Enrollment Services

“I have dual-enrolled for two years. I absolutely love the campus at Chipola! I have had a wonderful educational experience here.”
Amelia Medina
Sophomore

“Being a part of the Honors Program has greatly influenced the way I look at things. It has opened my mind to different and greater things, while giving me the opportunity to excel in numerous facets of life.”
Nicole Vaughan
2005 Graduate

“I would just like to say, I really appreciate all that Chipola College has done for me. I would really like to say I appreciate the Chipola Foundation for sponsoring me all the way through college. Thank you very much.”
2005 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, US Air Force
Outstanding Alumnus

Equity
Admissions
Testing
Fees
Financial Aid
Attendance
Maximum Attempts, Grade Forgiveness, and Withdrawal
Grading System
Standards of Academic Progress
Graduation Requirements
Student Records
Equity

Civil Rights Compliance

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

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

Change of Rules

The college reserves the right to deny admission to any applicant except for reasons of race, creed, national origin, age, sex, veteran’s status, disability, or marital status in its employment practices or in the admission and treatment of students. Inquiries regarding the college’s Equal Opportunity Policies may be directed to Dr. Jayne Roberts, Dean of Enrollment Services, Building A, Room 144, 850-718-2209.

Getting In

Getting admitted to Chipola is as uncomplicated as state regulations allow; however, if any difficulty arises during the process, call the college at (850) 718-2211 for assistance.

To request information by mail, write to the following:

Admissions and Records
Chipola College
3094 Indian Circle
Marianna, FL 32446-2053

Open Door Policy

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

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

Application Procedure

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

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

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

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

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

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

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

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

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

Hepatitis B is a serious infectious disease caused by a virus that attacks the liver. The hepatitis B virus (HBV) can cause lifelong 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 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 contraindications of any required or recommended vaccine.

Admission Standards

Baccalaureate Degree Programs  (See page 58)

Associate in Arts, Associate in Science and Associate in Applied Science Degree Programs

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

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

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 or to the Success Center if it can be shown that they could profit 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 Cosmetology and Public Service have limited enrollments. Additionally, Public Service programs have special admission criteria set by state agencies.

Transfer Credit

BS/AA/AS/AAS Degree

Students who have attended any college or university prior to enrolling at Chipola College are considered transfer students and must present an official transcript from each college/university previously attended. Transfer students must request that their official transcripts be mailed directly to Admissions and Records.

Students may transfer college credit from other institutions into Chipola College; however, at least 25% of the semester hours of the BS, AA, AS, AAS or college certificate program must be earned in college semester hours at Chipola College (excluding CLEP or credit by exam or prior learning). All courses received for transfer college credit must be evaluated and approved by the Dean of Enrollment Services. The amount of credit allowed would not exceed the amount the student earned at the original institution. Quarter-hour credits will be converted to semester hours. Transfer credit may be accepted from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency provided the courses meet academic standards and are relevant to the college’s instructional program. Exceptions will be considered on a case-by-case basis. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory, the Dean of Enrollment Services has the prerogative not to accept all or any part of the previously earned credit. Students with college credit from colleges outside the U.S. must have their documents evaluated by one of the approved commercial evaluating companies. (Information on these companies is available in the Dean’s Office.)
Appeals for evaluations should be addressed to the Dean of Enrollment Services.

Credit is granted only for courses with a grade of “D” or better, except for grades in college credit English and math courses. Credit is granted only for grades of “C” or better in college-level English and math courses. Courses with grades of “D” or lower may be repeated under the provisions of Chipola College’s Forgiveness Policy (see page 30).

Failing grades from other colleges are used in computing grade point averages. Students on academic probation at a previous college may be admitted to Chipola in a similar status. Students under suspension/dismissal from another college or university will not be considered for admission during the period of their suspension. In exceptional cases, students may petition the Dean of Enrollment Services.

Workforce Development Certificate

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

Armed Forces Education Experience

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

Experiential Learning

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

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

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

Workforce Development Programs

Chipola provides students who have completed Workforce Development course work the opportunity to transfer Workforce Development course work toward their 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 Criminal Justice, Firefighting and Electronic Engineering Technology AS degree programs of study. Interested applicants must initiate this process through Admissions and Records.
Special Categories of Admissions

International Students

For admission purposes an applicant is classified as an international student only if the college has to issue papers required by the Immigration and Naturalization Service. Applicants who have been admitted to the United States are 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 or M-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 a minimum score of 525/195 on TOEFL as proof of sufficient knowledge of the English language. The test is available through the Educational Testing Service, Box 6151, Princeton, New Jersey 08541.
4. A notarized form showing that financial resources are available for travel, tuition, books, and living expenses while the student is attending college in the USA. The amount of funds required is $15,000 per year; a total of $30,000 for the normal two-year program. This evidence is also required by the American Embassy or Consulate when applying for a student visa to enter the United States. Financial Aid is not available to students on visa; students must have these funds available when they register for their classes.
5. A certificate of proof that the student is covered by standard health, accident insurance, and evacuation/repatatriation insurance must be provided before the term of intended enrollment. This insurance coverage must continue for the entire period of enrollment at the college.
6. Return the completed forms to the Admissions and Records Office with the 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 Student

