

2019-2021 General Catalog and Student Handbook Addendums

Additional Accreditation

Culinary Arts

AMERICAN CULINARY FEDERATION EDUCATION FOUNDATIONS ACCREDITING
COMMISSION

180 Center Place Way, St. Augustine, Florida 32095; telephone 1-904-940-0741

Health Information Technology

COMMISSION ON ACCREDITATION FOR HEALTH INFORMATICS AND
INFORMATION MANAGEMENT EDUCATION (CAHIIM)

200 East Randolph St., Suite 5100, Chicago, IL 60601; telephone 1-312-235-3255

General Information

Our Vision

Bishop State Community College will be a comprehensive learning institution that equips students and the community with the skills, knowledge, and ability to achieve real-world success.

Our Mission

Bishop State Community College provides open access to an affordable, quality education, which promotes student success, academic transfer, workforce training, adult education, and community partnerships.

Tuition and Fees

Tuition and Fee Schedule for traditional courses 2020-2021 School Year*

*In-state tuition is \$133.00 per semester hour and out-of-state tuition is \$266.00 per semester hour; facility fee is \$9.00 per semester hour, technology fee is \$9.00 per semester hour; special building fee is \$10.00 per semester hour and bond surety fee is \$1.00 per semester hour.

Credit	Alabama Resident	Non-Alabama	Bond Surety Fee	Technology Fee	Facility Renewal Fee	Special Building Fee	Alabama Resident	Non-Alabama
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Hours	Tuition	Resident Tuition					t Total Tuition and Fees	Residen t Total Tuition and Fees
1	\$133.00	\$266.00	\$1.00	\$9.00	\$9.00	\$10.00	\$162.00	\$295.00
2	\$266.00	\$532.00	\$2.00	\$18.00	\$18.00	\$20.00	\$324.00	\$590.00
3	\$399.00	\$798.00	\$3.00	\$27.00	\$27.00	\$30.00	\$486.00	\$885.00
4	\$532.00	\$1,064.00	\$4.00	\$36.00	\$36.00	\$40.00	\$648.00	\$1,180.00
5	\$665.00	\$1,330.00	\$5.00	\$45.00	\$45.00	\$50.00	\$810.00	\$1,475.00
6	\$798.00	\$1,596.00	\$6.00	\$54.00	\$54.00	\$60.00	\$972.00	\$1,770.00
7	\$931.00	\$1,862.00	\$7.00	\$63.00	\$63.00	\$70.00	\$1,134.00	\$2,065.00
8	\$1,064.00	\$2,128.00	\$8.00	\$72.00	\$72.00	\$80.00	\$1,296.00	\$2,360.00
9	\$1,197.00	\$2,394.00	\$9.00	\$81.00	\$81.00	\$90.00	\$1,458.00	\$2,655.00
10	\$1,330.00	\$2,660.00	\$10.00	\$90.00	\$90.00	\$100.00	\$1,620.00	\$2,950.00
11	\$1,463.00	\$2,926.00	\$11.00	\$99.00	\$99.00	\$110.00	\$1,782.00	\$3,245.00
12	\$1,596.00	\$3,192.00	\$12.00	\$108.00	\$108.00	\$120.00	\$1,944.00	\$3,540.00
13	\$1,729.00	\$3,458.00	\$13.00	\$117.00	\$117.00	\$130.00	\$2,106.00	\$3,835.00
14	\$1,862.00	\$3,724.00	\$14.00	\$126.00	\$126.00	\$140.00	\$2,268.00	\$4,130.00
15	\$1,995.00	\$3,990.00	\$15.00	\$135.00	\$135.00	\$150.00	\$2,430.00	\$4,425.00

16	\$2,128.0 0	\$4,256.0 0	\$16.0 0	\$144.00	\$144.00	\$160.00	\$2,592.0 0	\$4,720.0 0
17	\$2,261.0 0	\$4,522.0 0	\$17.0 0	\$153.00	\$153.00	\$170.00	\$2,754.0 0	\$5,015.0 0
18	\$2,394.0 0	\$4,788.0 0	\$18.0 0	\$162.00	\$162.00	\$180.00	\$2,916.0 0	\$5,310.0 0
19	\$2,527.0 0	\$5,054.0 0	\$19.0 0	\$171.00	\$171.00	\$190.00	\$3,078.0 0	\$5,605.0 0
20	\$2,660.0 0	\$5,320.0 0	\$20.0 0	\$180.00	\$180.00	\$200.00	\$3,240.0 0	\$5,900.0 0
21	\$2,793.0 0	\$5,586.0 0	\$21.0 0	\$189.00	\$189.00	\$210.00	\$3,402.0 0	\$6,195.0 0
22	\$2,926.0 0	\$5,852.0 0	\$22.0 0	\$198.00	\$198.00	\$220.00	\$3,564.0 0	\$6,490.0 0

