POLICIES AND PROCEDURES

It is the intent of the compilers of this catalog that it contains policies, procedures, and guidelines adopted or approved by The Alabama State Board of Education. Users are cautioned that changes in policies, procedures, and guidelines may have occurred since the publication of this material. In the event of such a conflict, the current statements of Board policy will prevail.

STATEMENT OF ACADEMIC FREEDOM FOR STUDENTS—The College seeks to provide an atmosphere conducive to open and honest intellectual inquiry in any college forum that is appropriate for dialogue and student participation. The student should feel free to exercise the right to dissent within limits of decorum and good taste.

STANDARD COLLEGE POLICIES—Classes taught at the College are governed by the “Standard College Policies” (the “Policies”). The Policies will be provided to each student when he or she completes the vehicle registration or vehicle waiver process. In order to receive a copy of the Policies, each student must sign to show that he or she did in fact get a copy of the Policies. At such time, students are deemed to be on notice of the contents and are expected to abide by those policies for every class the student attends at the College. The Policies are also available at the College’s website at www.sheltonstate.edu. Students who have questions concerning the Policies should consult the Dean of Instruction, 205-391-2283.

Additionally, college instructors are required to provide a syllabus to each student enrolled in their course. The syllabus shall set forth the instructor’s expectations, policies, procedures, course content, course schedule, and other information that defines the requirements of the course for the student. Upon receiving the syllabus, students are deemed to be on notice of its contents and are assumed to understand and abide by the expectations, policies, and procedures stated therein. Students who have questions regarding the syllabus should consult their instructor or the department or division chairperson.

COMPUTER RESOURCES USE POLICY

A. Definitions

Computer resources are any college-owned, leased, or contracted hardware, software, network, and/or telecommunication resource. Computing resources include but are not limited to E-mail, application and instructional software, network resources, local area networks (LANs), and telecommunication connectivity to external networks.

B. Policy Statement

All employees and students of Shelton State Community College will follow the institutional guidelines herein established for the use of computer resources. All users consent to the monitoring of usage for the purposes of accounting, network maintenance, and the detection of unauthorized access. The College reserves the right to revoke access at any time with or without prior notice. Unauthorized access and any other unauthorized use may expose the individual to criminal and/or civil proceedings.

C. Responsible Use Requirements

Guidelines for use of computer resources are established by the network supervisor and other designated administrative personnel of Shelton State Community College. Some guidelines are posted on the computers available in labs and other areas of the college accessible to students.

Users of the College’s Internet resources are expected to comply with the following criteria for responsible usage.

1. The use of Internet resources should be consistent with the College's mission to further the educational process by facilitating the acquisition and exchange of knowledge, by encouraging collaborative projects, and by supporting research and instruction by administration, faculty, staff and students.

2. The use of Internet resources should conform to any regulations, policies, and procedures established in the College’s Student Handbook.

3. Individuals must take all reasonable precautions to prevent unauthorized access to Internet accounts or any other unauthorized usage and are expected to report any violations of this policy and/or security problems to appropriate personnel.

4. The use of Internet resources should comply with ethical and legal standards. The following would be considered unethical or illegal:

   a. using the Internet resources in a manner that creates a hostile environment, which may include but is not limited to harassing, threatening, stalking, libeling, or slandering other persons, or in any way that damages community relations.

   b. using the Internet resources in a manner that violates the privacy of other users or persons.

   c. copyright infringement.

   d. using the Internet resources to knowingly upload, download, or view pornography.

   e. using the Internet resources to operate or engage in scams, pyramid schemes, or in any commercial venture.

D. Sanctions

Use of the College’s Internet resources is a privilege, not a right. The College reserves the right to do the following:

1. alter the provisions of this policy as needed.

2. change the conditions of use of its Internet resources.

3. terminate or change, without notice, the nature of access to these resources.

Users who violate College policy or the standards for legal and ethical usage may have the privilege of use revoked without notice. Violators may be reported to
appropriate personnel. Those using these resources for illegal acts are subject to prosecution by local, state, or federal authorities.

E. Limitations of Liability

1. Access

The Internet World Wide Web is a global network unregulated by local, state, federal, or international authority. Materials on the Internet may be controversial, offensive, disturbing, erroneous, or illegal. Because the College has no control over nor does it monitor materials on the Internet, it can not be held responsible for such material, for controlling access to it, or for protecting patrons from offensive material. The College disclaims any warranty for the accuracy, timeliness, authoritativeness, or usefulness of such materials and shall have no liability for any direct or indirect damages resulting from the use of Internet material. Access to, or use of, the Internet by minor children is solely the responsibility of the parent or legal guardian.

2. Links to Internet Sites

The College, through its home page, provides links to helpful sites that are consistent with the mission and purpose of the college. However, because of the unregulated nature of the Internet, the College can not monitor nor be responsible for the content or availability of the sites to which it links, nor for any subsequent links.

3. Violation of Privacy

The College disclaims any liability or responsibility for the violation of privacy of any individual by a user. Such responsibility shall lie solely with the user.

4. Use of Copyrighted Materials

The College disclaims any liability or responsibility for copyright infringement by a user. Such responsibility shall lie solely with the user.

5. Computer Viruses

Because the Internet is unregulated, viruses that are potentially harmful to the user's computer system may be downloaded from the World Wide Web. Responsibility for identifying and eliminating such viruses downloaded in data or files rests with the user. The College disclaims any responsibility for damages resulting from viruses transmitted through data or files obtained through the use of the College's electronic information systems.

Networks are a form of property controlled agreement between providers and users. Violating such an agreement may result in consequences to the user and the College. Transmitting defamatory utterances concerning a person, organization, or institution may subject the perpetrator and the College to civil liability to pay money damages.

Responsible users should avoid actions or missions that make themselves or the College criminally or civilly liable to others. Under law, a user may be required to reimburse the College for any amount of money it must pay to another because of injury caused by his or her conduct.

Responsible users should avoid actions that may inflict needless expense upon the College or others. Users should not do anything that will impair the operation of computers, terminals, peripherals, or networks. Nor should users do anything that is knowingly wasteful of computing resources, including, but not limited to, sending advertisements for commercial enterprises, sending mass mailings or chain letters, obtaining unnecessary output, maintaining unnecessarily excessive file storage creating unnecessary multiple jobs or processes, or creating unnecessary network traffic.

Responsible users should avoid actions that destroy, endanger, or divert another's work or writing. The College treats electronically stored information, including personal files, as confidential and permits examination or disclosure of their contents only when authorized by the owner of the information or when required by local, state, or federal law. Under Alabama Code 13 A-8-102, it is a crime to transmit, change, or delete another user's files or software without permission; it is a crime to introduce destructive software, such as programs known as computer viruses, Trojan horses, or worms into any computer, computer system, or network.

Responsible users will contribute positively to a free and open atmosphere for electronic discussion. Uses of campus E-mail, the Internet, or networks for unauthorized purposes may be subject to criminal, civil, and/or institutional sanctions if used for such purposes as to make threats against person or property; to provide false information about academic or administrative policies or issues; or to send messages offensive to the receiver because of pointlessly hateful, obscene, or libelous content.

Hurtful or offensive words spoken on a network or computer system can leave a permanent record that can, depending upon content, support criminal or civil liability, damage professional reputation, or diminish one's standing in the academic or local community. E-mail files have been ruled to be discoverable in a court of law; therefore, privilege of confidentiality is not absolute and may be overridden by court order. Sexual harassment policies also apply to computer use.

COLLEGE SECURITY POLICY

This policy represents the comprehensive policy for all programs at Shelton State Community College including the Fredd Campus. This policy is designed to ensure the safety of students, employees, and visitors.

A. Campus Security

Shelton State Community College has a security force that is responsible for the safety of students and employees on all of the school's campuses. Although these people are employees of Shelton State Community College, they are not State of Alabama police officers. These security officers work closely with the local police departments to maintain a safe and peaceful environment for the students and employees of Shelton State Com-
Community College. Should students or employees of Shelton State require assistance from either the police, medical, or fire department, they should contact the security officer on duty through the College switchboard operator or the Office of the Dean of Student Services, Martin Campus, 205-391-2217, who will immediately notify the appropriate authority. Should the security officer not be immediately available, the appropriate authority should then be contacted.

For instance, in the City of Tuscaloosa, should a student’s vehicle be burglarized while at either Shelton State campus, the student should notify the security officer on duty, who will immediately contact the Tuscaloosa Police Department. Should there not be a College official (i.e., an instructor) available, the local authorities should be notified.

B. Facility Access
Access to the facilities at times other than scheduled is prohibited without special permission by authorized persons. Office hours at the College are 8:00 a.m. until 5:00 p.m., Monday through Friday. Evening hours are from 5:00 p.m. until 10:00 p.m., Monday through Thursday. To contact an administrator during evening hours, call the campus operator, 205-391-2211. Security patrol of the facilities is provided constantly during the hours in which the school is closed to the public.

