placement rules determine the level of classes a non-exempt 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 must apply online at <https://my.chipola.edu>. Look for the online application. Allow 2 - 3 weeks for processing. You are encouraged to apply 6-8 weeks prior to the semester and no later than the application deadline listed in the college calendar to improve your registration opportunities in desired classes and increase your financial aid opportunities. 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 should complete the Federal Student Aid (FAFSA) at www.fafsa.ed.gov

2. All students should complete the residency section. Please note that two documents are required to establish residency.

3. Students applying to the Baccalaureate Program should complete the online 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 via email.

6. Degree-seeking NON-EXEMPT 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 NON-EXEMPT 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. Students who entered 9th grade in a Florida public school in 2003-2004 or thereafter and who earned a standard Florida high school diploma; or students who are serving as active duty members of the United States Armed Services are exempt from taking the common placement or enrolling in developmental education courses: Students who are exempt from testing or enrolling in developmental education may take the common placement test and may enroll in developmental courses if they wish.

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, bacterial 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 web site. 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 contra indications of any required or recommended vaccine.

Admission Standards

Baccalaureate Degree Programs

Bachelor of Science Degrees in Education to include: Elementary, Exceptional Student, English, Mathematics (middle and secondary), Science (middle) and Biology (middle and secondary)

Submit the following to the Admissions and Records Office:

- New Students:

Complete Chipola College general application for admission at <https://my.chipola.edu/ICS/Admissions>

- Returning Students:

Submit a completed Chipola College general application for admission if you were not enrolled within the last year at Chipola at <https://my.chipola.edu/ICS/Admissions>

- New and Returning Students:

- Submit a completed Baccalaureate Supplemental Application.
- Request official transcripts from high school(s) or official GED scores be sent directly to Chipola College.
- Request official transcripts from all colleges/universities attended (except Chipola).

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 Education prerequisite courses; 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. Check college website for more information.

Bachelor of Science in Nursing

Submit the following to the Admissions and Records Office:

- New Students: Apply online at <https://my.chipola.edu/ICS/Admissions>.

- Returning Students apply online at <https://my.chipola.edu/ICS/Admissions> if you were not enrolled within the last year at Chipola.

- New and Returning Students:

- Submit a completed Baccalaureate Supplemental Application.
- Request official transcripts from high school(s) or official GED scores be sent directly to Chipola College.
- Request official transcripts from all colleges/universities attended (except Chipola).

Applicants to the BSN program should hold an AA degree or at least 60 semester credit hours to include completion of the Chipola College general studies requirement 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 2.0 GPA on all college coursework. Check college website for more information.

Bachelor of Science in Business Administration

- New Students: Apply online at <https://my.chipola.edu/ICS/Admissions>.

- Returning Students apply online at <https://my.chipola.edu/ICS/Admissions> if you were not enrolled within the last year at Chipola.

- New and Returning Students:

- Submit a completed Baccalaureate Supplemental Application.
- Request official transcripts from high school(s) or official GED scores be sent directly to Chipola College.
- Request official transcripts from all colleges/universities attended (except Chipola College).

Applicants to the BSBA program should hold an Associate in Arts Degree or at least 60 semester credit hours to include completion of the Chipola College general studies requirement from a regionally accredited institution, possess a cumulative grade point average of 2.0 on a 4.0 scale in all postsecondary coursework, have completed Chipola's general education requirements, and completed the state-mandated business common prerequisites courses.

For the Accounting Concentration:

Students must earn a "C" or better in each of the lower-level business prerequisites and earn a "B" or higher in ACG 2021 and ACG 2071. All of these courses must be completed prior to admission to the BSBA program or have approval of the Director of Enrollment Services.

For Engineering Management, Information Systems and Management Concentrations:

Students must earn a "C" or better in each of the lower-level business prerequisites. All of these courses must be completed prior to admission to the BSBA program or have approval of the Director of Enrollment Services. See college website for more information.

Associate in Arts and Associate in Science

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
- Graduate Exit Exam
- Sixty hours of transferable college credit courses, including 36 hours of General Education courses
- Minimum GPA of 2.0

Each student is advised to secure an Academic Plan for his/her major and transfer institution, and to take the courses recommended in the academic plans, which are available in Advising (A-112) and on the college website.