Special Fees (when applicable)

Nursing, Physical Therapist Assistant Students:

Liability insurance fee is	\$13.00 - \$17.50
I.D. Cards (Replacement)	\$5.00
Graduation fee (non-refundable)	\$50.00

Tuition for Non-residents of Alabama

Students who are not residents of Alabama and/or who are not citizens of the United States shall pay 2.0 times the normal in-state tuition rate. The in-state tuition rate shall be extended to students who have graduated from Alabama high schools or who have obtained a GED in Alabama within two years of the date of their applications for admission in accordance with the requirements set forth in the Code of Alabama. Students who live in the following counties meet the 50 miles radius qualification and shall receive in-state tuition: Mississippi Counties: George, Greene, Harrison, Jackson, Perry, and Stone; Florida Counties: Escambia, Okaloosa, Santa Rosa, and Walton.

Partial Withdrawal

Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. **There is no refund due to a student who partially withdraws after the official drop/add period.**

Complete Withdrawal

Students who officially withdraw before the first day of class will be refunded the total tuition and refundable fees. The “first day of class” is the first day classes are offered within any term configuration, including, but not limited to, full terms, split terms, mini terms, and weekend terms.

Withdrawal during first week	75% of net tuition
Withdrawal during second week	50% of net tuition
Withdrawal during third week.....	25% of net tuition
Withdrawal after end of third week	No refund

For calculating refunds during the fall and spring fifteen (15) week terms, a “week” is defined as seven calendar days. Refunds of tuition for terms shorter than fifteen (15) weeks, such as summer terms, mini terms, split terms, and weekend terms, will reflect a prorated week based on the number of days in the term.

Tuition Refund

Students who drop a course during drop/add will receive their refund two to four weeks after classes begin. Students who withdraw completely after classes begin will receive their refund two to four weeks after the official withdrawal is submitted to the Business Office.

Satisfactory Academic Progress (SAP) Policy

(Academic Requirements to Continue Receiving Federal Student Aid)

Students receiving any form of Federal Student Aid and Alabama Student Assistance from Bishop State Community College will be expected to maintain satisfactory academic progress (SAP) toward their program objective. Failure to achieve the qualitative and quantitative levels required by SAP will result in the termination of the student’s Federal Student Aid. SAP will be checked at the end of each semester or term.

Federal Student Aid consists of:

- Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work-Study

Alabama Student Assistance consists of:

- ASAP

Students must pass a minimum percentage of all courses attempted (quantitative) and must maintain a minimum cumulative grade point average (GPA) as shown below and calculated by the student information system in the Office of Admissions and Records. SAP will be measured at the end of every term according to the following criteria:

1. **Long-Term Certificate and Degree Seeking Qualitative and Quantitative Measures.**

Hours Attempted	Minimum Required GPA (Qualitative)	Minimum Required Completion Rate* (Quantitative)
0 – 21	1.50	58%
22 – 32	1.75	67%
33 or more	2.00	67%

*Completion rate is calculated by dividing the number of hours the student has completed by the total number of hours the student has attempted (including withdrawals and failing grades).

2. **Short Term Certificate Qualitative and Quantitative Measures.**

Hours Attempted	Minimum Required GPA (Qualitative)	Minimum Required Completion Rate* (Quantitative)
0 – 12	1.50	58%
13 or more	2.00	67%

