

# STUDENT HANDBOOK

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# STUDENT SERVICES

## AMERICANS WITH DISABILITIES ACT (ADA)

Shelton State Community College is committed to the achievement of maximum human potential. In keeping with this, the college fully supports and complies with THE AMERICANS WITH DISABILITIES ACT (ADA). We endeavor to provide students, employees, and the community an opportunity for success with as few deterrents as possible. Students who request accommodation based on a documented disability are advised to make the request known as soon as possible prior to enrollment to ensure timely service. Failure to do so may result in delayed admission and/or accessibility to college programs and services. Students should contact the Office of Disability Services (ODS), located in the Learning Center, for specific information. We strive to create a welcoming environment and will work in good faith to meet the needs of all populations.

The following procedures are in place at the college to assist anyone with needs for accommodation and/or with general concerns covered by the ADA.

### A. Disabled Students

1. It is the responsibility of the student to notify the ODS Coordinator of his or her need for accommodation and to provide documentation of the disability, prior to enrollment. This documentation should address each specific accommodation. This documentation should be dated within three years of the enrollment date. Once this documentation is filed in the Office of the Dean of Student Services, the student's instructors will be notified of the requested accommodation.
2. It is the student's responsibility to notify the Office of Disability Services of their enrollment in their initial and successive semesters by bringing a copy of their schedule to the Office of Disability Services.
3. If a more serious problem exists, or in situations where the student may feel architectural changes are needed, the coordinator for Section 504 of the Rehabilitation Act of 1973 is the Dean of Student Services.
4. Instructors also may work through the Office of Disability Services for clarification of ADA academic requirements.
5. Perspective students are encouraged to contact the Office of Admissions and Records if assistance is required in applying for college admission.
6. In general, documentation for ADA accommodations is NOT retroactive. All assignments and test scores received before documentation would apply.

### B. General Public

1. Any individual requesting information on College policy and procedure regarding the ADA may receive a copy of the College Fact Sheet.

2. All College contractors must comply with the ADA. The administrator for the contract also is responsible for obtaining and maintaining written assurances.
3. Any community group utilizing campus facilities is encouraged to make reasonable accommodation needs known at the time the reservation is made.
4. All applicants or potential applications for employment with questions regarding ADA compliance are encouraged to contact the Director of Human Resources.

### C. Criteria for Disability Documentation

The *Rehabilitation Act* of 1973 (Section 504) and the *Americans with Disabilities Act* of 1990 state that qualified students with disabilities who meet the technical and academic standards at Alabama College System institutions 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 an impairment, or the perception of such an impairment. Alabama College System institutions do NOT provide disability documentation for students. It is the student's responsibility to request accommodations and to provide appropriate documentation to the College office responsible for handling the request. Appropriate documentation is defined as that which meets the following criteria.

#### **Health Condition, Mobility, Hearing, Speech, or Visual Impairment**

A letter or report from treating physician, orthopedic specialist, audiologist, speech pathologist, or ophthalmologist (or other specialist as appropriate), including:

1. clearly stated diagnosis;
2. defined levels of functioning and any limitations;
3. current treatment and medication; and
4. current letter/report (within one year), dated and signed.

#### **Psychological Disorder**

A letter or report from a mental health professional (psychologist, neuropsychologist, licensed professional counselor), including:

1. clearly stated diagnosis (DSM-IV criteria);
2. defined levels of functioning and any limitations;
3. supporting documentation (i.e. test data, history, observations, etc.);
4. current treatment and medication; and
5. current letter/report (within one year), dated and signed.

#### **Traumatic Brain Injury (TBI)**

A comprehensive evaluation report by a rehabilitation counselor, speech-language pathologist, orthopedic specialist, and/or neuropsychologist (or other specialist as appropriate), including:

1. assessment of cognitive abilities, including processing speed and memory;
2. analysis of educational achievement skills and limitations (reading comprehension, written language, spelling, and mathematical abilities);
3. defined levels of functioning and limitations in all affected areas (communication, vision, hearing, mobility, psychological, seizures, etc.);
4. current treatment and medication; and
5. current letter/report (post-rehabilitation and within one year), dated and signed.

### **Learning Disabilities**

A comprehensive evaluation report from a clinical psychologist, psychiatrist, neuropsychologist, school psychologist, learning disability specialist, or diagnostician, including:

1. clear statement of presenting problem; diagnostic interview;
2. educational history documenting the impact of the learning disability;
3. alternative explanations and diagnoses are ruled out;
4. relevant test data with standard scores are provided to support conclusions, including at least: (a) WAIS-R; (b) Woodcock-Johnson Psycho-educational Battery-Revised, including Written Language; (c) Woodcock-Johnson Cognitive Processing Battery to substantiate any processing problems;
5. clearly stated diagnosis of a learning disability based upon DSM-IV criteria;
6. defined levels of functioning and any limitations, supported by evaluation data; and
7. current report (within three years of enrollment date), dated and signed.

**Note: High School IEP, 504 Plan, and/or a letter from a physician or other professional will not be sufficient to document a learning disability.**

### **Attention Deficit Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD)**

A comprehensive evaluation report from a physician, psychiatrist, clinical psychologist, neurologist, or neuropsychologist, including:

1. clear statement of presenting problem; diagnostic interview;
2. evidence of early and current impairment in at least two different environments (comprehensive history);
3. alternative explanations and diagnoses are ruled out
4. relevant test data with standard scores are provided to support conclusions, including at least: (a) WAIS-R; (b) Woodcock-Johnson Psycho-educational Battery-Revised including Written Language; (c) Behavioral Assessment Instruments for ADD/ADHD normed on adults;
5. clearly stated diagnosis of ADD or ADHD based on DSM-IV criteria;
6. defined levels of functioning and any limitations, supported by evaluation data; and
7. current report (within three years of enrollment data), dated and signed.

**Note: High School IEP, 504 Plan, and/or a letter from a physician or other professional will not be sufficient to document ADD or ADHD. Medication cannot be used to imply a diagnosis.**

### **D. Providing Services for Students with Disabilities**

Services and reasonable accommodations are provided pursuant to Section 504 of the *Rehabilitation Act* of 1973 and the *Americans with Disabilities Act* of 1990. The Alabama College System is committed to working with individuals with disabilities. It is a goal of the Alabama College System to ensure that students with disabilities have the programmatic and architectural accesses needed for integration into campus life.