C. Crime Prevention
The College administration encourages all students, faculty, and staff to practice safety and awareness at all times. Students and staff are also encouraged to report any and all incidents which may indicate potential danger. It is the policy of Shelton State Community College that any criminal act or threat of violence, injury, destruction of college or personal property, traffic accident, or other situations which may occur on either campus or auxiliary campus or site operated by Shelton State Community College must be reported immediately. A report form is available in the Office of the Dean of Student Services. Anyone witnessing criminal activities on any of the College’s properties should notify security officers, the Office of the Dean of Student Services, or contact the local police authority for assistance. Special programs are scheduled periodically to inform students and staff about crime prevention.

D. Crime Statistics
As required by Public Law 101-542, statistics will be made available concerning such crimes as murders, rapes, robberies, aggravated assaults, burglaries, and motor vehicle thefts occurring at any Shelton State Community College site. This information will be posted on the College website, www.sheltonstate.edu. Direct any questions or concerns regarding Shelton State Community College’s security policy to the Office of the Dean of Student Services, Martin Campus, phone 205-391-2217.

E. Emergencies

Emergency Procedures
If for any reason, police are needed, do not use the direct number to the police station. First call Shelton State Security:
- Martin Campus, 205-391-2377
- Fredd Campus, 205-391-2611

If security cannot be reached immediately and the police are needed, Dial 911. Give the dispatcher all the details of the location where emergency assistance is needed. Report the emergency incident to an administrator as soon as possible. In addition, the adjunct faculty member must submit a written incident/accident report to the Office of the Dean of Student Services as soon as possible. These forms are available from the Office of the Dean of Student Services/Instruction.

On the Martin Campus emergency RED TELEPHONES connect directly to the Security Desk, and whenever possible, should be used in an emergency. These telephones are located in rooms 2253, 2255, 2311, 2361, 2825, 2904, and 2927.

In the event of a medical emergency where first aid may be required, a first-aid kit is available in the following locations:
- Martin Campus Security/Information Desk–Atrium, First Floor
- Fredd Campus Main Office
- Fire College EMT personnel and equipment are always available

In addition to first aid materials, all laboratories and shops on each campus have proper equipment such as showers and eye wash kits to remove hazardous chemicals in case of spill or breakage.

In the event of serious injury or illness, immediately Dial 911. Security officers and college administrative officials also should be notified as quickly as possible. Any costs of transporting students to the hospital, hospitalization, or treatment will be borne by the student.

The emergency procedures for fire, tornado, or bioterrorism threat are explained in the Standard College Policies. A copy is in Appendix C.

Bomb Threat
Any person who receives a bomb threat should notify campus security immediately.

In the case of a bomb threat, faculty will be notified by campus security or administrative personnel. Faculty should assist in evacuating the building and alerting others to do the same. The code phase for notification in the event of a bomb threat is “gas leak.” DO NOT ACTIVATE AN ALARM DURING A BOMB THREAT!

Severe Weather Days
Rarely does the College close due to snow or other severe weather. The decision to close the College is made only by the President. If classes are in session when the decision is made, each class will be notified directly. If the decision to close, or not to open, is made during the night or on the weekend, the President will notify all local radio and TV stations. During snow or other severe weather, if closing is not announced in the local media, assume that the College is open and that classes will be held.
Loss of Power
Occasionally, the College will suffer a loss of power at which time the emergency lights will activate automatically. College officials will determine the extent and duration of the power loss and decide whether to dismiss classes. Faculty should not dismiss classes until notified to do so by college officials.

Safety
Many laboratories and shops have specific safety activities that must be performed by the instructor. The Division Chair advises faculty concerning responsibilities in this area.

Accident Reports
If an accident occurs in a classroom, shop, or laboratory, the faculty member must file an official accident report within 24 hours of the incident. Copies of the Accident Report form are available from the Office of the Dean of Instruction or Dean of Student Services. If an accident occurs on the parking lot, notify campus security.

Security
A security guard is always on duty. To contact a security guard:

- Martin Campus  205-391-2377
- Fredd Campus  205-391-2611

FIRE PROCEDURE
1. Continuous short horn blasts (from horn located in classrooms, halls, and throughout building) and blinking lights will be activated.
2. Fire doors will close automatically.
3. All faculty, staff, and students should proceed to the nearest exit and move away from the building once outside.
   a. Students should take their books and personal items with them.
   b. Students and staff who are physically impaired should report to the nearest rescue station (locations: second floor end of West wing and by the elevators in Atrium).
   c. Classes are not dismissed and will resume when notified that the danger has passed.

LOST AND FOUND PROCEDURE
Campus Security will handle most property lost or found on campus. Any items that are found should be turned into Security. Students should check with the Security Officer for any lost items. Items turned in are held for six months. If the rightful owner does not claim an item in that period, the item can be turned over to the finder. Since the College cannot be responsible for personal property, it is recommended that books and supplies be locked in a car when not in use. An identifying mark should be placed on all textbooks, note books, calculators, and other equipment.

SAFER LIVING GUIDE

A. Crime Prevention
The potential for crime exists everywhere in society; on campus is no exception. There are two elements for crime to happen, motive and opportunity. Motive can’t be controlled, but one can reduce opportunity.
1. On Campus
   After hours of darkness, don’t walk in unlighted or dimly lighted areas alone. If attending evening classes, park the car in well lighted areas of the parking lot. Keep the car locked and check the back seat before getting in. Have keys in hand on approach to the vehicle. Don’t study or work alone.
2. Traveling
   Keep your car in good running condition and always have more than enough gas to get to your destination and back. Keep your car doors locked with the windows up and always check the back seat (including the floor) before entering your vehicle. At night, park as close as possible to lights and activity. When returning to your car, get friends to go with you. Don’t stop for hitchhikers or broken down vehicles. To help a stranded driver, go to a phone and call police. If you think someone is following you, don’t head home. Keep your hand near the horn and drive to the nearest police or fire station, open gas station, or other business that is open. If your car runs out of gas or breaks down, raise the hood. Tie a white cloth to the antenna or door handle to alert the police. Keep doors locked and windows up until the police arrive. If anyone stops, ask him or her to phone for help.

B. Crime Prevention on Campus
The major crime on campus is theft of unattended property. Remember the word opportunity. That’s what a thief needs, so remember: Always lock it up or take it with you. Theft of backpacks and textbooks is surprisingly common, due to the resale value of books. Never leave your property unattended in the library, dining hall, classroom, recreation facility, or restroom. Take your things with you or have a friend watch them. We recommend that you do not bring fine jewelry, heirlooms, or expensive clothing to school.

   One important thing you need to take time to do is mark your property. Put your name and address inside your textbooks. Also, choose one or two pages in the book known only to you and mark them. Engrave your driver’s license number on items that might interest a thief (i.e., stereo, pocket calculator, lap top computer). Write your name in outer clothing like coats, jackets, vests, etc. This information could help you get your possessions back if they are stolen.

C. Crime Prevention at Home
You can become a victim in your own home. You can take steps to prevent this from happening to you. Keep exterior doors closed and locked. Keep windows locked too. Be smart about keys. Don’t leave them outside or in hiding places. If you lose your keys, change the locks. If you move into an apartment, ask to have the locks
changed. Never open your door to a stranger. Require proper identification from utility and repair persons. If a stranger asks to use your phone, keep the door locked and offer to place the call for him or her.

Women who live alone or with other women should use an unlisted phone number or include no address in their phone book listing. Don’t reveal to a caller that you are alone, and don’t tell a wrong number caller your phone number. Have an agreement with your roommates that the following information will not be given to an unknown caller: Who is home, who is out, when someone will return.

Taking away the opportunity is a big part of protecting yourself from sexual assaults. If you choose to protect yourself with weapons, you must accept the risk that the weapon could be used against you.

D. Crime Prevention in Apartments

Before moving in:
1. check out the crime statistics in the neighborhood. The Tuscaloosa Police (205-349-2121) and Northport Police (205-339-6600) can help you.
2. check out the area both day and night. Check to see that doors, walkways, stairwells, and parking lots are well lighted.
3. get the locks changed. Put this request in writing before you sign the lease.
4. if you use a laundromat, be aware of isolated conditions. Go with a friend.

E. Reporting Crimes

If you witness a crime, keep cool, obtain descriptions, call security, or dial 911. You are encouraged to report any safety concerns to security whether on or off campus. Try to obtain a description of the offender, clothing description, height, weight, hair color and length, and direction the offender was headed. If a vehicle is involved, try to get the license number, color, and make of vehicle, any damage the vehicle had, and direction of travel.

