STANDARD COLLEGE POLICIES

Students are expected to be aware of and abide by the Standard College Policies, Schedule of Classes, and Shelton State Community College Catalog & Student Handbook for every class attended at SSCC. The Standard College Policies is an addendum to every course syllabus.

**Students should consult the individual class syllabus, the College catalog/student handbook, the College website, or the instructor for more detailed information.**

Any student who receives a failing grade or has questions concerning grades is urged to discuss the matter with the instructor or division chair.

This information is emailed to every student at Shelton State Community College and is posted on the College website. It is intended to state concisely the information common to every class at the College.

**ACADEMIC MISCONDUCT POLICY**

It is expected that every student will be honorable. 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. Suspected cases of academic misconduct are reported to the student’s Dean. Penalties range from a reprimand to suspension from the College.

Note: Any use of cell phones or other electronic communication device during a class assessment without the express authorization of the course instructor is considered cheating. Students should refer to the Shelton State Community College Catalog & Student Handbook for specifics.

**AMERICANS WITH DISABILITIES ACT**

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements at Shelton State Community College are entitled to reasonable accommodations. Under these laws a disability is defined as any physical or mental impairment which substantially limits a major life activity, a history of such impairment, or the perception of such impairment. Shelton State Community College does NOT provide disability documentation for students. **It is the student’s responsibility to provide appropriate disability documentation to the Dean of Student Services at the beginning of each semester.** For details regarding this process, see the **ADA Student Handbook** available in the Office of the Dean of Student Services or call 205.391.2217.

**ATTENDANCE POLICY**

STUDENTS ARE EXPECTED TO ATTEND ALL CLASSES for which they are registered. Instructors are required to keep a record of attendance for each class meeting. **CLASSES AT THE COLLEGE ARE TO BE HELD AS ANNOUNCED IN THE CLASS SCHEDULE. STUDENTS ARE EXPECTED TO ATTEND CLASS ON TIME AND ARE EXPECTED TO REMAIN IN CLASS FOR THE DURATION OF THE PUBLISHED CLASS TIME.** Students attending for less than 30 minutes or half the scheduled time for the class, whichever is greater, will be considered absent for that class meeting. Instructors are not required to give additional time to students who are tardy for tests or quizzes. Student absences are calculated from the first day of classes. Attendance the first day of class or at the orientation session for a distance education class is essential. When a student registers late, the classes that the student missed from the first scheduled class date are counted as absences.

The manner in which make up work, test(s), or assignment(s) are given for excused absences, shall be left solely to the discretion of the instructor. Possible acceptable, documented, excused absences include military service, accidents, court appearance, representing the College in sponsored activities, illness of the student or an immediate family member, or the death of an immediate family member. Work-related excuses, child-care issues, and/or travel will not excuse an absence. The student must submit appropriate documentation of extenuating circumstances to the instructor and make arrangements for any make-up work within one week of the last day covered by the excuse. It is the student’s responsibility to make arrangements with the instructor to make up missed work. **Any missed material will not be re-taught by the instructor. IT IS THE RESPONSIBILITY OF THE STUDENT TO KEEP A RECORD OF ABSENCES.**

Withdrawal from class or removal from the registration database can affect eligibility for federal financial aid. For additional information, contact the Office of Financial Aid at 205.391.2218. If a student is unable to attend at least 80% of class meetings, regardless of the reason or circumstance, it is recommended that the student withdraw from that class before excessive absences interfere with the student’s ability to successfully complete the course.

Attendance requirements in programs that lead to board licensure or certification may differ from this policy. Students should consult program policies and guidelines for details.
Students should consult the individual class syllabus, the College catalog/student handbook, the College website, or the instructor for more detailed information.

Any student who receives a failing grade or has questions concerning grades is urged to discuss the matter with the instructor, division chair, or dean.

This information is emailed to every student at Shelton State Community College and is posted on the College website. It is intended to state concisely the information common to every class at the College.

COPYRIGHT POLICIES
The College makes every effort to comply with the provisions of the U.S. Copyright Act, Section 107 of the Copyright Act of 1976 (Fair Use in the Classroom).