All applicants must meet the academic and technical standards requisite to admission or participation in programs and/or activities at Alabama College System institutions. Alabama College System institutions will not reduce standards in the grading and/or evaluation of students. Academic requirements that are determined by Shelton State to be essential or fundamental will not be modified.

Alabama College System institutions strive to eliminate barriers to learning or participation in other institutional activities, and provide the following services for students and faculty:

- screening of disability documentation;
- determination of appropriate accommodations;
- communication with faculty and/or staff regarding student needs; and
- referral to other available campus and/or community resources.

Providing reasonable accommodations for students with disabilities requires an individual assessment of need and is a problem solving process. Specific accommodations depend upon the nature and requirements of a particular course or activity and the skills and functional abilities of a particular student. Appropriate accommodations may include:

- extended time on exams;
- permission to tape lectures;
- change in test format;
- priority registration;
- enlarged print/graphics;
- textbooks on tape;
- handouts of overhead materials;
- cordless FM system;
- removal of structural barriers;
- class note taker;
- use of spell check ;
- extra time for assignments;
- alternative evaluation methods;
- special parking; and
- text telephone.

Students with disabilities are responsible for informing Shelton State about the disability and the need for reasonable accommodation. This should be done prior to or upon enrollment at the College. Students must furnish adequate documentation of their disabilities from medical or other appropriate professionals in order to substantiate the need for services.

## ADVISING/REGISTRATION

### A. Advising

Academic advising is recommended for students seeking a degree or certificate from Shelton State Community College. In order for Shelton State to provide sound advising, students must communicate their purpose or reason for enrolling at the College. Shelton State has identified the following purposes for students who attend Shelton State: Students who enroll with the purpose of taking courses before transferring to a four-year institution should contact the institution to which they plan to transfer to obtain a list of courses that the transfer institution will accept. If students plan to transfer to a public institution in the state of Alabama, they may obtain curriculum plans by printing a Statewide Articulation Reporting System (STARS) transfer guide from the following Internet site - <http://stars.troy.edu>. Students are encouraged to visit the Counseling Center for further information on the STARS. Shelton State has identified the following purposes for students who attend Shelton State:

1. Students who enroll with the purpose of obtaining a two-year transfer degree (AA or AS) should refer to the program of study section of this catalog and follow the curriculum of their choice. If students plan to transfer to a public institution in the State of Alabama, they should obtain curriculum plans by printing a STARS transfer guide from the following Internet site - <http://stars.troy.edu>. Students planning to transfer to an out-of-state school should contact the school to which they plan to transfer as soon as possible to obtain a list of courses that the transfer institution will accept. It is possible that curricula in the program of study section of this catalog may be modified to satisfy the requirements of a particular transfer institution.
2. Students who enroll with the purpose of obtaining a two-year career/technology degree (AAS) to prepare to enter occupational, semiprofessional or paraprofessional employment upon graduation from Shelton State, should consult the program of study section in this catalog for the curriculum they should follow. In addition, students should work closely with their major instructors in their particular discipline.
3. Students who enroll with the purpose of obtaining a certificate to enter or advance in jobs requiring specific occupational skills should refer to the program of study section of this catalog for the curriculum they should follow. In addition, students should work closely with major instructors in their particular discipline.
4. Students who enroll as transients (or visiting students) with the purpose of taking a course for one semester before returning to another university or college must obtain a transient letter from the institution which certifies that the credit earned at the college will be accepted as a part of the student's academic program. Such students are not required to file transcripts of previously earned credit at other postsecondary institutions.

5. Students who enroll with the purpose of enhancing their job performance or for personal enrichment should consult with the Counseling Center, the Office of Continuing Education, or the Center for Workforce Development to determine the best course of action to meet their needs.

### B. Schedule Planning

It is advisable for each student to plan a schedule at least three semesters into the future. This allows the student to fulfill prerequisites in preparation for advanced courses or sequences taught only once or twice a year.

Students wishing to take an academic or career/technology course which may be scheduled infrequently, should contact the chairperson of the appropriate department at least five months in advance to determine future offerings.

### C. Beginning Freshmen

All beginning freshmen must take the designated placement assessment or complete the ACT or SAT with an equivalent score (see ACT or SAT Policy for details within the Academic Information section of this catalog). When students take the assessment or bring the equivalent ACT/SAT scores to the Assessment Coordinator, they will be assigned a START Up Day (Special Time for Advising, Registration, and Touring). START Up Day is an opportunity for students to learn more about college policies and procedures in order to make a successful transition from high school to college. During the START Up Day, counselors and advisors will provide students with a tour of the college, interpret placement test scores, give hints about surviving the freshman year, and most importantly, advise and register students for classes.

### D. Transfer of Courses

In 1994, the Alabama Legislature created by law the State of Alabama Articulation and General Studies Committee and the Statewide Articulation Reporting System (STARS). Students who plan to transfer to a four-year college or university in the State of Alabama should print a STARS transfer guide by following the instructions on the following Internet site - <http://stars.troy.edu>.

### E. Registration and Grade Reporting

Currently enrolled students, returning students, new transfer, and transient students are encouraged to register on the web at [www.sheltonstate.edu](http://www.sheltonstate.edu). Dates of web registration are published each semester in the semester Schedule of Classes. Detailed instructions for other registration opportunities are also included in the class schedule published each semester.

Any registration which is completed after the beginning of classes is considered as late registration and will be assessed a late registration fee of \$25. This late registration fee is due at the time of registration along with applicable tuition and fees.

It is the student's responsibility to ensure that all prerequisite courses have been completed before regis-

tering for a course. The prerequisites are listed in the Course Descriptions section of this catalog. The student is also responsible for taking those courses appropriate to his or her curriculum.

Grades are not mailed to students. At the end of each semester, grades may be obtained on the web at [www.sheltonstate.edu](http://www.sheltonstate.edu). It is the responsibility of the student to check grades at the end of each semester. Students who wish to appeal a grade should consult the Grade Appeal Procedure.