When a crime has been committed, the crime scene has evidence that can be linked to the offender and must be preserved. Try not to touch drawers that are pulled out, doors, windows, or anything that the offender may have touched. No one should enter until the police arrive. If your vehicle is involved, don’t move it, unless it’s a traffic hazard or a danger.

F. Preventing Sexual Assault

Rape is an act of violence. It shouldn’t happen, but it can, even with people you know and trust. Most rapes and sexual assaults are committed by acquaintances. For this reason, it’s important to be assertive, direct, and clear in your communications. Be aware of what you’re communicating, nonverbally as well as verbally. Remember that a woman’s risk of acquaintance rape increases when she gets in a car with someone she just met (perhaps at a party) no matter how nice he seems, or when she’s socializing with a group that is using alcohol or drugs. The law warns that knowing someone intimately will not clear you if you force sex. Therefore, men should use clear communication to reach an understanding with friends or a date. Don’t assume an earlier understanding still holds. Don’t assume you can communicate clearly while using alcohol or drugs.

1. Acquaintance Rape/Date Rape

Rape or first degree sexual assault is legally defined in the state of Alabama as sexual penetration of a woman by a man that involves the use of force or threat of force and occurs without the woman’s consent. Most people think rape is only committed by strangers. Research indicates that women are more likely to be raped by someone they know, not by someone who is a total stranger.

Acquaintance rape or rape committed by someone the victim knows is one of the most common forms of rape occurring in the country today, especially in the campus setting. It is common for women to be sexually assaulted by friends, family members, neighbors, boyfriends, ex-boyfriends, dates, co-workers, etc. It is difficult to estimate the true magnitude of the acquaintance rape problem for two reasons. First, most women raped by an acquaintance are reluctant to report the attack to police because they are afraid they will not be believed. Secondly, many women do not think of it as rape if they are forced to have sex with an acquaintance. For example, in a recent study of adult women, it was found that only 29% of all rape victims reported the crime to the police, almost 62% of all rape cases reported involved a man the victim knew fairly well, and these acquaintance cases were less likely to be reported to the police than were rapes by strangers. The reluctance of women to label forced intercourse as rape is evident in research finding that only 43% of victims experiencing abuse meeting the legal definition of rape actually acknowledged the experience as rape. Also, women who did not acknowledge their sexual assault as rapes were more likely to have been unmarried students at the time of their assault.

Indications are that acquaintance rape occurs much more frequently on college campuses than you might imagine. Studies at some universities reveal that at least 20% of women students have been victims of acquaintance rape. One study of college males found that 61% admitted having used some type of coercive behavior in sexual situations, and 15% said they had actually forced women to have sexual intercourse, an act that would constitute rape.

In general, people believe acquaintance rape tends to involve less violence than rape committed by strangers. However, recent data collected by researchers show that rape committed by some type of acquaintances are at least as violent or even more violent than stranger rape. When rape cases involving boyfriends were compared with those involving strangers, victims of boyfriends were more likely to fear serious injury or death, to sustain minor physical injury, and as likely to involve the use of a weapon than stranger assailant cases but were less likely to have been reported to police. It’s date rape; it’s wrong; it’s a crime.
2. As a woman you need to know:
   a. sex-role stereotypes of submissiveness and coy-ness are dangerous and can create a climate of sexual aggression.
   b. say no when you mean no; say yes when you mean yes. Stay in touch with your feelings to know the difference.
   c. believe in your right to express your feelings and learn how to do so assertively.
   d. be aware of stereotypes that prevent you from selfexpression, such as, anger is unfeminine, and being passive is feminine.
   e. be aware of specific situations in which you do not feel relaxed and in charge. Don’t worry about being polite.
3. As a man you need to know:
   Rape is a crime.
   a. It is never all right to force yourself on a woman, even if you think she’s been teasing and leading you on, even if you have heard that women say no when they really mean yes, even if you think it’s manly to use force to get your way.
   b. Don’t read signals. Have a clear understanding of each others intention.
   c. When you use force to have sex, you are committing a crime called rape, even if you know the woman or you’ve had sex with her before.
4. Public Places
   a. There are ways to protect yourself from sexual assault. Outside of social situations, most involve simply being aware.
   b. When walking, avoid alleys, vacant lots, and short cuts. Listen for footsteps and voices. Notice cars that pass you more than once or pull up beside you. If someone follows you on campus, go to a phone, and call security or dial 911. Describe the person and the vehicle to the dispatcher.

G. Reporting Sexual Assaults
   If you are sexually assaulted on campus, report the crime to security. If the assault happens off campus, call the law enforcement agency that has jurisdiction where the assault happened. If you are unsure, call 911. Reporting the crime doesn’t mean you must take legal action. That’s a choice you can make later. By reporting the crime, you may help stop a rapist. Chances are that he has raped before and will rape again, unless apprehended.

H. Preservation of Evidence
   If you have been sexually assaulted, there are steps you need to take to preserve physical evidence that will be useful later. Don’t change clothes, bathe, douche, or use the toilet. Do seek medical care immediately, whether or not you report the crime. In addition to care of obvious injuries, you need medical care to protect you from sexually transmitted diseases. A physician can also counsel you about pregnancy. If you have been sexually assaulted and are considering taking legal action against the rapist, you need to receive medical care at DCH Regional Medical Center or at Northport Hospital-DCH. The emergency room doctors are the only area physicians who perform medical exams in which evidence of rape can be obtained and preserved for legal action. Without this evidence, the chance for successful prosecution drops.

   The medical exam should occur as soon as possible. You should bring a change of clothes because clothes worn during the assault will be kept as evidence. If you’ve already changed clothes, bring along any articles that may have blood or semen on them. If you don’t plan to take legal action, we still encourage you to contact a medical care facility and/or a counseling center. No one will pressure you to report or prosecute. All services to sexual assault victims are confidential, but the hospital staff must, by law, report assaults to the police. The victim, however, can choose whether or not to talk to the police.

   Shelton State Community College personnel will assist assault victims with on and off campus counseling. There are several local agencies that can help. Contact the Office of the Dean of Student Services for assistance. If a student, who has been assaulted, should request a change in the academic environment, the Office of the Dean of Student Services will assist in facilitating such changes. Changes will be made if reasonably available.

   National statistics indicate that women have a greater chance of becoming rape victims, therefore, this section refers only to women as rape victims. Don’t be embarrassed to ask for help if you are having problems with which the college should be aware. The College can help with referrals, especially in domestic violence situations or problems that would affect your personal safety. Contact Security or the Office of Student Services for assistance. Don’t hesitate to ask for help.

I. Policy
   The Office of the Dean of Student Services sets standards for student behavior that will make the campus safe. The Office of the Dean of Student Services will investigate the situation and assess sanctions.

   Violations of the code include sexual misconduct. Sanctions, up to and including expulsion, may be imposed, if through the investigation and hearing process the accused is found to be guilty. During all campus disciplinary proceedings, including those regarding sexual misconduct, the accused and the accused have the same right to have others present, and both will be informed of the outcome of the proceedings.

   Any member of Shelton State Community College may file charges against a student for misconduct. Charges must be prepared in writing and directed to the Office of the Dean of Student Services. Any charges should be submitted as soon as possible after the event takes place, preferably within thirty days of the occurrence.

J. Medical Emergencies
   If someone needs emergency medical care, call 911. Ambulances will be dispatched and Paramedics from the Tuscaloosa Fire Department will respond.
When the 911 call is made remember the following.
1. The victim must NOT be moved, except to remove him or her from life-threatening conditions.
2. Someone must stay with the victim until help arrives.
3. You must describe the victim’s exact location and you must give accurate directions.
4. You must stay on the line until the dispatcher tells you to hang up.
5. You should meet emergency officials and guide them to the victim.
6. You should stay out of the way of emergency officials; however, before you leave the scene, check with an emergency official to see if further information is needed.

K. Quick Reminders
1. Mark your property.
2. Don’t leave your property unattended. The most frequent crime on campus is theft of unattended property.
3. Lock your doors and windows.
4. Tell your friends where you’re going and when you’ll be back.
5. Stay in well lighted areas.
7. Don’t study alone.
8. Stay sober and alert.
9. Communicate clearly.
10. Stay in control.
11. Reporting assaults doesn’t mean you must take legal action but can help stop the criminal.