Digital Millennium Copyright Act Compliance: The materials on SSCC course websites in both Distance Education and On-Campus courses are only for the use of students enrolled in these courses for purposes associated with the courses and may not be retained or further disseminated. Every effort is made to comply with the provisions of the Digital Millennium Copyright Act (17 U.S.C. § 512) and the Technology, Education, and Copyright Harmonization (TEACH) Act (17 U.S.C. § note). If there are copyright concerns about any materials on a SSCC website, contact the instructor or the division chair. Disclaimer: SSCC offers Distance Education and On-Campus Courses that utilize message boards and chat rooms as communication tools for instructors and students. The claims and statements, expressed, implied, or guaranteed by individuals on these sites, are the sole responsibility of those individuals. SSCC does not guarantee, confirm, or support information posted to message boards or chat rooms used in these courses.

CULTURAL DIVERSITY
Shelton State Community College seeks to educate students to live and work in a global community and is dedicated to the concept of cultural diversity.

DISCRIMINATION/HARASSMENT
The College and the Alabama State Board of Education are 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that guarantees the confidentiality of a student’s records. FERPA guidelines prohibit institutions from releasing student educational records not deemed as Directory Information by the College to anyone without expressed written permission from the student. You may contact the Office of Admissions and Records for more information.

FINAL EXAMS
Final exam periods are for two hours at the end of each term. This time is considered instructional and may deviate from the regular class meeting time.

FIRARMS ON CAMPUS
SSCC makes every effort possible to ensure a safe and secure environment for our students, faculty, staff and visitors while on campus. In keeping with this goal, the College strictly enforces State Board of Education Policy 511.01 which states “Firearms are prohibited on campus or on any other facility operated by the institution.” Students who violate this policy are addressed promptly by the Dean of Student Services as per the Student Code of Conduct.

GRADES
Grades are not mailed; therefore, each student is responsible for checking grades at the end of each semester. The College website, sheltonstate.edu is a central location for all information about the College. Online Student Accounts are accessed via this website using the “Current Students” tab. To get grades and other personal information, each student should access their individual Online Student Account.

PREREQUISITES
Students are required to complete prerequisites. Students who enroll in a course without completing course prerequisites may be withdrawn from the course by the College and may not qualify for a refund of tuition. It is the responsibility of the student to ensure that all course prerequisites are completed. Refer to the course syllabus for specific prerequisites.

REFUND SCHEDULE AND POLICY
Students receive a 100% refund for classes dropped during the drop/add period if they are still enrolled in any other class(es) during that term. After the drop/add period no refund is given except for total withdrawal. The schedule of classes and the College catalog/student handbook detail the policies.
STUDENT CONDUCT CODE

The College is committed to maintaining an environment that contributes to its educational mission 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 and detailed in the Shelton State Community College Catalog & Student Handbook. It is assumed that students 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 or the College is strictly prohibited. To ensure an uninterrupted atmosphere of learning, cellular telephones, pagers, etc must be turned off during class, labs, in the library, in the Learning Center, or the Career Center. With the permission of the instructor, electronic equipment or devices may be used for instructional purposes.

As a campus security measure, all students are to have I.D. cards with them while on campus; any individual on campus may be required to show identification. Students are not allowed to bring visitors (including children) to class; any exceptions to this policy must have prior approval of the instructor.

Eating, drinking, or use of tobacco are not allowed in any classroom on any Shelton State Community College campus. Smoking is only allowed in designated areas. These areas are identified at the Information Desk in the Atrium on the Martin Campus and in the Main Office on the Fredd Campus. For special class needs, contact the Office of the Dean of Student Services to schedule rooms or other space.

STUDENT EMAIL (BUCS Mail)

Each student has been assigned a student email account. Each student is responsible for activating their account and for checking it at least twice per week and responding (if required). The College will use BUCS mail to communicate important messages to students.

TRANSCRIPT REQUESTS

Students must complete and sign a written request in the Office of Admissions & Records to have transcripts sent to any other institution.