3. **150 percent rule.** Students must complete the educational program (major/program of study/degree plan) within 150 percent of the published length (according to the Bishop State Community College *Catalog*). For example, a major or program requiring 60 hours for a degree allows a maximum of 90 attempted hours (60 hours x 150% = 90). Once a student exceeds 150 percent of hours needed to complete the degree, he/she will no longer be eligible for Federal Student Aid. All attempted courses, to include transfer credits accepted by the institution, incompletes, periods where Academic Bankruptcy was applied, forgiven courses, and developmental courses, must be factored into the calculation for Maximum Time Frame.
4. **Transfer hours from other colleges.** A student's entire academic record will be evaluated to determine eligibility for Federal Student Aid, regardless of whether financial aid was received for all semesters. Official transcripts from all previous colleges must be forwarded to the Office of Admissions and Records and evaluated for transfer credits. All credit hours added to the Bishop State transcript will be included as hours attempted. Repeat hours earned for the same class will only be included once in hours earned and in the GPA calculation. All transfer students, during their first semester of enrollment will be in good financial aid standing. At the end of their first semester, SAP will be evaluated using all attempted and earned credit hours. Transfer students not meeting SAP at the end of their first semester of enrollment will be placed on suspension and may follow the appeal process.

5. **Exceeding the maximum hours that may be attempted.** Students not meeting SAP requirements due to exceeding the maximum hours attempted, generally 90 credit hours, will be placed on financial aid suspension and are no longer eligible for Federal Student Aid. Students not eligible for Federal Student Aid may appeal the financial aid suspension. There is no warning period for maximum timeframe.
6. **Financial aid warning.** Students not meeting SAP due to not passing the percentage of hours attempted or earning the minimum GPA requirements at the end of the semester will be placed on financial aid warning for the next semester. Students on financial aid warning may continue to receive Federal Student Aid for one more semester. If the student does not meet SAP at the end of the next semester of enrollment, the student will be placed on financial aid suspension and is no longer eligible for Federal Student Aid. Students not eligible for Federal Student Aid may appeal the financial aid suspension. There is no warning semester for maximum timeframe.
 - a. **Break in enrollment.** Students who were on financial aid warning previously and experienced a break in enrollment (whether it was one semester or many years) will return on financial aid warning as long as they did not attend other institutions during that break in enrollment at Bishop State Community College. If they attended other institutions, SAP will be calculated as normal once additional transcripts are received.
7. **Financial aid suspension.** Students on financial aid suspension are no longer eligible for Federal Student Aid. The student may pay out-of-pocket and attempt to regain compliance with the SAP requirements, or the student may appeal the suspension if there were any extenuating or special circumstances that prevented them from meeting the SAP requirements.
8. **Financial aid probation.** Students on financial aid suspension and who have an approved appeal will be placed on financial aid probation and will be eligible for Federal Student Aid for one semester. At the end of the semester, the student must be meeting SAP requirements or successfully following an academic plan, generally the student's degree/academic plan. Students following an academic plan must pass all work attempted with a 2.0 GPA or higher each semester. Repeat courses do not count unless the student needs a higher grade to graduate or transfer. Students who fail to meet the conditions of their appeal will be returned to financial aid suspension. These students may be required to regain eligibility without an appeal.
9. **Withdrawals.** Withdrawals ('W' Grade) for classes attempted at Bishop State Community College will count as hours attempted.
10. **Developmental classes.** Developmental studies classes will be treated the same as regular classes.
11. **Incomplete courses.** Grades of incomplete are counted as an 'F' until the course is completed and the grade is recorded by the College Registrar.
12. **Repeat courses.** Repeat courses will count as hours attempted but only once in hours earned, if the student passes the course, and only the highest grade on the repeated courses will be included in the GPA calculation.
 - a. **NOTE:** Students who have been academically dismissed or placed on academic suspension and wish to appeal that status should contact the College Registrar in the Office of Admissions and Records for instructions. Completing an appeal of financial aid suspension will not correct the student's academic standing. Likewise, being readmitted through the College Registrar in the Office of Admissions and Records will not automatically remedy the student's financial aid suspension.
13. **Program of Study.** Students are expected to take classes within their chosen program of study. Courses outside the published curriculum (excluding pre-requisites) are not eligible for federal student aid; however, such courses will count in future SAP calculations.
 - a. **NOTE:** Since the purpose of federal student aid is degree attainment, progress to degree will be considered in appeal decisions. This means if a student is failing SAP based on their cumulative record yet meets the minimum requirements to graduate based only on

the courses in their program of study their appeal may be more likely to be approved. Students still must follow the appeal process.