Alabama Attorney General .................... 1-800-626-7676
Office of Victim Assistance or contact the Office of the Dean of Student Services for assistance or referrals.
Ambulance/Fire/Police ........................................ 911
Brookwood Police Department ................. 556-0103
Indian Rivers Mental Health Center ........... 345-1600
Northport Police Department .................... 339-6600
Poison Control ........................................... 345-0600
Turning Point .............................................. 758-0808
Tuscaloosa County Sheriff Department ...... 752-0616
Tuscaloosa Police Department .................. 349-2121
Vance Police Department ......................... 553-9917

SECURITY TELEPHONES PROCEDURE
At present there are six security phones located throughout the Martin Campus. These phones are intended for emergency calls to the Security Desk. The phones are in the following classrooms:
Room 2253
Room 2255
Room 2311
Room 2361
Room 2825
Room 2904
Room 2927

To activate the phone, simply pick up the receiver and tell Security the room location and the nature of the emergency. These phones DO NOT connect to the telephone system outside this school. They are designed for internal EMERGENCY use only.

TORNADO/WEATHER PROCEDURES
1. A continuous horn blast with lights will be activated for 30 seconds.
2. Security will use bull horns to direct everyone to safe areas.
3. All faculty, staff, and students should proceed to the first floor and seek shelter in an interior hall or office away from any windows.
4. Everyone should stay in the interior halls until the “all clear” is given by a representative of the College.
   a. Individuals are strongly advised not to go to their cars.
   b. Classes are not dismissed and will resume when the danger has passed.

TRAFFIC AND PARKING PROCEDURES
All motorized vehicles parked on campus must be registered. Parking decals are issued for the academic year and will make rapid identification of vehicles possible in the event of an emergency. Shelton State Community College decals will enable students to park on certain lots at the University of Alabama campus. Students are expected to abide by University of Alabama parking regulations when parking on that campus. A copy of these regulations may be obtained from the security officers. Parking violations are the student’s responsibility.

Temporary permits are issued to students enrolled in Continuing Education classes and classes scheduled for less than a semester. Temporary permits are honored through the date validated on the permit. Students should park legally in parking spaces. Parking in a prohibited area such as a fire lane, loading zone, visitor space, or disability zone without authorization will result in a citation being issued and/or the vehicle being towed. Payment of parking tickets is done at the Business Office. If a student feels that he or she was wrongly ticketed, he or she can pick up an appeal form at the office of the Office of the Dean of Student Services. A copy of Shelton State Community College parking regulations can be obtained from the Office of the Dean of Student Services.

STUDENT POLICIES

STUDENT CONDUCT CODE
The publication of this Student Conduct Code documents the standard of conduct by which students and organizations are expected to abide. Students and organizations will be aware of the College Code and knowledgeable of the fact that they will be held accountable for compliance with its provisions. By enrollment and affiliation with the College, a student or organization neither relinquishes the right nor escapes responsibilities of local, state, or federal laws and regulations. The College is committed to maintaining an environment that contributes to its educational missions and the safety, health, and well being of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by the College.
It is assumed that students enrolling in the College are mature and have a desire for constructive learning and are attending with that purpose in mind. Common courtesy and cooperation are expected of all students. Interference, injury, or the intentional attempt to injure or interfere with the personal or property rights of any person – whether a student, visitor, faculty, or staff member – or the College itself, is strictly prohibited.

A. Application

The Student Conduct Code applies to individual students as well as formal and informal groups either involved in College related activities or functioning as official representative(s) of the institution.

It is applicable to the behavior of students and organizations, both on and off the College campus, which is determined to be incompatible with the educational environment and mission of the College.

B. Misconduct

The College expects the conduct of each student and organization to be in conformity with standards of common decency and decorum, with recognition of and respect for personal and property rights of others and the educational mission of the College. A student or organization may be disciplined and is in violation of the Student Conduct Code for any of the following:

1. dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College;
   a. cheating – the College defines cheating as knowingly attempting to or actually acquiring or giving information fraudulently in order to influence performance on examinations and assignments.
   b. plagiarism – all academic work, written or otherwise, submitted by a student to his or her instructor or other academic supervisor, is expected to be the result of his or her own thought, research, or self-expression. In any case in which a student feels unsure about a question of plagiarism involving his or her work, he or she is obligated to consult the instructor on the matter before submitting it.

   When a student submits work purporting to be his or her own, but which in any way borrows ideas, organization, wording, or anything else from another source without appropriate acknowledgment of the fact, the student is guilty of plagiarism. Plagiarism includes reproducing someone else’s work, whether it is a published article, a chapter of a book, a paper from a friend, or some file, etc.

   Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his or her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student and the student alone.

   When a student’s assignment involves research in outside sources or information, he or she must carefully acknowledge what, where, and how he or she has employed them. If he or she uses works of someone else, he or she must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these rules will apply to those ideas which are so generally and freely circulated as to be part of the public domain. (Student Code of the University of Kentucky)

2. forgery, alteration, or misuse of College documents, records, or identification;
3. issuance of worthless checks made payable to the College;
4. failure to comply with the authority of college officials acting within the capacity and performance of their positions;
5. violation of written College rules, policies, and regulations;
6. obstruction or disruption of teaching, research, administration, disciplinary procedures, other College activities, or other activities on College premises by either College or non College persons or groups;
7. destruction, damage, or misuse of College, public, or private property (The student or organization is responsible for any damage done to College property);
8. conduct in violation of federal or state statutes or local ordinances that threatens the health and/or safety of the College community or adversely affects the educational environment of the College;
9. conviction of any misdemeanor or felony which adversely affects the educational environment of the College;
10. obtaining college services by false pretenses including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, labor, material, space, facilities, or services;
11. hazing, i.e., any mental or physical requirement or obligation placed upon a person by a member of any organization, or by an individual, or by a group of individuals which could cause discomfort, pain, or injury, or which violates any legal statute or college rule, regulation, or policy.
12. lewd, obscene, licentious, or indecent conduct or the verbal or written threat of such action against another person;
13. lewd, obscene, licentious, indecent, or inappropriate dress;
14. possession, while on College-owned or controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instrumentalities;
15. possession, sale, and/or consumption of alcoholic beverages or non prescribed, controlled drugs on College property or at a student or College-sponsored function;
16. unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;
17. theft, accessory to theft, and/or possession of stolen property;
18. filing a false report or knowingly making a false statement about or interfering with the investigation of any situation described in this conduct code and the annual campus safety and security publication;
19. fighting, physical or verbal abuse, threats of violence, intimidation, and physical or mental harassment;
20. trespassing or unauthorized entry;
21. publishing false alarms, tampering with fire extinguishers, alarms, or other equipment;
22. publishing, aiding in publishing, circulating or aiding in circulating anonymous publications or petitions;
23. disruptive devices such as tape players, radios, beepers, cell phones, or other electronic devices in the student center, hallways, lecture rooms, classrooms, library, or any other place which will interfere with the normal activity of the College;
24. violations of the Sexual Harassment Policy;
25. any form of gambling;
26. disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and enjoy educational facilities.

Violations of the above will render a student subject to disciplinary action under the procedures which provide for adequate notice and a fair hearing, outlined in this handbook. Penalties for violations may include reprimand and probation, loss of privileges, suspension, expulsion, and other penalties which may be set forth in College regulations published in this handbook.

Where there has been a serious violation of College regulations and a student’s continued presence will materially threaten the welfare of the College, the President’s designated representative, normally the Dean of Student Services or other College official, may immediately suspend the student. The student will be entitled to a hearing according to the regular disciplinary procedures.

MISCONDUCT DISCIPLINARY POLICY

Any case involving violation of published policies and regulations in this bulletin will be brought to the immediate attention of the Dean of Student Services, who will discuss the case with the student, attempting to arrive at a mutually satisfactory conclusion of the matter. If a satisfactory conclusion is not reached at this point, the student may appeal the case to the Student Services Action group.

The Student Services Action Group is authorized to hear the student appeal and may choose to modify, uphold, or reverse the written recommendations of the Office of the Dean of Student Services in this case. It is important to note that in the chronology of events; the student receives a copy of these recommendations first in his or her initial meeting with the Office of the Dean of Student Services. His or her decision to appeal will be based on disagreement with these recommendations. After appeal to the Student Services Action group, the Office of the Dean of Student Services will ensure that the student is granted due process through the following steps.

1. Written notice will be provided the student at least three (3) calendar days in advance of the hearing date. Further, the student will be given a list of witnesses and a copy of their statements or complaints, along with other evidence and affidavits which the college intends to submit against the student.
2. The student is permitted to have counsel present at the hearing to advise him or her. The student may question the hearing any witness who gives evidence against him or her. Attorneys are present in advising capacity only. The College appeal process will not be bound by Courtroom procedures.
3. The student is permitted to hear the evidence presented against him or her and will be permitted the opportunity to present his or her own case, his or her version of the incident, and any exhibits, affidavits, or witnesses on his or her behalf.
4. A full and complete record of the hearing will be made. Unless otherwise specified a videotaped record will be used.
5. The Student Services Action Group will provide a written decision to the student and the Dean of Student Services Services.

Final local responsibility for discipline is vested in the President of the College. Any disciplinary probation or suspension will be recorded on the student’s permanent record.

