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# SHELTON STATE COMMUNITY COLLEGE

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# STUDENT HANDBOOK 2015-2016

## **Equal Opportunity in Education and Employment**

It is the official policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the Alabama Community College Board of Trustees, that no person will, on the grounds of race, color, disability, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment.

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# STUDENT SERVICES

## ADMISSIONS/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 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 accepted courses.
- 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.
- 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 in addition to meeting with their advisor. As an additional resource, students may work closely with 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.

- **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 *Registration Guide* and online.)
- While Shelton State has many resources available for helping students make informed decisions regarding course selection and 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; they are available on each student's personal *myShelton* account. It is the responsibility of the student to check grades at the end of each semester and to be aware of the consequences of 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 assisting 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 students. All textbooks and most supplies may be obtained in the bookstore, located in the Martin Campus atrium, and 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 may be returned within twenty-four hours in original condition with receipt.
- Textbooks containing software (diskettes, CDs, DVDs, etc.) may be returned if the software package has not been opened. Defects in software, when purchased with new books, must be reported within the refund period. Defects should initially be reported to the instructor due to the frequent errors 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 thirty 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 in the original, 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 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 to 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 needs and is a problem-solving process. Specific accommodations depend upon the nature and requirements of a particular course or activity as well as the skills and functional abilities of a particular student. Appropriate accommodations may include the following:
  - 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 students to make their needs known each semester in order to receive services.

- For questions, contact the Director of Specialized Student Services, Michele Minor, at 205.391.3958 or email [ods@sheltonstate.edu](mailto:ods@sheltonstate.edu). More information can be found on page 26.

## **FOOD SERVICE**

As a convenience for the students, Shelton State contracts with a food-service provider. Areas for students, 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 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 each semester. The College offers certificate programs that entailing thirty or more semester hours and short certificate programs including fewer than thirty semester hours. The Associate in Arts Degree and the Associate in Science Degree are designated for students planning to transfer to a college or university and to 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 College catalog. During the final semester of the program, students should complete an Application for Graduation and submit it to the Office of Enrollment Services. The Application for Graduation and information associated with the various graduation/commencement ceremonies and related events are 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; the College assumes no responsibility for any problems between landlords and students.

## **IDENTIFICATION CARD**



The College makes every effort to ensure that all individuals are on campus 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. The student ID card includes 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 \$25.00. 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 enrollment 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. At the time of registration, students are given a brochure explaining the insurance coverage.

## **INTERNATIONAL STUDENT SERVICES**

Shelton State Community College provides support for non-US citizens desiring to attend Shelton State on either an initial F-1 student visa or as a transfer student desiring 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 equipped to answer questions, provide information, and offer support. Additionally, students may receive assistance in completing 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 may also visit 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.

## **MENTAL HEALTH COUNSELING SERVICES**

As part of a pilot program with Druid City Hospital (DCH), students have access to a licensed counselor who will provide mental health counseling services. Students must schedule an appointment for a session on or off-campus by calling 205.759.7890. Walk-in appointments are not available. Students in need of emergency attention should call 911.

## **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-serve basis. SOAR employs navigators, specially trained advisors, who assist students placing 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 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, 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, 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, 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, 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 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, 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, and 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.
- 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.
- Men's Basketball: The men's basketball team competes in the ACCC with a full competitive season. Home games are played in the Umphrey Center on the Martin Campus. Scholarships are awarded on the basis of try-outs and/or a demonstrated ability to compete on the intercollegiate level. For more information, call 205.391.2918.

- Women's Basketball: The women's basketball team competes in the ACCC with a full competitive season. Home games are played in the Umphrey Center on the Martin Campus. Scholarships are awarded on the basis of try-outs and/or a demonstrated ability to compete on the intercollegiate level. For more information, call 205.391.2306.
- Cheerleading: Shelton State Community College cheerleaders perform at basketball games and other school functions. They also compete each January at the national college competition sponsored by the Universal Cheerleaders Association in Orlando. Members are chosen at try-outs which are held each spring. For more information, call 205.391.2342.

### **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 gray and white into uniforms and representations of the College, along with green and/or navy blue.

### **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; for the most current list, please go to [www.sheltonstate.edu/studentorg](http://www.sheltonstate.edu/studentorg).

- 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, 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. For more information, email [ambassadors@sheltonstate.edu](mailto:ambassadors@sheltonstate.edu).
- **Baptist Campus Ministries**: Shelton State offers opportunities for student organizations representing major faiths and denominations to provide ministry to the College community. Currently, the only active organization is Baptist Campus Ministries (BCM), 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. 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, contact campus minister Kim Andrews by email at [kimandrews@bama.ua.edu](mailto:kimandrews@bama.ua.edu).
- **Campus Veteran’s Association**: The purpose of the Campus Veteran’s Association is to provide veterans, dependents, and spouses of veterans attending Shelton State Community College with the opportunity to serve in a leadership capacity while helping new members navigate available options for institutional support. The Association strives to meet this objective through scheduled meetings, advocacy, social and recreational activities, and a military-friendly campus. For more information, contact Eric Prewitt at [eric.prewitt@sheltonstate.edu](mailto:eric.prewitt@sheltonstate.edu) or 205.391.3977.
- **Circle K**: The Circle K International (CKI) Club of Shelton State is associated with the Kiwanis Club International. CKI blends community service and leadership training with the opportunity to develop friendship with other college students. Membership is open to all students of Shelton State. To join the Circle K International (CKI) Club of Shelton State, contact faculty sponsor, Mike Aaron, at [maaron@sheltonstate.edu](mailto:maaron@sheltonstate.edu) or 205.391.2345.
- **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, an intellectual climate for the exchange of ideas and ideals, lively fellowship for scholars, and 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. Applications may be found online through ARC or outside of room 2663 in the Faculty Office Suite 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, 205.391.2452.
- 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) and 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. The Association 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), and offers 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, 205.391.2452.
- Shelton State Association of Respiratory Care Students: The Shelton State Community College Association of Respiratory Care Students (SSARCS) is open to students 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 interest in 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. The Association promotes public awareness of the respiratory care profession, and its members participate in community health promotions, educational activities, and serve the College and West Alabama community. Members are encouraged to participate in the professional Respiratory Care Association after graduation. Interested students should contact the Respiratory Therapy Program Director at 205.391.2629.
- Shelton State Math Team: Every semester the math faculty organizes a group of volunteer students to participate in a math competition. The Math Team attends one competition per academic year, and the competitions are composed of two parts: a team competition and an individual completion. The team competition focuses on problem-solving while the individual competition is typically a written test focused

on calculus. The cost is free for participants, and practice occurs throughout the semester. For more information, contact faculty sponsor, Sam Evers, at [severs@sheltonstate.edu](mailto:severs@sheltonstate.edu).