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 unless they plan to enroll in an English or mathematics course or courses that require pre-requisites. 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 students who have at least a 2.0 “C” average or better at Chipola College. Eligibility for transient status and acceptability of courses is determined by the Dean of Enrollment Services. The student is urged to bring to the Dean course descriptions of each course to determine their transferability and equivalency. Transient permission is not usually given to any student for consecutive sessions. A student who requests transient permission and meets the requirement of a 2.0 “C” average is furnished with a Transient Form. Courses listed on the Transient Form will be accepted as equated on the form. If courses other than those listed are taken, they will be accepted under the conditions listed in this Rule for Transfer Students. Courses earned in transient status are accepted with the grades earned and are treated as transfer work.

Dual Enrollment and Early Admission

The Dual Enrollment Program allows eligible high school students to enroll in college courses applicable toward a workforce development certificate or an associate degree. The Dual Enrollment program applies only to students enrolled in district high schools that have an articulation agreement with Chipola.

The Early Admission Program allows eligible students to enroll in college on a full-time basis, taking courses that are applicable toward the high school diploma and the associate degree or workforce development certificate.

In order to be eligible for participation in the college credit Dual Enrollment Program a student must:

a. Have completed ninth grade and be at least 15 years of age and not more than 18 years of age by August 1 of the academic year in which enrolling.

b. Have appropriate scores on the American College Test (ACT), the Scholastic Aptitude Test (SAT), or the College Placement Test (CPT). Official results must be on file with the Admissions and Records Office before the initial registration period. Scores can be no more than two years old.

c. Have a minimum unweighted cumulative high school grade point average of 3.0 or an American College Test (ACT) composite score of 21, or a College Placement Test (CPT) composite score of 96, or a Scholastic Aptitude Test (SAT) score of 500 verbal and 500 quantitative. Scores can be no more than two years old.

d. Have written approval of the high school principal.

e. Secure written verification of home-school status from your local school board (per Florida Statute).

f. All students participating in the Dual Enrollment Program must maintain a minimum term and cumulative college grade point average of 2.0.

Students may not repeat college credit courses in which they have earned grades of W, D, or F until after high school graduation.

h. Students enrolled in the Dual Enrollment Program may not register for Distance Learning or Independent Study Courses.
2. In order to be eligible for participation in the college credit Early Admissions Program a student must:
   a. Have completed the eleventh grade and twelve (12) or more credits/units toward graduation and be at least 16 years of age at the time of admission and not more than 18 years of age by August 1 of the academic year in which enrolling.
   b. Have appropriate scores on the American College Test (ACT), the Scholastic Aptitude Test (SAT), or the College Placement Test (CPT). Official results must be on file with the Admissions and Records Office before registration. Scores can be no more than two years old.
   c. Have a minimum unweighted cumulative high school grade point average of 3.0 or higher for the ninth, tenth, and eleventh grades or an American College Test (ACT) composite score of 21, or a College Placement Test (CPT) composite score of 96, or a Scholastic Aptitude Test (SAT) score of 500 verbal and 500 quantitative. Scores can be no more than two years old.
   d. Have written approval of the high school principal and the local school board.
   e. Secure written verification of home-school status from your local school board (per Florida Statute).
   f. All students participating in the Early Admission Program must maintain a minimum term and cumulative college grade point average of 2.0.
   g. Students may not repeat college credit courses in which they have earned grades of W, D, or F until after high school graduation.
   h. Students enrolled in the Dual Enrollment Program may not register for Distance Learning or Independent Study Courses.

3. In order to be eligible for participation in the Workforce Development Dual Enrollment Program a student must:
   a. Have completed ninth grade and be at least 15 years of age and not more than 18 years of age by August 1 of the academic year in which enrolling.
   b. Have on file with the Admissions and Records Office appropriate scores on the Test of Adult Basic Education (TABE). Scores can be no more than two years old.
   c. Have a minimum unweighted cumulative high school grade point average of 2.0 or a score of 10th grade, level A, on the Test of Adult Basic Education (TABE).
   d. Have written approval of the high school principal.
   e. Secure written verification of home-school status from your local school board (per Florida Statute).
   f. All students participating in the Dual Enrollment Program must maintain a minimum term and cumulative college grade point average of 2.0. Students who fail to meet this requirement may appeal to the college Admissions Committee.
   g. Students may not repeat college credit courses in which they have earned grades of W, D, or F until after high school graduation.
   h. Students enrolled in the Dual Enrollment Program may not register for Distance Learning or Independent Study Courses.