## COLLEGE BOOKSTORE

A bookstore is maintained as a convenience for the students. All textbooks and most supplies may be obtained in the bookstore which is open during the day with some extended hours during designated peak times.

The refund policy for books purchased at the Shelton State Community College Bookstore is as follows:

1. NO REFUNDS/EXCHANGES WITHOUT ORIGINAL STORE RECEIPTS.
2. for fall and spring semesters textbooks must be returned within 21 days from the start of class (one week for summer classes); books purchased after the last day for returns may be returned within three business days;
3. textbooks containing software (diskettes, CDs, DVDs, etc) may be returned if software package has not been opened; defects in software, when purchased with new books, must be reported within the refund period;
4. new books must be unmarked and in original condition; if wrapped, they must be unopened;
5. if books were purchased on a book voucher or on a credit/debit card, the refund will be credited back to the book voucher or the account used for purchase;
6. refunds on supplies or clothing will be made only if item(s) is (are) returned unused within one week of purchase; blister-packed items and boxed items must be returned in their original packaging for resale;
7. defective merchandise should be returned immediately for replacement;
8. electronic products (calculators) must be unopened in original packaging for resale; and
9. see Manager for packet returns.

## COUNSELING SERVICES

All students are strongly encouraged to make use of the services of the Counseling Center Staff with regard to educational, vocational, or career planning decisions. For personal problems, students will be referred to appropriate agencies. Vocational, occupational information, and current catalogs from other educational institutions are available in the Counseling Center. The Counseling Center Staff is available to assist students in making relevant career decisions. Students are encouraged to meet with counselors early in their programs so that values, interests, and career information may be discussed.

## CY-BUCS CAFÉ

Cy-Bucs Café is located in room 2413 on the Martin Campus. It is a service-oriented facility where students and faculty can relax, eat or drink, and use information technology for instructional purposes. Cy-Bucs provides information services in a relaxed environment with café tables, booths, and PC workstations. A wireless network will make connecting easy for students and faculty who have their own laptop computers with appropriate network cards. All policies and guidelines regarding Internet and computer use apply to the resources and services of Cy-Bucs. Hours of operation will be posted.

## FIRST AID AND HEALTH SERVICES

To facilitate the delivery of basic emergency service, a first aid kit is available in the following locations:

Martin Campus	Security Office/Information Area
C.A. Fredd	Main Office
Fire College	The Fire College trains through the paramedic level, so 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 that a person needs emergency medical treatment, a member of the administration or faculty should be contacted. A person suspected of being seriously ill or injured (broken bones, unconscious, etc.) should not be moved until a staff member arrives. Any costs of transporting students to the hospital, hospitalization, or treatment is the responsibility of the student.

## FOOD SERVICE

A dining hall is located on the Martin Campus with a seating capacity of 450 and on the Fredd Campus with a seating capacity of 225. A variety of choices are available for students, faculty, and staff. Students are strongly encouraged to eat and drink only in the designated areas on each campus. **FOOD AND DRINKS ARE NOT ALLOWED IN THE CLASSROOMS ON ANY SHELTON STATE CAMPUS.** Certain rooms are designated for student or faculty functions where food or drink may be served. To reserve these rooms, contact the Office of Student Services, 205-391-2217.

## HOUSING

Shelton State does not provide on or off campus housing. Students must make their own arrangements for housing, and the college assumes no responsibility for any problems between landlords and students.

## IDENTIFICATION CARD

In order to provide a safe and secure environment, all students, employees, and guests are required to have identification while on campus. The college will make every

effort to ensure that all individuals on campus are here for appropriate reasons. In order to implement this policy, individuals on campus may be required to provide identification upon request. Any student enrolled at Shelton State Community College, with the exception of a transient student, is required to have a student identification card made. Transient students should possess identification from their home institution and/or a copy of their Shelton State schedule. The Student ID card will have the student's name and the designation "STUDENT" on it. The student must be currently enrolled to validate the ID card. The student's College ID number will be encrypted on the bar code. The first student ID card is provided at no cost. Replacement cards, whether lost or stolen, will be \$10.00. Students may at any time be required to show their ID card to security or faculty of Shelton State.

## **INSURANCE**

**Accident Insurance:** Shelton State students are required to obtain an accident insurance plan. The cost for this plan is \$7.50 for fall and spring semesters and \$5.00 for summer semester. (These rates are subject to change should insurance company rates increase.) Students are given a brochure explaining the coverage at the time of registration. This plan covers accidents that occur on and off campus.

## **CAREER CENTER AND LEARNING CENTER**

The Career Center and Learning Center provide programs and services to develop and strengthen the skills students need to be academically successful. Both Centers provide free tutoring in mathematics, reading, English, and other subjects and provide computers with Internet access, word processing programs, and other multimedia programs. The Career Center is located on the Fredd Campus in Room 117 and the Learning Center is located on the Martin Campus in Room 2456. Food, drink, and cell phone usage are prohibited.

### **Offices Located in the Learning Center:**

#### **Office of Disability Services (ODS), Servicing Learning, and International Student Services**

Contact Michele Youngblood at 205-391-3958, LaTonya Robinson at 205-391-2342, or Marie Lee at 205-391-2976.

#### **Vocational Rehabilitation**

Contact Patricia Bailey at 205-391-2907.

# STUDENT ACTIVITIES, AWARDS, AND ORGANIZATIONS

## STUDENT ACTIVITIES

The Office of the Dean of Student Services provides and supervises social, cultural, and other programs which complement the academic curriculum of the College. For information about student activities, visit the Office of the Dean of Student Services.

**INTERCOLLEGIATE ATHLETICS:** Shelton State Community College is a member of the Alabama Community College Conference (ACCC) which competes at the Division I, Region XXII level of the National Junior College Athletic Association (NJCAA). Shelton State fields varsity teams in baseball, fast-pitch softball, men's and women's basketball, and women's soccer.

**BASEBALL:** The baseball team competes in the ACCC with a limited fall practice season and a full spring schedule. Home games are played on the college's Martin campus. Scholarships are awarded on the basis of try-outs and/or a demonstrated ability to compete on the intercollegiate level. For more information call 205-391-2206.

