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SHELTON STATE COMMUNITY COLLEGE

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# **STUDENT HANDBOOK**

# **2013-2014**

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# STUDENT SERVICES

## EDUCATIONAL PLANNING/REGISTRATION

### Educational Planning at Shelton State

Shelton State is committed to helping students move toward successful completion of a certificate or degree. All first-time, first-year students at Shelton State are assigned either a personal advisor or a navigator who is trained to help guide them in the pursuit of their educational goals. Detailed information regarding advising is available at [www.sheltonstate.edu](http://www.sheltonstate.edu) and in the College catalog.

### Purpose for Attending Shelton State

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:

- Completing a Transfer Degree: Students who enroll with the purpose of obtaining a two-year transfer degree (AA or AS) should follow the program of study curriculum of their choice. Those who plan to transfer to a public institution in the State of Alabama may obtain curriculum plans by printing a STARS transfer guide available at <http://stars.troy.edu>. Students who desire to transfer to a private college or university or 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 the transfer institution will accept.
- Completing a Degree Prior to Entering the Workforce: 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 related program of study guide in addition to meeting with their advisor. As an additional resource, students may work closely with their instructors in the particular discipline.
- Completing a Certificate Prior to Entering the Workforce: Students who enroll with the purpose of obtaining a certificate to enter or advance in careers requiring specific occupational skills should consult the related program of study guide in addition to meeting with their advisor. As an additional resource, students may work closely with their instructors in the particular discipline.
- Personal or Professional Enhancement: Students who enroll with the purpose of enhancing their job performance or for personal enrichment should consult with the Advising Center, the Office of Continuing Education, or the Center for Workforce Development to determine the best course of action to meet their needs. Such students might find fulfillment in either credit or non-credit course options.
- Transfer without Completing a Degree: 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 the transfer institution will accept. Students who plan to transfer to a public institution in the state of Alabama may obtain curriculum plans by printing a Statewide Articulation

Reporting System (STARS) transfer guide at <http://stars.troy.edu>. Students are encouraged to visit the Advising Center for additional information regarding transferring to another institution following completing Shelton State.

- **Transient Attendance:** Students who enroll as transients (or visiting students) for the purpose of taking a course for one semester before returning to another university or college must obtain a transient letter from the home institution, which certifies that the credit earned at Shelton State will be accepted as a part of the student's academic program. Transient students are not required to file transcripts of previously earned credit at other postsecondary institutions but must provide proof of satisfying all required prerequisites by submitting appropriate unofficial or official college transcripts.

### First-Time College Students

- Prior to registering for classes at Shelton State, all prospective students must complete an application for admission. Policies and procedures related to the application and admissions process are available online and in the College catalog.
- After submitting an application, all first-time students must take the COMPASS placement assessment or complete the ACT or SAT. Applicants may register for the COMPASS online at [www.sheltonstate.edu](http://www.sheltonstate.edu).
- Students who have completed the ACT or SAT must have official scores sent to the Office of Enrollment Services at Shelton State.
- All first-time, first-year students at Shelton State are assigned a personal advisor or navigator to help guide them in the pursuit of their personal, educational goals.

### Transfer of Courses

In 1994, the Alabama Legislature created 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 online at <http://stars.troy.edu>.

### Registration and Grade Reporting

- All students must register online using their *myShelton* account. Dates of open web registration are published each semester in the *Schedule of Classes*. Detailed instructions for other registration opportunities are also included in the class schedule published each semester.
- While Shelton State has many resources available for helping students make informed decisions regarding course selection and positive movement toward degree completion, it is ultimately the student's responsibility to ensure that all courses taken meet prerequisite requirements, are appropriate for the desired program of study, and meet the expectations of the desired transfer institution.
- Grades are not mailed to students. Instead, they are available on each student's personal *myShelton* account, which is available online. It is the responsibility of the student to check grades at the end of each semester and be aware of the consequences of those grade outcomes with regards to financial aid and program continuation. Students who wish to appeal a grade should consult the Grade Appeal Procedure.

## CAREER SERVICES CENTER

Shelton State Community College believes success begins with individuals exploring career possibilities and preparing for the job search process. The Shelton State Career Services Center provides assessments that assist participating students in identifying personal interests, abilities, and work values, which will help to set educational/career goals and to develop an effective plan to achieve those goals. In addition to career advising, the Center, which serves as a liaison for current students, alumni, and West Alabama business and industry, offers job search assistance. Examples of services include: labor market information, co-op opportunities, employer profiles, resume preparation, mock interviews, on-campus interviews, information on current job openings, an annual career fair, and an annual business dining etiquette workshop. The Center welcomes the opportunity to provide career advising, training opportunities, and current job information. For more information contact the Career Services Center at 205.391.5874 or email [careerservices@sheltonstate.edu](mailto:careerservices@sheltonstate.edu).

## COLLEGE BOOKSTORE

### Purpose and Hours

Shelton State contracts with a bookstore as a convenience for the students. All textbooks and most supplies may be obtained in the bookstore, which is located in the atrium and is open during the day with some extended hours during designated peak times.

### Book Returns and Refund Policies

The refund policy for books purchased at the bookstore is as follows:

- NO REFUNDS/EXCHANGES WITHOUT ORIGINAL STORE RECEIPTS.
- All book returns associated with financial aid must be completed within the financial aid window (dates vary and are available online) at the beginning of each term.
- Textbooks purchased after the financial aid window has closed can be returned within 24 hours in original condition with receipt.
- 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. Defects must initially be reported to the instructor because in most cases there is an error with the leader code or class code.
- New books must be unmarked and in original condition. If wrapped, they must be unopened.
- If books were purchased on a book voucher or on a credit/debit card, the refund will be credited to the book voucher or to the account used for purchase.
- 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. Clothing or gifts may be returned within 30 days of the purchase date as long as the tags are still attached to the item.

- Defective merchandise should be returned immediately for replacement. The items will be reviewed and those with manufacturer defects will be replaced. Computers are non-refundable, but come with a toll-free customer service number.
- Electronic products (calculators) may be returned if they are accompanied by the original sales receipt and are in the original and unopened packaging.
- Packet returns must be accompanied by the original sales receipt and submitted to the Bookstore Manager.

## **DISABILITY SERVICES**

- 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 Community College System is committed to working with individuals with disabilities. It is a goal of the Alabama Community 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 Community College System institutions. Alabama Community 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 Community College System institutions strive to eliminate barriers to learning or participation in other institutional activities, and provide the following services for students:
  - Screening of disability documentation,
  - Determination of appropriate accommodations,
  - Communication with faculty and/or staff regarding student needs,
  - 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 record lectures,
  - Change in test format,
  - Priority registration,
  - Enlarged print/graphics,
  - Textbooks in alternate format,
  - Handouts of overhead materials,
  - Removal of structural barriers,
  - Assistance locating a peer note taker (scribe),
  - Use of spell check.

- Shelton State is not obligated to provide accommodations for students with disabilities until students have completed registration with the Office of Disability Services (ODS) and provided appropriate documentation regarding their disability and accommodation needs. Accommodations are not retro-active. Students are encouraged to be self-advocates and request accommodations early, usually several weeks prior to the start of classes. It is necessary for the students to make their needs known each semester in order to receive services.
- For questions, contact the ODS at 205.391.2983 or email ODS@sheltonstate.edu. More information can be found on page 25.

## **FOOD SERVICE**

Shelton State contracts with a food-service provider as a convenience for the students. Areas for individual students and student organizations and clubs to eat and fellowship are located on both the Martin Campus and the Fredd Campus. Students are strongly encouraged to eat and drink only in those designated areas on each campus. Food and drinks, generally, should not be taken into any classrooms on the Shelton State Campus except at the discretion of the classroom instructor, college official, or group sponsor. Good judgment should be used with regard to trash, spills, and other concerns associated with food and drink in a public setting. If your College organization or club wishes to reserve College facilities, please contact your club or group sponsor.

## **GRADUATION/COMMENCEMENT CEREMONIES**

Shelton State holds commencement exercises at the end of the fall and spring semesters. The College offers certificate programs that entail 30 or more semester hours and short certificate programs that include fewer than 30 semester hours. The Associate in Arts Degree and the Associate in Science Degree are designated for students who plan to transfer to a college or university for the junior and senior years and complete a baccalaureate degree. The Associate in Applied Science Degree and the certificate programs are designed for students who plan to seek employment immediately upon earning the credential. The graduation requirements for each certificate or program are outlined in the catalog. During the final semester of the program, students should complete an *Application for Graduation* and turn it in to the Office of Enrollment Services. The *Application for Graduation* and information associated with the various graduation/commencement ceremonies and related events is available at [www.sheltonstate.edu](http://www.sheltonstate.edu).

## **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**

The College makes every effort to ensure that all individuals on campus are here for appropriate reasons. Accordingly, all students, employees, and guests are required to have personal identification while on campus and may be required to produce the identification on request. All students enrolled at Shelton State are required to have an official student identification (ID) card. 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 will include a designation of STUDENT on the card. The student must be currently enrolled for the ID to be valid. All students receive the first ID card at no cost, but replacement cards, whether lost or stolen, cost \$10.00. Students should be prepared to produce the Shelton State ID card when asked by any employee of the College.

## **INSURANCE**

Shelton State students are required to purchase an accident insurance plan at the time of enrolling at the College. The cost for this plan is \$7.50 for each fall and spring semester and \$5.00 for the summer semester. Rates are subject to change at the discretion of the insurance provider. Students are given a brochure at the time of registration that explains the insurance coverage.

## **INTERNATIONAL STUDENT SERVICES**

Shelton State Community College provides support for non-US citizens who desire to attend Shelton State on either an initial F-1 student visa or as a transfer student who desires to complete a program of study as a continuing F-1 student. In an effort to help non-US citizens move toward their educational goals, the college has trained personnel who are equipped to answer questions, provide information, and offer support in addition to enabling those students to complete the appropriate paperwork to maintain their immigration status while moving toward degree completion. Information regarding policies and procedures, along with appropriate forms and contact information related to international student enrollment is available at [www.sheltonstate.edu](http://www.sheltonstate.edu). Students should go to the Office of Enrollment Services located on the first floor of the Martin campus. For assistance in other areas contact the Office of Specialized Student Services at 205.391.2942.

## **SOAR INSTITUTE AND LEARNING CENTER**

The SOAR Institute (Student Opportunities for Achievement and Resources) on the Martin Campus offers programs and services to develop and strengthen the skills students need to be academically successful. SOAR provides free tutoring in mathematics, English, and other subjects. SOAR Tutoring Services is a nationally certified program. SOAR has computers available with Internet and common software access. These services are offered on a first come, first served basis. Another component of SOAR includes navigators who are specially trained advisors who assist students who place into one or more developmental classes. The SOAR Institute is

located on the Martin Campus in Room 2456. Food, drink, and cell phone usage are prohibited. For more information, contact the SOAR Institute at 205.391.2984 or email [soarinstitute@sheltonstate.edu](mailto:soarinstitute@sheltonstate.edu).

The Learning Center in Room 117 on the Shelton State C.A. Fredd Campus, allows students the opportunity to take advantage of limited tutoring services as well as secure access to computers with Internet and common software and other multimedia programs. Food, drink, and cell phone usage are prohibited. For more information, contact The Learning Center at 205.392.2618 or email [learningcenter@sheltonstate.edu](mailto:learningcenter@sheltonstate.edu).

## STUDENT LIFE

The Office of the Dean of Student Services supervises all student activities that are designed to complement the instructional mission of the College and enhance the student experience. For information about student activities, please contact the Office of the Dean of Student Services.

### COLLEGE RECOGNITIONS, HONORS, and AWARDS

Shelton State recognizes students for their outstanding contributions to the community.