4. In order to be eligible for participation in the Workforce Development Early Admissions Program a student must:
   a. Have completed the eleventh grade and twelve (12) or more credits/units toward graduation and be at least 16 years of age at the time of admission and not more than 18 years of age by August 1 of the academic year in which enrolling.
   b. Have on file with the Admissions and Records Office, official passing scores on the Test of Adult Basic Education (TABE). Scores can be no more than two years old.
   c. Have a minimum unweighted cumulative high school grade point average of 2.0 or higher for the ninth, tenth, and eleventh grades or a score of 12th grade, Level A, on the Test of Adult Basic Education (TABE).
   d. Have written approval of the high school principal and the local school board.
   e. Secure written verification of home-school status from your local school board (per Florida Statute).
   f. All students participating in the Early Admission Program must maintain a minimum term and cumulative college grade point average of 2.0.
   g. Students may not repeat college credit courses in which they have earned grades of W, D, or F until after high school graduation.
   h. Students enrolled in the Dual Enrollment Program may not register for Distance Learning or Independent Study Courses.

Honors Program

High school seniors may apply for admission to Chipola’s Honors Program. Minimum qualifications are a high school GPA of 3.5 and an ACT score of 23 (SAT 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. Contact Lindsay Roach in Student Services, Building A, for application information.
Enrollment Policies

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

Drop/Add a Course
At the beginning of each semester or summer term, students may change classes according to the cutoff date for drop/add, as specified in the 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.

Student Load
The minimum load for full-time college-level students is 12 semester hours per semester or 6 semester hours per term of the summer session. All other college level students are classified as part-time students.

The following regulations apply concerning the maximum student load.
1. The maximum student load for first-time students is 18 semester hours per semester and six semester hours per summer session.
2. Students who have a scholastic average of 2.50 or above for the preceding semester or session may carry a maximum load of 19 semester hours per semester.
3. Students who have a scholastic average of 3.00 or above for the preceding semester or session may carry a maximum load of 21 semester hours per semester.
4. Students on scholastic probation are limited to loads of 16 semester hours per semester.
5. The maximum load during the summer session is 8 semester hours per six weeks term.

All requests for exceptions to the above regulations will be referred to the Dean of Enrollment Services. Only in unusual circumstances when evidence exists that a student can succeed in all courses will an exception be made to allow loads in excess of those shown.

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

Classification of College Credit Students
Freshman: A student having fewer than 30 semester hours of earned credit.
Sophomore: A student having 30 or more semester hours of earned credit.
Junior: A student having 60 or more semester hours of earned credit.
Senior: A student having 90 or more semester hours of earned credit.
Full-Time: A student who registers for 12 or more semester hours.
Part-Time: A student who registers for fewer than 12 semester hours.
Transient: A student who is temporarily registered (for one term) at Chipola College with the approval of some other college or university where he or she is regularly enrolled, or a Chipola College student who is temporarily in attendance at another college or university with the approval of Chipola College.
Audit: A student admitted to college classes on a noncredit basis. Audit students must complete the standard admission procedures. Attendance requirements are established by the instructor. Charges for audit registration are the same as for credit registration. Audit courses will be included on academic records with a grade of “X.”

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

AA/AS/AAS Requirements
All students entering Chipola College for the first time are required to take the Enhanced American College Test (ACT), the Scholastic Achievement Test-I (SAT-I), or the Computerized Placement Test (CPT).
All high school students seeking dual enrollment must complete placement testing. See page 19 for Dual Enrollment requirements.
Students who have not taken the ACT or SAT-I for placement purposes can take the CPT at the Chipola Testing Center.
Placement test scores are valid for two years. Students can retake the CPT ninety days after the first attempt. After the second attempt, students must wait two (2) years before a third attempt can be made.
Placement Testing Exemptions

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

TABE Testing Requirements

Students who are enrolled in a postsecondary workforce development certificate program shall complete the TABE (Test of Adult Basic Education) within the first six weeks after admission into the program. However, a student is exempt from taking the TABE if any of the following criteria are met: 1. The student possesses an earned A.A., A.S., A.A.S. or higher degree. 2. The student has a minimum passing score on a standardized test provided the test scores are not over two years old. 3. The student has successfully completed college level English and mathematics courses. 4. The student has completed preparatory courses with a “C” grade or higher. 5. Students with disabilities as defined in Section 1007.264 may be exempt also. No student will be awarded a workforce development certificate until the student achieves the minimum level of basic skills required for that program by the Department of Education.

CGS 1100 Screening Exam

The CGS 1100 Screening Exam allows computer proficient students the ability to be exempt from the introductory computer course CGS 1060 providing that they score 70% or better on the exam. Students must purchase a personal license that will be used in both CGS 1060 and CGS 1100 in order to test. The license may be purchased in the Success Center/Testing Center or the Chipola Bookstore.