The College seeks to guarantee that the fundamental principles of fair play are observed and to assure that no disciplinary action is taken on grounds which are not supported by substantial evidence.

Conscious effort is made to assure that all of the College’s regulations are within the scope of the lawful missions of tax-supported higher education. It is recognized that it is not a lawful mission of the college to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States. However, the President will take direct and appropriate action in any case involving the integrity of the college and the well-being of the students.

ACADEMIC MISCONDUCT DISCIPLINARY POLICY

This policy applies only to those violations of the Shelton State Community College student conduct regulations relating to academic dishonesty.

A. Academic misconduct includes all acts of dishonesty in any academically-related matter and any knowing or intentional help or attempt to help, or conspiracy to help, another student commit an act of academic dishonesty.

“Academically-related” includes all instructional facets of the college, i.e., adult basic education, developmental education, transfer education, occupational/technical education, continuing education, and training for business and industry.

Academic dishonesty includes, but is not limited to, each of the following acts when performed in any type of academic or academically-related matter, exercise, or activity.
1. Cheating—using or attempting to use unauthorized materials, information, study aids, or computer-related information.
2. Plagiarism—representing the words, data, works, ideas, computer program or output, or anything not generated in an authorized fashion, as one’s own.

3. Misrepresentation—falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.

B. Penalties for academic misconduct can range from a reprimand to expulsion from the College.

C. A course instructor (or any other person(s) who has reasonable cause to believe a student has engaged in an act of academic misconduct will report the matter to the Dean of Instruction. The instructor (or other person(s) will take no other action in the matter until a decision has been reached by the Dean of Instruction.

D. The Dean of Instruction will discuss the circumstances involved with the course instructor (and/or other appropriate persons) and review any pertinent materials in order to determine if a reasonable basis exists for believing that academic misconduct may have occurred. (If the case involves misrepresentation, as defined above, the Dean of Instruction may refer the matter to the Dean of Student Services).

E. If the Dean of Instruction concludes that there is a reasonable basis for believing an act of academic misconduct may have been committed, the Dean of Instruction will arrange a conference with the student. This conference will take place within fourteen working days (or as soon thereafter as may be practical) of the Dean of Instruction being notified of the possible academic misconduct.

F. Prior to arranging this conference, the Dean of Instruction:

1. will provide the student with a copy of the Academic Misconduct Policy; and

2. will provide the student with notice in writing that an issue of possible academic misconduct involving the student exists, such notice to contain a description of the academic misconduct which the student has been alleged to have committed; and

3. will call the attention of the student to the following provisions of the Academic Misconduct Policy:

   a. the student is not required to make any statement at all regarding the matter under investigation.

   b. the student may make a voluntary statement if the student chooses to do so.

   c. the student has a right to present any evidence, supporting witnesses, and other information.

   d. the student has a right to be advised by anyone of the student’s choice. The advisor may only consult with the student however; the advisor may not speak at the conference. If the student is advised by legal counsel, however, the student must notify the Dean of Instruction of that fact, at least, five working days in advance of the conference or hearing so that College legal counsel also may be present at the conference or hearing. College legal counsel may not speak at the conference or hearing but may advise the Dean of Instruction or other appropriate college officials.

G. At the conference, the Dean of Instruction may act alone or in conjunction with a standing committee or an ad hoc committee appointed by the Dean of Instruction, but the Dean of Instruction will make the decision.

H. At the conclusion of the conference, one of three steps will be taken by the Dean of Instruction:

1. the matter will be immediately dismissed if in the judgment of the Dean of Instruction the evidence presented is not convincing proof that the student engaged in an act of academic misconduct. The student will be informed in writing that the matter has been dismissed and that no further action will be taken. There is no appeal of a decision of immediate dismissal by the Dean of Instruction; or

2. if the student makes a voluntary written admission that the student committed the alleged academic misconduct, a penalty will be imposed by the Dean of Instruction. In case of a voluntary written admission of academic misconduct, the Dean of Instruction will be able to impose the full range of penalties as described in section B above. The student will be given written notice of the penalty to be imposed within three working days after the conclusion of the conference; or

3. if the matter is not dismissed and the student does not make a written admission of academic misconduct, the Dean of Instruction will, within ten working days, decide if the student is guilty of academic misconduct, determine what penalty for academic misconduct will be imposed, and will notify the student by certified mail of the decision and the penalty to be imposed. The Dean of Instruction will have the right to impose the full range of penalties as described in section B above.

In cases both of voluntary admission of academic misconduct and of the Dean of Instruction’s decision that academic misconduct has occurred, the Dean of Instruction will seek the advice of the course instructor (if a course instructor is involved) prior to assigning a penalty. The Dean of Instruction, however, is not obligated to follow the instructor’s recommendation.

I. The student also will be notified—in the same certified mail—that the student has fifteen (15) working days from the date of the mailing of the Dean of Instruction’s decision to appeal that decision. No penalty will be imposed until:

1. there is a failure to file a timely appeal, or

2. a decision on the appeal has been reached.

J. The Dean of Instruction’s decision may be appealed to the Office of the President. This appeal must be in writing and addressed to the President.

K. The appeal must be based on substantive grounds such as gross procedural errors, new evidence, or inconsistencies in the penalty assigned.

L. When the appeal is received in the Office of the President, the President (or a designated hearing officer) will hold a conference with the student and other concerned parties to discuss the reasons for the appeal. The President has the right to deny the appeal and, if the President denies the appeal, the appeal process will end. The President will notify the student in writing that the ap-
peal has been denied and will give the student an explanation for that action.

M. If the President decides that the appeal is to be heard, the President (or the designated hearing officer) will convene a panel for that purpose. This panel will hear the appeal within thirty working days of the receipt of the appeal in the office of the President. The panel will consist of a person designated by the President, a person designated by the Office of the Dean of Student Services, and a member of the faculty designated by the Curriculum Action Group. The faculty member must come from the instructional division in which the academic misconduct occurred. The Dean of Instruction shall not be a member of this appeal panel. If the academic misconduct is such that it is handled by the Office of the Dean of Student Services as described in Section D above, the Office of the Dean of Student Services will not appoint a member of the appeal panel, and the President will instead ask the Dean of Instruction to make said appointment.

N. The hearing by the appeal panel is an administrative hearing and the proceedings will be informal rather than those used in courts of law. The panel may hear such evidence and witnesses as it deems appropriate. The rights of the student before the appeal panel are the same as those as in the conference with the Dean of Instruction, including the right to be advised by whomever the student wishes.

O. The findings of the appeal panel will be reviewed by the President of the College. The purpose of the review by the President is to ensure that proper policy and procedure has been followed. The President may order further proceedings in the case. The decision of the President in the matter is final and will conclude the process insofar as the College is concerned.

P. The President will give written notice of the final decision in the case to the student and to the appropriate members of the staff of the college.

TOBACCO-FREE CAMPUS POLICY

Shelton State Community College is a tobacco-free work environment. Use of tobacco in any form is not permitted at any time by any faculty member, staff, student, vendor, or visitor inside any building on a Shelton State Campus. Smoking is permitted outside of buildings in designated non-hazardous areas away from building doors and windows.

FREEDOM OF EXPRESSION

The College respects the right to freedom of expression for individuals or groups within the college community. The College, however, does have an obligation to protect its facilities. For this reason it is the general policy of Shelton State Community College that no person, company, or other organization will distribute literature, post signs, sell merchandise, or promote religious, commercial, or political activities on the campus of this institution without first obtaining permission from the Office of the Dean of Student Services.

A. Circulating Petitions

Individuals interested in soliciting names for political, religious, commercial or other issue-oriented petitions must complete a petition request form and receive approval from the Office of the Dean of Student Services. Petition efforts will be restricted to a designated area and limited to one day with a renewal option on a one day basis. Contact the Office of the Dean of Student Services for more information.

B. Commercial, Political, Promotional, and Religious Activities

College facilities and off-campus sites for college activities may be used for commercial solicitation, advertising, political, promotional, and religious activities only when such activities are sponsored and requested by a college employee or an officially recognized student organization. These activities may not interfere with or operate to the detriment of the conduct of college affairs.

All political organizations or persons representing such will be provided space in a designated area. Political activity will be restricted to one day with a renewal option on a one-day basis through the Office of the Dean of Student Services.

C. Distribution of Literature

Distribution of literature is limited to a specific area. A copy of literature to be distributed must be filed with the Office of the Dean of Student Services at least two days prior to distribution. All literature must bear the name of the sponsoring organization and/or person. Anonymous literature may not be distributed on campus. Distribution of literature will be limited to one day and may be renewed on a one-day basis by an official of the Office of the Dean of Student Services.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

SUBSTANCE ABUSE PREVENTION

Shelton State Community College complies with the regulations and initiatives as prescribed by federal regulations in the Anti-Drug Abuse Act of 1988. The College is strongly committed to providing a drug-free learning and working environment. Drug awareness information is included in the Orientation 100 course required for all freshmen.