- Shelton State Student Leadership Council: The Shelton State Community College Student Leadership Council (SLC) is comprised of representatives from the active student organizations and other College-sponsored student groups. The purpose of the SLC is to serve as a voice for the greater student population. Interested students should contact the Director of Student Support at 205.391.2273 or [studentsupport@sheltonstate.edu](mailto:studentsupport@sheltonstate.edu).

Membership in student organizations can help students maximize their College experience by developing relationships with other students, faculty, and staff, and by complementing classroom learning. For information about forming a new student organization, joining an existing student organization, or student organization policies and procedures, view [www.sheltonstate.edu/studentorg](http://www.sheltonstate.edu/studentorg) or the *Shelton State Community College Student Organizations Handbook*.

## **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 Community College Board of Trustees. 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 change, 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 violating 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, acts of violence, or the inciting of violence or disruptive behavior.

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

- Allegations of sex discrimination or harassment should be reported to the Dean of Student Services, Dr. Tom Huebner, 205.391.2217 or [thuebner@sheltonstate.edu](mailto:thuebner@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 Dean of Student Services, Dr. Tom Huebner, 205.391.2217 or [thuebner@sheltonstate.edu](mailto:thuebner@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 Dean of Student Services, Dr. Tom Huebner, 205.391.2217 or [thuebner@sheltonstate.edu](mailto:thuebner@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 Dean of Student Services, Dr. Tom Huebner, 205.391.2217 or [thuebner@sheltonstate.edu](mailto:thuebner@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 or send an email to the student’s preferred email account indicating receipt of the grievance.
2. The College will initiate an investigation within seven (7) business 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 the right to end the discussion at any time.
5. It is recommended, but not required, that the complaint be made in writing, describing the particulars of the allegations in detail, and 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 to the preferred email accounts concerning the resolution of the complaint. This will occur no later than thirty (30) business 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 to the preferred email accounts.
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 seven (7) business days from the date of the response 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 seven (7) business days from receipt unless additional time is required, in which case, the student will receive notification to his or her preferred email account 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 or the Dean of Instruction and Workforce Development, the President of the College will investigate the complaint. The College will notify the student by email to the student’s preferred email account regarding the student’s 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 or an email to his or her preferred email account regarding 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 Policies**

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 the following:

- Verbal conduct, such as threats, epithets, derogatory comments, jokes, or slurs;
- Visual conduct, such as derogatory or offensive pictures, posters, photographs, cartoons, drawings, objects, gestures, or sending or displaying derogatory emails; and
- 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, no later than seven (7) business 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 within seven (7) business days following the conclusion of the investigation, regarding the reported harassment, and communicate the determination to the student who complained and to the accused harasser(s) in a written response to the preferred email addresses. 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 in a written response to the preferred email address.
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**

- A safe and secure environment free from discrimination and harassment
- Teaching and learning conducted in accordance with the mission of the institution and in compliance with policies, procedures, guidelines, etc., of the Alabama Community College Board of Trustees, Commission on Colleges of the Southern Association and Colleges and Schools, state and federal law
- Due process when accused of violating any of the rules and regulations by which the College operates
- Academic freedom (freedom of expression)
- Making suggestions and recommendations for the improvement of the institution

### **Student Responsibilities**

- Abide by state and federal law
- Abide by the policies and procedures of the institution
- 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, 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:** Plagiarism involves 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.
  - A student is guilty of plagiarism when submitted work borrows ideas, organization, wording, or related information from an alternate source without proper acknowledgement. This includes reproduction of another's work in any format.
  - A student is guilty of plagiarism when employing or allowing another individual to write, alter, or revise submitted work. Assignments may be discussed with instructors, tutors, or fellow students, but submitted work should be done only by the student.
  - A student is guilty of plagiarism when submitted work includes simple changes to another's work while leaving organization, content, and phraseology intact. A student utilizing research or outside sources of information must carefully acknowledge what, where, and how the sources of information are included. If utilizing the work of another individual, the student must use quotation marks around the designated passage and appropriately indicate its origin.
- **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.

- I. 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 associate 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 associate dean.
- II. The associate 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 appropriate associate dean concludes there is a reasonable basis for believing an act of academic misconduct may have been committed, the associate dean will arrange a conference with the student. This conference will take place within seven (7) business days or as soon thereafter as may be practical of the associate dean being notified of the possible academic misconduct.
- III. Prior to arranging this conference, the associate dean will complete the following:
  - A. Provide the student with a copy of the Academic Misconduct Policy; and
  - B. Provide the student with notice in writing that an issue of possible academic misconduct involving the student exists. Such notice is to contain a description of the academic misconduct which the student has been alleged to have committed; and
  - C. Call the attention of the student to the following provisions of the Academic Misconduct Policy, which guides the academic misconduct conference or hearing:
    1. The student is not required to make any statement at all regarding the matter under investigation.
    2. The student may make a voluntary statement if the student chooses to do so.
    3. The student has a right to present any evidence, supporting witnesses, and other information.
    4. 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, the student must notify the associate dean of that fact at least five (5) business days in advance of the conference or hearing, so College legal counsel may also be present at the conference or hearing.
    5. At the conference, the associate dean may act alone or in conjunction with a standing committee or an ad hoc committee appointed by the associate dean, but the appropriate associate dean will make the decision.
- IV. At the conclusion of the conference, one of three steps will be taken by the appropriate associate dean:
  - A. The matter will be immediately dismissed if in the judgment of the appropriate associate dean the evidence presented is not convincing proof that the student engaged in an act of academic misconduct. Within seven (7) business days, the student will be given notice by email to the student's preferred email account that the matter has been dismissed, and no further action will be taken; or