Nurse Entrance Test (NET)

The NET assesses skills in mathematics, reading comprehension, and written expression for potential nursing students. It is designed to help you identify which of your academic skills must be sharpened before you begin your nursing education.

Advanced Placement /Credit by Exam (CLEP)

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

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

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

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

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

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

College Level Academic Skills Test (CLAST)

1. All AA degree-seeking students must apply for the CLAST or CLAST alternative through Enrollment Services.

2. Students must complete 18 hours of college courses before taking the CLAST.

3. Students with less than an overall 3.0 GPA who take the CLAST are required to take the CLAST review courses in math and English before taking the CLAST. The math CLAST review course has a prerequisite of MAC 1105 or higher math course. Students with a 3.0 or higher GPA may take the review course as an elective to better prepare themselves for the test.

4. Students are encouraged to take the CLAST as soon as they complete the CLAST skills courses.

5. Students planning to retake any section of the CLAST must take the appropriate review course(s) before retaking the CLAST.

6. Students planning to take the CLAST must register at Enrollment Services by the registration deadline.

7. The State Board of Education has established the following minimum passing scores for the CLAST. These scores became effective Oct. 1, 1992.

   Reading 295
   Writing 295
   Computation 295
   Essay 6

CLAST Testing Alternatives

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

Students who have earned a 2.5 grade point average in both Communications Skills I & II (ENC 1101 & 1102) may be exempt from the Reading, English Language Skills, and Essay sections of the CLAST.
Students who have earned a 2.5 grade point average in two 3-credit-hour Gordon Rule mathematics courses may be exempt from the Mathematics section of the CLAST.

**Florida Teachers Certification Exam (FTCE)**

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

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

**Success Center**

The Success Center is a learning program designed to assist all students and potential students in identifying academic deficiencies which may prevent them from achieving their college goals. Students are encouraged to visit the Success Center and take an assessment test in math, reading and language. Any academic deficiencies can be corrected with an individualized learning program. Students work at their own pace and trained personnel assist students individually. For further information, see page 113.

**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 schedule 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.

The Business Office is located in Room 114 of Building L; call (850) 718-2204.

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

For the definition of Florida Residency, see page 24.

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**Bachelor’s Programs**

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Per Semester Hour</th>
<th>Residency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Florida</td>
</tr>
<tr>
<td>College Credit and College Prep Courses*</td>
<td>$74.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Associate in Arts, Associate in Science, Associate in Applied Science and College Credit Certificate Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of Course</td>
<td>Per Semester Hour</td>
<td>Residency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Florida</td>
</tr>
<tr>
<td>College Credit and College Prep Courses*</td>
<td>$64.00</td>
<td>$65.00</td>
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</table>

**Workforce Development Certificate Programs and Continuing Education**

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Per Clock Hour</th>
<th>Residency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Florida</td>
</tr>
<tr>
<td>Post Secondary</td>
<td></td>
<td>$1.84</td>
</tr>
<tr>
<td>Adult Vocational</td>
<td></td>
<td>$1.84</td>
</tr>
<tr>
<td>Vocational Preparatory</td>
<td></td>
<td>Varies per course</td>
</tr>
<tr>
<td>Supplemental Recreational and Leisure Time</td>
<td>Equal to the cost of instruction.</td>
<td></td>
</tr>
</tbody>
</table>

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

**Additional Fees**

1. Special Fees: Special course fees may apply. When required, they are listed in the course schedule.
2. Processing Fee: $20.00 per semester. Processing Fee includes application, I.D., parking and graduation fees. Processing Fee will be charged at one-half the rate for those taking 6 or fewer credit hours or 225 or fewer clock hours. (Non-refundable fees)
3. Late Registration Fee: $25.00 per occurrence.
4. Evaluation of noncredit program: $100.00 per occurrence. Fee will be assessed to evaluate a noncredit program of study for optional credit in an A.S. and A.A.S. degree program of study. (See page 34 for requirements.)
5. Experiential Learning Evaluation fee: (Contact Dean of Enrollment Services)
6. International Student Fee: $100.00.
Methods of Payment
The college will accept personal checks for payment of tuition, fees, fines and other charges.

Students may cash personal checks in amounts up to $15 at the Cashier’s Window in the Administration Building (A). There is a ten cents charge for this service.

Students will be charged $15 for any check returned by the bank, if the bank or college is not at fault.

If students receive a certified letter notifying of a bad check, they have ten days to redeem the check. If the check is not redeemed within this time, students may be withdrawn from classes. Legal actions will also be taken.

VISA, MasterCard, Discover and American Express are accepted at the Cashier’s Window.

Textbooks and Supplies
The cost per school year depends upon the program of study. For most academic students the total 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, the total costs 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 $1,825 to $2,200 per school year of two semesters. This does not include any allowances for clothing or incidental expenses.