**MEN'S BASKETBALL:** The men's basketball team competes in the ACCC with a full competitive season. Home games are played in the Umphrey Center on the Martin Campus. Scholarships are awarded on the basis of try-outs and/or a demonstrated ability to compete on the intercollegiate level. For more information call 205-391-2918.

**SOCCER:** Shelton State is home to the only women's soccer team in the ACCC. They play a full fall schedule against teams from neighboring states. Home games are played on the Martin campus. Scholarships are awarded on the basis of try-outs and/or a demonstrated ability to compete on the intercollegiate level. For more information call 205-391-2499.

**SOFTBALL:** The softball team competes in the ACCC with a limited fall practice season and a full spring schedule. Home games are played on the college's Martin campus. Scholarships are awarded on the basis of try-outs and/or a demonstrated ability to compete on the intercollegiate level. For more information call 205-391-2299.

**WOMEN'S BASKETBALL:** The women's basketball team competes in the ACCC with a full competitive season. Home games are played in the Umphrey Center on the Martin Campus. Scholarships are awarded on the basis of try-outs and/or a demonstrated ability to compete on the intercollegiate level. For more information call 205-391-2306.

**CHEERLEADERS:** Shelton State Community College has a co-ed cheerleading squad. Members are chosen at try-outs which are held each spring. Cheerleaders perform at basketball games and other school functions. For more information call 205-391-2342.

**DANCE TEAM:** The members of Shelton State Community College's dance team, the Starlets, are chosen at try-outs which are held each spring. The Starlets perform at basketball games and other school functions. For more information call 205-391-2223.

## COLLEGE AWARDS

**JAMES B. ALLEN AWARD:** The Allen Award is named after U. S. Senator James B. Allen who served in Congress from 1969-1978. The recipient of the James B. Allen Award is selected based on academic achievement and service to the College and community.

**NORMAN C. CEPHUS SPECIAL ACHIEVEMENT AWARD:** The Special Achievement Award is named after Mr. Norman C. Cephus who was president of Fredd State Technical College from 1982-1990. The recipient of the Norman C. Cephus Special Achievement Award is selected based on academic achievement, involvement in campus and community activities, technical recognition, and job related activities.

**C. A. FREDD, SR. INCOMING FRESHMAN AWARD:** The Incoming Freshman Award is named for Mr. Chester A. Fredd, Sr. who was president of Fredd State Technical College from 1965-1976. The recipient of the C. A. Fredd, Sr. Incoming Freshman Award is selected based on academic achievement, involvement in school and community activities, recommendation from a teacher, and an essay indicating interest in a technical program.

**HAROLD I. JAMES OUTSTANDING TECHNICAL STUDENT AWARD:** The Outstanding Technical Student Award is named for Mr. Harold I. James who was president of Shelton State Technical College from 1951-1976. The recipient of the Harold I. James Outstanding Technical Student Award is selected based on accomplishments in the classroom and workplace.

**I. W. MITCHELL OUTSTANDING TECHNICAL STUDENT AWARD:** The Outstanding Technical Student Award is named for Mr. I. W. Mitchell who was president of Fredd State Technical College from 1976-1982. The recipient of the I. W. Mitchell Outstanding Technical Student Award is selected based on academic achievement, involvement in campus and community activities, technical recognition, and job related activities.

**LEO SUMNER AWARD:** The Outstanding Sophomore Student Award is named for Dr. Leo Sumner who was president of Shelton State Community College from 1976-1988. The recipient of the Leo Sumner Award is selected based on outstanding academic performance, school involvement, and community service. It is the highest honor that a student can earn at Shelton State Community College.

**THOMAS E. UMPHREY OUTSTANDING FRESHMAN AWARD:** The Outstanding Freshman Award is named for Dr. Thomas E. Umphrey who was president of Shelton State Community College from 1988-2000. The recipient of the Thomas E. Umphrey Outstanding Freshman Award is selected based on outstanding academic achievement and involvement in campus activities.

## STUDENT ORGANIZATIONS

### A. Formation of Organizations

All student organizations are open to any student of this institution who meets membership requirements. No student may be denied membership to any student organization by reason of race, religion, sex, or national origin.

Formation of any student organization requires approval of the college administration. A written statement of purpose and intent should be presented to the Dean of Student Services prior to organization and should include the following items:

1. an official name of the proposed organization;
2. name of faculty advisor;
3. statement of when, where, and how often meetings will be held;
4. statement of membership qualifications; and
5. statement acknowledging that the proposed organization is subject to all college regulations and policies.

### B. Funding of Student Organizations

Active student organizations receive funding from one academic year to the next. Requests for special funding are to be submitted to the Dean of Student Services by April 1 for the upcoming year. These requests should detail the funds required and supporting justifications for funding. This will allow the request to be considered during the institution's budgeting process.

### C. Fund Raising by Student Organizations

All fund raising projects by student organizations must be approved by the Office of the Dean of Student Services. These projects require the prior approval and support of the faculty sponsors involved.

### D. List of Organizations

**ALUMNI ASSOCIATION:** The Shelton State Alumni Association offers the opportunity to see old friends and meet new ones. Through the Alumni Association, students have the opportunity to network with others who have attended Shelton State Community College and at the same time, give something back to the college. Anyone who has ever attended Shelton State Community College, including those who attended while the college was under a different name (J. P. Shelton Trade School, Shelton State Technical College) and those who attended C.A. Fredd State Technical College are eligible for membership. Currently enrolled students, faculty and staff, corporate supporters, and friends of the college are also eligible for membership. For more information on the Shelton State Alumni Association call 205-391-2252.

**AMBASSADORS:** The Shelton State Ambassador Program was developed to provide members extensive leadership training, while offering them the opportunity to serve as the official hosts for Shelton State Community College. Ambassadors are chosen on the basis of leadership potential, community service, and commitment to Shelton State. The Ambassadors assist in recruitment, foundation and alumni support, community service, and student activities. Members work closely with the administration and faculty of the College to convey Shelton State's message to the community. Interested students should contact the Ambassador Sponsor, 205-391-2234.