- B. If the student makes a voluntary written admission that the student committed the alleged academic misconduct, a penalty will be imposed by the appropriate associate dean. In case of a voluntary written admission of academic misconduct, the appropriate associate dean will be able to impose the full range of penalties as described in the Penalties and Due Process section above. The student will be given notice of the penalty to be imposed by email to the student's preferred email account within seven (7) business days after the conclusion of the conference; or
  - C. If the matter is not dismissed and the student does not make a written admission of academic misconduct, the appropriate associate dean will within seven (7) business 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 email to the student's preferred email account of the decision and the penalty to be imposed. The appropriate associate dean will have the right to impose the full range of penalties as described in the Penalties and Due Process section above.
  - D. Following the decision of the appropriate associate dean, the student will also be notified in the same email that the student has seven (7) business days from the date of the email that the student has the right to appeal the associate dean's 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.
- V. The associate dean's decision may be appealed to the Dean of Instruction and Workforce Development. This appeal must be in writing and addressed to the Dean of Instruction and Workforce Development.
- A. If the Dean of Instruction and Workforce Development 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 seven (7) business days or as soon thereafter as may be practical of the Dean being notified of the possible academic misconduct.
  - B. If the student is to be advised by legal counsel at the conference, the student must notify the associate dean of that fact at least five (5) business days in advance of the conference or hearing, so College legal counsel may also be present at the conference or hearing.
- VI. At the conclusion of the conference:
- A. The matter will be immediately dismissed, if in the judgment of the Dean of Instruction and Workforce Development, the evidence presented is not convincing proof that the student engaged in an act of academic misconduct. The student will be informed by email to the student's preferred email account that the matter has been dismissed, and no further action will be taken; or
  - B. If the student makes a voluntary written admission that the student committed the alleged academic misconduct, a penalty will be imposed by the Dean of Instruction and Workforce Development. In case of a voluntary written admission of academic misconduct, the Dean will be able to impose the full range of penalties as described in the Penalties and Due Process section. The student will be given notice of the penalty to be imposed by email to the student's preferred email account within seven (7) business days after the conclusion of the conference; or

- C. If the matter is not dismissed and the student does not make a written admission of academic misconduct, the Dean will within seven (7) business 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 email to the student's preferred email account of the decision and the penalty to be imposed.
- VII. The decision of the Dean of Instruction and Workforce Development may be appealed to the Office of the President. This appeal must be in writing and addressed to the President.
  - VIII. The appeal to the President must be based on substantive grounds such as gross procedural errors, new evidence, or inconsistencies in the penalty assigned.
  - IX. 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. At the conclusion of the conference, one of two steps will be taken.
    - A. 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 by email to the student's preferred email account that the appeal has been denied and will give the student an explanation for that action.
    - B. 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 seven (7) business days of the receipt of the appeal in the Office of the President. The panel will consist of a person designated by the President, a person designated by the Office of the Dean of Student Services, and a member of the faculty designated by the Curriculum Action Group. The faculty member must come from the instructional division in which the academic misconduct occurred. The Dean of Instruction and Workforce Development shall not be a member of this appeal panel.
      - 1. 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. If the student is to be advised by legal counsel at the hearing, the student must notify the panel of that fact at least five (5) business days in advance of the hearing so that the College legal counsel may also be present at the conference or hearing.
      - 2. 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.
      - 3. The President will notify the student by email to the student's preferred email account of the final decision in the case.

## **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 thirty 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, and 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 Enrollment Services at 205.391.2214.
- 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 absences. Attendance requirements in programs leading 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 Instruction and Workforce Development at 205.391.2283.
- 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 an *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; the total number of grade points is then 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. The College endeavors 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 Director of Specialized Student Services, Michele Minor, at 205.391.3958 or email the Office of Disability Services (ODS) at ODS@sheltonstate.edu for specific information. The Specialized Student Services Office is located across from The SOAR Institute on the second floor of the Martin Campus, 9500 Old Greensboro Rd., Tuscaloosa, AL 35405. The College strives 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. Tom Huebner at 205.391.2217 or [thuebner@sheltonstate.edu](mailto:thuebner@sheltonstate.edu). Dr. Huebner's office is located in the Dean of Student Services suite on the third floor of the Martin Campus of Shelton State Community College, 9500 Old Greensboro Rd., Tuscaloosa, AL 35405.

### **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 need for accommodation and to provide, prior to enrollment, documentation of the disability. 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 enrollment in 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 the following:
    - 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-5-TR diagnostic code(s) is 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 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.
  - 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.
    - *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 the following:
      - 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, and 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*: Information must address the following:
      - A specific, current diagnosis as per the DSM-5-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. The 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 this instrument, 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.
        - 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
    - The 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 the following:
    - 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. Using test data to document the need, reports should establish the rationale for any accommodation that is recommended.
  - *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 the following:



- 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. Using test data to document the need, reports should establish the rationale for any accommodation that is recommended.
- *Diagnosis Considerations:* A clear and specific statement that the student is diagnosed with a learning disability and the accompanying DSM-5-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 the following:
    - 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. Using test data to document the need, reports should establish the rationale for any accommodation that is recommended.
  - *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:
      - The Wechsler Adult Intelligence Scale III or latest version is the preferred instrument.
      - The Woodcock-Johnson Psychoeducational Battery – Revised: Tests of Cognitive Ability
      - The 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
      - The Wechsler Individual Achievement Test (WIAT)
      - The Stanford Test of Academic Skills (TASK)
      - The 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. Using test data to document the need, reports should establish the rationale for any accommodation that is recommended.
  - *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-5-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.
  - *Diagnostic Considerations*:
    - Cognitive abilities, which are 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, 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.

## **ADAPTIVE EQUIPMENT AND TECHNOLOGY POLICY**

Shelton State Community College provides adaptive technology or equipment as needed. Students should arrange this service in the Office of Disability Services. When a student meets the criteria for receiving accommodations, reasonable and available assistive measures are then discussed and arranged for the student to use. Some equipment is reserved through a check out process, but some types of equipment can be scheduled for use and delivery depending on the situation and class. Screen readers and enlarged computer monitors are available in all classrooms containing computers. Additional equipment can be placed in locations needed for access. In the event equipment is damaged or not returned, a hold will be placed on the student's account until financial restitution has been made.