14. **Change of Major.** Generally, all periods of the student's enrollment count when judging SAP, even if the student did not receive federal Title IV funds. However, if a student changes their major, credits attempted and grades earned that do not count toward the new major will not be included in the SAP determination, unless the credits are transfer credits. Students can "reset" SAP utilizing the change of major option a maximum of one time.
15. **Reinstatement of Financial Aid Eligibility.** A student who becomes ineligible for financial aid because he or she does not maintain satisfactory academic progress toward completion of his or her degree may reapply for financial aid when he or she has cleared the deficiency and is again progressing satisfactorily according to the requirements outlined previously. It is the student's responsibility to notify the financial aid office that satisfactory progress has been regained. A student may also choose to pay for and successfully complete a minimum of six hours of coursework, within their program of study, with a "C" or better. IF the student chooses to take more than six hours of coursework, they MUST successfully complete all hours taken with a "C" or better. During the time that a student is trying to regain eligibility for financial aid, any courses taken and not completed successfully will cause the student to start over with the required hours. If a student is awarded financial aid after the successful completion of six hours and is still not meeting satisfactory academic progress, any classes not completed successfully will cause the student's award to be suspended. The courses taken during the probationary period must be required in the chosen program of study. After successful completion of six hours, the student must submit a letter to the Manager of Financial Aid requesting reinstatement of eligibility for financial aid. If the student fails there will be no probationary period in which they can pay for six hours. The student will automatically be suspended and aid will not be granted until the student is once again meeting all areas of SAP.
16. **How to appeal financial aid suspension.** Any student being denied Federal Student Aid due to not meeting SAP requirements may appeal for extenuating or special circumstances such as illness or severe injury of the student, death of close relative of the student or other hardships such as lack of transportation, incarceration, military service or other circumstance determined by the Financial Aid Office as extenuating or special.

Appeals will be considered on their own merit on a case-by-case basis. Appeals may be denied. Students will be notified of appeal decisions through their Bishop State email. Appeals will generally be reviewed within 14 days after receipt. Appeals received after the appeal deadlines for each semester will generally be effective for the subsequent term. If an appeal is denied by the Financial Aid Manager, the student can ask for a review by an Appeals Committee. If the appeal is denied by an Appeals Committee, the student can ask for an in-person hearing with the Financial Aid Manager and possibly an Appeals Committee. If the appeal is denied after an in-person hearing, the decision is final and may not be appealed again.

If the student has extenuating circumstances, the student may submit a financial aid appeal with the *Satisfactory Academic Progress Appeal* form which is available online at www.bishop.edu/financialaid. Appeal forms can also be picked up in the Financial Aid Office and/or emailed upon request.

The student must **explain the reason for failure** to maintain SAP and **explain what has changed** in his/her situation that will allow demonstration of achievement of SAP at the end of the next term(s), if the appeal is approved. Additional documentation such as accident reports, physician's statements, third-party affidavits, etc. should be attached if applicable. The student must also attach their degree plan to the appeal and may need to meet with his/her adviser or counselor to develop an academic plan.

Appeals and other documentation may be delivered personally, by mail, by email or by fax to the Financial Aid office on any campus.

The current and pending statuses, as well as final result, will be displayed in the OneACCS portal. In addition, the decision will be emailed to the student's Bishop State email address.

Return to Title IV Refund Policy

As part of the Higher Education Act of 1998, Congress passed regulations that dictate how Federal Student Aid (Title IV) funds are handled when a student 'completely' withdraws, officially or unofficially, from a college during any given semester. These regulations require that a Return to Title IV (R2T4) Calculation be performed in to determine how much federal aid the student has earned. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges or to the College's institutional refund policy.

Even though students are awarded and have had federal funds disbursed to them at the beginning of the semester, students are required to "earn" the financial aid disbursed to them by attending classes up to the point that at least 60% of the semester has expired. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she received or was scheduled to receive.

When a student completely withdraws, officially or unofficially, from the College before 60% of the semester has expired, the student has failed to "earn" all of the financial aid that he or she received. Therefore, the student may be required to repay a portion of the federal funds he or she received to the appropriate programs.

Students who enroll at Bishop State Community College and decide, for any reason, that they no longer want to be enrolled at the College must officially withdraw from class. Students can obtain the withdrawal form and procedures for withdrawing from the Admissions/Registrar's Office. Please note: For purposes of Return to Title IV Aid Calculations, the last date of attendance for a student that officially withdraws from all classes is the date the student begins the withdrawal process.

Failure to properly withdraw from classes may result in the student receiving failing grades in all of his or her classes. This may negatively impact the student's eligibility for financial aid in future semesters. In addition, for purposes of Return to Title IV Aid Calculations, the last date of attendance is recorded by the instructor.