#### Grade Recognitions

- President's List: Eligibility for the President's List requires students to be enrolled full-time and earn a semester grade point average of 4.0.
- Dean's List: Eligibility for the Dean's List requires students to be enrolled full-time and earn a semester grade point average of 3.5 to 3.99.

#### Honors Organization

- Phi Theta Kappa: Phi Theta Kappa International Honor Society recognizes and encourages scholarship among two-year college students. Full-time 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. For further information, contact the Office of the Dean of Student Services or go to [www.ptk.org](http://www.ptk.org).

#### Special Awards

- 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.
- 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 ACTIVITIES

### Athletics

Shelton State Community College is a member of the Alabama Community College Conference (ACCC) Region XXII which competes at the Division I 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. The College also has a competitive co-ed cheerleading squad.

- 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.
- Basketball, Men's: 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.
- Basketball, Women's: 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.
- Cheerleading: Shelton State Community College cheerleaders perform at basketball games and other school functions. They also compete at the national college competition sponsored by the Universal Cheerleaders Association in Orlando each January. Members are chosen at try-outs which are held each spring. For more information call 205.391.2342.
- 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.

### **Team Colors**

Historically, Shelton State's team colors were green and gold. In recent years, however, Shelton State's official colors have become green and navy blue. Athletic teams at Shelton State will often incorporate both gray and white into uniforms and representations of the College, along with the green and/or navy blue colors.

### **Homecoming**

Homecoming at Shelton State is generally held the week of the first home basketball game of the season. The weeklong festivities, which were first hosted in 1998, include a campus window decoration competition, voting for homecoming queen, and a pep rally. Nominees for queen are accepted from student groups and organizations. Candidates are presented at halftime of the men's basketball game and the queen is crowned.

### **Logo**



### **Mascot**

The official Shelton State mascot is the Buccaneer and is often referred to as Captain Buc. Athletic teams, student groups, and College fans often use "Bucs" or "Lady Bucs" to describe their team or reference students and/or players from Shelton State.

## **STUDENT ORGANIZATIONS**

### **Active Student Organizations**

The following is a representative list of current student organizations at Shelton State. The list is subject to change based on the interests of students.

- 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 institution. 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 apply for an ambassador scholarship annually.
- Campus Ministries: Shelton State offers opportunities for student organizations that represent major faiths and denominations which provide ministry to the College community. Currently, the only active organization is Baptist Campus Ministries (BCM), which is a Christian student organization open to all students. BCM meets every Tuesday during the fall and spring semesters for Tuesday Lunch, which includes a free lunch and a time of Bible study. The BCM partners with the University of Alabama BCM for Journey Groups (small group Bible studies), Discovery (weekly worship gathering), events and mission trips throughout the year. For more information, please contact campus minister Kim Andrews by email at [kimandrews@bama.ua.edu](mailto:kimandrews@bama.ua.edu).
- 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. Full-time 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. For further information, contact the PTK sponsor at 205.391.2469, or go to [www.ptk.org](http://www.ptk.org).
- Red Cross Club: The American Red Cross Club of Shelton State represents the West Alabama Chapter of the American Red Cross. Through this club, donations are made to the local chapter office to benefit clients of the American Red Cross in areas such as disaster relief, health and safety, and service to the armed forces. Membership is open to all students of Shelton State. To join the American Red Cross Club of Shelton State, contact faculty sponsor Kevin Burns at [kburns@sheltonstate.edu](mailto:kburns@sheltonstate.edu). Club members may also fill out a volunteer application with the West Alabama Chapter. You may apply online through ARC or, pick up an application outside of office 2663 (Kevin Burns) on the Martin Campus.
- 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.
- Shelton State Association of Respiratory Care Students: The Shelton State Community College Association of Respiratory Care Students (SSARCS) is open to students who are enrolled in any approved respiratory therapy program or students enrolled in courses in preparation for the program. The purpose of the organization is to promote greater interest and awareness of the Respiratory Therapy Program at Shelton State Community College; to further awareness of technological advancements, and to broaden the scope of study in respiratory therapy; promote public awareness of the respiratory care profession; participate in community health promotions and educational activities; serve the college and the West Alabama community; and to encourage membership and participation in the professional Respiratory Care Association after graduation. Interested students should contact the Respiratory Therapy Program Director at 205.391.2629.

### **Forming a Student Organization**

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 and should include the following items:

- Official name for the proposed organization.
- Purpose for/of the organization.
- Name of the faculty/staff advisor (must be full-time employee).
- Statement of when, where, and how often meetings will be held.
- A list with names and contact information for at least ten current Shelton State students who desire to be members of the organization.
- Statement acknowledging that the proposed organization is subject to all college regulations and policies.
- A proposed constitution for the new organization that includes membership qualifications.
- A completed *Student Organization Registration* form.

### **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.

### **Fundraising by Student Organizations**

All fundraising 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 and must follow all appropriate college, state, and system-wide policies and procedures related to fundraising.

### **Membership Considerations**

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.

## **POLICIES AND PROCEDURES**

It is the intent of the compilers of this handbook 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 NONDISCRIMINATION, GRIEVANCE PROCEDURES, AND HARASSMENT POLICY**

#### **Discrimination**

Shelton State Community College does not discriminate on the basis of race, color, religion, sex, age, national origin or ancestry, physical or mental disability, veteran status, genetic information and any other basis protected by federal, state, or local laws in the administration of its scholarship program, admission, athletic, or other school administered College programs.

It is expected that persons connected with Shelton State Community College should treat all individuals with respect and dignity. As a collegiate community, the college will not support or condone behaviors that violate the integrity of any individual or group. While the College respects the right of its community to exercise free speech and freedom of expression, behaviors shall not be tolerated that may be considered harassment, destruction of property, or acts of violence or inciting violence or disruptive behavior.

Students who believe they are victims of discrimination or harassment are encouraged to immediately report all facts and information to the following:

- Allegations of sex discrimination or harassment should be reported to the Acting Dean of Student Services, Dr. Fran Turner, 205.391.2217, [fturner@sheltonstate.edu](mailto:fturner@sheltonstate.edu). The Dean of Student Services suite is located on the third floor of the Martin Campus of Shelton State Community College.

- Allegations of disability discrimination or harassment should be reported to the Acting Dean of Student Services, Dr. Fran Turner, 205.391.2217, [fturner@sheltonstate.edu](mailto:fturner@sheltonstate.edu). The Dean of Student Services suite is located on the third floor of the Martin Campus of Shelton State Community College.
- Allegations of age discrimination or harassment should be reported to the Acting Dean of Student Services, Dr. Fran Turner, 205.391.2217, [fturner@sheltonstate.edu](mailto:fturner@sheltonstate.edu). The Dean of Student Services suite is located on the third floor of the Martin Campus of Shelton State Community College.
- Allegations of race discrimination or harassment, or national origin discrimination or harassment should be reported to the Acting Dean of Student Services, Dr. Fran Turner, 205.391.2217, [fturner@sheltonstate.edu](mailto:fturner@sheltonstate.edu). The Dean of Student Services suite is located on the third floor of the Martin Campus of Shelton State Community College.

Following the reporting of discrimination, an investigation will be conducted and corrective action, if appropriate, will be initiated. Please see the sections below entitled *How to File a Discrimination or Academic Grievance* and *How to File a Harassment Complaint*, as applicable, for more information on the process and procedures for resolution of discrimination complaints.

## **Grievance Policies and Procedures**

### **How to File a Discrimination or Academic Grievance**

Students have the right to bring grievances to the attention of the Administration. A student who has a complaint about a faculty member, administrator, staff member, student, third party, or College program, policy or procedure should report the complaint to the appropriate administrator listed in the Discrimination Policy, above, except that students with complaints regarding sexual misconduct or harassment that is sexual or discriminatory in nature should follow the procedures set forth in the *Sexual Misconduct and Harassment Policies* in this guide.

1. The College will issue a written notice indicating receipt of the grievance.
2. The College will initiate an investigation within ten (10) days of receipt of the grievance.
3. The investigation will be conducted in an impartial manner, and will utilize an impartial decision-maker. The investigation process will allow the parties to submit evidence and witness testimony.
4. Any attempts to resolve the matter informally must be strictly voluntary and facilitated by a College staff member. The student making the complaint will be informed of his or right to end the discussion at any time.
5. It is recommended, but not required, that the complaint be made in writing, describe the particulars of the allegations in detail, and be signed and dated by the complainant.
6. The appropriate administrator will investigate the grievance and serve as the contact person for the duration of the investigative process.
7. Upon completion of the investigation, the parties will be provided with a written response concerning the resolution of the complaint. This will occur no later than thirty (30) working days from the College's receipt of the complaint, unless additional time is required and the time of a later response is provided to the parties in writing.



8. Based upon the outcome of the investigation, the College will take all steps necessary to prevent the recurrence of the discrimination and to correct the discriminatory effects on the complainant and others, if appropriate.
9. If the student is not satisfied with the College's resolution of the complaint, or if a response was not provided as required by step seven, the student may appeal to the President of the College. Any appeal must be in writing and received by the President no later than ten (10) working days from the date of the written response or the date by which the written response was to have been received, and must state the reason why the student is not satisfied with the College's resolution of the complaint.
10. The President will provide a written response to the appeal within ten (10) working days from receipt unless additional time is required, in which case, the student will be notified in writing of how much additional time is needed.
11. The President's decision on appeal is final.
12. If the complaint involves the Dean of Student Services, the Dean of Academic Services, or the Dean of Technical Services, the President of the College will investigate the complaint. The student will receive a written response to his or her complaint.
13. If the complaint involves the President, the Chancellor of Post-Secondary Education will investigate the complaint. The student will receive a written response to his or her complaint.
14. With regard to allegations of unlawful discrimination, retaliation against the student making the complaint or individuals participating in the investigation is prohibited and should be reported to the designated administrator or to the President.

### **Harassment**

Shelton State Community College is committed to an atmosphere of human dignity in which effective collegial relationships are based on mutual response. The College prohibits harassment based on race, color, religion, sex, age, national origin or ancestry, physical or mental disability, veteran status, genetic information and any other basis protected by federal, state, or local laws.

Examples of harassment include, but are not limited to:

- Verbal conduct such as threats, epithets, derogatory comments, jokes or slurs.
- Visual conduct such as derogatory or offensive pictures, posters, photographs, cartoons, drawings, objects or gestures and sending or displaying derogatory emails.
- Physical conduct such as assault, unwanted touching, or blocking normal movement.

In addition, unwelcome sexual advances, requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature may constitute sexual harassment or other sexual assault (See Sexual Misconduct Policy), and are violations of this policy.

Retaliation for reporting harassment or threatening to report harassment is also a violation of this policy, and the procedures set forth in this policy will be applied to claims of retaliation. Harassment violates a person's rights and can create an environment that is hostile, offensive, or intimidating. Due to the effect harassment can have on the campus environment, prompt and immediate action will be taken to rectify the situation.

### How to File a Harassment Complaint

The College's student complaint procedure provides for a prompt, thorough, and objective investigation of any claim of prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the student has not lost a job or other academic benefit.