## **CHARITABLE ORGANIZATIONS POLICY**

Shelton State Community College supports the promotion of charitable organizations serving the citizens of West Alabama. However, given the numerous charitable organizations currently existing, the College is unable to

dedicate resources to assist fundraising or recognition campaigns for all requests. Therefore, the President of Shelton State Community College will determine which non-profit organization(s) the College will assist. Promotion will include allowing representatives from the non-profit(s) to make a presentation and distribute information soliciting support. The President will approve all presentation formats. The President may temporarily designate staff to assist with internal management on behalf of Shelton State employees. However, the College cannot allocate financial expenditures for supporting charitable organizations. The organization(s) not chosen may be promoted for a limited amount of time within the College on designated display boards available to the public.

## **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. The College also recognizes 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 the 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, or the library.

## **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 5:30 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 Auxiliary Services, Dr. Tommy Taylor, 205.391.2617, [ttaylor@sheltonstate.edu](mailto:ttaylor@sheltonstate.edu).

## 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 when safe to do so.
  - Monitor CampusCast (<http://www.myCampusCast.net>) 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 the lowest level of the building away from doors and windows.
  - Stay in the designated shelter until the 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, 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, or law enforcement officers. Leave the area only as 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 if safe to do so.
  - Immediately evacuate building using nearest safe exit or stairwell. DO NOT use elevators.
  - Meet outside the building at designated rally points in parking lots of each respective campus or to an area specified by the instructor and await further instructions.
  - When and where possible, assist persons with special needs.
  - Evacuate the 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.
- If possible, try to safely escape the area. If unable to safely escape, immediately close and lock or barricade the door with furniture, chairs, and desks. ALL DOORS DO NOT LOCK; MAKE BARRICADES WITH ANY MATERIALS AVAILABLE.
- 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, move to the best protected location. 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 possible, 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.
- If the shooter is overtaken and subdued, leave the area immediately with hands held high so 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 has been used, any personal information about the caller (name, sex, age, race), and background noises/call quality.
  - Immediately call 911 to report the incident. Make a follow-up to the appropriate Campus Security Office and on-site local law enforcement officers.
  - Specifically follow evacuation directives from College officials and first responders.
  - 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 for important updates.
- Additional Information

For training and additional information, contact Dr. Tommy Taylor, 205.391.2616 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 CampusCast. This system allows you to receive instant notification should an emergency occur on campus. You can receive alerts via email, text messaging, land-line, and/or cell phone. Standard charges for incoming calls and text messages apply.
- During the first two weeks of each semester, an email will be sent with your login information to the email account 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 accurate and timely CampusCast alert notifications.
  - To login to your CampusCast Dashboard, please go to <https://www.mycampuscast.net>. The first time you visit CampusCast, you will be asked to change your password. You may also change your username.
  - To add a new contact phone number, select Contact Type, type in the phone number, add an optional comment, and check if this number is to be used in an emergency situation only. Once you check your information for accuracy, click the "Add" button. You may add as many numbers as necessary.
  - Once you add your information, your CampusCast is complete. If any of your information changes, remember to login to your CampusCast Dashboard and update your information.
  - If you have 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 any commercial venture.

### **Sanctions**

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

- 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 or use of the Internet by minor children is solely the responsibility of the parent or legal guardian.

- Links to Internet Sites: Through its homepage, the College 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 monetary 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 payable to another because of injury caused by criminal conduct.
- Responsible users should avoid actions inflicting needless expense upon the College or others. Users should not impair 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 destroying, endangering, or diverting 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 offensive messages 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%20information%20for%20faculty%20students.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, AND 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 staff.

### **Definitions**

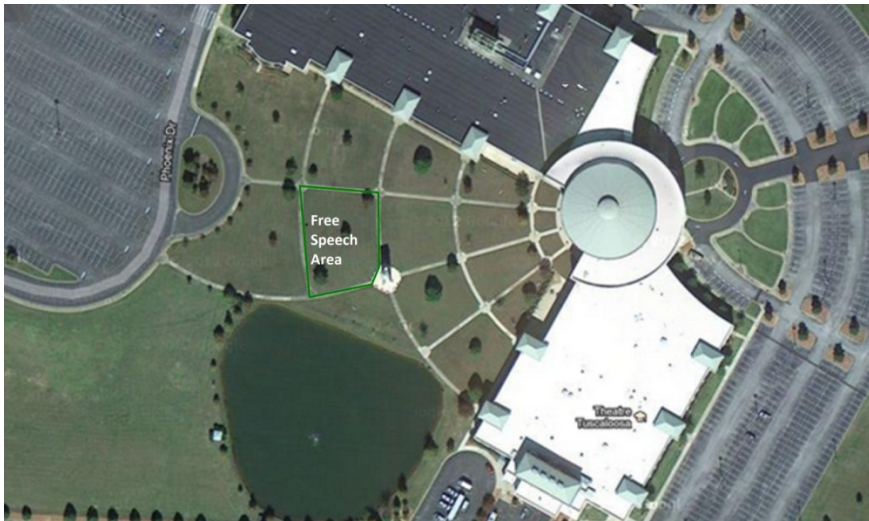
- College Department: An official unit of Shelton State
- Student Organization: A group officially recognized by and registered with the Office of Student Services in accordance with College policies and procedures
- Sponsored Speakers: Those persons or organizations invited to speak on Shelton State's 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; 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 review.
- Free Speech Area (FSA): Shelton State shall assign all non-College-affiliated speakers to the FSA during the scheduled operating hours of the campus. Speech within the FSA must be conducted in 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 Shelton State's regularly scheduled functions,
  - The physical harm, coercion, or intimidation of Shelton State's faculty, staff, or students, or
  - 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, as long as distribution does not interfere with the orderly operation of Shelton State's affairs or the free flow of traffic, and if 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 Media and Communication.

### **Poster and Flyer Registration**

- All posters and flyers relating to students must be approved by the Office of the Dean of Student Services. All displayed posters must bear a stamp indicating approval. Unregistered posters, signs, and announcements are subject to removal.
- The College reserves the right to refuse to register any poster, flyer, or sign which is deemed inappropriate for public display.
- Event posters and flyers 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.
- Posters and flyers should be displayed only on designated bulletin boards. No bulletins or posters will be placed on doors, glass, ceil-tex, or painted surfaces.
- Under no circumstances may materials be distributed on vehicle windshields.