Health Information Technology

The Health Information Technology Program (HIT) prepares graduates to serve the healthcare industry and the public by managing, analyzing and utilizing data vital for patient care. Health information technicians work to ensure the quality of health records and healthcare data by verifying their completeness, accuracy and proper entry into computer systems. Health

Information Technologists use computer applications to analyze patient data to improve clinical documentation and the quality of patient care. Some areas of specialization include coding diagnoses and procedures in patient records for reimbursement and research, privacy roles due to HIPAA legislation and other clinical data management functions. Employment opportunities exist in any organization that uses health information, including hospitals, managed care organizations, long-term care facilities consulting and law firms, information system vendors, ambulatory care facilities, skilled nursing facilities, home care providers, government agencies, pharmaceutical companies, physician practices and insurance companies.

Upon successfully completing the program, the student is awarded an Associate in Applied Science Degree (AAS) in Health Information Technology and will then be eligible to take the national certification examination. The national certification examination is administered by the American Health Information Management Association. Upon successfully passing this examination, a student will become a Registered Health Information Technician (RHIT).

ACCREDITATION

The Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

200 East Randolph St.
Suite 5100
Chicago, IL 60601
Telephone 1-312-235-3255

REQUIREMENTS

The minimum requirements for the Health Information Technology program are as follows:

- Complete an Application for Bishop State;
- Submit official transcript(s) from high school or high school equivalency diploma (GED);
- Submit official transcript(s) from all Colleges/Universities attended;
- A grade point average of a 2.0 or better in general education courses completed;
- While completing HIT professional courses a student must maintain a grade of “C” or higher, in all HIT professional courses.

Medical Coding

The American Health Information Management Association's Council on Certification (COC) administers an entry-level coding certification examination, the CCA (Certified Coding

Associate). Programs that meet the criteria for coding approval have been determined by AHIMA to contain the necessary components that would prepare a student to be a competent, entry-level coder. Students who complete an approved coding certificate program should be ready to sit for the CCA exam.

In addition, the American Health Information Management Association offers two coding specialist certification examinations: the CCS (Certified Coding Specialist) and CCS-P (Certified Coding Specialist-Physicians' Office). These mastery level certification examinations have been established to recognize individuals with specialized, advanced coding competencies. Individuals interested in either of these two mastery-level certifications should gain substantial coding experience before taking either of these examinations. They are not recommended for students who have recently completed a coding certificate program and have no other coding experience.

Nursing AAS, Career Mobility

Nursing Degree/Certificate Descriptions

Associate Degree Nursing – Upon successful completion of the ADN program, the student is awarded an Associate in Applied Science Degree.

Practical Nursing – Upon successful completion of the PN program, the student is awarded a certificate in Practical Nursing.

Associate Degree or Upon successful completion of 3rd block – Upon successful completion of the program of studies in either the Associate Degree or Practical Nursing Programs, the graduate may be eligible to write the National Council Licensure Examination, upon approval by the Alabama Board of Nursing.

Admissions Requirements Checklist Nursing AAS

- Unconditional admission to the college. Application must be updated if student did not attend Bishop State during the previous semester/term.
- Original transcripts from all colleges attended must be on file and evaluated by the Admission Office prior to the nursing application deadline.
- A completed application for admission to nursing program received in the Nursing Office (Suite 210) before published deadline.
- A minimum of **18 ACT** composite score National or Residual. ACT results must be attached to the application. There is no expiration date for the ACT score.
- A minimum of **2.5 GPA** for nursing required academic core courses which are: ENG 101, MTH 100 or higher, BIO 201, BIO 202, BIO 220, PSY 210, SPH 106 or 107, and a Humanities elective (MUS 101, ART 100, or PHL 206 suggested).
- Minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 in institution from which student is transferring.

- A minimum of **2.5 GPA** cumulative high school GPA for students without prior college courses (GED will be used if applicable).
- Eligibility for or completion of ENG 101, MTH 100 or higher, and BIO 201 with a grade of “C” or higher.
- Good standing with College. A letter of good standing clearing from any legal, moral, or ethical issues, sent by the Dean or Director of Nursing (must be on official school letterhead) from any previously attended nursing program.
- Meeting the essential functions for nursing.
- Name on application is current legal name and matches copy of photo ID and name in Bishop State’s computer system.
- Current picture ID (driver’s license or student ID) attached to application.
- The required number of hours per week varies with each nursing course. The program is offered during the daytime with set meeting times. Courses are not scheduled around rotating shifts.
- A cumulative GPA of 2.0 must be maintained while in the nursing program.