1. If a student believes he or she has been harassed, or is aware of the harassment of other students, he or she should report, without fear of reprisal, the alleged conduct to his or her supervisor (if the behavior is related to a campus student job and the supervisor is not the individual accused of harassment or condoning harassment), or to the appropriate administrator listed in the Discrimination Policy, above, as soon as possible. The report should include as much detail as possible, such as the names of individuals involved, the names of any witnesses, direct quotations if language is relevant, descriptions of any conduct or gestures, and any documentary evidence (notes, pictures, cartoons, etc.) the student may have or is aware of.
2. All incidents of prohibited harassment will be investigated as soon as possible, but no later than ten (10) working days from the date of receipt of the complaint. If more time is needed, a notice will be issued in writing to the complainant. The College may take interim steps pending investigation, as appropriate. The College will conduct a thorough and objective investigation of the harassment allegations, regardless of whether such complaints are communicated verbally or in writing. The parties will have the opportunity to submit evidence and witnesses, and the investigation will be conducted by an impartial decision maker. The College will protect the confidentiality of students reporting suspected violations of this policy to the extent possible, consistent with its investigation.
3. The College will make a determination as soon as possible, but in any event no longer than ten (10) working days following the conclusion of the investigation, regarding the reported harassment, and communicate the determination in writing to the student who complained and to the accused harasser(s). The College will take appropriate action to remedy any harassment and to prevent any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including expulsion (if the accused harasser(s) is a student) or discharge (if the accused harasser(s) is a College employee) will be taken and communicated to the student who complained.
4. If a student is not satisfied with the College's resolution of his or her harassment complaint, the student may follow the appeal procedure set forth in *How to File a Discrimination or Academic Grievance* above.
5. If the behavior or harassment continues after the College has taken appropriate action to stop it, the student should report the continuing harassment as soon as possible to the appropriate administrator listed in the Discrimination Policy above.
6. Any student who makes a good faith complaint regarding alleged harassment will be protected from retaliation or student conduct charges related to the making of the complaint. Any student who is found to have made a false charge of harassment will be subject to referral to the Student Conduct System.

## 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 the 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

## ACADEMIC MISCONDUCT POLICY

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

### Definition

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: Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College;

- 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. It also includes using or attempting to use during any class assessment 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.
- Plagiarism: Representing the words, data, works, ideas, computer program or output, or anything not generated in an authorized fashion as one's own. Plagiarism can be intentional or unintentional. 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/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, 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).
- **Misrepresentation:** Falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, transcripts, and medical or military excuses.

### **Penalties and Due Process**

- Penalties for academic misconduct can range from a reprimand to expulsion from the College.
- Due Process for academic misconduct:
  - A course instructor (or any other person who has reasonable cause to believe a student has engaged in an act of academic misconduct) will report the matter to the appropriate dean (Academic Services or Technical Services). The instructor (or other person) will take no other action in the matter until a decision has been reached by the dean.
  - The dean 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 appropriate dean may refer the matter to the Dean of Student Services).
  - If the appropriate dean concludes there is a reasonable basis for believing an act of academic misconduct may have been committed, the dean 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 being notified of the possible academic misconduct.
  - Prior to arranging this conference, the dean will complete the following:

- Provide the student with a copy of the Academic Misconduct Policy; and
- 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
- Call the attention of the student to the following provisions of the Academic Misconduct Policy, which guide the academic misconduct conference or hearing:
  - The student is not required to make any statement at all regarding the matter under investigation.
  - The student may make a voluntary statement if the student chooses to do so.
  - The student has a right to present any evidence, supporting witnesses, and other information.
  - 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 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.
  - At the conference, the Dean of Academic Services may act alone or in conjunction with a standing committee or an ad hoc committee appointed by the Dean of Academic Services, but the appropriate dean will make the decision.
  - At the conclusion of the conference, one of three steps will be taken by the appropriate dean:
    - The matter will be immediately dismissed if in the judgment of the appropriate dean 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 appropriate dean; or
    - If the student makes a voluntary written admission that the student committed the alleged academic misconduct, a penalty will be imposed by the appropriate dean. In case of a voluntary written admission of academic misconduct, the appropriate dean 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
    - If the matter is not dismissed and the student does not make a written admission of academic misconduct, the appropriate dean will, within ten working days, decide if the student is guilty of academic misconduct, determine what penalty for academic misconduct will be imposed, and will notify the student by certified mail of the decision and the penalty to be imposed.

- The appropriate dean 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 appropriate dean's decision that academic misconduct has occurred, the appropriate dean will seek the advice of the course instructor (if a course instructor is involved) prior to assigning a penalty. The appropriate dean, however, is not obligated to follow the instructor's recommendation.
- 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 appropriate dean's decision to appeal that decision. No penalty will be imposed until
  - There is a failure to file a timely appeal, or
  - A decision on the appeal has been reached.
- The dean's decision may be appealed to the Office of the President. This appeal must be in writing and addressed to the President.
- The appeal to the President must be based on substantive grounds such as gross procedural errors, new evidence, or inconsistencies in the penalty assigned.
- 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.
- 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 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 instructional dean to make said appointment.
- 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 in the conference with the dean, including the right to be advised by whomever the student wishes.
- The findings of the appeal panel will be reviewed by the President of the College. The purpose of the review by the President is to ensure that proper policy and procedure have been followed. The President may order further proceedings in the case. The decision of the President in the matter is final and will conclude the process insofar as the College is concerned.
- 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.

## ACADEMIC POLICIES

### 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.

### Class Attendance Policy

- Students are expected to attend all classes for which they are registered. Instructors are encouraged to keep a record of attendance for each class meeting. Classes at the College are to be held as announced in the class schedule, and students are expected to attend on time and remain in class until dismissed.
- Students attending for less than 30 minutes or half the scheduled time for the class, whichever is greater, will be considered absent for that class meeting. Instructors are not required to give additional time to students who are tardy for tests or quizzes.
- Attendance the first day of class or at the orientation session for an eLearning class is essential; Instruction begins, the syllabus is distributed, room assignments are confirmed, attendance is recorded. Financial aid will be adversely affected by absence the first day of class.
- If a student is unable to attend at least 80 percent of class meetings, regardless of the reason or circumstance, it is recommended that the student withdraw from that class before excessive absences interfere with the student's ability to complete the course successfully. Withdrawal from class or removal from the registration database can affect eligibility for federal financial aid. For additional information, contact the Office of Financial Aid at 205.391.2218.
- The manner in which make up work, test(s), or assignment(s) will be given for excused absences shall be left solely to the discretion of the instructor. Possible acceptable, documented excused absences include representing the College in officially approved activities, military service, accidents, court appearances, illness of the student or illness of an immediate family member, or the death of an immediate family member. Work-related excuses, child-care issues, and/or travel will not excuse an absence. The student must submit appropriate documentation of extenuating circumstances to the instructor and make arrangements for any make-up work within one week of the last day covered by the excuse. It is the student's responsibility to make arrangements with the instructor to complete missed work. Any missed material will not be re-taught by the instructor.
- It is the responsibility of the student to keep a record of his/her absences. Attendance requirements in programs that lead to board licensure or certification may differ from this policy. Students should consult program policies and guidelines for details.

### Course Syllabus

College instructors are required to provide a syllabus to each student enrolled in their course. The syllabus establishes the instructor's expectations, policies, procedures, course content, course schedule, and other information defining 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.

### Grading System

Letter grades are assigned according to the following system for all courses for which students have registered.

A	Excellent	90 – 100
B	Good	80 – 89
C	Average	70 – 79
D	Poor	60 – 69
F	Failure	below 60
W	Withdrawal	
I	Incomplete	
AU	Audit	

### Grading Considerations

- Grade requirements may vary in specific courses or programs. For specific information, consult the course syllabus, the department page at [www.sheltonstate.edu](http://www.sheltonstate.edu), or contact the Office of the Dean of Academic Services at 205.391.3902.
- A grade of *W* is assigned to a student who officially withdraws from the College or from a course. Refer to the *Withdrawal Process* for additional information.
- A grade of *Incomplete* (I) is assigned only if the final exam (or some work or equivalent significance) is missed. The student must provide the instructor with documentation to support that the absence was due to extenuating circumstances. In the event an *Incomplete* is given, the instructor must submit to the division chair (or other designees) a written plan for the student to complete the work to establish the course grade. Unless extenuating circumstances exist, the grade must be established within one semester after the *Incomplete* was initially assigned. Once the grade is determined, the instructor will follow the official change of grade procedure. If no grade has been established prior to the end of the semester, the *Incomplete* will automatically be changed to *F*.
- Non-credit college activities such as COMPASS may appear on the student's schedule and/or unofficial transcript.

### Auditing a Course

A student may audit a course rather than enroll in it for credit. Standards of performance for each class will be defined by the individual instructor. A mark of *AU* is given to denote an audit. A student auditing classes must fulfill admission requirements in accordance with the College's catalog and meet all required course prerequisites. A student may change a course from CREDIT to AUDIT or from AUDIT to CREDIT only during the Drop/Add and Late Registration period of each semester by going to the Office of Enrollment Services.



### **Grade Points**

To obtain a numerical measure of the quality of a student's work, grade points are assigned to grades as indicated below:

- A — 4 grade points per hour
- B — 3 grade points per hour
- C — 2 grade points per hour
- D — 1 grade point per hour
- F — 0 grade points per hour

The grade point average (GPA) of a student is determined by multiplying the number of grade points for each grade received by the number of semester hours for that course; then the total number of grade points is divided by the total number of semester hours attempted, excluding courses with W and AU designations.

### **Grade Point Average Requirement**

The student must earn a 2.0 cumulative GPA in all courses attempted at the College. The calculation of the grade point average for graduation will not include grades earned in institutional credit courses. All grades in repeated courses will be averaged into the GPA; however, a course may be counted only once for purposes of meeting graduation requirements unless specifically noted in the College catalog that the course may be repeated for credit.

### **Satisfactory Academic Progress**

Students receiving federal financial assistance must maintain satisfactory academic progress (SAP) toward completion of a degree or certificate. A student's SAP is measured by their completion rate, cumulative GPA, and time frame. See the Financial Aid section of either the catalog or website for more information.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

Shelton State Community College is committed to the achievement of maximum human potential and, accordingly, fully supports and complies with THE AMERICANS WITH DISABILITIES ACT (ADA) and Section 504 of the Rehabilitation Act of 1973. 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) 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 policies and procedures are in place at the College to assist anyone with needs for accommodation and/or with general concerns covered by the ADA.

### **General Public/Institution Policies Regarding Students with Disabilities**

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

- All College contractors must comply with the ADA. The administrator for the contract also is responsible for obtaining and maintaining written assurances.
- Any community group utilizing campus facilities is encouraged to make reasonable accommodation needs known at the time the reservation is made.
- All applicants or potential applications for employment with questions regarding ADA compliance are encouraged to contact the Office of Human Resources.
- Questions or clarifications related to reasonable accommodations in the instructional environment should be directed to the ODS.
- ADA related unresolved issues/concerns should be reported to the Dean of Student Services, Dr. Fran Turner, 205.391.2663, [fturner@sheltonstate.edu](mailto:fturner@sheltonstate.edu). Dr. Turner's office is located in the Dean of Student Services suite on the third floor of the Martin Campus of Shelton State Community College.

### **General Policies for Students with Disabilities**

- Prospective students are encouraged to contact the Office of Enrollment Services if assistance is required in applying for admission to Shelton State Community College.
- It is the responsibility of the student to notify the Office of Disability Services (ODS) of his or her need for accommodation and to provide documentation of the disability, prior to enrollment. This documentation should address each specific requested accommodation and should be provided by a physician, a licensed professional, or a generally recognized specialist with appropriate experience and credentials.
- It is the student's responsibility to notify the ODS of their enrollment in their initial and successive semesters by bringing a copy of their schedule to the ODS.
- Unless otherwise indicated, documentation should be dated within three years of the enrollment date. Once this documentation is filed in the ODS, the student's instructors will be notified of the requested accommodation.
- All reports must be in narrative form, typed, and signed by the appropriate diagnosing professional and should include appropriate interpretation of information contained within the reports. Charts, clinic notes, test protocol sheets, handwritten summary sheets, and scores alone are not sufficient.
- Documentation must be submitted on the official letterhead of the professional(s) diagnosing the disability and must include titles and professional credentials of the evaluator(s) as well as the date(s) of assessment.
- A school plan, such as an IEP or 504 Accommodation Plan, is insufficient documentation.
- In general, documentation for ADA accommodations is NOT retroactive. All assignments and test scores received before documentation would apply.
- The final determination of eligibility for services rests with the College.
- A history of accommodations does not in itself warrant the provision of similar accommodations at Shelton State.
- 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.