WEB ADDRESS OF THE COLLEGE: www.sheltonstate.edu

WITHDRAWAL POLICY

When a student withdraws from a class on or before the date designated as the last day to withdraw, the student receives a grade of W regardless of the student’s average at the time of the withdrawal; the grade of W is recorded on the student’s permanent record. Students who remain in the course after the last day to withdraw receive the grade earned for the course. A student who wishes to withdraw from a course must officially withdraw on or before the date designated as the last day to withdraw for the semester. The last day to withdraw is the Monday of the last full week of classes prior to the beginning of final exams. This date is published each semester in the College’s academic calendar. There will be no withdrawals after this date. Students should consult the Shelton State Community College Catalog & Student Handbook for details concerning the policy.

FIRST AID AND HEALTH SERVICES

In order to facilitate the delivery of basic emergency service, a first aid kit is available on the Martin Campus, Atrium area, at the Security & Information Desk; on the C.A. Fredd Campus in the Main Office; and at the Fire College in the EMS division. In addition to first aid materials, all laboratories and shops on each campus have appropriate equipment such as showers and eye wash kits to remove hazardous chemicals in case of accident.

In the event that a person needs emergency medical treatment, call 911; stay on the line to give specific directions to the emergency personnel; then, call Martin Campus Security, 205.391.2377, or Fredd Campus Security, 205.391.2646. A person suspected of being seriously ill or injured should not be moved until a staff member arrives. Any costs of transporting students to the hospital, hospitalization, or treatment will be borne by the student.

GENERAL EMERGENCY PROCEDURES

Martin Campus

1. For fire and weather emergencies, students and staff who are physically impaired and are on the 2nd floor should report to the nearest rescue stations which are designated at the following locations:
   a. Stairwell near Room 2101
   b. Stairwell near Room 2602
   c. Main stairwell in Atrium
   d. Stairwell near Room 2836
2. For fire and weather emergencies, students and staff who are physically impaired and are on the 3rd floor should report to the main stairwell.
3. During any evacuation, students should take all books and personal items with them.
4. Classes are not dismissed and will resume when notified that the danger has passed.
5. Emergency telephones are clearly marked and strategically located.
GENERAL EMERGENCY PROCEDURES

Fredd Campus
1. For fire and weather emergencies, students and staff who are physically impaired should report to the nearest rescue stations designated at the following locations:
   a. Building 100-interior hall
   b. Building 400-Unity Center – interior hall
   c. Cafetorium – interior area
2. During any evacuation, students should take all books and personal items with them.
3. Classes are not dismissed and will resume when notified that the danger has passed.
4. For the purpose of reporting an emergency of any kind to campus security, call the front office, 205.391.2646.
5. Emergency telephones are clearly marked and strategically located.

FIRE PROCEDURES

<table>
<thead>
<tr>
<th>Martin Campus</th>
<th>Fredd Campus</th>
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<tbody>
<tr>
<td>1. Continuous short horn blasts and blinking lights are activated.</td>
<td>1. Continuous horn and blinking lights are activated.</td>
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<tr>
<td>2. Fire doors close automatically.</td>
<td>2. All faculty, staff, and students should proceed to the north parking lot.</td>
</tr>
<tr>
<td>3. All faculty, staff, and students should proceed to the nearest exit and move to the rally point marked with red signs.</td>
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TORNOADO/SEVERE WEATHER PROCEDURES

<table>
<thead>
<tr>
<th>Martin Campus</th>
<th>Fredd Campus</th>
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<tbody>
<tr>
<td>1. A continuous horn blast with lights is activated for 30 seconds.</td>
<td>1. A tornado siren is activated.</td>
</tr>
<tr>
<td>2. Security will use bullhorns to direct everyone to safe areas.</td>
<td>2. All faculty, staff and students should stay in the interior halls or rooms until the “all clear” is given by a representative of the college.</td>
</tr>
<tr>
<td>3. All faculty, staff, and students should proceed to the 1st floor and seek shelter in an interior hall or office away from doors, glass, and windows.</td>
<td>4. Individuals are strongly advised not to go to their cars.</td>
</tr>
<tr>
<td>4. Everyone should stay in the interior halls until the “all clear” is given by a representative of the college.</td>
<td></td>
</tr>
<tr>
<td>5. Individuals are strongly advised not to go to their cars.</td>
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</tbody>
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It is the official policy of the Alabama Department of Postsecondary Education institutions under the control of the State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or shall be subjected to discrimination under any program, activity, or employment.

Shelton State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, and the Associate in Applied Science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Shelton State Community College.