Admissions Requirements Checklist for Career Mobility

- Unconditional admission to the college. Application must be updated if student did not attend Bishop State during the previous semester/term.
- Original transcripts from all colleges attended must be on file and evaluated by the Admission Office prior to the nursing application deadline.
- A completed application for admission to nursing program received in the Nursing Office (Suite 210) before published deadline.
- A minimum of **18 ACT** composite score National or Residual. ACT results must be attached to the application. There is no expiration date for the ACT score.
- A minimum of **2.5 GPA** for nursing required academic core courses which are: ENG 101, MTH 100 or higher, BIO 201, BIO 202, BIO 220, PSY 210, SPH 106 or 107, and a Humanities elective (MUS 101, ART 100, or PHL 206 suggested).
- Minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 in institution from which student is transferring.
- A minimum of **2.5 GPA** cumulative high school GPA for students without prior college courses (GED will be used if applicable).
- Eligibility for or completion of ENG 101, MTH 100 or higher, and BIO 201 with a grade of “C” or higher.
- Good standing with College. A letter of good standing clearing from any legal, moral, or ethical issues, sent by the Dean or Director of Nursing (must be on official school letterhead) from any previously attended nursing program.
- Meeting the essential functions for nursing.
- Name on application is current legal name and matches copy of photo ID and name in Bishop State’s computer system.

- Current picture ID (driver's license or student ID) attached to application.
- Mobility students are additionally required to provide proof of unencumbered, Alabama licensure (i.e. LPN, Paramedic). No work history is required. No associate degree is required for paramedics. Prerequisites required for Mobility program application: ENG 101, MTH 100 or higher level math, BIO 201 & 202, SPH 106 or 107, and PSY 210. **NUR209 is offered only in the fall semester.**
- The required number of hours per week varies with each nursing course. The program is offered during the daytime with set meeting times. Courses are not scheduled around rotating shifts.
- A cumulative GPA of 2.0 must be maintained while in the nursing program.

Points for Selection NUR AAS and Career Mobility

- *ACT score. There are 36 points possible. No time limit on when the ACT was taken.
- Points for grades in the following nursing required core general educational courses are as documented:
A = 3 points, B = 2 points, C = 1 point (Total possible=12)
English Composition I; Intermediate College Algebra; Anatomy & Physiology I;
Anatomy & Physiology II
- One point each, for completion of Microbiology, Human Growth & Development, Fundamentals of Speech, and a Humanities elective (Art or Music Appreciation, Ethics, Religion or Literature) with a grade of C or higher (Total possible = 4) .
- Four points will be awarded for student having completed all eight required general education courses required in the program.
- One (1) point will be awarded to the student who has attended Bishop State for one semester.
- One (1) point will be awarded to the student who has attended Bishop State for two or more semesters.
- *Minimum 2.5 GPA required in the core general educational courses for the nursing program. Not all courses may have been completed at time of admission. Core general educational courses taken in high school as dual enrollment will be used in GPA calculation.
Practical nursing core courses (for stand-alone PN programs): ENG 101, MTH 100, BIO 201, BIO 202, Human Growth & Development, and Speech.
Associate degree nursing core courses: ENG 101, MTH 100, BIO 201, BIO 202, PSY 210, SPH 106 or SPH 107, BIO 220, and a Humanities elective (MUS 101, ART 100, PHL 206).
- Minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 GPA at institution from which student is transferring
- Minimum 2.5 cumulative high school GPA for students without prior college courses (GED as applicable)
- Cumulative GPA of 2.0 must be maintained while the student is enrolled in the nursing program.