**ATHLETIC TEAM COUNCIL:** Team Council is composed of two representatives from each athletic team, including cheerleaders, dance team and managers. Team Council meets once a month. The purpose of the group is to provide a vehicle for student-athletes to support each other, to promote involvement of students, faculty, and staff in athletic events, and to plan special activities and events for the Athletic Department.

**CIRCLE K:** Circle K is a co-educational service, leadership development, and friendship organization, organized and sponsored by the Kiwanis Club of Tuscaloosa. Like Key Club, its high school counterpart, Circle K focuses on activities that promote community service and leadership. Interested students should contact Circle K sponsor, 205-391-2233.

**CORSAIR FENCING CLUB:** The objective of the Corsair Fencing Club is to stimulate interest in competitive fencing and in the development of the art/sport of fencing in the college community. Membership is open to all college students, faculty, staff, and community residents who are interested in the fellowship and promotion of fencing. Interested students should contact the Fencing Club sponsor, 205-391-2966.

**ECOLOGY CLUB:** The Ecology Club is open to all Shelton State students who have an interest in experiencing nature and learning about our environment. Officers are elected in the fall semester for the academic year, and meetings are held on a monthly basis. Generally each semester there is one outing which involves camping, canoeing, hiking, picnicking, or other outdoor activity. Interested students should contact the Ecology Club sponsor, 205-391-2257.

**PHI THETA KAPPA:** Phi Theta Kappa International Honor Society recognizes and encourages scholarship among two-year college students. To achieve this purpose, Shelton State's Alpha Epsilon Iota chapter of Phi Theta Kappa provides opportunities for the development of leadership and service, for an intellectual climate for the exchange of ideas and ideals, for lively fellowship for scholars and for stimulation of interest in continuing academic excellence. Often referred to as "the Phi Beta

Kappa of the two-year college,” the Society offers a variety of state and national trips, honors seminars, and scholarships. Fulltime or part-time students who have earned a 3.5 cumulative grade point average, and have completed 12 semester hours in an associate’s degree program will be invited to become members. Invitations are sent once at the beginning of each semester. Officer scholarships are available by application. For further information, contact the Office of the Dean of Student Services, at 391-2217, or log on to [www.ptk.org](http://www.ptk.org).

**SHELTON STATE ASSOCIATION OF NURSING**

**STUDENTS:** The Shelton State Association of Nursing Students (SSANS) is a constituent of the Alabama Association of Nursing Students (AANS) and the National Student Nurses’ Association, Inc. (NSNA). NSNA is the largest independent health professional student organization in the United States, and the only one for nursing students. The purpose of the SSANS is to aid in the preparation of student nurses for the assumption of professional responsibilities. Nursing or pre-nursing students in any state approved program preparing for registered nurse licensure or registered nurses in a program leading to a baccalaureate in nursing are eligible for membership. SSANS activities and involvement may include community health activities, recruitment of students into nursing, legislative activities, conventions, educational programs, and newsletters. The opportunities are unlimited and depend upon the student’s interests. Members of SSANS may also enroll in a leadership course for one hour of course credit. This course includes effective skills and strategies for developing leadership skills. Interested students should contact the Director of Nursing Programs, 205-391-2446.

**SHELTON STATE ASSOCIATION OF PRACTICAL**

**NURSING STUDENTS:** The objective of the Shelton State Association of Practical Nursing

Students is to prepare practical nursing students to assume responsibilities for participating in nursing education (both basic and continuing) to provide the highest quality of health care. Students enrolled in any state approved practical nursing program or students enrolled in courses in preparation for the program are eligible for membership. It also provides students with information and motivation to join one of the professional practical nursing organizations (National Association for Practical Nurse Education—NAPNES or National Federation of Licensed Practical Nurses—NFLPN). It also provides programs relevant to current nursing concerns. Students will have an opportunity to participate in community activities related to health care. Interested students should contact the Director of Nursing Programs, 205-391-2446.

**STUDENT ACTION TEAM:** The Student Action Team

is composed of one representative from all active campus groups and organizations. The Student Action Team meets once a month. The purpose of the group is to maintain a calendar of all student events, to encourage groups to support each other’s activities, and to increase awareness of college happenings.

**STUDENT NEWSPAPER:** The *Shelton State Courier* is

a twice-monthly newspaper written and edited by students in the mass communication program. The paper is funded through advertising and is operated much like any other newspaper. Students interested in a career in the news industry, whether it is TV, magazines, or newspapers, are encouraged to participate in the *Courier* publication program. Students will learn to meet deadlines while producing quality work. Once a year in December, the *Courier* publishes a creative issue featuring literature and visual art called *Maxwell’s Crossing*. All students are encouraged to participate. For further information, contact the publisher, 205-391-2278.

# 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 STUDENT RIGHTS AND RESPONSIBILITIES

### Student Rights:

- To a safe and secure environment free from discrimination and harassment
- To teaching and learning which is conducted in accordance with the mission of the institution and in compliance with policies, procedures, guidelines, etc., of the Alabama State Board of Education, Commission on Colleges of the Southern Association and Colleges and Schools, state and federal law.
- To due process when accused of violating any of the rules and regulations by which College operates
- To academic freedom (freedom of expression)
- To make suggestions and recommendations for the improvement of the institution

### Student Responsibilities:

- To abide by state and Federal law
- To abide by the policies and procedures of the institution
- To abide by the Shelton State Community College Student Conduct Code

**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"). A copy of the Standard College Policies will be sent to each student at the email address assigned to the student by the College and/or will be given to each student at the Information/Security Desk at the same time the student completes the vehicle registration/waiver process. To receive a copy of the Policies, each student must sign that he or she received a copy of the Policies. Upon receipt of the policies, students are deemed to be on notice of the contents of the policies 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](http://www.sheltonstate.edu). Students who have questions concerning the Policies should consult the Dean of Instructional Services, 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 telecommunications 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.

1. Users of the College's Internet resources are expected to comply with the College's criteria for responsible usage.
2. 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.
3. The use of Internet resources should conform to any regulations, policies, and procedures established in the College's Student Handbook.
4. 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.