### **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 event planning request process. Students should contact their student organization's faculty/staff advisor to initiate the event 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 syllabus guidelines.
- The student may appeal only the final grade in a class.
- Grades received during the term may be discussed with the instructor during scheduled student hours or at another appointment with the instructor but may not 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 may 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 the grading procedures outlined in the class syllabus were not appropriately followed; attach all relevant evidence to the letter.
  - The letter must be submitted to the appropriate associate dean (academic or technical services) within seven (7) business days of the beginning of the following term. If the grade being appealed was earned in a full-term class during the fall, spring, or summer, the following term will be considered to be the spring, summer, or fall semester respectively. If the grade being appealed is for a second split-term course, the succeeding semester will be considered to be the same as a full-term course.
  - The associate dean 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 (7) business days of the receipt of the grade appeal, submitting the response to the associate dean.
  - The associate dean will notify the student that the response from the instructor has been received via the College email system.
  - The student's copy of the instructor's response will be emailed to the student's preferred email account.
  - The division chair will be notified by the associate dean 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 associate dean within seven (7) business days of notification by the associate dean of the instructor's response.
  - The associate dean will deliver copies of all documents to the division chair who will analyze the appeal and provide a written response to the associate dean within seven (7) business days.
  - The student's copy of the division chair's response will be emailed to the student's preferred email account.
- Associate Dean's Decision:
  - If the student still believes there is a problem, he/she must submit a written request for an associate dean review to the appropriate associate dean within seven (7) business days of the date of the email notifying the student of the division chair's response.
  - The student has the choice for the appeal to be considered either by the associate dean or by an associate 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

associate dean. If it is not included, the decision of whether to use a committee will be made by the associate dean.

- The associate dean will give a copy of all materials submitted by the student, instructor, or chair by the appropriate deadline to the appointed committee, or the associate dean will review all materials. If chosen, the committee will review documents and make a recommendation to the associate dean.
- The student's copy of the associate dean's response will be emailed to the student's preferred email account.
- Dean's Decision:
  - If the student still believes there is a problem, he/she must submit a written request for review by the Dean of Instruction and Workforce Development within seven (7) business days of the date of the email notifying the student of the associate dean's response.
  - The dean's written decision is final and cannot be appealed. The student's copy of the dean's decision will be emailed to the student's preferred email account.

## **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 offer all the protections afforded the owner or owners of an original work under law, including all rights associated with patent, copyright, and trademark registration.

- Intellectual property of the student can be 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. 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 found items should be turned into the Office of Security immediately. It is the policy of Shelton State to secure found property for no less than sixty 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, notebooks, calculators, laptops, cell phones, and equipment.

## **MEDICAL EMERGENCIES**

Please dial 911 and report all medical emergencies. If time permits, 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 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 may 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 the following:

- No candles, incense, or open flame may be used in the room.
- The room cannot be used as a lounge, study room, or meeting room.
- No literature will be left behind in the room, as well as 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.
- The room must be left in the same condition as prior to use.

## **OBLIGATIONS TO THE COLLEGE**

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

- Failure to pay a College debt;
- 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;
- Failure to complete financial aid files;
- Failure to attend class;
- Failure to compensate for destruction of, or damage to, College property, equipment, or supplies;

- Failure to file required documents;
- Failure to provide accurate information or enrolling under false pretenses;
- Failure to meet assessment requirement; or
- Failure to update or correct personal information.

## **OFF-CAMPUS TRIPS POLICY**

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

- Off-campus trips which involve students, faculty, and staff must be approved by the appropriate dean.
- An official Student 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 Medical Release Form and a Hold Harmless Agreement in order to participate in such trips.
- Each signed Medical Release Form and a Hold Harmless Agreement 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 State 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.

## **SEXUAL MISCONDUCT/TITLE IX/CAMPUS SaVE ACT POLICY AND PROCEDURES**

Students and members of the faculty and staff who report violations included in this policy will be given a copy of this document and will be advised of all options available to them. SSCC officials will respect the student's right to confidentiality to the extent permitted under College and legal regulations. The degree to which confidentiality can be protected depends upon the professional role of the person being consulted. Pursuant to Alabama law, communications with certain professionals are considered privileged and confidential, including, but not limited to, communications with clergy, mental health professionals, and counselors. If a student reports such an incident to any other College employee (faculty, staff, or administration) those individuals are obligated by federal law to report the incident. Even if a student requests confidentiality, the College can still embark on non-identifying programming to educate students.

### Statement and Intent of Policy

- Under Title IX and as standard for the Student Code of Conduct, Shelton State Community College (SSCC) will not tolerate and prohibits sexual assault and all forms of sexual misconduct including intimate partner violence, stalking, dating violence, sexual violence, sexual harassment, and domestic violence offenses. These acts are against Alabama State Law.
- In publishing this policy, the College is not intending to substitute or supersede related civil and/or criminal law. It should be clearly understood that there is a fundamental difference between the nature and purpose of student discipline and criminal law. Criminal law considers gross sexual assault and unlawful sexual contact to be serious crimes punishable by imprisonment in jail and/or probation. It also involves creation of a criminal record and may include a monetary fine.
- All students, faculty, and staff, as well as members of the public participating in College activities, have the right to an environment free from sexual or physical intimidation preventing a reasonable person from attaining educational goals or living and working in a safe environment.
- If there is reason to believe that SSCC campus regulations prohibiting sexual misconduct in any form have been violated, on or off-campus, the administration will pursue disciplinary action through the appropriate College procedures. Moreover, this policy does not differentiate the types of offenses based on the kind of relationship between the individuals. In order to maintain a non-discriminatory and respectful educational environment, SSCC complies with its obligation to investigate and resolve concerns of all forms of sexual misconduct regardless of whether or not a formal complaint is filed.
- This policy is intended to provide more detailed information about how SSCC handles these matters and is not intended to replace the SSCC Student Code of Conduct or SSCC Sexual Harassment Policy.