Civics Literacy

Prior to the award of an Associate in Arts or baccalaureate degree, first-time-in-college students entering a Florida College System institution in the 2018-2019 school year, and thereafter must demonstrate competency in civics literacy through one of the following options prior to graduation: 1) successfully passing either POS 2041 American Government or AMH 2020 American History Since 1865, or 2) achieving the standard score on one of the following assessments:

	<u>Score</u>
AP Government and Politics: United States	3
AP United States History	4
CLEP: American Government	50

Modern Language Requirement

First time in college students, beginning with Fall 2014, must demonstrate modern (foreign) language competency in order to earn 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 two semesters of the same language at the college level.

Home school students must demonstrate competency through competency testing.

The College allows students to demonstrate proficiency in a native language other than English or demonstrate they have a level of competence in a foreign language at least equivalent to that of students who have completed two (2) credits of such instruction in high school to meet this requirement.

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 students 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 Degrees

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 Director 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 Director 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 Director 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 Director of Enrollment Services.

Credit is granted only for grades of "C" or higher 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. Courses with a grade of "C" or higher may not be repeated.

Chipola College recognizes the value of a Massive Open Online Course (MOOC) as an alternative mode of learning, especially for developing skills in reading, writing and mathematics. However, MOOCs cannot be directly transferred to the College for credit granting purposes. Students seeking credit for a MOOC must contact the associated credit granting institution, if appropriate, to complete the credit requirements at that institution. The credit would then be awarded on that institution's transcript as credit and transferred to Chipola College for credit transfer consideration. MOOCs may contribute to Prior Learning Assessment (PLA) credit as one of the components considered in a PLA portfolio packet.

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 Director 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 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 in Fire Science Technology. Interested applicants must initiate this process through Admissions and Records. Fees apply for the transfer process.

Special Categories

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 \$21,000 per year; a total of \$42,000 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. The completed forms returned to the Director of Enrollment Services 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 Director of Enrollment Services. The student is urged to bring 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.

Dual Enrollment and Early Admission

Chipola College offers qualified high school students the opportunity to enroll in college courses to earn college credit and credit toward high school graduation by participating in the Dual Enrollment and Early Admission Program. The program is authorized under Florida Statute 1007.271 and is a cooperative effort with Calhoun, Holmes, Jackson, Liberty, and Washington School Districts to provide enhanced learning opportunities for qualified students through effective use of college programs and resources.

Student eligibility requirements for initial enrollment in college credit dual enrollment courses must include a 3.0 unweighted cumulative high school grade point average and the minimum score on a common placement test adopted by the State Board of Education. For more information on Dual Enrollment and Early Admission visit our website at Chipola.edu or contact 718-2248.



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, and AS 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 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.

Credit Hour

In accord with Federal Regulation, SACSCOC policy, and Florida Administrative Code, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for academic activities as established by the institution including laboratory work, internships, practica,

studio work, and other academic work leading to the award of credit hours.

The credit hour definition applies to all credit-bearing activities whether they take place on the college campus, at another site, or online. An online credit hour represents the equivalent amount of work as a credit hour for all courses with the same course number and description.

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 Associate Vice President of Student Affairs. 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 (Online) Courses

The purpose of Chipola College Distance Learning is to provide accessible, affordable, quality educational opportunities for area citizens through the use of technology. Online courses (section 700) are not assessed a Distance Learning fee. 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 are required to complete proctored assignments and/or exams under the supervision of an approved proctor, that is, someone authorized by Chipola to conduct these tests, such as the college Testing Center, online proctor or an approved off-campus proctor location. Dates for

proctored assignments and/or exams are specified on Canvas, in the syllabus or first day handout for each course.

Course syllabi and assignments will be available online on Chipola College's eLearning system, Canvas. 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.

Upon admission to the college, students should have received a letter from Chipola College with notification of their email address and instructions for accessing the Canvas system. Canvas login instructions are also available at the myChipola portal at <https://my.chipola.edu>. Students will be able to access their online classes on the first day of each term. Failure to access the course in Canvas the first week of class may impact your ability to receive financial aid and/or scholarship awards. Students should review the course syllabus and the First Day Handout which will provide information regarding any instructional materials (such as the textbook or any other software required) and an overview of the Canvas course content as well as the name 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 22 computer 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.

Chipola College Distance Learning students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the FL-SARA Complaint process page.

Directed Study Courses

Students may wish to pursue Directed Individual 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 Vice President of Instructional Affairs. DIS course work should be completed during the term in which it is started.

Directed Individual Study classes (Section 050) and Independent Study (Section 400) classes cost an additional \$30 per credit hour. Students should contact the appropriate academic department dean 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 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." Courses in limited access programs may not be audited.