5. 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; or
  - 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; and
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, authoritative-ness, 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 misdeeds 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 assists in providing 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 assist in maintaining a safe and peaceful environment for the students and employees of Shelton State 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. The College is routinely open from 7:30 a.m. until 10:00 p.m. Monday through Thursday and Friday from 7:30 a.m. until 5:00 p.m. To contact an administrator during evening hours, call the campus operator, 205-391-2211. Limited security patrol of the facilities is provided 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](http://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, a written incident/accident report must be submitted 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

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

*In the event of serious injury or illness, or threat of bodily harm, 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 bio-terrorism threat are explained in the Standard College Policies. A copy is in Appendix C.

### **Bomb Threat**

Any person who receives a bomb treat should notify campus security immediately.

In the case of a bomb treat, 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 or designee. 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 or designee will notify local radio and TV stations as appropriate. 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
	Use red emergency telephones
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, have friends walk 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 go 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 return your possessions back if they are stolen.

### C. Crime Prevention at Home

You can become a victim in your own home. Take steps to prevent this from happening. Keep exterior doors closed and locked. Keep windows locked also. 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 have adequate lighting.
3. have 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 is 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 is important to be assertive, direct, and clear in your communications. Be aware of what you are 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 acquaintance is 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 coyness 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 self expression, 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 alright 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 accuser 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.
6. Be wary of strangers.
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's 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. entering 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 at 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 during a class assessment of any sort unauthorized materials, information, study aids, or computer-related information including, but not limited to, the use of a "cell phone" or other electronic communication device. The use of a cell phone or other electronic communication device by a student during a class assessment without the express authorization of the course instructor, shall constitute prima facie evidence of cheating.
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 Instructional Services. The instructor (or other person(s) will take no other action in the matter until a decision has been reached by the Dean of Instructional Services.
- D.** The Dean of Instructional Services 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 Instructional Services may refer the matter to the Dean of Student Services).
- E.** If the Dean of Instructional Services concludes that there is a reasonable basis for believing an act of academic misconduct may have been committed, the Dean of Instructional Services 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 Instructional Services being notified of the possible academic misconduct.
- F.** Prior to convening this conference, the Dean of Instructional Services:
  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:
 

At an academic misconduct conference or hearing,

    - 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. If the student is to be advised by legal counsel at the conference, however, the student must notify the Dean of Instructional Services of that fact at least five working days in advance of the conference or hearing so that College legal counsel may also be present at the conference or hearing.
- G.** At the conference, the Dean of Instructional Services may act alone or in conjunction with a standing committee or an ad hoc committee appointed by the Dean of Instructional Services, but the Dean of Instructional Services will make the decision.
- H.** At the conclusion of the conference, one of three steps will be taken by the Dean of Instructional Services:

1. the matter will be immediately dismissed if in the judgment of the Dean of Instructional Services 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 Instructional Services; 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 Instructional Services. In case of a voluntary written admission of academic misconduct, the Dean of Instructional Services 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 Instructional Services will, within ten working days, decide if the student is guilty of academic misconduct, and if so, 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 Instructional Services 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 Instructional Services' decision that academic misconduct has occurred, the Dean of Instructional Services will seek the advice of the course instructor (if a course instructor is involved) prior to assigning a penalty. The Dean of Instructional Services, 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 Instructional Services' 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 Instructional Services' 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 appeal 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 Instructional Services 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 Instructional Services 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 Instructional Services, including the right to be advised by whomever the student wishes.
- O. The findings of the appeal panel will be reported to, and reviewed by, the President of the College. The purpose of the review by the President is to ensure that proper policy and procedure have been followed. The President may order further proceedings in the case. The decision of the President in the matter, after reviewing the findings of the appeal panel, will be 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.

## **INTELLECTUAL PROPERTY AND INTELLECTUAL PROPERTY RIGHTS**

Intellectual property is any work of authorship, invention, discovery, or other original creation that may be protected by copyright, patent, trademark, or other category of law. Intellectual Property Rights means all the protections afforded the owner or owners of an original work under law, including all rights associated with patent, copyright, and trademark registration.

An original work created by a student to meet course requirements using college resources for which the student has paid tuition and fees to access or using resources available to the public, is the intellectual property of the student. Intellectual property rights in such student work belong to the student who created the work.

Intellectual property created by a student employee during the course and scope of employment belongs to the College and intellectual property rights to such creation belong to the College unless an agreement or contract provides otherwise.

Revenue derived from intellectual property created by a student shall belong to the student unless the work is created by a student employee during the course and scope of employment, in which case the revenue shall belong to the College and shall be used according to the policies and procedures of the institution.

## **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.

### **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.

### **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 Marketing and Communications 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, ceil-tex, 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.

**COMPLAINT AND STUDENT GRIEVANCE PROCEDURES**

SSCC promotes the open exchange of ideas among all members of the SSCC community, including students, faculty, staff, and administration. An environment conducive to the open exchange of ideas is essential to intellectual growth and positive change. However, SSCC recognizes that, at times, people may have differences which they are unable or unwilling to resolve themselves. The procedures described below shall be available to a SSCC student only after the student has made every reasonable attempt to resolve his/her problem with the appropriate College official or representative. In the case of a student who has made a good faith effort to resolve a problem and who has been unable to resolve the matter informally, SSCC offers the following grievance procedure as the appropriate course of action for settling disputes and resolving problems. The name and institutional address and phone number of any College officials referred to herein may be obtained from the Office of Student Services.

This grievance procedure is not intended to be used by a student with a complaint about a strictly academic matter such as grades, work assignments, quality of instruction, fairness of examinations, etc. Any student of SSCC who wishes to make a complaint about a strictly academic matter shall do so by virtue of the SSCC grade appeal procedure. A complaint by a student relating to a disability shall be reported to the College ADA Coordinator. Other types of complaints shall be reported to the Dean of Students. If the complaint is about a specific occurrence, the complaint must be made within ten business days after the occurrence or after the student becomes aware of the occurrence.

