

04.01.07 Classification of Students

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Last Updated: DATE

Last Reviewed: DATE

Policy / Purpose:

It is the policy of Wallace Community College – Selma (WCCS) to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of WCCS that students are classified into categories.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

[Board Policy 705.01](#)

[ACCS Chancellor's Procedures 705.01](#)

Scope:

This policy applies to all WCCS students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Classification of Students: Students are generally classified into two categories. Exceptions to these categories are identified in the Classification of Students section below.

- *Freshman:* A student who has earned fewer than 30 semester hours of credit.
- *Sophomore:* A student who has earned 30 or more semester hours of credit.

Distance Education: Distance education at WCCS is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at WCCS is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at WCCS may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days,

times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester Hours: Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. Students are generally classified as freshmen or sophomores. Additional classifications may include:
 - a. **High School Dual Enrollment, Accelerated, or Home School Student:** A student enrolled in college credit courses who is still attending high school.
 - b. **Unclassified:** Students enrolled in credit courses who:
 - Are enrolled in adult basic education, developmental education, adult secondary education, or other non-credit courses.
 - Already have an associate degree or higher, but who are taking courses at the same level or lower.
 - c. **Full-time Student:** A student enrolled in 12 or more credit hours during a spring, fall, or summer semester.
 - d. **Part-time Student:** A student enrolled for less than 12 credit hours during a spring, fall, or summer semester.

Procedure(s):

1. Credit hours are calculated to determine appropriate classification of students.

Additional Provisions / Information:

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.