Physical Therapist Assistant

Admissions Requirements

- Please submit an application for general admission to Bishop State Community College. This may be done Online.
- Request official copies of all transcripts from each college or university attended. **Confirm** that all spring semester course transcripts have been received at Bishop State Community College prior to the June 1st deadline. They should be sent to the following address:

Office of Student Development Services
Central Campus, Room 106
1365 Dr. Martin Luther King Ave.
Mobile, AL 36603

- Students must request ACT or SAT scores to be sent to Bishop State Community College by the deadline. Documentation of scores must also be attached to the application. Students who have earned a Bachelor's degree or higher may be exempt from having ACT or SAT scores.
- Students are required to complete a minimum of 50 volunteer hours or paid time at **TWO** different types of clinical settings (hospital, nursing home, or outpatient clinic). Hours of observation must be performed under the supervision of a licensed physical therapist or physical therapist assistant and documented on the verification of work/volunteer hours form. A minimum of 25 hours is required at each location. These forms should be mailed/brought to the Physical Therapist Assistant Program office (Room 122) by May 15th.
- A proctored College Entrance Essay is required. The essay is to be between 450 - 500 words. Applicants will be able to call the Program office to schedule a time for the essay in the months of April and May prior to the application deadline. Students will be given a choice of topics to choose from. The Program phone number is (251) 405-4441.
- PTA students are required to pass a drug screen and a background check prior to attending clinical education experiences. Students may need to contact the Alabama Board of Physical Therapy regarding regulations for licensure if there is a history of drug dependency, mental or emotional disorders or conviction of a criminal offense.
- Students are required to submit the names of references on the application which should include a 1. Physical Therapist or Physical Therapist Assistant, 2. College Instructor in a prerequisite course, and 3. Employer or person you have worked with either for pay or as a volunteer. Please inform the reference that you have selected them to complete the reference form.

There are 2 options for submitting a completed application:

- Applications may be mailed to the PTA Program on Central Campus (*Be advised this option requires reference letters to be in a separate sealed envelopes, with the signature of the reference across the seal.*)
- Applications (*including voluntary & reference forms*) may be submitted electronically via pta@bishop.edu

It is the student's responsibility to verify the Program's receipt of a completed application.

Truck Driving

Admissions Requirements

Admissions requirements for entry into the Short Certificate Truck Driving program are (1) be at least 21 years of age, (2) possess a good driving record and 3) be able to successfully pass a Department of Transportation (DOT) physical examination and a DOT controlled substance test. Note: In compliance with Federal Motor Carrier Regulations, a Motor Vehicle Report, a copy of the results of the DOT physical, and a copy of the drug screening test results must be furnished.

Note: Books and other out-of-pocket expenses are not included in the tuition.

Title IX Grievances

GUIDING PRINCIPLES

• Historic Recognition of Sexual Harassment as Sex Discrimination

For the first time, the Department's Title IX regulations recognize that sexual harassment, including sexual assault, is unlawful sex discrimination. The Department previously addressed sexual harassment only through guidance documents, which are not legally binding and do not have the force and effect of law. Now, the Department's regulations impose important legal obligations on school districts, colleges, and universities (collectively "schools"), requiring a prompt response to reports of sexual harassment. The Final Rule improves the clarity and transparency of the requirements for how schools must respond to sexual harassment under Title IX so that every complainant receives appropriate support, respondents are treated as responsible only after receiving due process and fundamental fairness, and school officials serve impartially without bias for or against any party.

• Supporting Complainants & Respecting Complainants' Autonomy

Under the Final Rule, schools must offer free supportive measures to every alleged victim of sexual harassment (called "complainants" in the Final Rule). Supportive measures are individualized services to restore or preserve equal access to education, protect student and employee safety, or deter sexual harassment. Supportive measures must be offered even if a complainant does not wish to initiate or participate in a grievance process. Every situation is unique, and individuals react to sexual harassment differently. Therefore, the Final Rule gives complainants control over the

school-level response best meeting their needs. It respects complainants' wishes and autonomy by giving them the clear choice to file a formal complaint, separate from the right to supportive measures. The Final Rule also provides a fair and impartial grievance process for complainants, and protects complainants from being coerced or threatened into participating in a grievance process.

- **Non-Discrimination, Free Speech, and Due Process**

The Final Rule reflects core American values of equal treatment on the basis of sex, free speech and academic freedom, due process of law, and fundamental fairness. Schools must operate free from sex discrimination, including sexual harassment. Complainants and respondents must have strong, clear procedural rights in a predictable, transparent grievance process designed to reach reliable outcomes. The Final Rule ensures that schools do not violate First Amendment rights when complying with Title IX.