Testing

Placement Testing

In an effort to provide more effective educational services for non-exempt 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 or the Associate in Science Degree Programs are required to participate in the Placement Testing Program prior to registering for their first term. Chipola College administers the Postsecondary Educational Readiness Test (PERT) as the primary placement test. Students who have achieved a college ready score on 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.

The PERT is offered Monday thru Thursday in the Chipola College Testing Center by appointment only. Examinees must schedule appointments and pay testing fees at least 24 hours in advance using the link on the Testing Center web page. (www.registerblast.com/chipola/Exam)

Placement test scores are valid for two years. An examinee may retest on the PERT after 30 days.

Placement Testing Exemptions

Transfer students who have completed English Composition I (ENC 1101) or its equivalent and have completed College Algebra (MAC 1105) or its equivalent may be exempt from placement testing. Students with a score of 262 or higher on grade 10 Florida Comprehensive Assessment Test (FCAT) 2.0 Reading subtest are

eligible for ENC 1101, provided the FCAT test score is no older than 2 years. A student who entered 9th grade in a Florida public high school in the 2003-04 school year, or any year thereafter, and earned a standard high school diploma or a student who is serving as an active duty member of the U.S. Armed Services is not required to take a placement test and is not required to enroll in developmental instruction.

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, 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. The student entered 9th grade in a Florida public school in 2003-04, or any year thereafter, and earned a standard high school diploma. 6. The student is serving as an active duty member of the U.S. Armed Services. 7. 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.

The TABE is offered Monday thru Thursday in the Chipola College Testing Center by appointment only. Examinees must schedule appointments and pay testing fees at least 24 hours in advance using the link on the Testing Center web page. (www.registerblast.com/chipola/Exam)

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 they score 70% or better on the exam. There is a fee for the test which is administered in the Testing Center. Examinees should contact the testing center at 718-2284 to schedule an appointment.



BSC 2085 Screening Exam

The BSC 2085 Screening Exam allows students who have not successfully completed BSC 1005 or successfully completed one year of high school biology, the ability to exempt the biology prerequisite for BSC 2085 providing they score 70% or better on the exam. There is a fee for the Screening Exam which is administered in the Testing Center. Examinees should contact the testing center at 718-2284 to schedule an appointment.

Health Education Systems Incorporated (HESI)

Completion of the HESI Admission Assessment is a part of the requirements for consideration for admission to the Chipola College Nursing Program. Applicants are required to take only the reading and math portions of the exam. The HESI is offered Tuesdays and Thursdays in the Chipola College Testing Center by appointment only. Examinees must schedule appointments and pay testing fees at least 24 hours in advance using the link on the Testing Center web page. (www.registerblast.com/chipola/Exam)

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. Since a grade of “P” for passing will be assigned, no grade point will be assigned for credit earned through the CLEP program.

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 students to greatly enrich their programs of study and allows them to pursue more advanced courses throughout their college career.

High school graduates who complete a Career Pathways program of study may receive credit-by-exam for selected courses which are included in the Associate in Science Degree or Workforce Development Certificate Programs. Testing must be completed prior to first semester enrollment.

The CLEP is offered on Mondays and Wednesdays in the Chipola College Testing Center by appointment only. Examinees must schedule appointments and pay testing fees at least 48 hours in advance using the link on the Testing Center web page. (www.registerblast.com/chipola/Exam)

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.

Graduate Exit Exam (GEE)

All students seeking an Associate in Arts Degree must earn a passing score on the Graduate Exit Exam, an academic exam designed to measure general education foundational skills attained in the first two years of college. Students must schedule for the GEE on Register Blast at www.registerblast.com/chipola/Exam.

Testing deadlines may be found in the Chipola College calendar printed on the inside front cover of this publication. The GEE is offered year around.