### Definition of Various Terms of Sexual Misconduct

- **Sexual Assault:** Sexual assault is a general term covering a range of crimes. For the purposes of this statement by the College, “sexual assault” includes, but is not limited to, rape, acquaintance rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. Rape is generally defined as forced or nonconsensual sexual intercourse. Non-consensual sexual intercourse may take many forms including, but not limited to, rape by a stranger or an acquaintance while on a date, rape by multiple perpetrators (often referred to as “gang rape”), and may occur both on and off-campus. Rape may be accomplished by fear, threats of harm, and/or actual physical force. Rape may also include situations in which penetration is accomplished when the victim is unable to give consent or is prevented from resisting, due to being intoxicated, drugged, unconscious, or asleep. It also includes various types of unwanted sexual touching or penetration without consent. Sexual assault includes forced sodomy (anal intercourse), forced oral copulation (oral-genital contact), rape by a foreign object (including a finger), sexual battery, or the unwanted touching of an intimate part of another person for the purpose of sexual arousal.

- **Intimate Partner Violence:** This term is defined as any physical, sexual, or psychological harm against an individual by a current or former partner or spouse of the individual. It includes rape, acquaintance rape, stalking, dating violence, sexual violence, and domestic violence.
- **Sexual Harassment:** Sexual harassment is a form of sex discrimination and a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Sexual harassment has two key categories: quid pro quo (loosely translated as “this for that”) and hostile environment. Often sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behaviors have a harmful effect on a person’s ability to study or work in an academic setting. In compliance with federal and state law, SSCC defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment with the following occurrences:
  - Submission to such conduct is made either explicitly or implicitly as a term or condition of instruction, employment, or participation in other College activity;
  - Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
  - Submission to such conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile, or offensive College environment.
- **Sexual Exploitation:** Sexual exploitation occurs when a student takes non-consensual, unfair, or abusive sexual advantage of another for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited. This behavior must not otherwise constitute a violation of sexual assault or sexual harassment. Examples of sexual exploitation include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, presentation or unauthorized viewing of such recordings, going beyond the boundaries of consent (such as letting your friends watch you having consensual sex without the knowledge or consent of your sexual partner), engaging in peeping tommy, knowingly transmitting an STD or HIV to another student, voyeurism, flashing, and sexual-based stalking.
- **Stalking:** Stalking is a criminal activity consisting of the repeated following and harassing of another person. It is a distinctive form of criminal activity composed of a series of actions that taken individually might constitute legal behavior. For example, sending flowers, writing love notes, and waiting for someone outside of the workplace or classroom are actions that, on their own, are not criminal. When these actions are coupled with intent to instill fear or injury, however, they may constitute a pattern of behavior that is illegal. A person who intentionally and repeatedly follows or harasses another person and who makes credible threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm is guilty of the crime of stalking.
- **Consent:** Consent must be informed, freely and actively given, and consist of a mutually agreeable and understandable exchange of words or actions. Any consent that is given is invalid when the exchange involves unwanted physical force, coercion, intimidation, and/or threats. If an individual is mentally or

physically incapacitated or impaired such that one cannot understand the fact, nature or extent of the sexual situation, and the incapacitation or impairment is known or should be known to a reasonable person, there is no consent. This includes conditions resulting from alcohol or drug consumption or being asleep or unconscious.

- **Sexual Violence:** This term is used to refer to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs, alcohol, or an intellectual or other disability.
- **Stranger Rape:** Stranger rape is defined as a sexual assault by an unknown assailant or a rape in which the victim does not know the rapist.
- **Acquaintance Rape:** The most prevalent form of sexual assault on a college campus is between two people who know each other. The acquaintance may be a date, partner, or someone known casually from a residence hall, class, club, or mutual friends.
- **Bystander Intervention:** This course of action may be carried out by an individual to prevent harm or to intervene where there is a risk or an act of violence.

#### **What to do if you are a Victim of Sexual Misconduct**

Follow these procedures immediately:

- Go to a safe place.
- Do not hesitate to take action. If you feel a crime has taken place, dial 911 immediately or contact the appropriate Campus Security Office at 205.391.2377 (Martin) or 205.391.2646 (Fredd).
- Call a friend, a family member, or someone you trust to ask her or him to stay with you until law enforcement, emergency first responders, or a College official arrives.
- Preserve the evidence if you intend to pursue criminal charges.
- Do not shower, bathe, douche, or brush teeth; save all clothing worn at the time of the assault.
- If at all possible, place each item of clothing in a separate paper bag. Do not use plastic bags.
- Do not disturb anything in the area where the assault occurred; this includes bed linens and discarded clothing.
- Go immediately to seek medical attention.
- If you suspect you have been given a rape drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. Rape drugs, such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
- If you have not seen medical personnel at the time of the complaint, you will be immediately advised to do so.
- Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.

- Talk with a counselor who is trained to assist rape victims about the emotional and physical impacts of the assault. You may call a hotline, a rape crisis center, or a counseling agency to find someone who understands the trauma of rape and knows how to help.

### **Victim's Reporting Options**

SSCC strongly encourages individuals to report all incidents and violations of this nature to the Office of the Dean of Student Services. A secondary contact point may be law enforcement officials or other appropriate College officials. Incidents should be properly addressed and victims should avail themselves of all the services and rights to which they are entitled.

Any member of the SSCC community may file a report with an appropriate College official. If a victim shares an incident of sexual misconduct with an appropriate College official, he/she should know it is the College official's responsibility to immediately notify the Office of the Dean of Students.

In addition, it is the victim's right to notify law enforcement and to be assisted by College officials in doing so. Thus, it is the victim's right to decide whether or not to involve law enforcement. Declining the involvement of law enforcement does not prevent the victim from receiving assistance from the College. A victim also has the right to use the College's procedures in addition to filing a criminal complaint.

- **Reporting Timeframe:** Any individual may file a complaint of sexual misconduct at any time. Early reporting is encouraged to preserve evidence and provide the victim with information regarding rights, options, and resources available to them by this policy and federal/state laws.
- **Reporting Options**
  - **Official Reporting:** All SSCC students are strongly encouraged to make an official report of any incident of sexual misconduct to the Office of the Dean of Student Services whether the incident occurred on or off-campus. Official reporting initiates a course of immediate action and the College's student conduct process.
  - The complaint may be filed directly to the Dean of Student Services via a written statement or an appointment. Once a complaint has been submitted to the Dean of Student Services, the Dean of Auxiliary Services, in conjunction with campus law enforcement, will conduct intake interviews and fact-finding interviews with appropriate parties and follow the processes outlined in the student conduct process. Each complaint will be investigated promptly and appropriate corrective actions will be taken.
  - **Confidential Disclosure:** SSCC offers confidential reporting through Counseling Partnerships to provide the following:
    - Weigh options and associated risks,
    - Discuss possible next steps, and
    - Obtain information about available resources and services.