Florida resident students who rent a room in Marianna should add $4,610 to $5,438 to the amounts estimated above for a total estimated expense of $6,435 to $7,638 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.

Florida Residency Requirements
For purposes of assessing fees, a Florida resident is defined as a person who shall have resided in, and has his or her habitation, domicile, home and permanent abode in the State of Florida for at least twelve months immediately preceding his/her current registration. In applying this regulation the following will be observed:

a. “Applicant” means a student applying for admission to Chipola College.

b. In all applications for admission by students as citizens of the state, the applicant, if married or 24 years of age, or if a minor, his parents or legal guardian, will make and file with such application a written statement under oath that such applicant is a bona fide citizen and resident of the state and entitled as such to admission upon the terms and conditions prescribed for citizens and residents of the state.

c. The burden of proof is on the applicant. An applicant can change his or her place of residence from another state to the State of Florida only by physically coming into the state and establishing a residence with the intention of permanently residing within the state. The domicile or legal residence of the wife is that of the husband, or the domicile or legal residence of the husband is that of the wife as determined by the couple and duly expressed in writing. The legal residence of a minor is that of the parents, parent, or legal guardian of his or her person.

d. Alabama and Georgia residents need to check with Admissions and Records concerning the differentiated fees.

e. A non-Florida resident may apply in writing for reclassification prior to any subsequent registration under the provisions set forth below. To qualify for reclassification as a Florida resident, a person (or, if a minor, his parents or legal guardian) shall provide evidence of establishing Florida as a permanent residence, having resided in Florida for twelve months and, if applicable, must present United States immigration and naturalization certification that he or she is a resident alien. If the application is supported by evidence satisfactory to the community college that the student qualifies as a Florida resident, then his or her classification will be changed for future registrations.
f. Two documents issued by the state of Florida are required and must be issued 12 months before the first day of classes. Acceptable documents are: Driver’s License, Vehicle Registration, or Voter Registration.

g. The following categories will be treated as Florida residents for tuition purposes:
   (1) Active duty United States military personnel stationed in Florida, their spouses, and their dependent children.
   (2) Public school, public college, and full-time employees classified as instructional or administrative, their spouses, and their dependents.
   (3) Latin American and Caribbean full-time students on federal or state scholarships.

h. Persons in nonimmigrant visa F-1 category shall be considered ineligible to establish Florida residency for tuition purposes.

In addition to any other penalties which may be imposed, the college may deny credits for work done by the student at the college if it finds that the applicant has made false or fraudulent statements regarding residency in his or her application or accompanying documents or statements.

New legislative guidelines effective July, 2005, impacting Florida Residency will be available in the Admissions and Records Office located in Building A, Room 138.

Refund Policy

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

Credit and Workforce Development Courses
Following the College Calendar

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

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

Credit and Workforce Development Courses
Not Following the College Calendar

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

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

Noncredit Courses

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

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

Federal Financial Aid Refund and Repayment Policy

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

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

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

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

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal FSEOG
- Other Title IV Programs

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

If you are having difficulty with any of your courses, you are encouraged to seek advice from your instructor. You may also receive assistance from a counselor/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.

**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**

Students who need financial aid to attend Chipola, or to attend a university upon graduation from Chipola, should visit the Financial Aid Office, located in the Administration Building, or call (850) 718-2293. New scholarships are created and added to the list throughout the year, and the office receives many notices of university scholarships that are intended for graduates of community colleges.

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

Assistance based on financial need takes into consideration the financial resources of the student and his/her family, as well as any special problems. Such need is determined by completing the Free Application for Federal Student Aid (FAFSA) or applying over the internet with FAFSA on the web (www.fafsa.ed.gov). Financial Assistance may consist of scholarships, grants, loans, and part-time employment, individually or in various combinations.

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 “Academic Standards” section of this catalog. Additionally, students who are in default on federal student loan or who owe the college for an overpayment of the grant are ineligible for additional financial aid until the debt is satisfied.

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

The following types of aid are administered:

**Federal, State and College Assistance Programs**

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

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

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

- **Federal Subsidized Stafford Student Loan** is designed for students for whom the costs of education may be a burden. Eligible students borrow money directly from a bank, credit union, or other eligible lender. Students may borrow up to $2625 during their freshman year and $3500 during their sophomore year at Chipola College. Interest is paid by the Federal Government during periods of deferment. Repayment begins six months after studies are completed or the student is no longer enrolled at least half-time in an eligible institution. The interest rate is variable under a fixed repayment plan. The FAFSA must be submitted to participate in this program.

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

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

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

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

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

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

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

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

c. Science lab assistantships—Awards are recommended by a committee of the natural science and mathematics faculty. Contact the Associate Dean of Mathematics and Sciences for further information.

d. The Papoose—Awards are made to outstanding leaders of The Papoose (student newspaper) staff. They are recommended by the Board of Student Publications.

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.

g. Dual Enrollment—Fees are waived for dual enrollment students.