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 out 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. Payment deadlines for Early Registration tuition/fees are posted in the College Calendar. Regular Registration tuition/fees are due the day of registration. 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, and College Credit Certificate Programs

Type of Course	Per Semester Hour		
	Florida	Residency AL and GA	Other
College Credit and College Prep Courses	\$ 102.00	\$ 103.00	\$ 296.35

Workforce Development Certificate Programs

Type of Course	Per Clock Hour		
	Florida	Residency AL and GA	Other
Post Secondary Adult Vocational	\$ 2.55	\$ 2.56	\$ 9.21

Bachelor’s Programs

Type of Course	Per Semester Hour		
	Florida	Residency AL and GA	Other
College Credit	\$ 115.00	\$ 116.00	\$ 309.35

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

Additional Fees

1. Vocational Preparatory: \$30 (Florida Residents) and \$60 (Non-Florida Residents) per semester.
2. Special Fees: Special course fees may apply. When required, they are listed in the online schedule of courses. *Chipola College does not assess an online course fee.
3. Processing Fee: \$20.00 per semester. The Processing Fee includes application, ID, parking, and graduation fees.
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 an Associate in Science Degree in Early Childhood Education, Criminal Justice, or Fire fighting. See Director of Enrollment Services for details.
5. Experiential Learning Evaluation fee: (Contact Director 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 Paper Cut 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.

Methods of Payment

The college will accept personal checks for payment of tuition, fees, fines and other charges. VISA, Master Card, and Discover are accepted at the Business Office. Tuition payments may also be made online through the college's website: www.chipola.edu with VISA, Master Card, and Discover.

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.

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 \$2,335 to \$3,550 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 \$8,153 to \$9,738 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 online, 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, EMT, and other AS degree programs.

A waiver will be allowed for a maximum of six college credit hours per semester at the current, approved fee rate (\$102 per credit hour for the 2018-2019 academic year.) State employees are responsible for paying processing fees, testing fees, lab fees, and any other special fees. **Chipola College accepts only the official Chipola College - State Employee Tuition Waiver Form.**

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

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 list of complete guidelines concerning Florida Residency for Tuition Purposes is available at www.floridashines.org.

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 will be considered a dependent student, and the dependent student's status will be based on the residence status of a parent or legal guardian. A parent or legal guardian must complete the Affidavit of Residency on the Admission Application.

The Affidavit of Residency for the independent student must be completed by the student and submitted with the appropriate documentation.

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:

1a. 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).

1b. Chipola College shall waive out of state fees for an honorably discharged Veteran of the US Armed Forces, the US Reserved Forces or the National Guard who physically resides in the state of Florida while enrolled in this institution. Tuition and fees charged to Veterans who qualify for the out-of-state fee waiver under this section may not exceed the tuition and fees charged to a resident student. The waiver is applicable for 110% of the required credit hours of the degree or certificate program for which the student is enrolled.

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.

Refund Policy

All refunds are processed through the College Business Office approximately two weeks after the end of the drop/add period. Refunds are issued via check made payable to the student and mailed to the student's current address on file in the Admission's Office. 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.

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 Supplemental Educational Opportunity Grant (FSEOG)

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 enrolled you may be required to repay all or part of the Title IV aid you receive. This will result in a debt to Chipola, and may result in an additional debt to the Federal Government.

Students who 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 Pell 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. 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 October 1 for the following academic year. Applicants should apply online at www.fafsa.ed.gov. (Chipola's code is 001472).

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 in the College calendar.

The Financial Aid Program at Chipola College is designed to provide scholarships, grants, 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). Financial assistance may consist of scholarships, grants, 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, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws.

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 with the Financial Aid Office regarding potential financial liability. Title IV aid includes Federal Pell Grants, and Federal Supplemental Educational Opportunity Grants.

The following types of aid are administered:

Federal, State and College Assistance Programs

Federal Pell Grant (Pell): A grant provided by the federal government to qualified students who demonstrate financial need and have an Expected Family Contribution (EFC) below the threshold designated annually by the U.S. Department of Education. Apply using the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. Students must reapply for all federal financial aid programs by submitting a new FAFSA each year. Please visit <https://studentaid.ed.gov/sa/types/grants-scholarships/pell> for more information.

Federal Supplemental Education Opportunity Grant (SEOG): A supplemental grant provided by the federal government to qualified students who demonstrate exceptional financial need. Priority is given to Pell Grant recipients with the lowest EFC. Students must be enrolled at least half-time to receive this award. Please visit <https://studentaid.ed.gov/sa/types/grants-scholarships/fseog> for more information.

Federal Work-Study (FWS): Federal funds provided to students for part-time employment. Students must apply by submitting a FAFSA and employment application. Participants must have unmet need as determined by the students' cost of attendance, EFC, and other aid awarded. Work is limited to 15–20 hours per week, paid at minimum wage. Students should visit Financial Aid Office for additional information.

Florida Student Assistance Grant (FSAG): A state funded need-based grant available to Florida residents who submit a FAFSA by the Chipola College financial aid deadline and meet eligibility criteria established by the Florida Department of Education. Please visit <https://www.floridastudentfinancialaidsg.org/PDF/factsheets/FSAG.pdf> for additional information.