A student with a complaint shall begin his/her attempt to resolve the situation by bringing it to the attention of the appropriate College official or representative as stated above. If, after a discussion between the student and the respective College official or representative, it is determined that the complaint is valid and can be resolved immediately, the College official or representative will take appropriate action to resolve the complaint. If the matter at issue involves an allegation of physical abuse or racial, sexual, or other discrimination or harassment, or if the complaint relates to a disability, or if the complaint relates to a matter involving theft or any other act of dishonesty, the respective College official shall submit a written report within ten working days of the filing of the complaint to the College Grievance Officer describing both the complaint and how it was resolved, or how it will be resolved through a "plan of resolution."

**Grievance Process**

If a student's complaint cannot be resolved in the manner described above, such an unresolved complaint shall be termed a "grievance." A student who submits a complaint to the appropriate College official or representative in the manner described above and who is not informed of a satisfactory resolution or plan of resolution of the complaint within ten business days after the complaint's submission shall have the right to file, within the following ten business days, with the College Grievance Officer a written statement detailing the grievance. The written grievance statement shall be filed using Grievance Form A, which will be provided by the Grievance Officer and shall include the following information:

1. Date the original complaint was reported;
2. Name of person to whom the original complaint was reported;
3. Facts of the complaint; and,
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement shall also contain any other information relevant to the grievance that the Grievant wants to be considered by the Grievance Officer. If the grievance involves a claim of discrimination based on sex, race, national origin, religion, age, handicap, or disability, the complaining party should state with particularity the nature of the discrimination and reference any statute, regulation, or policy that the Grievant believes to have been violated. The Grievant shall file any grievance involving alleged discrimination within forty-five calendar days of the occurrence of the alleged discriminatory act or the date

on which the Grievant became aware that the alleged discriminatory act took place. This deadline shall be in addition to all other applicable reporting deadlines.

The College shall have thirty (30) calendar days from the date of receipt by the College Grievance Officer of the grievance to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance, and submit a written report to the Grievant of the findings arising from the hearing. Grievance Form A shall be used to report both the grievance and the hearing findings.

#### **Investigation Procedure**

The Grievance Officer, either personally or with the assistance of such other person(s) as the President may designate, shall conduct a factual investigation of the grievance allegations and shall research each applicable statute, regulation, and/or policy, if any. The College Grievance Officer shall determine, after completion of the investigation, whether or not there is substantial evidence to support the grievance. The factual findings in the investigation and the conclusion of the grievance officer shall be stated in the written report which shall be submitted to the Grievant and to the party or parties against whom the complaint was made (the "Respondent or Respondents") and shall be made a part of the hearing record, if a hearing is requested by the Grievant. Each of the parties shall have the opportunity to file written objections to any of the factual findings, and, if there is a hearing, to make their objections part of the hearing records. Publications or verified photocopies containing relevant statutes, regulations, and policies shall also be prepared by the Grievance Officer for the grievance record. If the Grievance Officer finds the grievance is supported by substantial evidence, he or she shall make a recommendation in the report as to how the grievance should be resolved. Upon the receipt by the Grievant of the Grievance Officer's report, the Grievant and Respondent(s) shall have three business days to notify the Grievance Officer whether or not the Grievant or Respondent(s) demand(s) a hearing on the grievance. The failure by the Grievant or Respondent(s), respectively, to request a hearing by the end of the third business day shall constitute a waiver of the opportunity for a hearing. However, the College Grievance Officer may, nevertheless, at his or her discretion, schedule a hearing on the grievance if to so do would appear to be in the best interest of the College. In the event that no hearing is to be conducted, the Grievance Officer's report shall be filed with the President, with a copy to be provided to the Grievant and each Respondent.

#### **Hearing Procedure**

In the event that the College Grievance Officer schedules a hearing, the President shall designate a qualified, three-person committee to conduct the grievance hearing. The hearing committee members will generally be employees of SSCC. However, the President shall have the discretion to select persons other than SSCC employees to serve as committee members. The committee shall notify the Grievant and each Respondent of the time, place, and subject matter of the hearing at least seventy-two hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall not be open to the public unless both parties agree in writing for the hearing to be public.

At the hearing, the Grievant and the Respondent(s) shall be read the grievance statement. After the grievance is read into the record, the Grievant shall have the opportunity to present such oral testimony and offer such other supporting evidence as he/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such oral testimony and offer such other evidence as he/she deems appropriate to the Respondent's defense against the charges. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the College.

Any party to a grievance hearing shall have the right to retain, at the respective party's own cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, shall act in an advisory role only, and shall not be allowed to address the hearing body or question any witness. In the event that the College or its administration at large is the Respondent, the College representative shall not be an attorney or use an attorney unless the Grievant is also assisted by an attorney or other personal representative.

The hearing shall be recorded by either a court reporter or on audio or videotape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

#### **Rules of Evidence**

The hearing committee shall make the participants aware that the rules relating to the admissibility of evidence for the hearing will be similar to, but less stringent than, those which apply to civil trials in the courts of Alabama.

Generally speaking, irrelevant or immaterial evidence and privileged information (such as personal medical information or attorney-client communications) shall be excluded. However, hearsay evidence and unauthenticated documentary evidence may be admitted if the hearing chairperson determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a responsible prudent person in conducting his/her affairs.

In the event of an objection by any party to any testimony or other evidence offered at the hearing, the hearing committee chairperson shall have the authority to rule on the admissibility of the evidence, and this ruling shall be final and binding on the parties.

#### **Report of Findings and Conclusions**

Within five working days following the hearing, there shall be a written report given to the College Grievance Officer (with a copy to the President, the Grievant, and each Respondent) of the findings of the Chairperson of the Hearing Committee, and the report shall contain at least the following:

1. Date and place of the hearing;
2. The name of each member of the Hearing Committee;
3. A list of all witnesses for all parties to the grievance;
4. Findings of facts relevant to the grievance;

5. Conclusions of law, regulations, or policy relevant to the grievance; and
6. Recommendation(s) arising from the grievance and the hearing thereon.

### **Resolution of Grievance**

In the event of a finding by the hearing officer/committee that the grievance was unfounded or was not supported by the evidence presented, the College Grievance Officer shall notify the Grievant of any appeal that may be available to the Grievant. In the event of a finding that the grievance was supported, in whole or in part, by the evidence presented, the College Grievance Officer shall meet with the Grievant, the Respondent(s), and the appropriate College representative(s) and attempt to bring about a reasonable agreed-upon resolution of the grievance. If there is not a mutual resolution within a reasonable amount of time, the President shall impose a resolution of the grievance which shall be final and binding, except where the decision may be subject to an appeal to the Chancellor as discussed below.

