

Class Scheduling

Class Schedules

Class schedules are posted on SUSCC's website prior to registration dates and provide students with information needed while registering for the subsequent term. The College reserves the right to cancel any course listed in the schedule of classes or to change instructors as conditions necessitate.

Registration Procedures

Students must follow the registration procedures established by the College to register initially for a course or to change their program after initial registration.

Courses

Courses are offered at Southern Union to fulfill degree and certificate requirements. With exception for specialized training programs, course numbers and descriptions are chosen from the *Common Course Guide* which is required system wide by the Alabama Community College System.

Course Load

Course work at Southern Union is measured in terms of "semester hours." The semester hour of credit (or credit hour) is based upon the average number of hours of instruction taught weekly. The ratio of weekly contact hours to credit hours varies with the type of instruction being used and the division of the College. State Board of Education Procedure 705.01 outlines six general categories of types of instruction: (1) Theory, (2) Experimental Laboratory, (3) Practical Application Laboratory, (4) Clinical Practice, (5) Preceptorship, and (6) Internship.

A variety of class meeting schedules fall within this structure and are offered within the Academic, Health Science and Technical Divisions of the College. The recommended student load per semester is 15-19 semester hours. Permission of the appropriate instructional dean is required for hours over 19. A student is considered full time when registered for 12 or more semester hours. The maximum for which a student may register is 24 credit hours.

Course Overload

Special approval from the appropriate instructional dean is required for students who desire to register for more than 19 credit hours. Students may not register for more than 24 credit hours during any term. A cumulative 2.0 GPA or higher is required for consideration.

Schedule Adjustments

All changes in student schedules shall be made during the drop and add period (see College Calendar).

Repetition of Courses

Any course for which a student has previously registered may be repeated. Each attempt that results in an official grade (A, B, C, D, F) will be recorded on the student's transcript, and each attempt resulting in an official grade will be used in computing the grade point average except in the case of implementation of the grade adjustment policy. No course in which the last grade received was an "F" may be counted toward graduation. Also, a course may be counted only once toward fulfillment of

credit hours for graduation. The student should be aware that the last grade recorded may be regarded by a senior institution as the grade of record for transfer purposes. Institutional Scholarships will not pay for a repeat of successfully completed courses.

Course Forgiveness Policy

This procedure has been updated to allow students to repeat a course as many times as they would like and to allow the higher/highest grade to replace other grades earned in the course on previous attempts. Students will still be held to any financial aid regulations that may limit the number of times a student may receive aid for a given course and how repeated courses are calculated for Satisfactory Academic Progress (SAP) standards.

This policy applies to Southern Union State Community College courses only. Implementation of forgiveness does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

A student may request forgiveness for courses by completing a “Request for Course Forgiveness” form in Student Records.

Transient Form (SU Students)

Southern Union students wishing to take courses at another postsecondary institution and receive transfer credit must receive a Transient Form.

To apply for a transient form, a student must meet the following criteria:

1. In compliance with the Family Educational Rights and Privacy Act, transient forms are provided upon the student's written request. Requests must be done in person through an academic advisor.
2. Students must be currently enrolled at Southern Union with a minimum cumulative GPA of 2.0.
3. Students must be planning to return to Southern Union the next term after the transient status.
4. Requests should be made at least one week prior to need.
5. Requests may be denied for students who have a financial or other obligation to the College. It is the student's responsibility to have an official transcript forwarded to the Admissions Office at Southern Union after completing courses at another institution. Course credit earned as a transient student does not influence Southern Union cumulative GPA.