### Criteria for Disability Documentation

Alabama Community College System institutions do NOT provide disability documentation for students. As indicated previously, it is the student's responsibility to request accommodations and to provide appropriate documentation to the Shelton State ODS. In the following examples, documentation must include, but is not limited to, the items listed.

- Attention Deficit Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD)
  - *Clinical Summary*, which must include an assessment of:
    - How the disabling condition(s) may be accommodated.
    - The substantial limitations to major life activities posed by the ADD/ADHD, and the extent to which these limitations impact the academic context for which accommodations are being requested.
    - Any recommendation for an accommodation should be based on objective evidence of a substantial limitation to learning, supported by specific test results and clinical observations. Reports should establish the rationale for any recommended accommodation using test data to document the need.
  - *Diagnostic Considerations*:
    - A clear and specific statement that the student is diagnosed with ADD/ADHD and the accompanying DSM-V-TR diagnostic code(s) are required.
    - Alternative diagnoses or explanations ruled out: The possibility of dual diagnoses and alternative or coexisting mood, behavioral, neurological and/or personality disorders that may confound or be the primary cause of attentional difficulties must be addressed and ruled out.
    - Diagnostic interview: The interview must contain self-report and third-party (i.e., other than the student) information pertaining to developmental history, family history of ADHD or other learning or psychological difficulties, relevant medical and medication history, a thorough academic history, and a review of prior psychoeducational test reports to determine whether a pattern of strengths or weaknesses is supportive of attention or learning problems.
    - Past and present impairment:
      - The condition must have been exhibited in childhood in more than one setting.
      - In addition to the individual's history, documentation of current difficulties must include the student's presenting attentional symptoms and evidence of current impulsive/hyperactive or inattentive behaviors significantly impairing functioning in two or more settings.
  - *Evaluator*:
    - Students requesting accommodations on the basis of ADD/ADHD must provide documentation by a professional who has undergone comprehensive training and has relevant experience in differential diagnosis of a full range of psychiatric disorders (licensed clinical psychologist, neuropsychologist, psychiatrist or another relevantly trained medical doctor), and who has expertise in evaluating the impact of ADD/ADHD on an individual's educational performance.

- Experience working with an adult population is essential.
- *Special Assessments:*
  - Data should include subtest and standard scores to support conclusions and should at least include the most recent versions of a comprehensive intelligence battery and a comprehensive achievement battery.
  - Note: Assessments such as checklists and rating scales are very important, but checklists, scales, or subtest scores should not be used as the sole criterion for a diagnosis of ADHD.
  - Neuropsychological or psychoeducational assessments are necessary to determine the current impact of the disorder on the individual's ability to function in an academic setting.
    - Aptitude/Cognitive Ability: An assessment of global intellectual functioning is required as measured by the latest version of one of the following acceptable instruments. Subtest and standard scores must be reported.
      - Acceptable Instruments for assessing Aptitude/Cognitive Ability:
        - Wechsler Adult Intelligence Scale III (or latest version) is the preferred instrument.
        - Woodcock-Johnson Psychoeducational Battery – Revised: Tests of Cognitive Ability
        - Stanford-Binet Intelligence Scale
      - Unacceptable Instruments for assessing Aptitude/Cognitive Ability:
        - The Kaufman Brief Intelligence Test (KBIT) is not a comprehensive measure and is therefore not suitable for documentation purposes at Shelton State.
        - Wechsler Intelligence Scale for Children (WISC) is not standardized for use with adults.
    - Academic Achievement: A comprehensive achievement battery with subtest and standard scores, indicating current level of functioning in the academic areas of reading, math, oral and written language, must be included, as measured by the latest version of one of the following achievement batteries:
      - Acceptable Instruments for assessing Academic Achievement:
        - The Woodcock-Johnson Psychoeducational Battery – Revised: Tests of Achievement
        - Wechsler Individual Achievement Test (WIAT)
        - Stanford Test of Academic Skills (TASK)
        - Scholastic Abilities Test for Adults (SATA)
        - Specific achievement tests such as the Test of Written Language – 3 (TOWL-3), Woodcock Reading Mastery Tests– Revised, or the Stanford Diagnostic Mathematics Test.
      - Unacceptable Instruments for assessing Academic Achievement
        - The Wide Range Achievement Test (WRAT)
        - Mini-Battery of Achievement (MBA)

- Note: These are not comprehensive measures of achievement and are therefore not suitable for documentation purposes at Shelton State.
    - *Medications*: Must indicate whether or not the student was evaluated while on medication, and whether or not the prescribed treatment produced a positive response. Medication alone cannot be used to support a diagnosis.
  - Autism Spectrum Disorders (including Asperger's)
    - *Clinical Summary*, which must include an assessment of:
      - How the disabling condition(s) may be accommodated.
      - The substantial limitations to major life activities posed by the ASD and the extent to which these limitations impact the academic context for which accommodations are being requested.
      - Any recommendation for an accommodation should be based on objective evidence of a substantial limitation to learning, supported by specific test results and clinical observations. Reports should establish the rationale for any accommodation that is recommended, using test data to document the need.
    - *Diagnostic Considerations*: Information must address the following:
      - A specific, current diagnosis as per the DSM-V-TR (including diagnostic codes) which indicates the nature, frequency and severity of the symptoms upon which the diagnosis was predicated. A diagnosis without an explicit listing of current symptoms is not sufficient.
      - Measures specific to ASD, which include:
        - Parent/Caregiver diagnostic interview assessing the 3 areas of difficulty associated with ASD, including social and interaction skills, verbal and nonverbal conversation skills, and obsessive interests and/or repetitive behaviors. The Autism Diagnostic Interview-Revised (ADI-R) is the preferred interview but unstructured diagnostic interviews covering these areas would be accepted.
        - Structured interaction and observation of the student's social and interaction skills, verbal and nonverbal conversation skills, and obsessive interests and/or repetitive behaviors. The Autism Diagnostic Observation Schedule (ADOS) is the preferred instrument but other structured observation of these skills would be accepted.
        - An ASD-specific behavioral/skill checklist, such as the Social Responsiveness Scale, Social Communication Questionnaire, Gilliam Autism Rating Scale, or Gilliam Asperger's Disorder Scale.
      - Diagnostic Interview: The interview must relate a description of the presenting problem(s); developmental, medical, psychosocial and employment histories; family history (including primary language of the home and the student's current level of English fluency); a discussion of comorbidity where indicated; and relevant information regarding the student's academic history.

- *Evaluator:* Students requesting accommodations on the basis of an Autism Spectrum Disorder (ASD) must provide documentation by a physician or other appropriate professional who has undergone comprehensive training and has relevant experience in differential diagnosis of a full range of psychiatric disorders. Professional must have expertise in evaluating the impact of an ASD on an individual's educational performance and must have experience working with individuals with an ASD.
- *Medication:*
  - Prescribed medication, dosages, schedules, and side effects which may influence the type of accommodations provided should be addressed.
  - Medication alone cannot be used to imply a diagnosis.
- *Special Assessments:*
  - Data should include subtest and standard scores to support conclusions, and should at least include the most recent versions of appropriate assessment instruments.
  - Note: Assessments such as checklists and rating scales are very important, but checklists, scales or subtest scores should not be used as the sole criterion for a diagnosis of an ASD.
  - Neuropsychological or Psychoeducational assessments are necessary to determine the current impact on the individual's ability to function in an academic setting.
    - **Aptitude/Cognitive Ability:** An assessment of global intellectual functioning is required as measured by the latest version of one of the following acceptable instruments. Subtest and standard scores must be reported
      - **Acceptable Instruments for assessing Aptitude/Cognitive Ability:**
        - Wechsler Adult Intelligence Scale III (or latest version) is the preferred instrument.
        - Woodcock-Johnson Psychoeducational Battery – Revised: Tests of Cognitive Ability. If using, the GIA must be reported.
        - Stanford-Binet Intelligence Scale
      - **Unacceptable Instruments for assessing Aptitude/Cognitive Ability:**
        - The Kaufman Brief Intelligence Test (KBIT) is not a comprehensive measure and is therefore not suitable for documentation purposes at Shelton State.
        - Wechsler Intelligence Scale for Children (WISC) is not standardized for use with adults.
    - **Academic Achievement:** A comprehensive achievement battery with subtest and standard scores, indicating current level of functioning in the academic areas of reading, math, oral and written language, must be included, as measured by the latest version of one of the following achievement batteries:
      - **Acceptable Instruments for assessing Academic Achievement**
        - The Woodcock-Johnson Psychoeducational Battery – Revised: Tests of Achievement
        - Wechsler Individual Achievement Test (WIAT)

- Specific achievement tests such as the Test of Written Language – 3 (TOWL-3), Woodcock Reading Mastery Tests– Revised, the Nelson-Denny Reading Tests, or the Stanford Diagnostic Mathematics Test.
    - Unacceptable Instruments for assessing Academic Achievement
      - The Wide Range Achievement Test (WRAT)
      - Mini-Battery of Achievement (MBA)
      - Note: These are not comprehensive measures of achievement and are therefore not suitable for documentation purposes at Shelton State.
  - Adaptive Behavior Assessments:
    - Assessment of current level of adaptive/daily living skills.
    - Comorbid Assessment
    - Assessment of symptoms of comorbid diagnoses, including symptoms of inattention, hyperactivity, anxiety, and depression.
- Hearing, Speech, or Visual Impairment
  - *Clinical Summary*, which must include an assessment of:
    - How the disabling condition(s) may be accommodated.
    - The substantial limitations to major life activities posed by the disability and the extent to which these limitations impact the academic context for which accommodations are being requested.
    - Any recommendation for an accommodation should be based on objective evidence of a substantial limitation to learning, supported by specific test results and clinical observations. Reports should establish the rationale for any accommodation that is recommended, using test data to document the need.
  - *Diagnostic Considerations*:
    - Description of symptoms related to the diagnosis that the student experiences.
    - Date of original diagnosis, if known, and last contact with the student.
  - *Medication*:
    - Information about any medication the student may be taking for the disabling condition that may affect the student’s ability to participate in an academic environment.
    - Medication cannot be used to imply a diagnosis.
  - *Required Timeline and Updates*:
    - Current letter/report (within one year), dated and signed.
    - Frequent updates may need to be provided depending on the nature of the academic adjustments requested.
- Information Processing
  - *Clinical Summary*, which must include an assessment of:
    - How the disabling condition(s) may be accommodated.