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

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

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

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

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

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

Florida Academic Scholars is a merit scholarship program for students with outstanding high school academic achievement. This scholarship pays 100% of tuition and those fees determined by DOE (including lab fees up to $300 per semester) plus $300 per semester book allowance (excluding summer term).

Florida Gold Seal Vocational Scholars is a scholarship awarded to high school graduates who have earned the Vocational Gold Seal Endorsement and will enroll in a post secondary degree or certificate program. This scholarship pays 75% of tuition and those fees determined by DOE (including lab fees up to $300 per semester).

Florida Medallion Scholars is a merit scholarship for students with outstanding high school academic achievement. This scholarship pays 75% of tuition and those fees determined by DOE (including lab fees up to $300 per semester).

State Scholarships

Children of Deceased or Disabled Veterans Scholarship is for dependent students of deceased or 100% disabled veterans. Scholarship includes tuition and fees.

Robert C. Byrd Scholarship is a merit scholarship awarded to outstanding high school graduates. Nominations are made by high school principals.

Additional state programs are described in the State of Florida brochure available in the Office of Financial Aid. For applications and further information, contact the Florida Department of Education, Office of Student Financial Assistance, 255 Collins, 325 W. Gaines Street, Tallahassee, Florida 32399-0400 or call 1-888-827-2004.

How to Apply

All students applying for financial assistance must complete a Free Application for Federal Student Aid (FAFSA). Applications are available in the Financial Aid Office and at most high school counselors’ offices. Paper processing requires four to six weeks; however, students may choose to access the federal internet website at www.fafsa.ed.gov and provide the Chipola College school code (001472). Applying on the Internet shortens the processing time to approximately two weeks. Students must reapply each year beginning in January using current income tax information.

Applications for financial aid should be made well in advance of registration. The PRIORITY CONSIDERATION DEADLINE for applying for financial aid at Chipola College for 2005-2006 year is May 1. If a student is determined to be eligible for financial aid and meets the priority consideration deadline, he or she may expect to receive an award letter indicating the amount of available funds. Students who failed to meet the May 1 deadline are not guaranteed to receive an award letter before the registration deadline and must assume responsibility for any necessary payments for fees and books.

In addition, all applications dated May 1 or earlier will be given first priority in determining eligibility for the Florida Student Assistance Grant, Federal Supplemental Education Grant and Federal Work-Study Program.

Students Rights and Responsibilities

As a student consumer, you have the RIGHT to:

- Be informed of the correct procedure for applying for aid, cost of attendance, types of aid available, how financial need is determined, criteria for awarding aid, how academic progress is determined and what you have to do to continue receiving aid.
- Be informed of the type and amount of assistance you will receive, how much of your need has been met and how and when you will be paid.
- Appeal any decision of the financial aid office with regard to your application.
- View the contents in your financial aid file, in accordance with the Family Education Rights and Privacy Act.
- Know the conditions of any loan that you accept.
- Know the job description and rate of pay for any student job you accept.
- To 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 Office of Student Financial Aid.
- Comply with the provisions or any promissory notes and all other agreements you sign.
- Use financial aid only for expenses related to your college attendance.
- Maintain satisfactory academic progress.
- Notify the Office of Financial Aid of any resources not considered during your original need analysis and any aid not listed on your award letter. Failure to notify us can jeopardize your future financial aid.
- Keep your local and permanent addresses current at the Office of Registrar and Admissions.
- Register for the required number of hours eligible for a grant, loan, or scholarship.
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 2005-2006 and are subject to change. Since a student’s actual budget may differ, based on actual expense, he/she is encouraged to compare his/her estimated budget or contact the Financial Aid Office.

<table>
<thead>
<tr>
<th>Academic Students</th>
<th>Florida Resident (In-State)</th>
<th>Alabama/Georgia Resident (Differential)</th>
<th>Non-Florida Resident (Out of State)</th>
<th>BS Program Resident (In-State)</th>
<th>O.S. Add $6,780 AL/GA Add $30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residing With Parents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$2,020</td>
<td>$2,050</td>
<td>$5,890</td>
<td>$2,320</td>
<td>$2,220</td>
</tr>
<tr>
<td>Books and Supplies</td>
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<td>800</td>
<td>800</td>
<td>800</td>
<td>800</td>
</tr>
<tr>
<td>Room and Board</td>
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<td>2,220</td>
<td>2,220</td>
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<tr>
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</tr>
<tr>
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<tr>
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<td>$8,426</td>
<td>$12,266</td>
<td>$8,696</td>
<td>$8,696</td>
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<table>
<thead>
<tr>
<th>Academic Students</th>
<th>Florida Resident (In-State)</th>
<th>Alabama/Georgia Resident (Differential)</th>
<th>Non-Florida Resident (Out of State)</th>
<th>BS Program Resident (In-State)</th>
<th>O.S. Add $6,780 AL/GA Add $30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Residing With Parents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$2,020</td>
<td>$2,050</td>
<td>$5,890</td>
<td>$2,320</td>
<td>$2,220</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>800</td>
<td>800</td>
<td>800</td>
<td>800</td>
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<tr>
<td>Room and Board</td>
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<td>5,388</td>
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<tr>
<td>Transportation</td>
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<td>1,856</td>
<td>1,856</td>
<td>1,856</td>
<td>1,856</td>
</tr>
<tr>
<td>Personal/Medical</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
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<td>Total</td>
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<td>$11,594</td>
<td>$15,434</td>
<td>$11,864</td>
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</table>