No one is expected or required to pursue a specific course of action with this option.

**Sexual Misconduct Amnesty Clause**

The Office of the Dean of Student Services offers immunity (amnesty) to students who may have violated the Student Code of Conduct’s Alcohol or Drug Policy at the same time of the incident when he or she became a victim of or is reporting of sexual misconduct. Therefore, no alcohol or drug charges are applied to a student who reports that he or she was under the influence of alcohol and/or drugs at the time of a sexual misconduct.

The purpose of this clause is to encourage reporting. Victims or bystanders (witnesses) should not let his or her use of alcohol or drugs be a deterrent to reporting an incident. When conducting the investigation, the College’s primary focus will be addressing the sexual misconduct violation and not alcohol/drug violations that may be discovered or disclosed. However, the College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

**Bystander Intervention**

The same above mentioned reporting options are available for bystanders as well. These are safe and positive options for bystanders who intervened during an incident in order to prevent harm when there was a risk or an act of violence. SSCC strongly encourages bystanders to step up on behalf of another person’s well-being and safety.

**SSCC-SART (Sexual Assault Response Team)**

- Dr. Tom Huebner- Dean of Student Services 205.391.2216
- Dr. Tommy Taylor-Dean of Auxiliary Services 205.391.2617
- Holly Elliott- Director of Student Support 205.391.2273

**Contact Information**

- Title IX Coordinator 205.391.2216
- The University of Alabama Women and Gender Resource Center 205.348.5040
- Turning Point Crisis Line 205.758.0808
- Martin Campus Security Office 205.391.2377
- Fredd Campus Security Office 205.391.2646
- National Sexual Assault Hotline 800.656.4673(HOPE)

**Victim’s Rights Provisions**

It is SSCC’s responsibility to assure students reporting an incident of sexual misconduct of the following occurrences:

- Victims will have the opportunity to request prompt proceedings; a fair, impartial investigation and resolution will occur;
- College officials will treat the incident seriously, and the incident will be investigated and adjudicated by appropriate criminal and/or College officials. Proceedings shall be conducted by officials trained on sexual assault and other intimate partner violence issues. Officials shall use preponderance of the evidence standard to resolve complaints. (which is “more likely than not” and the standard used by civil courts in the

United States) Preponderance of the evidence means that if the College thinks there is as little as 51% chance that the accused is guilty, the accused must be disciplined;

- Victims will be treated with dignity and respect in a non-judgmental manner.
- When an individual discloses an incident of sexual misconduct College officials will inform victims of their option to notify appropriate law enforcement authorities, including campus police and local police, and offer assistance in notifying proper authorities;
- College personnel will not discourage anyone from reporting, nor encourage them to under-report or report the incident as a lesser crime;
- College personnel will cooperate in obtaining, securing, and maintaining evidence (including a medical examination) necessary in legal/criminal proceedings;
- College officials will strictly prohibit retaliation and will not only take steps to prevent retaliation but also take strong responsive action if it occurs. They will also follow up with complaints to determine whether any retaliation or new incidents of harassment have occurred. Any report of retaliation will result in disciplinary actions and/or sanctions. Examples of retaliation include, but are not limited to, a face-to-face threat, a digital message, and/or a bump or shove. Retaliation can be by someone other than the accused;
- Victims will be provided with written notification of services available for mental health, victim advocacy, legal assistance, and other available community resources;
- Victims may obtain, when reasonably available, no contact/restraining orders or enforce an order already in existence to prevent unnecessary or unwanted contact or proximity to an alleged perpetrator;
- Victims are informed they are entitled to be accompanied to any related meeting or proceeding by an advisor of their choice, knowing that the respondent also has the same opportunity to have others present during any proceeding (neither the victim's advisor nor the advisor for the respondent can speak for or defend either party); and
- Victims are informed they are entitled to receive, in writing, of the final results within three business days of such outcome being reached.

#### **Rights of the Person Accused of Sexual Misconduct**

The student accused of sexual misconduct (the respondent) may be assured of the following:

- All sexual misconduct cases will be treated seriously, and the incident will be investigated and adjudicated by appropriate criminal and/or College officials. Proceedings shall be conducted by officials trained on sexual assault and other intimate partner violence issues. Officials shall use preponderance of the evidence standard to resolve complaints. (which is "more likely than not" and the standard used by civil courts in the United States) Preponderance of the evidence means that if the College thinks there is as little as a 51% chance that the accused is guilty, the accused must be disciplined;
- The respondent will be treated with dignity and respect in a non-judgmental manner;
- The respondent will be advised of on- and off-campus organizations and services that may be of assistance;
- College personnel will cooperate in investigating the case fully for legal and student conduct proceedings;
- The respondent will be informed of available counseling and psychological services;
- Respondents are informed they are entitled to be accompanied to any related meeting or proceeding by an advisor of their choice, knowing that the victim also is provided with the same opportunity to have others

present during any proceeding (neither the victim's advisor nor the advisor for the respondent may speak for or defend either party); and

- Respondents are informed they are entitled to receive, in writing, the final results within three business days of such outcome being reached.

### **Disciplinary Procedure**

It is the victim's right to notify law enforcement and to be assisted by College officials in doing so. Thus, it is the victim's right to decide whether or not to involve law enforcement. Declining the involvement of law enforcement does not prevent the victim from receiving assistance from the College. In addition to filing a criminal complaint, a victim also has the right to use the College's procedures.

A student charged with sexual misconduct may be prosecuted under the Alabama Criminal Justice System and disciplined through the SSCC Student Code of Conduct and appropriate due process procedures. Even if the criminal justice authorities choose not to prosecute, the accused may be subject to formal College disciplinary action. The SSCC Student Code of Conduct and due process procedures should be considered distinct and independent of any and all criminal procedures. The SSCC Student Code of Conduct and due process procedure may precede, occur simultaneously, or follow court action. In the event that the College's Student Code of Conduct and due process procedures follow court action, the court proceedings and/or verdict may be considered in the Student Code of Conduct and due process proceeding. Proceedings shall be conducted by officials trained in all forms of sexual misconduct. Moreover, they shall use the preponderance of evidence standard (which is "more likely than not" and the standard used by civil courts in the United States).