- The substantial limitations to major life activities posed by the disability and the extent to which these limitations impact the academic context for which accommodations are being requested.
    - Any recommendation for an accommodation should be based on objective evidence of a substantial limitation to learning, supported by specific test results and clinical observations. Reports should establish the rationale for any accommodation that is recommended, using test data to document the need.
  - *Diagnosis Considerations:* A clear and specific statement that the student is diagnosed with a learning disability and the accompanying DSM-V-TR diagnostic code(s) are required to determine eligibility for services.
  - *Special Assessments:* A comprehensive battery with subtest and standard scores designed to address the specific areas of short- and long-term memory, sequential memory, auditory and visual perception, processing speed, executive function, and motor ability. Information from the Woodcock-Johnson Tests of Cognitive Ability, the WAIS-III, or the Detroit Tests of Learning Aptitude – Adult (DTLA-A), as well as other instruments relevant to the presenting learning problem(s) may be used to address these areas.
- Learning Disability
  - *Clinical Summary*, which must include an assessment of:
    - How the disabling condition(s) may be accommodated.
    - The substantial limitations to major life activities posed by the learning disability and the extent to which these limitations impact the academic context for which accommodations are being requested.
    - Any recommendation for an accommodation should be based on objective evidence of a substantial limitation to learning, supported by specific test results and clinical observations. Reports should establish the rationale for any accommodation that is recommended, using test data to document the need.
  - *Diagnostic Considerations:* Must relate a description of the presenting problem(s); developmental, medical, psychosocial and employment histories; family history (including primary language of the home and the student’s current level of English fluency); a discussion of comorbidity where indicated; and relevant information regarding the student’s academic history.
  - *Evaluator:* Students requesting accommodation on the basis of a specific learning disability must provide documentation from a professional who has undergone comprehensive training and has relevant experience in differential diagnosis of a full range of cognitive and psychiatric disabilities and who has expertise in evaluating the impact of learning disabilities on an individual’s educational performance (licensed clinical psychologist, neuropsychologist, school psychologist, or psychometrist). Experience working with an adult population is essential.
  - *Special Assessments:*
    - Data should include subtest and standard scores to support conclusions, and should at least include the most recent versions of a comprehensive intelligence battery and a comprehensive achievement battery.



- Note: Assessments such as checklists and rating scales are very important, but checklists, scales, or subtest scores should not be used as the sole criterion for a diagnosis of ADHD.
- Neuropsychological or psychoeducational assessments are necessary to determine the current impact of the disorder on the individual's ability to function in an academic setting.
  - Aptitude/Cognitive Ability: An assessment of global intellectual functioning is required as measured by the latest version of one of the following acceptable instruments. Subtest and standard scores must be reported.
    - Acceptable Instruments for assessing Aptitude/Cognitive Ability:
      - Wechsler Adult Intelligence Scale III (or latest version) is the preferred instrument
      - Woodcock-Johnson Psychoeducational Battery – Revised: Tests of Cognitive Ability
      - Stanford-Binet Intelligence Scale
    - Unacceptable Instruments for assessing Aptitude/Cognitive Ability:
      - The Kaufman Brief Intelligence Test (KBIT) is not a comprehensive measure and is therefore not suitable for documentation purposes at Shelton State.
      - The Wechsler Intelligence Scale for Children (WISC) is not standardized for use with adults.
  - Academic Achievement: A comprehensive achievement battery with subtest and standard scores, indicating current level of functioning in the academic areas of reading, math, oral and written language, must be included, as measured by the latest version of one of the following achievement batteries:
    - Acceptable Instruments for assessing Academic Achievement:
      - The Woodcock-Johnson Psychoeducational Battery – Revised: Tests of Achievement
      - Wechsler Individual Achievement Test (WIAT)
      - Stanford Test of Academic Skills (TASK)
      - Scholastic Abilities Test for Adults (SATA)
      - Specific achievement tests such as the Test of Written Language – 3 (TOWL-3), Woodcock Reading Mastery Tests– Revised, or the Stanford Diagnostic Mathematics Test.
    - Unacceptable Instruments for assessing Academic Achievement:
      - The Wide Range Achievement Test (WRAT)
      - Mini-Battery of Achievement (MBA)
      - Note: These are not comprehensive measures of achievement and are, therefore, not suitable for documentation purposes at Shelton State.
- Physical Disability (Mobility, Systemic, or Chronic Illness)
  - *Clinical Summary*, which must include an assessment of the following:

- How the disabling condition(s) may be accommodated
    - Identification of the major life activity such as walking, learning, seeing, and hearing are affected by the student's disability. Information on how the disability presents a substantial limitation to this major life activity in the postsecondary setting must be included (how the student is limited functionally by the disability).
    - Any recommendation for an accommodation should be based on objective evidence of a substantial limitation to learning, supported by specific test results and clinical observations. Reports should establish the rationale for any accommodation that is recommended, using test data to document the need.
  - *Diagnostic Considerations:*
    - Description of symptoms related to the diagnosis that the student experiences
    - Date of original diagnosis, if known, and last contact with the student
  - *Medication:* Information about any medication the student may be taking for the disabling condition that may affect the student's ability to participate in an academic environment. Medication cannot be used to imply a diagnosis.
- Psychiatric
    - *Clinical Summary*, which must include an assessment of the following:
      - How the disabling condition(s) may be accommodated
      - The substantial limitations to major life activities posed by the psychiatric disability and the extent to which these limitations impact the academic context for which accommodations are being requested
      - Any recommendation for an accommodation should be based on objective evidence of a substantial limitation to learning, supported by specific test results and clinical observations. Using test data to document the need, reports should establish the rationale for any accommodation that is recommended.
    - *Diagnostic Considerations:* The report must address a specific, current psychiatric diagnosis as per the DSM-V-TR (including diagnostic codes) which indicates the nature, frequency, and severity of the symptoms upon which the diagnosis was predicated. A diagnosis without an explicit listing of current symptoms is not sufficient. Primary and secondary Axis I and Axis II diagnoses are required.
    - *Evaluator:* Students requesting accommodations on the basis of a psychiatric disability must provide documentation from a licensed clinical psychologist (Ph.D.), psychiatrist (M.D.), licensed clinical social worker, or licensed professional counselor.
    - *Medication:* Prescribed medication, dosages, schedules and side effects which may influence the type of accommodations provided should be addressed. Medication cannot be used to imply a diagnosis.
    - *Required Timeline and Updates:*
      - Because of the variable nature of psychiatric disabilities, students registering for the first time must submit documentation from an assessment conducted no more than six months prior to the date of registration with ODS.

- Frequent updates may need to be provided depending on the nature of the academic adjustments requested.
- Traumatic Brain Injury (TBI)
  - *Clinical Summary*, which must include an assessment of the following:
    - How the disabling condition(s) may be accommodated
    - The substantial limitations to major life activities posed by the TBI and the extent to which these limitations impact the academic context for which accommodations are being requested
    - Any recommendation for an accommodation should be based on objective evidence of a substantial limitation to learning, supported by specific test results and clinical observations. Using test data to document the need, reports should establish the rationale for any accommodation that is recommended, using test data to document the need.
  - *Diagnostic Considerations*:
    - Cognitive abilities, which is to include processing speed and memory
    - Educational achievement skills and limitations (reading comprehension, written language, spelling, and mathematical abilities)
    - Defined levels of functioning and limitations in all affected areas (communication, vision, hearing, mobility, psychological, seizures)
  - *Evaluator*: A comprehensive evaluation report provided by a rehabilitation counselor, speech-language pathologist, orthopedic specialist, and/or neuropsychologist (or other specialist as appropriate)
  - *Medication*: Prescribed medication, dosages, and schedules and side effects which may influence the type of accommodations provided, should be addressed.
  - *Required Timeline and Updates*:
    - A current letter/report (post-rehabilitation and within one year), dated and signed
    - Frequent updates may need to be provided depending on the nature of the academic adjustments requested and the nature of the TBI.

## CHILDREN ON CAMPUS POLICY

The College provides opportunities to provide supervised learning and enrichment activities and visits for minor children, including dependents of employees and students. We also recognize that such activities and visits require special care to ensure the safety and welfare of every child.

- All College activities with the express purpose of providing educational opportunities for children, such as dance programs, the theatre, summer enrichment programs, athletic camps, and other official events sponsored by the College, must provide for adequate supervision and safety of participating children.
- To ensure safety, minor children should always be under the appropriate control and supervision of an adult. Children must not be left unattended or unsupervised at any time.
- Children should not accompany students to class, tutoring sessions, etc.

## COLLEGE SAFETY AND SECURITY POLICY

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

### Campus Security

Shelton State has a security force assisting in providing for the safety of students and employees on all of the school's campuses. Although these people are employees of Shelton State, 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. Students, employees, and visitors needing assistance from the Office of Security should call 205.391.2377 on the Martin Campus or 205.391.2646 on the Fredd Campus. If students, employees, or visitors require emergency assistance, they should immediately dial 911.

### Hours of Operation

Hours of operation for the College are 7:30 a.m. to 6:00 p.m., Monday through Thursday and 8:00 a.m. to noon on Friday. College facility access and operating hours are subject to change. For specific times visit, [www.sheltonstate.edu](http://www.sheltonstate.edu).

### Crime Prevention

The College encourages all students, employees, and visitors to practice safety and awareness at all times. Students, employees, and visitors should report any and all incidents which may indicate potential danger. Report all emergencies by dialing 911. For non-emergency assistance, contact the Shelton State Community College Office of Security by calling 205.391.2377 on the Martin Campus or 205.391.2646 on the Fredd Campus.

### 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, 205.391.2217.

### Emergency Procedures

- Critical Points for All Emergencies
  - Report ALL emergencies by dialing 911 for immediate assistance. Martin Campus Security/205.391.2377 and Fredd Campus Security Office/205.391.2646.
  - Emergency phone boxes are located throughout both campuses and are in place to help contact Security Offices.
  - Emergency Special Assistance Rally Signage for Martin Campus locations:  
The 2nd floor west main hallway near Cosmetology

The 2nd floor west central main hallway near Atrium  
 The 2nd floor east main hallway near faculty suite exit  
 The 3rd floor signage is located on the west side of Atrium near the IT Suite.  
 Current Fredd Campus facilities are all single story buildings.

- Follow ALL directives given by college officials and emergency responders.
- Evacuate/shelter/lockdown as directed and remain AWAY from the area until directed to return by college officials or emergency responders.
- Identify any injured students/co-workers and assist those with special needs.
- Monitor CampusCast (<https://www.myschoolcast.com>) rapid alert notification system, the college website ([www.sheltonstate.edu](http://www.sheltonstate.edu)), and local media for updates.
- See <http://www.sheltonstate.edu/emergencypreparedness> for procedure and policy updates.
- Tornado Warning/Severe Weather
  - Immediately seek shelter in designated severe weather shelters to include interior areas on lowest level of building away from doors and windows.
  - Stay in designated shelter until warning expires and given further direction.
  - Never attempt to outrun a tornado or other severe weather.
  - Maintain personal belongings such as cell phone, purse, and backpack only when safely possible.
  - Monitor CampusCast Rapid Alert Notification System, the College website, and local media for important updates.
- Fire/Smoke
  - Evacuate building immediately when alarm is activated or there is evidence of a fire.
  - Close doors as exiting, and activate nearest fire alarm pull station.
  - Call 911 to report location of fire or smoke.
  - Maintain personal belongings such as cell phone, purse, and backpack only when safely possible.
  - Monitor CampusCast Rapid Alert Notification System, the College website, and local media for important updates.
- Shelter in Place and Lockdown
  - Immediately close and lock or barricade the door with furniture, chairs and desks. ALL DOORS DO NOT LOCK, SO MAKE BARRICADES WITH ANY MATERIALS AVAILABLE.
  - Stay away from exits, outside doors, windows, and dangerous heavy equipment.
  - Maintain personal belongings such as cell phone, purse, and backpack only when safely possible.
  - Follow all campus directives and do not attempt to leave the sheltered area until directed to do so by college officials, first responders, law enforcement officers, or you feel as though it is a last resort.
  - Monitor CampusCast Rapid Alert Notification System, the College website, and local media for important updates.
- Building/Campus/Area Evacuation
  - Remain calm and encourage others to do likewise.
  - Gather personal belongings only if safe to do so.
  - Immediately evacuate building using nearest safe exit/stairwell. DO NOT use elevators.
  - Meet outside of the building at designated rally points in parking lots of each respective campus or to an area specified by instructor and await further instructions.