In Section 5301 of the aforementioned Public Law, institutions are required to inform students that should they be convicted of drug distribution or possession, the court may suspend their eligibility for Title IV financial assistance. If convicted three or more times for drug distribution, students may become permanently ineligible to receive Title IV financial assistance.
D. Guest Speakers
For the purposes of this handbook, guest speakers are persons invited to Shelton State Community College by a registered student organization or for the purpose of addressing a college audience. The President of the college has the authority to cancel any speaking engagement when the appearance is deemed to constitute a clear and present danger to the orderly operation of the institution. The College has set up the following procedure for guest speakers.

Registered student organizations must obtain the approval in writing of the club advisor and the Office of the Dean of Student Services when sponsoring a guest speaker. The organization must obtain and submit the required approval form to the Office of the Dean of Student Services before submitting an invitation to the speaker. Responsibility for the selection of appropriate speakers rests with the student organization. When questions of appropriateness are involved, the club advisor and the student organization should confer with the Office of the Dean of Student Services.

No publicity concerning speakers may be released before approval of a guest speaker has been given by the Office of the Dean of Student Services the event has been scheduled on the college calendar. Room arrangements for meetings with speakers must be made in the Office of the Associate Dean of Academic Services. In keeping with the traditions of the community college, guest speakers should, if at all possible, allow a reasonable opportunity to receive and answer questions from the audience.

The speaker alone is responsible for the views presented in his or her address. Invitation to speakers to speak on campus does not necessarily imply the approval of the expressed views by the sponsoring group, the college, or any official of the college.

E. News Releases and Off-Campus Publicity
News releases and off-campus publicity regarding upcoming events on campus must be submitted to the Director of Public Relations at least two weeks prior to the date of the event.

F. Poster Registration
Bulletins and posters should be displayed only on designated bulletin boards. No bulletins or posters will be placed on doors, glass, ceiling, painted surfaces, etc. Under no circumstances may materials be distributed on windshields of vehicles.

All posters that relate to students must be approved with the Office of the Dean of Student Services. All posters that are to be displayed must bear a stamp indicating approval. Unregistered posters, signs, announcements, etc. are subject to removal. The recommended poster size is 14" X 22"; however, larger posters will be allowed if permission is granted. Appearance of all posters, signs, etc. will be expected to exemplify the members' interest in an organization and the function which they are advertising. Lettering will be expected to be clear and uniform, permitting easy readability. The College reserves the right to refuse to register any poster, sign, etc. which is deemed inappropriate for public display. Event posters should be displayed for a period not to exceed seven days before the event which they publicize. All posters should be removed by 1:00 p.m. the afternoon following the advertised event. In case of weekend functions, all posters should be removed by 1:00 p.m. the following Monday. Nonevent posters also have a seven-day limit.

G. Use of College Equipment or Facilities
Individuals are prohibited from unauthorized use of the College’s equipment or facilities. Equipment may include, but is not limited to, copiers, duplicating equipment, or public address systems. Authorization for such use must be secured through the Office of the Dean of Student Services.

GRADE APPEAL PROCEDURE
Refer to the Grade Appeal Procedure within the Academic Information section of this catalog.

STUDENT GRIEVANCE PROCEDURES
Any student who has a grievance against any other student or against a member of the Shelton State faculty, staff, or administration concerning any form of race discrimination (Title VI, Civil Rights Act of 1964), sex discrimination (Title IX of the Educational Amendments of 1972), sexual harassment (Title VII), violation of the rights of the disabled (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) should first attempt to resolve the matter with the individual involved and should contact the Office of the Dean of Student Services.

If resolution of the grievance is not possible, the student should make the grievance known to the immediate supervisor of the individual against whom the student has a grievance and to the Office of the Dean of Student Services, to seek resolution to the problem.

In the event that the grievance involves race discrimination, sex discrimination, sexual harassment, or violation of the rights of the disabled, and cannot be informally resolved, the formal procedures listed below should be followed. These procedures attempt to protect the student’s right to file a grievance against another student or against members of Shelton State’s faculty, staff, or administration, while providing the right of due process for the accused. Students and members of the Shelton State faculty, staff, or administration are guaranteed procedural due process.

A. Responsibilities of the President and the Office of the Dean of Student Services
The Dean of Student Services, as the President’s designee, has the responsibility of officially convening the Grievance Committee for the purpose of dealing with acts of race discrimination, sex discrimination, sexual harassment, or violation of the rights of the disabled.

Note: In the event that a grievance is filed against the Dean of Student Services, the President will designate another person to serve in lieu of the Dean of Student Services in the procedural due process outlined. The Office of the Dean of Student Services will convene the
Grievance Committee only after the following procedures have been implemented.

1. Grievance charges made by a student must be submitted to the Office of the Dean of Student Services in writing. The grievance must be signed and as detailed as possible.

2. The Office of the Dean of Student Services will notify, in writing, the student or member of the Shelton State faculty, staff or administration of the charge(s) against him or her within five days (excluding Saturday, Sunday, and holidays).

3. The initial presentation may be verbal.

4. The Office of the Dean of Student Services may recommend that the President suspend, with pay, the faculty member, staff member, or administrator being charged until a hearing is held and a decision rendered, if charges so warrant.

5. The accused student, faculty member, staff member, or administrator may be advised by counsel of his or her choice during the grievance Committee hearing. No more than two counsels per accused may be present during a grievance hearing.

6. Refusal by the student, faculty member, staff member, or administrator to answer questions will not be construed as an admission of guilt.

7. The student, faculty member, staff member, or administrator may appeal the decision of the Grievance Committee to the President of the College.

8. The Office of the Dean of Student Services may then schedule the time and location of the Grievance Committee session.

9. If the student or member of the Shelton State faculty, staff, or administration who is charged so desires, he or she may request a Grievance Committee hearing after initially meeting with the Office of the Dean of Student Services in an attempt to resolve the grievance informally.

10. The Office of the Dean of Student services will make all reasonable attempts to notify the student or member of the Shelton State faculty, staff, or administration of charges and provide the time, date, and location of the Grievance Committee hearing.

11. If, after a reasonable attempt to notify the student, faculty member, staff member, or administrator of the charges and of the date, time, and location of the grievance hearing, the Office of the Dean of Student Services is unable to do so, then the President may suspend the student or suspend with pay the faculty member, or administrator until a hearing is held and a decision rendered.

12. The Dean of Student Services and the President will review the decision and recommendation(s) of the Grievance Committee. The President is responsible for implementing the decision of the Grievance Committee. A copy of the written decision will be forwarded to the President of the College and to the accused within five days (excluding Saturday, Sunday, and holidays) of the hearing’s conclusion.

B. Rights of Student, Administration, Faculty, and Staff

1. A student does not forfeit any constitutional rights upon admission into Shelton State Community College.

2. A faculty member, staff member, or administrator does not forfeit any constitutional rights upon employment with Shelton State Community College.

3. A student or specific class of students who believe they have been subjected to sexual harassment or discrimination prohibited by Title VI, Title IX, Title VII, Section 504, or ADA may file a grievance against an individual.

4. The accused student, faculty member, staff member, or administrator may be advised by counsel, of choices during the Grievance Committee hearing. No more than two counsels per accused may be present during a grievance hearing.

5. Refusal by the student, faculty member, staff member, or administrator to answer questions will not be construed as an admission of guilt.

6. The student, faculty member, staff member, or administrator may appeal the decision of the Grievance Committee to the President of the College.

C. Grievance Committee Composition and Responsibilities

1. The Grievance Committee will consist of two faculty members, one administrator or staff member appointed by the President. The non-voting chairperson will be the Dean of Student Services.

2. The decision of the Grievance Committee will be reached by a majority vote.

3. Decisions and recommendations will be forwarded by the Office of the Dean of Student Services to the President for official confirmation and implementation. (Decisions and recommendations issued by the Grievance Committee will be implemented within the confines of the laws of the State of Alabama and of the laws of the United States of America).

D. Right of Appeal

1. The President of Shelton State Community College will be the appeal authority in upholding, rejecting, or modifying the decision and recommendations of the institutional Grievance Committee.

   a. The charged student, faculty member, staff member, or administrator may file a written request with the President that the President of the College review the decision of the Grievance Committee.

   b. The written request must be filed within five days (excluding Saturday, Sunday, and holidays) upon receiving the Grievance Committee recommendation.

   c. The President of the College will issue an opinion to accept, reject, or modify the decision of the Grievance Committee within five days (excluding Saturday, Sunday, and holidays) of the appeal.