Florida Student Assistance Grant – Certificate Education (FSAG-CE): A state funded need-based grant available to Florida residents who submit a FAFSA who are enrolled in certificate programs and meet eligibility criteria established by the Florida Department of Education. Please visit <https://www.floridastudentfinancialaidsg.org/PDF/factsheets/FSAG-CE.pdf> for additional information.

Florida First Generation Matching Grant (FGMG): A state and Chipola College funded grant available to “first generation” students who submit a FAFSA and meet eligibility criteria determined by the Florida Department of Education. For additional information please visit <https://www.floridastudentfinancialaidsg.org/PDF/factsheets/FGMG.pdf>.

Florida Bright Futures Scholarship Program (Florida Academic Scholars, Florida Medallion Scholars, Florida Gold Seal Vocational Scholars, Florida Gold Seal CAPE Scholars, and Florida Top Scholars): A state scholarship awarded to Florida high school graduates who demonstrate high academic achievement. Students must meet initial eligibility requirements while in high school, and apply for the scholarship during their final (senior) year. Recipients are selected and notified by the Florida Department of Education. For Bright Futures scholarship requirements, student eligibility, and renewal requirements visit <https://www.floridastudentfinancialaidsg.org/SAPBFMAIN/SAPBFMAIN>.

Honorably Discharged Graduate Assistance Program (HDGAP): A need-based program that provides Florida veterans

with supplemental living expenses during semester breaks. Apply using the FAFSA.

Scholarship for Children and Spouses of Deceased or Disabled Veterans (CDDV): Scholarship that provides funding for tuition for dependent children and un-remarried spouses of a qualified Florida veteran. Students must submit a completed Florida Student Application by April 1. Eligibility is determined by the Florida Department of Veteran Affairs. For more information visit <https://www.floridastudentfinancialaidsg.org/PDF/factsheets/CSDDV.pdf>.

Other State Scholarships: The Florida Department of Education offers numerous scholarships and grants to Florida residents. Please consult the Florida Department of Education at www.floridastudentfinancialaid.org or call toll free at (888) 827-2004.

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 or math lab assistant scholarships—Awards are recommended by a committee of the Natural Science and Mathematics faculty. Contact the Associate Dean of Mathematics and Natural Science 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: Chipola College is certified by the Florida State Approving Agency (SAA) for training under the various U.S. Department of Veterans Affairs (VA) Education and Training Programs (GI Bill ®). The college's policies and procedures are applicable to all eligible students who make application for, and receive, VA Educational or Training 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 SAA to allow payments to eligible students. Student Veterans or dependents planning to enroll at Chipola College and wishing to receive VA educational/training benefits should consult with the college's VA Services Office well in advance of registering for classes. The School Certifying Officer (SCO) will coach the veteran through the required applications and forms needed for VA benefits and/or enrollment certification. **The veteran assumes responsibility for all fees at registration.** However, veterans attending the college under Chapter 31 (Vocational Rehabilitation) who have approval from the VA will have registration fees paid directly to the college by the VA. Veterans attending college under Chapter 33, also known as Post-911, 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 VA.

Veterans (students) desiring information about benefits and requirements should contact Chipola College's VA Services Office at 850-718-2437 or the VA Regional Office at 1-800-827-1000. Website - www.gibill.va.gov.

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

12 or more credit hours	Full-time
9-11 credit hours	$\frac{3}{4}$ time
6-8 credit hours	$\frac{1}{2}$ time
1-5 credit hours	less than half time

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

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 job description and rate of pay for any student job you accept.
- Be advised of the requirements in cases of withdrawal, such as refunds or repayment of financial aid.

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 sign.
- Know and comply with rules governing the aid you receive.
- Provide additional documentation, verification, corrections, and/or new information requested by the Financial Aid Office.
- 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.

Excess Hours Advisory Statement

Section 1009.286, Florida Statutes, establishes an "excess hour" surcharge for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees. "Excess hours" are defined as hours that go beyond 120% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 144 credit hours (120% x 120).

All students whose educational plan may include earning a baccalaureate degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida college students intending to transfer to a state university should identify a major or "transfer program" early and be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.

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/Online 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.

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 2017-18 fiscal year, more than \$790,600 was expended by the Foundation for tuition and books for 1,127 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 website, or by calling the Foundation

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 2018-2019 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.