- Assist persons with special needs when and where possible.
- Evacuate building immediately when alarm is activated or there is evidence of a fire.
- Close doors as exiting, and activate nearest fire alarm pull station.
- Call 911 to report location of fire/smoke/emergency.
- DO NOT enter campuses if notification is received en route until ALL CLEAR has been given.
- Monitor CampusCast Rapid Alert Notification System, the College website, and local media for important updates.
- Threatening Person
  - Do not confront the person unless your immediate safety is in question. Flee when safely possible.
  - When calling 911, provide as much information as possible to law enforcement officers, other first responders, and college personnel about the person and their direction of travel.
  - Do not block the person's access to an exit.
  - If you feel threatened, immediately close and lock or barricade the door with furniture, chairs and desks. ALL DOORS DO NOT LOCK, SO MAKE BARRICADES WITH ANY MATERIALS AVAILABLE.
  - Monitor CampusCast Rapid Alert Notification System, the College website, and local media for important updates.
- Active Shooter/Active Assault Scenarios and Lockdown (RUN .... HIDE .... FIGHT!)
  - If you hear gunfire or see a person with a gun, take immediate steps to protect yourself.
  - If possible, call 911 and provide as much information as possible about the shooter, including sex, race, clothing, type of weapon, accomplices, direction of travel, and if there are any wounded students or staff nearby.
  - If barricaded, turn all cell phones to vibrate or silent so as not to alert the shooter of your location. Leave phone "ON" if in conversation with emergency responders.
  - If the shooter is encountered, do not attempt to block the shooter's access to an exit.
  - Try to safely escape the area if at all possible. If unable to safely escape, immediately close and lock or barricade the door with furniture, chairs and desks. ALL DOORS DO NOT LOCK, SO USE BARRICADES.
  - Turn off lights. Hide behind heavy furnishings, stay away from windows and stay out of view.
  - If you are in an open area and cannot escape, find the best protected location to hide in safely.
  - If the gunman approaches you, your actions will depend solely on your judgment and capabilities, and there may be no "best strategy" for confronting the shooter.
  - If at all possible, any offensive measures taken against the shooter should be taken in unison with others in your immediate area.
  - If the shooter is attacked, COMMIT FULLY and use any available items such as books, backpacks, chairs or even a fire extinguisher to overtake the shooter.
  - If the shooter is overtaken and subdued, leave the area immediately with hands held high where oncoming law enforcement officers and other first responders can determine who you are while fleeing the area. NEVER assume that first responders know who you are just because the actual shooter is not in your area.

- Follow ALL directives given by law enforcement officers, first responders, and other College personnel.
- Monitor CampusCast Rapid Alert Notification System, the College website, and local media for important updates.
- Bomb Threat
  - Keep the caller on the line as long as possible and obtain any information conveyed including location of bomb, when it is set to explode, what type of explosive, and any personal information about the caller (name, sex, age, race) and background noises/call quality.
  - Immediately call 911 to report the incident. Follow up by calling the appropriate Campus Security Office and on-site local law enforcement officers.
  - Specifically follow directives from college officials and first responders regarding evacuation.
  - If directed to evacuate, assist those with special needs if and when possible.
  - Monitor CampusCast Rapid Alert Notification System, the College website, and local media.
- Additional Information
  - For training and additional information, contact Dr. Tommy Taylor, 205.391.2617 or [ttaylor@sheltonstate.edu](mailto:ttaylor@sheltonstate.edu).

### Emergency Notification Alerts

- Shelton State Community College utilizes a state-of-the-art emergency notification system called SchoolCast. This system allows you to receive instant notification should an emergency occur on our campus. You can receive alerts via email, text messaging, land-line, and/or cell phone. Standard charges for incoming calls and text messages apply (Please check with your provider if you have questions concerning those charges.)
- During the first two weeks of each semester, an email will be sent with your login information to the email account you have identified in your *myShelton*.
- It is essential your *myShelton* account reflect accurate contact information. Failure to log in and edit your contact preferences may prohibit you from receiving accurate and timely SchoolCast/CampusCast alert notifications.
  - To log into your SchoolCast Dashboard, please go to <https://www.myschoolcast.com>. The first time you visit SchoolCast, you will be asked to change your password. You may also change your username.
  - To add a new contact phone number, simply select the "Contact Type" that you are adding, type in the phone number, add an optional comment, and check if you want this number used in an emergency situation only. Once you have checked your information for accuracy, click the "Add" button. You can add as many numbers as you'd like such as home phone, cell phone, and parent's phone.
  - Once you have added all your information, your SchoolCast is complete! If any of your information changes, remember to log into your SchoolCast Dashboard and update your information.
  - If you have any questions or problems, please submit a Help Desk ticket. Select CampusCast Rapid Notification in the System drop down menu.

- To opt out of the system and no longer receive updates, please submit an email with name, cell number, and email address to Dr. Tommy Taylor, [ttaylor@sheltonstate.edu](mailto:ttaylor@sheltonstate.edu).

## COMPUTER RESOURCES USE POLICY

### 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 email, application and instructional software, network resources, local area networks (LANs), and telecommunication connectivity to external networks.

### 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.

### Responsible Use Requirements

- Guidelines for use of computer resources are established by the network supervisor and other designated administrative personnel of Shelton State Community College. Some guidelines are posted on the computers available in labs and other areas of the college accessible to students.
- Users of the College's Internet resources are expected to comply with the College's criteria for responsible usage.
- 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.
- The use of Internet resources should conform to any regulations, policies, and procedures established in the College's Student Handbook.
- 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.
- The use of Internet resources should comply with ethical and legal standards. The following would be considered unethical or illegal:
  - Using the Internet resources in a manner creating a hostile environment, which may include but is not limited to, harassing, threatening, stalking, libeling, or slandering other persons, or in any way damaging community relations.
  - Using the Internet resources in a manner violating the privacy of other users or persons;
  - Copyright infringement;
  - Using the Internet resources to knowingly upload, download, or view pornography; and



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

### **Sanctions**

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

- Alter the provisions of this policy as needed;
- Change the conditions of use of its Internet resources; and
- 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, and/or federal authorities.

### **Limitations of Liability**

- 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 cannot be held responsible for such material, for controlling access to it, or for protecting patrons from offensive material. The College disclaims any warranty for the accuracy, timeliness, authoritativeness, or usefulness of such materials and shall have no liability for any direct or indirect damages resulting from the use of Internet material. Access to, or use of, the Internet by minor children is solely the responsibility of the parent or legal guardian.
- Links to Internet Sites: The College, through its home page, provides links to helpful sites consistent with the mission and purpose of the college. However, because of the unregulated nature of the Internet, the College cannot monitor nor be responsible for the content or availability of the sites to which it links, nor for any subsequent links.
- 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.
- 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.
- Computer Viruses: Because the Internet is unregulated, viruses 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.

### **Additional Considerations**

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

- Responsible users should avoid actions or missions making 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 inflicting needless expense upon the College or others. Users should not do anything impairing the operation of computers, terminals, peripherals, or networks, nor should users do anything 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 email, 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. Email 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.

## **COPYRIGHT AND DUPLICATION OF COURSE MATERIALS POLICY**

- Shelton State recognizes and respects intellectual property ownership, including copyrights. Copyright infringement violates the reasonable expectations of the copyright owner to have exclusive control over the materials they create. Copyrights are property rights and are protected by federal statute. Copying or reproduction of materials without permission of the copyright owners, or distribution or republication of those materials without permission is copyright infringement. This includes the making and dissemination of copies by or on electronic media, as well as the more familiar method of copy machine reproduction. In particular, the posting of materials on the Internet or the transmission of documents by electronic mail is an infringing use of materials when it is done without permission.
- Shelton State expects its students to respect the rights of the College and of their instructors and other instructors or staff who use or permit the use of copyright protected materials for instruction. Textbooks and other commercial publications used as text or supplemental materials are copyright protected. It is copyright infringement to make or disseminate copies of such materials in whole or part without

permission. Most, if not all, other course materials such as course syllabi, course bibliographies or reading lists, lecture or other supplemental handouts, review notes or outlines, tests, and other instructional materials provided to students by their instructors are also copyright protected. The content of the materials does not belong to the student. The student enrolled in a course has only limited permission, a non-exclusive license, to use those materials, and that permission is limited to use strictly in conjunction with the student's participation in the course.

- No instructional materials may be reproduced or disseminated by students except for the exclusive use of students enrolled in the course in which such materials have been provided. In particular, course materials may not be posted on the Internet without express written permission. Violations are subject to civil penalties or criminal prosecution under the federal Copyright Act of 1976, as amended. In addition, students who violate this rule regarding copyright infringements are subject to college disciplinary actions. It is a condition of a student's enrollment in courses at Shelton State that he or she respects the copyrights of others.
- For more specific information view the Shelton State Library Copyright Policy at [https://www.sheltonstate.edu/libraries/copyright\\_information\\_for\\_faculty\\_students.aspx](https://www.sheltonstate.edu/libraries/copyright_information_for_faculty_students.aspx).

## **CRIMINAL BACKGROUND CHECK POLICY**

Shelton State is committed to providing a safe learning environment for all students and to supporting all federal and state regulations protecting individuals receiving services from Shelton State students. As part of this commitment, the College identifies all programs where criminal background checks are required by law or are required as a condition of the program's approval or accreditation. The College requires criminal history checks of students in these identified programs and will refuse admission to or continuation in these programs, when necessary, to meet such regulations or accreditation standards.

## **DRUG, ALCOHOL, SUBSTANCE ABUSE PREVENTION POLICY**

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 course required for all first-year students.

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.

## FREEDOM OF EXPRESSION POLICY

### Introduction

Shelton State believes an important aspect of educating our students is the opportunity to listen to speakers who represent a wide variety of opinions and beliefs regarding important public issues. The following policies govern the campus appearance of speakers. These policies are designed to support the educational function of Shelton State, guarantee protection of First Amendment rights to freedom of speech, and ensure that students and student-sponsored organizations and speakers are given priority in scheduling and use of Shelton State's campus. A speaker's appearance on campus does not imply an endorsement of his/her views by Shelton State, which includes its students, faculty, and/or staff.

### Definitions

- College Department: An official unit of Shelton State.
- Student Organization: A group officially recognized by and registered with the Office of Student Services in accordance with College policies and procedures.
- Sponsored Speakers: Those persons or organizations invited to speak on Shelton State's campus by a College department or student organization in accordance with the guidelines set forth below.
- Non-College Affiliated Speaker: Speakers who are members of the general public and those who are not acting on behalf of a College department or officially recognized and registered student organization.