2. If the decision of the Grievance Committee does not satisfy the complainant and should the alleged race discrimination (Title VI), sex discrimination (Title IX), sexual harassment (Title VII) or
violation of the rights of the disabled (Section 504 and ADA), the complainant may file a written grievance with one or more of the following:

a. the Chancellor as defined in the State Policy and Procedure Manual, through the use of Form B grievance.

b. the regional office of the Office of Civil Rights of the U.S. department of Education within 180 days of the act.

c. the Equal Employment Opportunity Commission within 180 days of the decision issued by the institution.

E. Reference

Title VI of the Civil Rights Act of 1964, “No person in the United States will on the grounds of race, color, or national origin, be excluded from participation in, by denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Title IX of the Educational Amendments of 1972, “No person in the United States will on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Section 504 of the Rehabilitation Act of 1973 as amended in 1974, “No otherwise qualified disabled individual in the United States, as defined in Section 706 (6) of this title, will, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

The Americans with Disabilities Act of 1990, “No covered entity will discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.” “No qualified individual with a disability will, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under a program or activity receiving federal financial assistance.”

STUDENT COMPLAINTS, GRIEVANCES, AND DUE PROCESS PROCEDURES

A student at Shelton State Community College who believes that any of the policies and procedures of the College have been applied to them incorrectly, inappropriately, or unfairly has the right to file a written complaint or grievance regarding the matter.

Shelton State has provided specific policies and procedures for student complaints, grievances, and due process with respect to discrimination, sexual harassment, the rights of the disabled, student records, federal financial aid, appeal of a grade, and academic misconduct. These policies and procedures are described in the appropriate sections of this catalog. If not otherwise provided for by the policies and procedures described above, a written student complaint or grievance should be submitted to the Office of the Dean of Student Services. The complaint or grievance must be signed and be as detailed as possible.

When the Dean of Student Services has received the complaint or grievance, the Dean will act to resolve the matter. In doing so, the Dean may address the complaint or grievance directly or the Dean may appoint a hearing officer to address the complaint or grievance. The hearing officer may be selected from the full-time faculty and staff of the College and/or from legal counsel of the College or the Alabama College System. If the complaint or grievance is resolved by the Dean or the hearing officer, a “memorandum of record” shall be prepared by the Dean or the hearing officer, shall be signed by the student and the Dean, and shall be maintained on file in the office of the Dean. The memorandum will serve as the College record that the complaint or grievance had been successfully resolved. A copy of the “memorandum of record” will be given to the student.

If the complaint or grievance is not resolved by the Dean or hearing officer, the Dean or hearing officer shall prepare a “memorandum of record” to that effect. This memorandum shall be signed by the student and the Dean or hearing officer. Both the student and the Dean or hearing officer shall also indicate in writing on the memorandum the date on which the memorandum was signed and a copy given to the student. The memorandum shall be maintained on file in the Office of the Dean of Student Services.

If the complaint or grievance is not resolved by the Dean or hearing officer, the student shall have the right to appeal to a committee of full-time faculty and/or staff appointed especially to hear the complaint or grievance. The appeal shall be in writing and must be made within fourteen (14) calendar days after the student received the memorandum indicating that the Dean or hearing officer had not resolved the complaint or grievance. The appeal shall be submitted to the Dean who received the original complaint or grievance. The date which the appeal was received by the Dean shall be attested to in writing by both the student and the Dean.

The committee appointed to hear the appeal shall be appointed within twenty-one (21) calendar days after the appeal is received by the Dean. The committee appointed to hear the appeal shall have, at least, three members. If the complaint or grievance involves activities supervised by either the Dean of Business Services or the Dean of Student Services, the grievance/complaint committee will be appointed by the Dean of Instruction. If the complaint or grievance involves activities, operations, or services supervised by the Dean of Instruction, the committee will be appointed by the Dean of Student Services. No member of the grievance/complaint committee shall be under the supervision of the Dean who supervises the activities, operations, or services involved in the complaint or grievance. The Dean who appoints the grievance/complaint committee also shall designate the committee chair.
The grievance/complaint committee shall hold a hearing (or hearings) to address the student complaint or grievance. The student may address the grievance/complaint committee regarding the matter. The grievance/complaint committee may also hear from any college personnel with knowledge and information material to the complaint or grievance.

The decision of the grievance/complaint committee shall be made in writing and shall be signed by all members of the committee. This document will be maintained in the Office of the Dean of Student Services and will be the official college record of the resolution of the complaint or grievance.

The decision of the grievance/complaint committee may be appealed to the Office of the President. This appeal, however, can only be made upon grounds of gross procedural errors or new evidence/information.

When the appeal is received in the Office of the President, the President (or a designated hearing officer) may hold a conference with the student and other concerned parties to discuss the reasons for the appeal. The President has the right to deny the appeal, and, if the President denies the appeal, the appeal process will end. The President will notify the student in writing that the appeal has been denied and will give the student an explanation for that action.

If the President decides that the appeal is to be heard, the President (or designated hearing officer) will convene a panel for that purpose. The panel will consist of a person designated by the President, a person designated by the Dean of Instruction (or the Dean of Business Services in case the grievance/complaint involves matters under the supervision of the Dean of Instruction), and a person appointed by the Dean of Business Services (or the Dean of Student Services in case the grievance/complaint involves matters under the supervision of the Dean of Business Services.) No member of the appeal panel shall have served on the committee which heard the original appeal of the grievance/complaint.

The decision of the appeal panel will be reviewed by the President of the College. The purpose of the review by the President is to ensure that proper policy and procedure has been followed. The President may order further proceedings in the matter. The decision of the President is final and will conclude the process insofar as the College is concerned.

The President will give written notice of the final decision to the student and to the appropriate members of the staff of the College.

In any conference with the President, a Dean, a hearing officer, the grievance/complaint committee or the President’s appeal committee, the student has the right to be advised by anyone of the student’s choice. The advisor may only consult with the student however; the advisor may not speak at the conference. If the student is advised by legal counsel, however, the student must provide notice of that fact, at least, five working days prior to the conference so that the College legal counsel also may be present. College legal counsel may not speak but may advise the President, Dean, hearing officer, committee, or appeal panel.

**HARASSMENT POLICY**

Shelton State Community College complies with the Alabama State Board Policy as stated here.

The State Board of Education is committed to providing both employment and educational environments free of harassment or discrimination related to an individual’s race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated on any campus or site, or in any division, or department by any employee, student, agent, or non employee on any institution’s property and while engaged in any institutionally sponsored activities.

It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the College community are respected, that harassment of students and employees is unacceptable conduct and will not be tolerated at any of the institutions that comprise The Alabama College System.

A nondiscriminatory environment is essential to the mission of The Alabama College System. A sexually abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee. It is essential that institutions maintain an environment that affords equal protection against discrimination, including sexual harassment. The institutions of the Alabama College System will take all the necessary steps to ensure that harassment, in any form, does not occur. Employees and students who are found in violation of this policy will be disciplined as appropriate to the severity of the offense.

Employees and students of The Alabama College System will strive to promote a college environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff will adhere to the highest ethical standards to ensure professionally functioning institutions and to guarantee equal educational opportunities for all students.

For these purposes, the term “harassment” includes, but is not necessarily limited to:

- Slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual’s race, color, gender, religion, national origin, age, or disability.
- Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.

Harassment of employees or students by non employees is a violation of this policy. Any employee or student who becomes aware of any such harassment will report the incident(s) to the appropriate college official.
Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex, and occurs when such behavior constitutes unwelcome sexual advance, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
2. submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Any incident of sexual harassment will be reported to the grievance officer as promptly as possible after the harassment occurs.

The employees of the institutions within The Alabama College System determine the ethical and moral tone for these institutions through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between college personnel of different ranks which involve partiality, preferential treatment, or the improper use of position will be avoided. Consensual amorous relationships that might be appropriate in other circumstances are inappropriate when they occur between an instructor and any student for whom he or she has responsibility, between any supervisor and an employee, or between a college employee and a student where preferential treatment results. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel will be aware that any amorous relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who will be held accountable for unprofessional behavior.

This policy encourages faculty, students, and employees who believe that they have been the victims of sexual harassment to contact the grievance officer or other appropriate official at the institution where the alleged incident occurred. Any reprisals will be reported immediately to the grievance officer or other appropriate official.

This policy will be distributed, communicated, and implemented in a manner which provides all interested parties the opportunity to be informed of this policy. A system-wide educational program will be utilized to assist all members of the college community to understand, prevent, and combat harassment. The Chancellor will issue guidelines to ensure the adherence to, implementation of, and enforcement of this policy.