When necessary, temporary action may be taken by the College in the form of summarily suspending or summarily restricting the accused or officially requesting no contact between the complainant and the respondent. Relocation or removal from campus classes and activities may also occur. Any of these measures may result in the accused student's restricted access to the College and/or participation in College events, such as attendance at classes, usage of College resources, and participation in College activities.

- **Disciplinary Action:** Any student found by the Dean of Student Services to have committed sexual misconduct may be subject to severe disciplinary sanctions, including suspension or dismissal from the College. For information regarding the range of possible sanctions that may be imposed following an institutional disciplinary procedure, please refer to the SSCC Student Code of Conduct found in the College Catalog and *Student Handbook*. The College recognizes that violations of sexual misconduct are not the fault of the individual filing the complaint. The College intends to encourage the reporting of sexual misconduct; therefore, the College generally does not intend to hold complainants accountable for Student Code of Conduct violations which may have occurred along with violations of sexual misconduct. The College administration will use discretion to ensure the rights of the complainant are preserved.
- **Appeals:** The complainant may appeal the decision via the College's appeal process. The complainant may request reasonable accommodations be made during the hearing procedures, such as special seating arrangements in the hearing room in order to conduct a fair, orderly hearing.

- He/she has the right to remain present during the entire hearing except during the deliberations.
- He/she has the right not to have his or her sexual history discussed during the hearing.
- He/she has the right to make an “impact statement.”
- He/she has the right to be informed concurrent with notice to the accused (respondent) of the decision of the Dean of Students and/or the Committee regarding the alleged sexual assault violation and any sanction(s) imposed. The complainant and the respondent must respect the privacy of all involved.

### **Safety and Security Information Report**

Under the Campus SaVE Act, an addendum to the Clery Act, SSCC will provide annual statistics on incidents of campus crimes, including incidents of sexual misconduct occurring on campus and reported to campus authorities and/or local police. Additionally, SSCC will comply with all mandatory reporting requirements including a broader range of sexual misconduct incidents occurring on campus, including domestic violence, dating violence, and stalking.

**Nothing in this policy should be interpreted as precluding enforcement of the laws and regulation of the United States of America, the State of Alabama, any locality in the state of Alabama, or the College’s Student Code of Conduct.**

## **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 the 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 contributing 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 the 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, 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 threatening the health and/or safety of the College community or adversely affecting 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, or 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; and/or
- Disruptive or disorderly conduct interfering with the rights and opportunities of those attending 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 policies and regulations in this publication will be brought to the immediate attention of the Dean of Student Services who will discuss the case with the student and attempt 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. 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. At the hearing, the student may question any witness giving 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 recording device 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 ensures no disciplinary action is taken on grounds not supported by substantial evidence. A conscious effort is made to ensure 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 containing information directly related to students and maintained by an educational agency or institution. Six exceptions to this definition of educational records are 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.

### **Student Access to 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 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 records. If it is an inappropriate time to retrieve the records 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 forty-five 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 submitted to the appropriate instructional officer 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 a hearing panel to 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 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.
- If the decision is in favor of the student, the Office of Enrollment Services will correct or amend the education record in accordance with the decision of the hearing 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 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, upon request, the name, address, program of study, and telephone number of all currently enrolled students to each branch of the military. 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 Shelton State Community College maintains, their locations, and their custodians.

<b>Record Type</b>	<b>Location</b>	<b>Custodian</b>
Admissions Records	Office of Enrollment Services Martin Campus Atrium, 1 <sup>st</sup> Floor	Registrar
Cumulative Academic Records	Office of Enrollment Services Martin Campus Atrium, 1 <sup>st</sup> Floor	Registrar
Financial Records	Business Office and Office of Enrollment Services Martin Campus Atrium, 1 <sup>st</sup> Floor	Business Services and Office of Enrollment Services
Disciplinary Records	Office of the Dean of Student Services Martin Campus Atrium, 1 <sup>st</sup> 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/SMOKING/SMOKING DEVICES/CLEAN AIR POLICY**

Shelton State is a tobacco-free/smoke-free work environment. Use of tobacco in any form, as well as use of electronic cigarettes and other vapor devices, is not permitted at any time by any faculty member, staff, student, vendor, or visitor inside any building on a Shelton State Campus. Tobacco products and vapor devices are 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 Community College, 9500 Old Greensboro Road, Box 190, Tuscaloosa, AL 35405. Some institutions charge a fee; applicants having a transcript sent from another college or university should check the website of the institution.

### **Outgoing Transcripts**

Students may request 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-serve basis. Transcripts may be requested by logging in to your *myShelton* account, clicking on the student tab, choosing Request Printed Transcript, and completing the requested information. Your transcript will be printed and mailed with the next batch. If you prefer to pick-up your transcript, please check your *myShelton* account the next business day to determine its status. 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 an order, please contact the Office of Enrollment Services at 205.391.2214.

## **UNISEX RESTROOMS**

Designated unisex restrooms are available on both the Martin and Fredd Campuses for students who are transgender. The unisex restroom on the Martin Campus is Room 26; it is located in Workforce Development. It may be accessed by the exterior entrance or by using the door on the internal hallway leading to Workforce Development. On the Fredd Campus, the designated unisex restroom is room 223 in Building 200. Restrooms and locker rooms are designated separately for women or men unless otherwise posted. Any individual using the other biological gender's restroom or locker room shall be subject to discipline.

## **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 / learning environment for students, employees, and visitors; Shelton State Community College adopts this policy concerning the possession of dangerous weapons and firearms on campus and at College-based events.

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

No person shall keep, use, possess, display, or carry any rifle, shotgun, handgun, knife, bow and arrow, or other lethal or dangerous weapons or devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by Shelton State Community College. Realistic facsimiles of weapons are also not allowed.

This policy does not apply to law enforcement officials legally authorized to carry such weapons who are officially enrolled in classes or who are acting in the performance of their duties or an instructional program in which firearms are required equipment.

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.

## **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 accepted 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 Enrollment Services before withdrawing from classes. Grant awards may 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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