A SCHOOL'S RESPONSE TO SEXUAL HARASSMENT

- Under the Final Rule, any of the following conduct on the basis of sex constitutes sexual harassment:
 - A school employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);
 - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
 - Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

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- Consistent with Supreme Court precedent and the text of Title IX, a school must respond when: (1) the school has actual knowledge of sexual harassment; (2) that occurred within the school's education program or activity; (3) against a person in the United States. The Final Rule expands "actual knowledge" to include notice to any elementary or secondary school employee, and states that any person (*e.g.*, the alleged victim or any third party) may report to a Title IX Coordinator in person or by e-mail, phone, or mail. The Final Rule also specifies that a school's "education program or activity" includes situations over which the school exercised substantial control, and also buildings owned or controlled by student organizations officially recognized by a postsecondary institution, such as many fraternity and sorority houses.
- Consistent with Supreme Court precedent, a school violates Title IX when its response to sexual harassment is clearly unreasonable in light of the known circumstances, and the Final Rule adds mandatory response obligations such as offering supportive measures to every complainant, with or without a formal complaint.
- Schools must investigate every formal complaint (which may be filed by a complainant or by a

school's Title IX Coordinator). If the alleged conduct does not fall under Title IX, then a school may address the allegations under the school's own code of conduct and provide supportive measures.

A FAIR GRIEVANCE PROCESS

The Final Rule requires schools to investigate and adjudicate formal complaints of sexual harassment using a grievance process that incorporates due process principles, treats all parties fairly, and reaches reliable responsibility determinations. A school's grievance process must:

- Give both parties written notice of the allegations, an equal opportunity to select an advisor of the party's choice (who may be, but does not need to be, an attorney), and an equal opportunity to submit and review evidence throughout the investigation;
- Use trained Title IX personnel to objectively evaluate all relevant evidence without prejudgment of the facts at issue and free from conflicts of interest or bias for or against either party;
- Protect parties' privacy by requiring a party's written consent before using the party's medical, psychological, or similar treatment records during a grievance process;
- Obtain the parties' voluntary, written consent before using any kind of "informal resolution" process, such as mediation or restorative justice, and not use an informal process where an employee allegedly sexually harassed a student;
- Apply a presumption that the respondent is not responsible during the grievance process (often called a "presumption of innocence"), so that the school bears the burden of proof and the standard of evidence is applied correctly;
- Use either the preponderance of the evidence standard or the clear and convincing evidence standard (and use the same standard for formal complaints against students as for formal complaints against employees);
- Ensure the decision-maker is not the same person as the investigator or the Title IX Coordinator (i.e., no "single investigator models");
- For postsecondary institutions, hold a live hearing and allow cross-examination by party advisors (never by the parties personally); K-12 schools do not need to hold a hearing, but parties may submit written questions for the other parties and witnesses to answer;
- Protect all complainants from inappropriately being asked about prior sexual history ("rape shield" protections);

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- Send both parties a written determination regarding responsibility explaining how and why the decision-maker reached conclusions;
- Effectively implement remedies for a complainant if a respondent is found responsible for sexual harassment;
- Offer both parties an equal opportunity to appeal;
- Protect any individual, including complainants, respondents, and witnesses, from retaliation for reporting sexual harassment or participating (or refusing to participate) in any Title IX grievance process;
- Make all materials used to train Title IX personnel publicly available on the school's website or, if the school does not maintain a website, make these materials available upon request for inspection by members of the public; and

- Document and keep records of all sexual harassment reports and investigations.

SEX DISCRIMINATION REGULATIONS

Relating to sex discrimination generally, and not only to sexual harassment, the final regulations also:

- Affirm that the Department may require schools to take remedial action for discriminating on the basis of sex or otherwise violating the Department's Title IX regulations;
- Expressly state that in response to any claim of sex discrimination under Title IX, schools are never required to deprive an individual of rights guaranteed under the U.S. Constitution;
- Account for the interplay of Title IX, Title VII, and FERPA, as well as the legal rights of parents or guardians to act on behalf of individuals with respect to exercising Title IX rights;
- Update the requirement for schools to designate and identify a Title IX Coordinator, disseminate their non-discrimination policy and the Title IX Coordinator's contact information to ensure accessible channels for reporting sex discrimination (including sexual harassment), and notify students, employees, parents, and others of how the school will respond to reports and complaints of sex discrimination (including sexual harassment); and
 - Clarify that an institution controlled by a religious organization is not required to submit a written statement to the Department to qualify for the Title IX religious exemption.