A. Definition of Sexual Harassment

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:

1. physical assault;
2. direct or implied threats that submission to or rejection of requests for sexual favors will affect a term, condition or privilege of employment or a student's academic status;
3. direct propositions of a sexual nature;
4. subtle pressure for sexual activity;
5. repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following: (I) comments of a sexual nature; or (ii) sexually explicit statements, questions, jokes, or anecdotes;
6. repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following: (I) touching, patting, pinching, hugging, or brushing against another's body; (ii) commentary of a sexual nature about an individual's body or clothing; or (iii) remarks about sexual activity or speculations about previous sexual experience(s);
7. intimidating or demeaning comments to persons of a particular sex, whether sexual or not;
8. displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or education environment, and serve no educational purpose related to the subject matter being addressed.
B. Reporting Acts of Sexual Harassment

Any Shelton State Community College student or employee who believes that he or she is being or has been sexually harassed should make the situation known to the appropriate administrative official.

1. Employees should report problems of sexual harassment to the Office of Human Resources, 205-391-2272.

2. Students with complaints of sexual harassment against another student, a faculty member, staff member or administrator should contact personnel in the Office of the Dean of Student Services, Martin Campus, 205-391-2217. Personnel in the Office of the Dean of Student Services will then coordinate efforts of pursuing the circumstance with the President.

3. Any college employee or student who experiences sexual harassment from a person who is not a student or employee should contact the college Security Office and the Office of the Dean of Student Services. Shelton State Community College is committed to providing a positive, discrimination-free educational and working environment.

OFF-CAMPUS TRIPS POLICY

Off-campus trips which involve students, faculty, and/or staff must be approved by the appropriate Dean. Official Travel Request Forms for such trips must be filed with the Office of the Dean of Student Services at least one month prior to the scheduled trip.

Off-campus trips are to be made in the company of appropriate and approved chaperones. Students and parents or guardians must sign release forms in order for students to participate in such trips. Signed student release forms must be filed with the Office of the Dean of Student Services prior to the travel.

SOCIAL FUNCTIONS POLICY

A social function is defined as any dance, party, activity, or entertainment sponsored by an approved student group. Proposed student activities must be approved by the Office of the Dean of Student Services. The student is responsible for the conduct of his/her guest or visitor to the campus or to any college-sponsored activity. Guests and visitors are expected to abide by the regulations of this institution.

VISITORS TO CAMPUS POLICY

Visitors should be able to demonstrate a valid purpose for being on campus. They are expected to abide by the regulations of the institution. Shelton students are held responsible for their guests’ conduct. CHILDREN ARE NOT ALLOWED IN CLASSROOMS, LABORATORIES, OR SHOPS AT ANYTIME. CHILDREN ON CAMPUS FOR A VALID PURPOSE SHOULD BE UNDER THE SUPERVISION OF A PARENT OR APPROPRIATE OFFICIAL.

STUDENT RECORDS POLICY

For Shelton State Community College to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), the following policies and procedures have been established. Shelton State Community College accords all rights under the law to students who are declared independent. For the purpose of this policy, 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 will thereafter only be required of and accorded to the student. Responsibility for protection of the privacy of the student educational records rests primarily with the Registrar of the College. FERPA defines educational records to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution. There are six exceptions to this definition of educational records as published in the GUIDELINES FOR POSTSECONDARY INSTITUTIONS FOR IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED, Revised Edition 2001, a publication of the American Association of Collegiate Registrars and Admissions Officers.

A. Students’ Access to Their Educational Records

All students have the right to review their educational records with the following exceptions as outlined by FERPA:

1. financial aid information
2. confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected
3. confidential letters and statements of recommendation, placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and to which they relate that to the students’ admission, application for employment or job placement, or receipt of honors
4. education records containing information about more than one student; however, in such cases the institution must permit access to that part of the record that pertains only to the inquiring student

To review records, students and former students may go to the Office of Admissions and Records, present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record on short notice, students may be requested to complete a “Request to Review Education Records” form in the Office of Admissions and Records. Because of various circumstances, the College may delay to a maximum of 45 days release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.

B. Challenge of the Contents of Education Records

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or
Disclosure of Education Record Information

Shelton State Community College will obtain written consent from students before disclosing any personally identifiable information from their education records. Such written consent must: (a) specify the records to be released, (b) state the purpose of the disclosure, (c) identify the party or class of parties to whom disclosure may be made, and (d) be signed and dated by the student.

FERPA states that certain information from student records may be classified as directory information:

- Name
- Address
- Telephone listing
- Email Address
- Participation in officially recognized activities and sports
- Major field of study
- Weight and height if a member of an athletic team
- Dates of attendance and current status (full or part-time)
- Degrees and awards received

The information will be released to inquiring individuals or agencies unless the student signs a “Do Not Release Directory Information” form in the Office of Admissions and Records during the first two weeks of the semester. THIS FORM MUST BE RESUBMITTED ANNUALLY.

FERPA established rules stating that some personnel and agencies may have access to students’ “educational records” without written consent of the student. Shelton State Community College will disclose information from a student’s education record only with the written consent of the student except:

1. To school officials within the institution who have been determined by the College to have a legitimate educational interest in the records. A school official has a legitimate education interest if the official is performing a task that is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
3. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.
4. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
5. To organizations conducting certain studies for or on behalf of Shelton State Community College.
6. To accrediting organizations to carry out their accrediting functions.
7. To appropriate parties in a health or safety emergency subject to a determination by the President or Dean.
8. To personnel complying with a judicial order or lawfully issued subpoena, provided that the Office of Admissions and Records makes a reasonable attempt to notify the student in advance of compliance.
NOTE: Shelton State Community College is not required to notify a student if a federal grand jury subpoena or any other subpoena issued for some law enforcement purpose orders the College not to disclose the existence or contents of the subpoena.

9. To an alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

Shelton State Community College will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the student.

Shelton State Community College will maintain a record of all requests for and/or disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The eligible student may review the record.

D. Annual Notification of FERPA Rights
Shelton State Community College will give annual notice to current students of their rights under the Act by publishing information in the college catalog.

E. Facsimile Records (FAX)
Shelton State Community College honors FAX requests to send official transcripts to third parties, and Shelton State will accept FAX transcripts for advising purposes only. An official transcript is required for admission purposes.

F. Computer Access to Records
Shelton State Community College has established policies for initially instructing and periodically reminding school officials of FERPA's confidentiality requirement before it gives them access to the computer system. The school officials are informed of the criteria Shelton State Community College uses to determine legitimate educational interest and of their responsibility for assuring that access is not abused.

G. Students’ Rights after Ceasing Attendance or Graduation
Students who have ceased attendance or have graduated from Shelton State Community College have basically the same FERPA rights as students currently attending, including the right to (a) inspect their education records, (b) have a hearing to amend an education record, and (c) have their education record privacy protected by Shelton State Community College. Former students do not have the right to request of Shelton State nondisclosure unless they asked, at their last opportunity as students, that no directory information be disclosed.

H. Privacy Rights of Deceased Students
For twenty-five years following the death of a student, the release of education record information will not be made unless authorized by the student's parents or the executor/executrix of the deceased student's estate.

I. Student Mailing Lists/Solomon Amendment
Shelton State Community College, as required by Federal law (Solomon Amendment), releases the name, address, major, and telephone number of all currently enrolled students to each branch of the military upon request. Otherwise, the College does not release mailing lists of students to outside agencies.

J. Types, Locations, and Custodians of Education Records
The following is a list of records that Shelton State Community College maintains, their locations, and their custodians.

<table>
<thead>
<tr>
<th>Type of Record</th>
<th>Location</th>
<th>Custodian</th>
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<tbody>
<tr>
<td>Admission Records</td>
<td>Office of Admissions and Records</td>
<td>Registrar</td>
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<tr>
<td></td>
<td>Martin Campus</td>
<td></td>
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<tr>
<td></td>
<td>Atrium 1st Floor</td>
<td></td>
</tr>
<tr>
<td>Cumulative Academic</td>
<td>Office of Admissions and Records</td>
<td>Registrar</td>
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<tr>
<td></td>
<td>Martin Campus</td>
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<tr>
<td></td>
<td>Atrium 1st Floor</td>
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<tr>
<td>Financial Records</td>
<td>Business Office</td>
<td>Dean of Business Services</td>
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<tr>
<td></td>
<td>Martin Campus</td>
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<tr>
<td></td>
<td>Atrium 1st Floor</td>
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<tr>
<td>Disciplinary Records</td>
<td>Office of the Dean of Student Services</td>
<td>Dean of Student Services</td>
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<tr>
<td></td>
<td>Martin Campus</td>
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<td></td>
<td>Atrium 3rd Floor</td>
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Occasional records (student education records not included in the types above such as minutes of faculty committee meetings, copies of correspondence in offices not listed, etc.) will be collected by the appropriate college official. This official can direct a student to their location, or otherwise make them available for inspection and review.