### **Available Appeal**

If the grievance does not involve a claim of illegal discrimination or a claim relating to a disability, the findings of the Hearing Committee shall be final and shall be non-appealable. If the grievance involves a claim of illegal discrimination or a claim relating to a disability, the Grievant and each Respondent shall have the right to appeal the decision of the Hearing Committee to the President of SSCC, provided that:

1. A notice of appeal is filed, using Grievance Form B, with the College Grievance Officer and the President within fifteen calendar days following the party's receipt of the hearing report; and
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s), or recommendation(s), of the hearing committee.

If the appeal is not filed by the close of business on the fifteenth day following the party's receipt of the report, the party's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the hearing report, it shall be denied by the President.

### **President's Review**

If an appeal is accepted by the President, the President shall have thirty calendar days from receipt of the notice of appeal to review and investigate the allegations contained in the grievance, review the hearing record, to hold an appellant hearing (if deemed appropriate by the President), and to produce a report of the President's findings of fact and conclusions of law. The President shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part or reverse in part the findings, conclusions, and recommendations of the Hearing Committee. The President's report shall be served to the Hearing Committee members, Grievant, and the Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

### **Appeal to the Chancellor**

Except in cases involving a claim alleging a violation of Title IX of the Civil Rights Act of 1964, as amended, the President's findings and conclusions will not be appeal-

able. However, pursuant to applicable State Board of Education policy, a Grievant who is alleging a claim of illegal discrimination based on a violation of Title IX may file an appeal to the Chancellor of the Alabama Department of Postsecondary Education for a review of the President's decision and the findings arising from the College grievance hearing. A Grievant who has grounds for appealing the findings of the President by the Chancellor may do so by:

1. Filing a notice of appeal, using Grievance Form C, to the Chancellor and the President of SSCC, within fifteen calendar days following the Grievant's receipt of the report of the President's findings; and
2. Specifying in the notice of appeal clear and specific objections(s) to the finding(s), conclusion(s), or recommendation(s), affirmed by the President.

If the appeal is not filed with the Chancellor by the close of business on the fifteenth day following the Grievant's receipt of the President's report, the Grievant's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the President's report, it shall be denied by the Chancellor.

### **Review by the Chancellor**

If an appeal is accepted by the Chancellor, the Chancellor shall have thirty (30) calendar days from his/her receipt of the Grievant's notice of appeal to investigate and review the allegations contained in the agreement, to review the report of the President and the Hearing Committee, to hold an appellant hearing (if he/she deems such appropriate), and to issue a report of his/her findings of fact and conclusions of law. The Chancellor shall have the authority to (1) affirm, (2) reverse, or, (3) affirm in part or reverse in part the findings, conclusions, and recommendations of the President and/or Hearing Committee. The report of the Chancellor shall be served to the Grievant and the Respondent(s) by personal service or certified mail, return receipt requested, to the respective home addresses of the parties. The report of the Chancellor shall not be further appealable except as allowed by the policies of the State Board of Education. However, the Grievant shall not be precluded from filing a grievance with an appropriate court or administrative agency.

### **General Rule on Filing Deadlines**

If the last date for filing a document under this procedure falls on a Saturday, Sunday, or legal holiday, the date of the first business day following the respective Saturday, Sunday, or legal holiday shall be considered the deadline date.

### **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 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 by a department, agency, special purpose district, or other instrumentality of a State or a local government." "No individual will be discriminated against on the basis of disability in the full and equal enjoyment of goods, services, facilities, privileges, advantages, and accommodations of any place of public accommodation." "Will ensure that interstate and intrastate telecommunications relay services are available to hearing-impaired and speech-impaired individuals in the United States."

## 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 inappropriate. This challenge must be in writing and must be submitted to the appropriate instructional officer who is responsible for the division in which the student is enrolled. The officer must decide within a reasonable period whether corrective action will be taken, and the officer must provide written notification to the student and the Registrar of the corrective action that has been approved. Students who are not provided full relief sought by their challenge must be referred to the Dean of Student Services who will inform them of their right to a formal hearing. Students must make their request for a formal hearing in writing to the Office of the Dean of Student Services. The following procedures will apply.

1. The Office of the Dean of Student Services will appoint the hearing panel that will adjudicate such challenges.
2. Within a reasonable period of time after receiving the written request for a hearing, the chairperson of the Committee must inform students of the date, place, and time of the hearing reasonably in advance of the hearing.
3. Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. They may be assisted or represented at the hearing by one or more persons of their choice, including an attorney, at their expense.
4. Decisions made by the Committee must be in writing, must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decisions should be delivered in writing to the student, the Office of the Dean of Student Services, and the Registrar.
  - a. The Records Office will correct or amend the education record in accordance with the decision of the hearing if the decision is in favor of the student and inform the student in writing of the amendment.
  - b. Should Shelton State Community College decide not to amend the record in accordance with the student's request, the Registrar must inform the student that:

- (1). the student has the opportunity to place with the education record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing.
- (2) the statement placed in the education record by the student will be maintained as part of the record for as long as the record is held by Shelton State Community College.
- (3) this record, when disclosed to an authorized party, must include the statement held by the student.

### C. 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 specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. When doubt is raised by the Registrar about an individual's "need to know" or legitimate educational interest in having access to specific information, the issue will be decided by the President of Shelton State Community College.

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.

Type of Record	Location	Custodian
Admission Records	Office of Admissions and Records Martin Campus Atrium 1 <sup>st</sup> Floor	Registrar
Cumulative Academic Records	Office of Admissions and Records Atrium 1 <sup>st</sup> Floor Martin Campus	Registrar
Financial Records	Business Office Martin Campus Atrium 1 <sup>st</sup> Floor	Dean of Business Services
Disciplinary Records	Office of the Dean of Student Services Martin Campus Atrium 3 <sup>rd</sup> Floor	Dean of Student Services

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.