Academic Students Residing With Parents	Florida Resident (In-State)	Alabama/Georgia Resident (Differential)	Non-Florida Resident (Out of State)	BS Program Resident (In-State) O.S. Add \$5,830 AL/GA Add \$30 Resident (Differential)
Tuition and Fees	\$3,120	\$3,150	\$8,950	\$3,510
Processing Fee	40	40	40	40
Books and Supplies	800	800	800	800
Room and Board	2,220	2,220	2,220	2,220
Transportation	2,848	2,848	2,848	2,848
Personal/Medical	1,500	1,500	1,500	1,500
Total	\$10,528	\$10,558	\$16,358	\$10,918
Academic Students Not Residing With Parents	Florida Resident (In-State)	Alabama/Georgia Resident (Differential)	Non-Florida Resident (Out of State)	BS Program Resident (In-State) O.S. Add \$5,557 AL/GA Add \$30 Resident (Differential)
Tuition and Fees	\$3,120	\$3,150	\$8,950	\$3,510
Processing Fee	40	40	40	40
Books and Supplies	800	800	800	800
Room and Board	5,388	5,388	5,388	5,388
Transportation	2,848	2,848	2,848	2,848
Personal/Medical	1,500	1,500	1,500	1,500
Total	\$13,696	\$13,726	\$19,526	\$14,086
Students Residing In Residence Hall	Academic Florida Resident (In-State)	Academic Alabama/Georgia Resident (Differential)	Academic Non-Florida Resident (Out of State)	Vocational (In-State) O.S. Add \$5,994 AL/GA Add \$9
Tuition and Fees	\$3,120	\$3,150	\$8,950	\$2,295
Processing Fee	40	40	40	40
Books and Supplies	800	800	800	430
Room and Board	4,560	4,560	4,560	4,560
Transportation	1,435	1,435	1,435	1,435
Personal/Medical	1,500	1,500	1,500	1,500
Total	\$11,455	\$11,485	\$17,285	\$10,260
Vocational Students Residing With Parents	Florida Resident (In-State)	Alabama/Georgia Resident (Differential)	Non-Florida Resident (Out of State)	
Tuition and Fees	\$2,295	\$2,604	\$8,289	
Processing Fee	40	40	40	
Books and Supplies	430	430	430	
Room and Board	2,220	2,220	2,220	
Transportation	2,848	2,848	2,848	
Personal/Medical	1,500	1,500	1,500	
Total	\$9,333	\$9,342	\$15,327	
Vocational Students Not Residing With Parents	Florida Resident (In-State)	Alabama/Georgia Resident (Differential)	Non-Florida Resident (Out of State)	
Tuition and Fees	\$2,295	\$2,304	\$8,289	
Processing Fee	40	40	40	
Books and Supplies	430	430	430	
Room and Board	5,388	5,388	5,388	
Transportation	2,848	2,848	2,848	
Personal/Medical	1,500	1,500	1,500	
Total	\$12,501	\$12,510	\$18,495	

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.

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 department office where it will be forwarded to the Vice President of Instructional Affairs, 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 Director 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. According to Administrative Code 6A-14.0301, 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 the Associate Vice President of Student Affairs for more information.

Based on major extenuating circumstances, a fourth attempt may be granted by the Associate Vice President of Student Affairs. 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

As per Florida Rule 6A-14.0301, grade forgiveness applies when students repeat the same college developmental or college credit course in which they earned a "D" or "F" grade. Students may not repeat the same college credit or college 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 not audit courses in limited access programs. 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

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

<i>Numerical Grade</i>	<i>Letter Grade</i>	<i>Quality Points</i>
90-100	A	4
80-89	B	3
70-79	C	2
60-69	D	1
Below 60	F	0
Incomplete	I	0
Withdrawn or Dropped	W	0
Audit	X	0

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:

Courses	GPA Hours	Grade	Quality Points
ENC 1101	3	A	12
MAC 1105	3	C	6
SYG 1010	3	F	0
FRE 1120	4	B	12
ART 1300C	3	C	6
SLS 1101	1	B	3

**Total hours for GPA - 17 Total Quality Points Earned - 39
17 Hours for GPA divided into
39 Quality Points Earned= 2.29 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.

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. Audits are not permitted for courses in limited access programs.

All grade changes must be initiated by the assigned faculty member and submitted to the Vice President of Instructional Affairs. 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, or AS degree. (Students enrolled in the School of Education Bachelor Program must earn a 2.5 GPA.) 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.