<table>
<thead>
<tr>
<th>Students Residing In Residence Hall</th>
<th>Academic Florida Resident (In-State)</th>
<th>Academic Alabama/Georgia Resident (Differential)</th>
<th>Academic Non-Florida Resident (Out of State)</th>
<th>Vocational (In-State) O.S. Add $4,095 AL/GA Add $27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$2,020</td>
<td>$2,050</td>
<td>$5,890</td>
<td>$1,696</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>800</td>
<td>800</td>
<td>800</td>
<td>430</td>
</tr>
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<td>Room and Board</td>
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<tr>
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<tr>
<td>Personal/Medical</td>
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<td>1,500</td>
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<td>$9,121</td>
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</table>

<table>
<thead>
<tr>
<th>Vocational Students Residing With Parents</th>
<th>Florida Resident (In-State)</th>
<th>Alabama/Georgia Resident (Differential)</th>
<th>Non-Florida Resident (Out of State)</th>
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</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
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<td>$1,723</td>
<td>$5,791</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>430</td>
<td>430</td>
<td>430</td>
</tr>
<tr>
<td>Room and Board</td>
<td>2,220</td>
<td>2,220</td>
<td>2,220</td>
</tr>
<tr>
<td>Transportation</td>
<td>1,856</td>
<td>1,856</td>
<td>1,856</td>
</tr>
<tr>
<td>Personal/Medical</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
</tr>
<tr>
<td>Total</td>
<td>$7,702</td>
<td>$7,729</td>
<td>$11,797</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vocational Students Not Residing With Parents</th>
<th>Florida Resident (In-State)</th>
<th>Alabama/Georgia Resident (Differential)</th>
<th>Non-Florida Resident (Out of State)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$1,696</td>
<td>$1,723</td>
<td>$5,791</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>430</td>
<td>430</td>
<td>430</td>
</tr>
<tr>
<td>Room and Board</td>
<td>5,388</td>
<td>5,388</td>
<td>5,388</td>
</tr>
<tr>
<td>Transportation</td>
<td>1,856</td>
<td>1,856</td>
<td>1,856</td>
</tr>
<tr>
<td>Personal/Medical</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
</tr>
<tr>
<td>Total</td>
<td>$10,870</td>
<td>$10,897</td>
<td>$14,965</td>
</tr>
</tbody>
</table>
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 2002-03 fiscal year, over $687,000 was expended by the Foundation for tuition and books for 1,301 students on scholarships administered by the Foundation.

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

Students who need scholarships in order to attend Chipola should apply first to the Office of Financial Aid to determine if they 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 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 adhered to 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 adviser will turn in a list of students to the Vice President of Instructional and Student Services, who will in turn furnish the list to all instructors. Students should still notify their instructor before leaving and obtain permission to miss class. If students are doing failing work or if an absence might jeopardize their standing, they should not be absent from class, even on official school business.

Evaluation of absences is the responsibility of the Office of the Dean of Student Services when requested by the instructor. Students’ appeals concerning absences are processed through established administrative channels.

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

Driver’s License Attendance Law

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

Maximum Attempts, Grade Forgiveness, and Withdrawals

Maximum Attempts for Full Cost of Instruction

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

A fourth attempt may be granted through the College’s appeals process and based on major extenuating circumstances. Students will be assessed the full cost of instruction on the fourth attempt. There are no appeals to reduce the full cost assessment on the fourth attempt.

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

Grade Forgiveness

Grade forgiveness applies when students repeat the same college preparatory or college credit course in which they earned a “D” or “F” grade. Students may not repeat the same college credit or college preparatory course to improve a “C” grade or better. Students may repeat a course for grade forgiveness twice. Upon the third attempt in the same course, the grade earned is a final grade and cannot be forgone. If there are three or fewer attempts, only the grade from the last attempt will be used to compute the grade point average. However, third and fourth attempts will both be calculated in the student’s grade point average. Grades will not be forgiven if a degree has been issued.

Students should understand that other institutions may not honor Chipola’s grade forgiveness policy. As a result, students grade point average may change when they transfer to another institution. Students receiving financial aid should contact the Financial Aid Office prior to repeating any course.