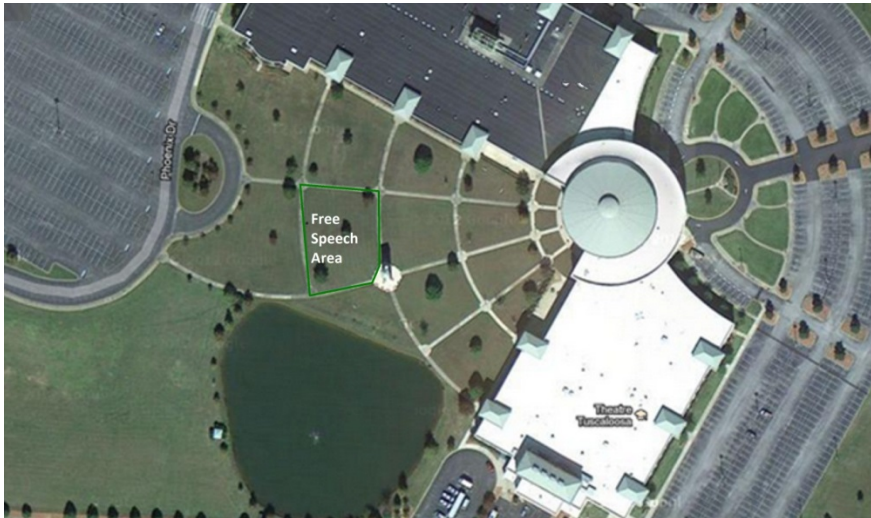
### Policy

- Sponsored Speakers: Any recognized student organization or College department may invite speakers to campus. A student organization or College department planning to invite a guest to speak at a regularly scheduled meeting must register the speaker with the Dean of Student Services as well as complete appropriate procedures associated with the College's Event Request process. The Dean of Student Services office must receive the *Free Speech Request Form* no later than forty-eight (48) hours prior to the date and time of the reservation. Please note that the College's *Event Request* process may require more than 48 hours. Intervening Saturdays, Sundays, and legal holidays are not included in the calculation of the 48-hour period.
- Non-College Affiliated Speakers: It is the policy of Shelton State to permit the limited use of facilities by the general community in a manner which does not compete with the ongoing programs of Shelton State. Speakers who are not sponsored by a student organization or College department may request permission to engage in speech activities on campus. The required *Free Speech Request Form* is available in the office of the Dean of Student Services and must be submitted no later than forty-eight (48) hours prior to the date and time of the reservation. Intervening Saturdays, Sundays, and legal holidays are not included in the calculation of the 48-hour period. This notice requirement is imposed in order to provide Shelton State's staff sufficient time to process the request, enter the event in the event database, and notify Shelton State's security personnel of the anticipated presence of a non-College-affiliated speaker on campus. Requests will be approved unless it is determined the speaker or speech will constitute or create a substantial likelihood of material interference with the normal orderly decisions and processes of

Shelton State or with the requirements of appropriate discipline. In the event such a determination is made and a request is denied, the applicant may request a hearing as described below.

- **Free Speech Area (FSA):** Shelton State shall assign all non-College-affiliated speakers to the FSA, which is indicated below, during the scheduled operating hours of the campus. The speech within the FSA must be conducted in such a manner that does not disrupt the educational environment or the safety of those on campus. Aggressive confrontation or impediment of vehicular or pedestrian traffic is prohibited. The use of sound amplification equipment is prohibited during regular school hours. Subject to the days and times of operation, Shelton State shall assign speakers for the date and time requested, unless another event has already been made for the FSA at that date and time. In the event the space is already reserved, Shelton State will assign the speaker to the FSA for an alternative date and/or time as indicated by the applicant. If a conflict still remains, the applicant will be asked to provide additional alternative dates and times. In addition, no group or individual may reserve the space for more than three (3) consecutive days at a time. If, at the end of a three-day event, the space has not been reserved by another group or individual, the same group or individual will be eligible to reserve the space again. Under no conditions will a non-campus, non-sponsored speaker be permitted to sell items or solicit funds on campus. Members of the same group or organization dealing with the same general topic will be considered one speaker for purposes of this policy.

**Location of Free Speech Area**



**Review and Due Process**

- A hearing may be called if it is determined that a speaker or speech will constitute or create a substantial likelihood of material interference with the normal orderly decisions and processes of Shelton State or with the requirements of appropriate discipline.
- A hearing committee, appointed by the Dean of Student Services, comprised of two faculty members, two students, and one Student Services administrator will convene to review the speaker’s application.
- If a request is denied, the organization or the speaker may appeal to the Dean of Student Services, whose decision will be final.

- A hearing will be called if a speaker or speech advocates a call to action for any of the following:
  - The overthrow of any government.
  - The willful damage or destruction of property.
  - The disruption of the Shelton State's regularly scheduled functions.
  - The physical harm, coercion, or intimidation of Shelton State's faculty, staff or students.
  - Other campus disorder of a violent nature.
- A speaker will be stopped and escorted off campus by Shelton State's security personnel if evidence of a call to action to accomplish any of the above becomes manifest during a speech.

### **Distribution of Materials**

Handbills, leaflets and similar materials available free of charge may be distributed by campus or sponsored speakers, so long as such distribution does not interfere with the orderly operation of Shelton State's affairs or the free flow of traffic and content is not inconsistent with policies associated with any accrediting or governing agency associated with Shelton State. Such materials may also be distributed in the FSA by non-campus, non-College-affiliated speakers who have reserved the FSA under the terms of this policy.

### **News Releases and Off-Campus Publicity**

Requests for news releases and off-campus publicity regarding upcoming events on campus must be submitted to the Office of College and Community Relations at least three weeks prior to the date of the event.

### **Poster & Flyer Registration**

- 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.
- 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.

### **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. Those wishing to utilize College

equipment or facilities are asked to utilize the *College's Events Planning Request* process. Students should contact their student organization's faculty/staff advisor to initiate the *Events Planning Request* process.

## GRADE APPEALS POLICY AND PROCEDURES

### General Policies Regarding Grade Appeals

- Appeals are accepted only when a student believes the instructor did not assign the grade correctly based on the syllabus guidelines.
- The student may appeal only the final grade in a class.
- Grades received during the term can be discussed with the instructor during scheduled student hours or at another appointment with the instructor but cannot be formally appealed during the term.
- Questions about grades should be handled informally if possible. If informal conversations between the instructor and student do not resolve an issue, a formal grade appeal can be filed.
- The burden of proof is on the student in a grade appeal.
- A student who receives a failing grade because he/she was unaware of the procedure for withdrawing from a course does not have the right to appeal the grade.

### Grade Appeal Steps

- Initiation:
  - To initiate a grade appeal, the student must prepare a written statement describing why he/she believes that the grading procedures outlined in the class syllabus were not appropriately followed, attaching all relevant evidence to the letter.
  - That letter must be submitted to the secretary to the Dean of Academic or Technical Services, as appropriate, within 14 calendar days of the beginning of the following term.
  - The secretary will log the appeal into the database and give a copy of the student's letter to the instructor.
- Instructor Response:
  - The instructor will prepare a written response within seven calendar days of the receipt of the grade appeal, submitting the response to the secretary.
  - The secretary will notify the student that the response from the instructor has been received via the College email system and/or the phone number supplied by the student at the time the appeal was filed.
  - The student may pick up a copy of the instructor's response from the secretary.
  - The division chair will be notified that an appeal has been filed.
- Chair Response:
  - If the student does not think the issue has been resolved, he/she must submit a written request for division chair review to the secretary within seven calendar days of notification by the secretary of the instructor's response.
  - The secretary will deliver copies of all documents to the division chair who will analyze the appeal and provide a written response to the secretary within seven calendar days.

- The secretary will again deliver that response to the student in the same manner indicated above.
- **Dean's Decision:**
  - If the student still believes there is a problem, he/she has seven more calendar days from notification of the chair's response to request, in writing, a review by the dean.
  - The student has the choice for appeal to be considered either by the dean or by a dean-appointed committee of three faculty members from outside the division of the course in question. The preference of the student should be included in the letter of appeal to the dean. If it is not included, the decision of whether to use a committee will be made by the dean.
  - The secretary will give a copy of all materials submitted by the student, instructor, or chair by the appropriate deadline to either the dean or to the appointed committee.
  - If chosen, the committee will review documents and make a recommendation to the dean.
  - The dean's written decision is final and cannot be appealed.

#### **Grade Appeal Decision: Subsequent Terms**

- If the grade being appealed was earned in a full term class during the fall, spring, or summer, the succeeding semester will be considered to be the spring, summer, or fall, respectively. If the grade being appealed is for a first split-term course, the succeeding semester will be considered to be the second split-term of that semester. If the grade being appealed is for a second split-term course, the succeeding semester will be considered to be the same as if it were a full-term course.
- If the grade appeal is in a course which is a prerequisite to a follow-up course for which the student is enrolled in the succeeding semester, the student will be allowed to enroll in the follow-up course if the student signs the following statement:
 

*I acknowledge I am being allowed to enroll in <name of follow-up course(s)> pending the outcome of my grade appeal for < appealed course>. I understand if my grade appeal for< appealed course> does not result in a change of grade that would qualify me to take <name of follow-up course(s)> I will be administratively withdrawn from the follow-up course(s) with full refund of tuition and fees. I acknowledge the return of any books and supplies associated with the follow-up course(s) is entirely my responsibility, and that if those books were paid through financial aid, I must return that aid money. I also acknowledge I am fully responsible for returning any financial aid refunds if withdrawal from courses results in a reduction in my aid amount.*
- If an unsuccessful grade appeal would result in the student being placed on academic suspension, the student will be allowed to enroll in the succeeding semester if the student signs the following statement:
 

*I acknowledge I am being allowed to enroll in <term> pending the outcome of my grade appeal for <name of course>. If the grade appeal does not result in a change of grade that would preclude suspension, I will be administratively withdrawn from the college with full refund of tuition and fees. I acknowledge the return of any books and supplies associated with the courses I was enrolled in for <term> is entirely my responsibility, and that if those books were paid through financial aid, I must return that aid money. I also acknowledge I am fully responsible for returning any financial aid refund associated with <term>.*



## **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.

## **LOST AND FOUND PROCEDURES**

Any items found should be turned into the Office of Security immediately. It is the policy of Shelton State to secure found property for no less than 60 days in order to give the owner of the property ample time to claim it. Since the College is not responsible for personal property, it is recommended that all personal items be locked in a car or secured when not in use. An identifying mark should be placed on all textbooks, note books, calculators, laptops, cell phones, and other equipment.

## **MEDICAL EMERGENCIES**

Please dial 911 and report all medical emergencies. If time permits, also contact the appropriate Campus Security Office, after dialing 911. A person suspected of being seriously ill or injured (broken bones, unconscious) should not be moved until emergency first responders arrive, unless the victim is in danger of further injury from the emergency situation or incident. Any costs associated with transporting students to the hospital, hospitalization, or treatment, is the responsibility of the student.

## **MEDITATION AND LACTATION ROOMS**

Shelton State provides space on both the Martin and the Fredd campuses for students seeking a location for prayer and meditation as well as for those seeking a private room for lactation. Those needing the room can

make reservations by sending an email to [events@sheltonstate.edu](mailto:events@sheltonstate.edu). It is best to make reservations on any given Monday for use during that week. The rules for use of the room include:

- No candles, incense, or open flame can be used in the room.
- The room cannot be used as a lounge, study room, a meeting room or for other purposes.
- No literature will be left behind in the room, or permanent, temporary markings or icons.
- The rooms cannot be used on a drop-in basis.
- Those reserving the room have full use of the room during the entire time scheduled, but are asked to be mindful of the needs of others.
- There is a clock on the wall and reserved times are posted inside and outside the room.
- No food or drinks are allowed in the room.
- Users of the room must pick up after themselves; the room must be left in the same condition as it was in prior to use.

## **OBLIGATIONS TO THE COLLEGE**

Until all obligations to the College are met, students may be barred from future registration, not be allowed to graduate, and/or be administratively withdrawn from class. The College is authorized to place holds on student records which include but are not limited to:

- Unpaid debt to the College,
- Failure to make good a returned check,
- Failure to make payment toward any financial aid overpayment,
- Failure to return material or pay fines for lost, damaged, or overdue material from College libraries or from any agency/institution with which Shelton State Community College has a written agreement,
- Ineligibility for aid for which student is registered; failure to complete files; failure to attend class,
- Failure to compensate for destruction of, or damage to, college property equipment or supplies.
- Failure to file required documents; enrolling under false pretenses,
- Failure to meet assessment requirement,
- Charge back of tuition and fees which were charged to a credit card,
- Address correction.

## **OFF-CAMPUS TRIPS POLICY**

The following policies are intended to provide for the safety of students, faculty, and/or staff who are traveling as representatives of Shelton State:

- Off-campus trips which involve students, faculty, and/or staff must be approved by the appropriate Dean.
- An official *Travel Request Form* 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 must sign a *Student Release Form* in order to participate in such trips.

- Each signed *Student Release Form* must be filed with the Office of the Dean of Student Services prior to the travel.