Students graduating with honors based on the cumulative grade point average including transfer credit hours will be designated as follows:

Summa Cum Laude	Grade Point Average of 3.90 - 4.00
Magna Cum Laude	Grade Point Average of 3.70 - 3.89
Cum Laude	Grade Point Average of 3.5 - 3.69
Honor Student	Grade Point Average of 3.25 - 3.49

The determination of the honor categories for the commencement ceremony is based on the cumulative grade point average at the end of the student's last term of enrollment prior to the term of the graduation ceremony. Students who have met the criteria for honors prior to their term of graduation will be eligible for the honor codes at the commencement ceremony.

The transcript is the final and official record of a student's standing at the time of graduation. Students meeting the honors criteria after the official analysis of graduation eligibility is determined will have the appropriate notation affixed to the diploma or certificate awarded.

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.

STANDARDS OF PROGRESS

Status	Quality Point Deficiency
Alert	1-18
Warning	19-29
Suspension	30 or more

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 GPA.

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 Director of Enrollment Services.

Appeals

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

Standards of Satisfactory Academic Progress for Financial Aid Recipients and Veterans

Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility Federal regulations require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than college Academic Progress Standards. Federal regulations state that Satisfactory Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. The student must meet all the minimum standards in order to receive financial aid. Students receiving funds from institutional scholarships and state scholarships are required to maintain the progress requirements established by them.

A. Institutional Scholarships

1. Athletic Scholarships

- a. Maintain National Junior College Athletic Association standards.
- b. Maintain Florida College System 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 for Full Time Enrollment

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)
5. Florida Gold Seal CAPE 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 Degree Students

Must maintain a cumulative grade point average (CGPA) of 2.00 with a 67% completion rate on all hours attempted including transfer hours accepted by Chipola. A student must complete their program of study within the 150% time frame of their degree. Example: If a program is 60 credit hours then the student must complete all required coursework within 90 hours.

2. BS Degree Students

Must maintain a cumulative grade point average (CGPA) of 2.00 with a 67% completion rate on all hours attempted including transfer hours accepted by Chipola. A student must complete their program of study within the 150% time frame of their degree. Example: If a program is 120 credit hours then the student must complete all required coursework within 180 hours.

Exception: BS Students in Education Degrees must follow the same standards as other BS degrees except must maintain a 2.50 cumulative grade point average.

3. Clock Hours and Certificate Program.

Students are required to complete the total number of clock/credit hours and weeks of instructional time in a payment period to be eligible for additional Federal Aid. A student must complete their program of study within 150% time frame of their certificate. Student must maintain a cumulative grade point average of 2.0 with a 67% completion rate on all clock/credit hours including transfer hours accepted by Chipola.

E. Course Work Evaluation

• Standards of Satisfactory Academic Progress (SAP) are applied at the end of every semester (Fall, Spring and Summer) or payment period to determine eligibility for the following academic semester or payment period. SAP standards are calculated using cumulative GPA and cumulative completion rate. Students must maintain an overall GPA of 2.0, except for BS recipients in the Education programs who must maintain a 2.50 or higher and a completion rate of 67% or more.

• The evaluation period will be based on attendance in all prior semester(s) or payment period(s) and will include all classes attempted including transfer work whether federal aid was received or not. The initial evaluation at Chipola will be based on all previous institutions attended once the transcripts are received, evaluated, and posted to the student's record. SAP will be reviewed after each semester or payment period.

• The student's cumulative GPA and completion ratio must meet the minimum standards or the student will be placed on warning or suspension. Grades of "A", "B", "C", "D", "P", "S" are considered completed grades. Incomplete grades for this policy are "F", "I", "W", "XW", "X", and "U". Remedial courses will count toward hours attempted, completed and CGPA when evaluating SAP. (A maximum of 30 remedial credit hours).

• Financial aid will calculate repeated courses which were not successfully completed. Students who are on their third attempt of a class must pay full cost of tuition according to Florida Statutes unless they have a successful third attempt appeal.

• Financial aid eligibility will include repeating a course one time if the student earned prior credit for the course with a grade of a "D" or higher. All classes taken must be counted as attempted classes regardless of grade forgiveness.

• Students who are not meeting SAP will be placed on a warning for a semester or suspended if they have not met the standards of satisfactory academic progress. Students who are placed on a warning status must be able to meet the cumulative minimum requirements for satisfactory academic progress by the next evaluation or will be ineligible for financial aid.