Withdrawal, Audit, and Resignation

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

Students may withdraw from or change to audit status a college preparatory or college credit course anytime prior to the withdrawal deadline published in the college calendar. Students may resign from the college by withdrawing from all coursework anytime prior to the resignation deadline published in the college calendar. Students are responsible for the completion of the formal withdrawal/resignation process. Students who remain enrolled in courses after the deadline will be assigned a final grade for the course by the instructor.
Students are permitted a maximum of two withdrawals in the same course. Upon the third attempt in the same course, a student will not be permitted to withdraw and will be assigned a final grade other than “W” (withdraw).

Classes that begin after the start of the semester or end prior to the completion of the semester will have as their “drop without penalty” date, the class meeting that represents 70 percent of the meeting time of that class. No refund of fees will be given for withdrawals, audits, and resignations.

### Grading System

#### Grades & Quality Points

Final grades are available through FACTS (as indicated on page 37) following the close of each term. **Grades may be withheld by the college for reasons such as unpaid parking fines and fees, overdue loans and library books, unreturned audiovisual or physical education materials and equipment, incomplete admissions records, disciplinary actions, academic probation, and expulsion.** Exceptions may be made by the Dean of Enrollment Services.

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

### Grading System/Quality Point Scale

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

#### 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 fall or spring term.

#### F, I, W, and X Grades

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

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

A grade of I shows that a student has not completed the required work in a course for some valid reason (such as serious illness or death in the family), that he/she has discussed this with the instructor, and that the instructor has agreed to allow the student to make up the missed work. However, a grade of I will be computed into the student’s grade point average as if it were an F.

Students have until the end of the succeeding semester or summer 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.

#### Required GPA

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

Students whose GPA falls below 2.0 will be subject to the penalties described below in “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.

#### How to Compute Grade Point Average (GPA)

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 grade point average is found by adding the total quality points earned and dividing by the total number of semester hours attempted.

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

Total hours attempted 18  Total Quality Points Earned = 43

18 Hours Attempted Divided into 43 Quality Points Earned = 2.39 GPA
Standards of Academic Progress

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

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

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

Penalties

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

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

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

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

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

Credit and clockhour 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. Clockhour 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 sus-
2. Florida Academic Scholars
Maintain a 3.0 cumulative GPA and earn 12 credit hours per year.

3. Florida Gold Seal Vocational Scholars
Maintain a 2.75 cumulative GPA and earn 12 credit hours per year.

4. Florida Medallion Scholars
Maintain a 2.75 cumulative GPA and earn 12 credit hours per year.

D. Federal Aid Recipients and Veterans

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

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

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

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

F. Probation
If a student is not meeting all criteria of Standards of Satisfactory Progress, a one-semester probationary period will be allowed in order to meet the criteria.

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

H. Suspension
Students who do not meet all satisfactory progress criteria at the end of a probationary period will be placed on financial aid suspension. Appeals for reinstatement may be made to the Financial Aid Committee.

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

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

Bachelor’s Degree
To be awarded the Bachelor in Science in Secondary Education degree, a student must satisfy the following requirements.
· Two years in high school or one year of college instruction (8 Chipola College credits) in a single foreign language.
· Completion of all required coursework. Twenty-five percent of the total semester hours toward graduation must be earned in academic programs in residence at Chipola College.
· Cumulative GPA of 2.5 for professional studies and content area courses
· Satisfactory completion of Student Teaching
· Demonstration of satisfactory performance at the pre-professional level on the Florida Educator Accomplished Practices
· Passing scores on the basic skills, professional knowledge, and subject area parts of the Florida Teacher Certification exam

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 fulfilled the requirements of the Communication and Computation Skills regulation (Gordon Rule), and must have taken and successfully passed the CLAST (or be qualified for a CLAST alternative). 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. Additionally, students graduating Fall 2005 and thereafter must take the Collegiate Assessment of Academic Proficiency Exam. Please contact the Admissions and Records Office for more information.

Associate in Science Degree and Associate in Applied Science

The requirements for the Associate in Science degree and the Associate in Applied Science degrees are the same as for the Associate in Arts degree with two exceptions. Instead of the General Education requirements, the student must follow a Workforce Development curriculum guide and students are not required to take the CLAST exam.

Certificate of Completion

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

Workforce Development Certificate

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

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

Student Records (FERPA)

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

Directory information may be released to anyone unless the student specifies in writing to Admissions and Records 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, telephone number, date and place of birth, dates of attendance, degrees, published photographs, and awards received including Dean’s List, most recent previous educational institution attended, major field of study, participation in college activities and sports, and weight and height of members of athletic teams.

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

In order for parents to have access to a student’s records without written permission from the student, the parents must certify that the student 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 Admissions and Records. Students who wish to challenge the contents of their records should contact Admissions and Records concerning the procedures to be followed.

Any students desiring complete information relating to student access and student protection of records should contact Admissions and Records.

Official Transcripts

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