## **PARKING, TRAFFIC, AND CAMPUS ACCESS POLICY**

In order for Shelton State to provide students, employees, and visitors with a safe and secure environment, campus traffic, parking, and access regulations have been prepared for anyone operating vehicles on or accessing College property. It is the responsibility of all who access College property, including motor vehicle operators, to know and/or obtain copies of these regulations. For additional information concerning Shelton's traffic, parking, and access regulations, visit [www.sheltonstate.edu](http://www.sheltonstate.edu).

All ordinances of the city of Tuscaloosa, Alabama related to traffic, which are not in conflict with or inconsistent with these regulations, are made part thereof and are enforceable as provided herein.

## **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.

## **STUDENT CODE OF CONDUCT**

The Student Code of Conduct documents the standard of conduct by which students and organizations are expected to abide. Students and organizations will be aware of the 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 mission and the safety, health, and well-being of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by the College.

It is assumed that students enrolling in the College are mature, 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.

### **Application of Student Code of Conduct**

The Student Code of Conduct 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.

### **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:

- Academic dishonesty,
- Forgery, alteration, or misuse of College documents, records, or identification,
- Issuance of worthless checks made payable to the College,
- Failure to comply with the authority of college officials acting within the capacity and performance of their positions,
- Violation of written College rules, policies, and regulations,
- 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,
- Destruction, damage, or misuse of College, public, or private property. The student or organization is responsible for any damage done to College property,
- 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,
- Conviction of any misdemeanor or felony which adversely affects the educational environment of the College,
- 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,
- 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,
- Lewd, obscene, licentious, or indecent conduct or the verbal or written threat of such action against another person,
- Lewd, obscene, licentious, indecent, unsafe, or inappropriate dress; students must wear shoes/footwear at all times,
- Possession, while on College-owned or controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instrumentalities,
- Possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on College property or at a student or College-sponsored function,
- Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law,
- Theft, accessory to theft, and/or possession of stolen property,
- Filing a false report or knowingly making a false statement about or interfering with the investigation of any situation described in this conduct code or in the Student Handbook.
- Fighting, physical or verbal abuse, threats of violence, intimidation, and physical or mental harassment,

- Trespassing or unauthorized entry,
- Entering false alarms, tampering with fire extinguishers, alarms, or other equipment,
- Publishing, aiding in publishing, circulating or aiding in circulating anonymous publications or petitions,
- Disruptive devices such as tape players, radios, beepers, mobile 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,
- Violations of the Sexual Harassment Policy,
- Any form of gambling,
- 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 as 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 the student 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 regarding 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*, or a similarly functioning 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/her initial meeting with the Office of the Dean of Student Services. His/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:

- 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.
- The student is permitted to have counsel present at the hearing to advise him/her. The student may question at the hearing any witness who gives evidence against him/her. Attorneys are present in advising capacity only. The College appeal process will not be bound by Courtroom procedures.

- The student is permitted to hear the evidence presented against him/her and will be permitted the opportunity to present his/her own case, his/her version of the incident, and any exhibits, affidavits, or witnesses on his/her behalf.
- A full and complete record of the hearing will be made. Unless otherwise specified, a videotaped record will be used.
- The *Student Services Action Group* will provide a written decision to the student and the Dean of Student 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. A 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.

## STUDENT RECORDS POLICY

For Shelton State 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.

### Students' Access to Their Educational Records

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

- Financial aid information;
- 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;
- 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; and

- 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 Enrollment Services, 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 Enrollment Services. The College may delay up 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.

### **Challenge of the Contents of Education Records**

Students may challenge information in their educational records 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:

- The Office of the Dean of Student Services will appoint the hearing panel that will adjudicate such challenges.
- 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.
- 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.
- 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.
- 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.
- Should Shelton State Community College decide not to amend the record in accordance with the student's request, the Registrar must inform the student of the following:
  - 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.
  - 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.
  - This record, when disclosed to an authorized party, must include the statement held by the student.

### Disclosure of Education Record Information

Shelton State will obtain written consent from students before disclosing any personally identifiable information from their education records. Such written consent must specify the records to be released, state the purpose of the disclosure, identify the party or class of parties to whom disclosure may be made, and 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 Enrollment Services 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 will disclose information from a student's educational record only with the written consent of the student with the following exceptions:
  - 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 educational 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.
  - 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.
  - 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.
  - 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.
  - To organizations conducting certain studies for or on behalf of Shelton State.
  - To accrediting organizations to carry out their accrediting functions.
  - To appropriate parties in a health or safety emergency subject to a determination by the President or Dean.



- To personnel complying with a judicial order or lawfully issued subpoena, provided that the Office of Enrollment Services 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,
- 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 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 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.

#### **Annual Notification of FERPA Rights**

Shelton State will give annual notice to current students of their rights under the Act by publishing information in the college catalog.

#### **Facsimile Records (FAX)**

Shelton State 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.

#### **Computer Access to Records**

Shelton State 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 uses to determine legitimate educational interest and of their responsibility for assuring that access is not abused.

#### **Students' Rights after Ceasing Attendance or Graduation**

Students who have ceased attendance or have graduated from Shelton State have basically the same FERPA rights as students currently attending, including the right to inspect their education records, have a hearing to amend an education record, and have their educational record privacy protected by Shelton State. Former students do not have the right to request nondisclosure of Shelton State unless the request was made prior to or at the last opportunity as a student that no directory information be disclosed.

#### **Privacy Rights of Deceased Students**

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

**Student Mailing Lists/Solomon Amendment**

Shelton State, 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.

**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.

<b>Type of Record</b>	<b>Location</b>	<b>Custodian</b>
Admissions Records	Office of Enrollment Services Martin Campus Atrium, 1st Floor	Registrar
Cumulative Academic Records	Office of Enrollment Services Martin Campus Atrium, 1st Floor	Registrar
Financial Records	Business Office & Office of Financial Aid Martin Campus Atrium, 1st Floor	Business Services & Office of Financial Aid
Disciplinary Records	Office of the Dean of Student Services Martin Campus Atrium, 3rd Floor	Dean of Student Services

Occasional records (student educational records not included in the types above such as minutes of faculty committee meetings and copies of correspondence in offices not listed) 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.

**TOBACCO-FREE CAMPUS POLICY**

Shelton State 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.

**TRANSCRIPTS****Incoming Transcripts**

Transcripts from an applicant's high school and/or from all previous colleges/universities attended should be sent to Shelton State, 9500 Old Greensboro Road, Box 190, Tuscaloosa AL 35405. Some institutions charge a fee;

therefore, applicants having a transcript sent from another college or university should check the website of the institution.

### **Outgoing Transcripts**

Students may request that their Shelton State transcript be sent to another institution or to an employer. Transcript requests will be honored as quickly as possible on a first-come, first-served basis. Transcripts can be requested by logging onto your *myShelton* account and clicking on the student tab then choosing *Request Printed Transcript* and complete the requested information. Your transcript will be printed and mailed with the next batch. If you request one to be picked up, please check your *myShelton* account the next day to see if it has been printed. Please bring a photo ID for verification at the time of pick up.

If additional information is needed, or if you are having difficulties placing the order, please contact the Office of Enrollment Services at 205.391.2390.

## **VISITORS TO CAMPUS POLICY**

Visitors should be able to demonstrate a valid purpose for being on campus and are expected to abide by all policies of the institution. Only enrolled Shelton State students are permitted to attend classes. Shelton State students are responsible for the conduct of their guests.

## **WEAPONS POLICY**

### **Purpose**

Shelton State Community College seeks to maintain a welcoming, safe teaching and learning environment for students, employees, and visitors, and adopts this policy for possession of dangerous weapons and firearms on campus and at college-based events.

### **Definitions**

- "Campus" means all property owned, leased or controlled by Shelton State Community College and any affiliated foundation or health care entity, including buildings and outdoor premises, such as parking lots and other outdoor property.
- "Dangerous weapon" is defined to include the following:
  - Any device that shoots or delivers a bullet, BB, pellet, arrow, dart, flare, electrical charge, or other projectile, whether the device is loaded or unloaded, including those devices powered by CO2.
  - Any explosive device, including fireworks.
  - Any instruments/devices that are designed or may be used as a weapon to injure or threaten another individual, including non-culinary knives with a blade greater than four (4) inches.
  - A firearm, as defined herein, is not included in this definition of dangerous weapon.
- "Firearm" means a pistol, handgun, rifle, or shotgun and any ammunition.

### **Policy Statement, Application, and Enforcement**

Except as otherwise stated in this policy or as otherwise allowed by law, Shelton State Community College prohibits the possession, transportation, and use of firearms and other dangerous weapons inside any campus facility, structure or building. This policy applies to all persons on campus, including faculty, staff, students, contractors, and visitors. College students may not possess firearms at any time inside any of the buildings on campus, except as expressly authorized by the Shelton State Community College Security Department (SSCCSD).

Dangerous weapons are not allowed on campus at any time. Any dangerous weapons may be confiscated by local law enforcement.

Faculty and staff may not possess firearms on campus or while otherwise engaged in duties associated with their employment, except for a firearm properly maintained in a personal vehicle in a manner consistent with Alabama law.

Consistent with Alabama law, all persons (including concealed carry permittees) are strictly prohibited from possessing firearms (1) at facilities that provide inpatient or custodial care of patients with psychiatric, mental or emotional disorders; and (2) at locations where guards and other security features are employed, such as athletic events.

This policy will be published in staff, faculty, and student handbooks and supersedes any contrary provisions.

Persons on campus and in violation of College policy are trespassers and may be dealt with accordingly, including, but not limited to, being removed from campus and receiving a written directive to remain off campus. Contractors and vendors are expected to comply with policy and contract terms. Violations of Alabama law may be dealt with by appropriate law enforcement. Student violations may be addressed in accordance with the Code of Student Conduct as well as other applicable policies and may include sanctions, up to and including expulsion. Employee violations may be resolved in accordance with employer policies, up to and including termination.

### **Exceptions**

This policy does not prohibit use or possession of dangerous weapons or firearms by (1), Alabama Peace Officers Standards and Training Commission (APOSTC) certified law enforcement officers acting within the scope of their employment; (2) college employees who are Alabama Peace Officers Standards and Training Commission (APOSTC) certified, (3) private security, who with express prior permission of SSCSD, possess firearms or dangerous weapons while in the employ of the College or for a permitted event; and (3) members, coaches, and authorized staff of a recognized team or course who are acting within the scope of activities that SSCSD has pre-approved. This Policy also does not apply to law enforcement officers who are attending classes as students. If, however, the officers are not in uniform during class, they must keep their weapons concealed. Any other use or possession of dangerous weapons or firearms on campus must be authorized by SSCSD.

## **WITHDRAWAL POLICY**

Once classes begin for the respective term, students who wish to withdraw from a class or completely withdraw from school must officially withdraw on or before the date designated as the last day to withdraw for the semester. The last day to withdraw from any class is defined in the College's Academic Calendar and there will be NO withdrawals after this date. A student who withdraws prior to the published date will receive a grade of "W" regardless of the grade average at the time of the withdrawal, and the "W" will be recorded on the student's transcript. Students who remain in the class after the last day to withdraw will receive the grade earned for the class. No withdrawals will be taken over the telephone or by email. Failure to attend class does not constitute official withdrawal. Students are unable to completely withdraw from all classes online and are required to meet with an advisor/navigator prior to withdrawing completely from Shelton State. Students who wish to withdraw from some, but not all, classes in a given term are encouraged to meet with an advisor/ navigator. Students who are Pell recipients or receive veteran's benefits must speak with a representative from the Office of Financial Aid before withdrawing from classes. Grant awards can be reduced or cancelled if students do not complete classes successfully. Withdrawing from any course has the potential to impact current and future financial aid opportunities.

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