• Students who are not meeting SAP at the end of the warning period will be ineligible for financial aid until they raise their CGPA and/or completion rate to meet the minimum SAP requirements to regain financial aid eligibility or have an approved appeal plan. (See Appeal Progress)

• Students on probation and following a Financial Aid Eligibility Progress Plan will be evaluated according to the terms of the progress plan.

• Students who do not meet the Standards of Satisfactory Academic progress will be notified by e-mail. Students may follow the appeal process or the reinstatement procedures as outlined in section G and H. Student will not have eligibility for any further federal aid until they have met Standards of Satisfactory Academic Progress or have been granted an appeal approval.

• Vocational Preparatory Courses (VPI) will be excluded from hours attempted, completed or CGPA. Advanced placement and CLEP classes are not calculated in CGPA.

F. Maximum Time Frame Eligibility

• Students who have attempted more than 150% of the credits required for their program of study are considered not to be making Satisfactory Academic Progress and therefore, are ineligible for financial aid funds.



• Students seeking subsequent degrees, all transfer hours accepted by Chipola, and hours attempted at Chipola will be used in determining maximum timeframe for their respective programs.

• A student may appeal as outlined in G. Reinstatement procedures as outlined in H. are not applicable to maximum time frame eligibility.

• Students who have earned a Bachelor's degree may not earn an Associates of Arts Degree. All credits earned may apply to the 150% timeframe for the degree program in which the student is currently enrolled.

G. Appeal Process

• A student who has lost financial aid eligibility due to extenuating circumstances may appeal.

• Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death with immediate family, other circumstances beyond the reasonable control of the student, etc.

• All appeals must be in writing, including all appropriate documentation. Appeals should be addressed to the Director of Enrollment Services.

• Examples of documentation could include an obituary notice, divorce decree, or a letter from physician, attorney, social services agency, parole officer, employer, etc.

• The condition or situation must be resolved which will allow the student ability to complete course work successfully or an appeal will not be granted.

• The outcome on an appeal may include a denial or probationary period with a Financial Aid Eligibility Progress Plan to assure students meet the Standards of Satisfactory Academic Process.

• Students will be notified by mail of the results of the appeal, and of any restrictions or conditions pertaining to their appeal.

H. Reinstatement of Financial aid Eligibility

• A student who has lost financial aid eligibility may be reinstated after the student has taken classes to meet the minimum requirements of a cumulative GPA of 2.0 or for BS Education degrees 2.50 and a cumulative completion rate of 67% of all credit hours being evaluated or approved on appeal.

• All classes including those taken at other institutions will be taken into consideration for reinstatement purposes.

• A student must be able to complete their degree or certificate within the 150% timeframe.

• It is the student's responsibility to notify the Office of Financial Aid when this condition has been met.

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 three degrees, the Bachelor's of Science Degree, the Associate in Arts, and the Associate in Science. Certificates are provided in Workforce Development programs.

All graduates will be provided graduation robes and mortar boards with tassels. No additional adornment is allowed. Only those cords awarded by Chipola College for academic achievement in Honors, Phi Theta Kappa and/or the President's Medallion for (4.0) graduates will be allowed. All other adornments and ornamentation including pins, flowers or brooches will not be allowed. Graduates will be asked to remove any adornments that have not been approved prior to entering the arena floor.

Bachelor of Science Degree in Education

To be awarded the Bachelor of 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 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.
- Complete a minimum of 120 hours of coursework.
- Satisfactorily complete Student Internship.
- 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 Science in Business Administration

To be awarded the Bachelor of Science in Business Administration Degree, 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 all required coursework. Twenty-five percent of the total semester hours toward graduation must be earned in academic programs in residence at Chipola College. 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 dean.
- Earn a cumulative GPA of 2.0.
- Complete a minimum of 120 hours of coursework.
- Complete a minimum of 60 hours of 3000/4000 coursework at a senior level institution with a grade of "C" or better.
- Have a GPA of 2.5 or higher in the 7 required courses plus 1 elective in either of the accounting or management concentrations.
- Complete significant hours of community service.

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 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 passed the Graduation Exit Exam, and must have fulfilled the requirements of the Communication and Computations Skills regulation (Gordon Rule). 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

The requirements for the Associate in Science degree are the same as the Associate in Arts degree with three exceptions. Students must complete 15 to 18 hours of General Education coursework; must follow a Chipola College academic plan for the chosen degree field.

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 or the Associate in Science 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. We do not consider telephone numbers or email addresses as part of the Directory Information.

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.

