

STUDENT HANDBOOK



SHELTON STATE
COMMUNITY COLLEGE

WELCOME FROM THE PRESIDENT



It is my privilege to serve as your president, and I thank you for being a Shelton State Community College student!

Though many factors enhance our College, the people we serve - our employees, business and industry partners, community members, and you, our students - are its greatest asset. In all that we plan and accomplish here, our greatest commitment is to you. Your growth and success embody our mission and define the strength of our institution. I strongly encourage you to become involved with our student activities and programs. Being an active participant in college life will certainly enhance your college experience. As you seek your dreams, we share your excitement about the future!

This handbook was developed to describe some of my expectations for our student body. I believe that you play a role in the story of this institution. Your words are our message, and your actions are our identity. As you read these policies, I challenge you to remember this and to exemplify the Shelton State spirit with one another and in our community.

Students are the most important people on campus. I know that you will make lifelong connections and friends during your time at Shelton State, and I hope your experience is both enjoyable and rewarding. Thank you for choosing Shelton State Community College.

Go Bucs!

A handwritten signature in black ink that reads "William J. Ashley". The signature is fluid and cursive, with a long, sweeping underline.

William J. Ashley, Ph.D.
President, Shelton State Community College

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ACCREDITATION

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

PROGRAM ACCREDITATIONS

The **Shelton State Associate Degree and Practical Nursing Programs** are approved by the Alabama Board of Nursing (ABN), RSA Plaza, 770 Washington Avenue, Suite 250, Montgomery, AL 36104, telephone 334.293.5200. The programs are also accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326, telephone 404.975.5000.

The **Shelton State Health Information Technology Program** is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Ave, 21st Floor, Chicago, IL 60601-5800, telephone 312.233.1134.

The **Shelton State Respiratory Therapy Program** holds Continuing Accreditation from the Commission on Accreditation for Respiratory Care (CoARC) (www.coarc.com). This status signifies that a program has demonstrated sufficient compliance with CoARC standards. It is recognized by the National Board of Respiratory Care (NBRC) toward eligibility to the Respiratory Care Credentialing Examination(s). CoARC is located at 1248 Harwood Road, Bedford, Texas 76021-4244. CoARC can be contacted by phone at 817.283.2835.

NONDISCRIMINATION

It is the policy of the Alabama Community College System Board of Trustees and Shelton State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law, be excluded from participation, denied benefits, or subjected to discrimination under any program, activity, or employment. (Sources: ACCS Board of Trustees Policies 601.02 – 4.13.16 and 800.00 – 5.10.17) Updated: 2.15.2018

MISSION STATEMENT

Shelton State Community College is a comprehensive institution committed to providing the community innovative and accessible learning opportunities to advance academic excellence, cultural enrichment, workforce training, and economic development.

VISION STATEMENT

Our vision for Shelton State Community College: Empowerment and economic development through excellence in education, workforce training, and community involvement.

INSTITUTIONAL VALUES

Excellence
Integrity

Accountability
Respect

Responsiveness
Accessibility

SHELTON STATE COMMUNITY COLLEGE 2019-2022 STRATEGIC PLAN

Goal 1 - Student Success: Shelton State is committed to providing quality instruction and educational options across academic, technical, and health services programs.

Objective 1.1 - Academic Education: Shelton State will ensure that all students pursuing an Associate in Arts or an Associate in Science degree will be provided quality programming that will promote academic progress while preparing students to find success upon obtaining a degree.

Indicators: Enrollment, progression rates, completion rates, and transfer rates

Objective 1.2 - Technical Education: Shelton State will ensure that all students pursuing a Certificate or Associate in Applied Science degree will be provided quality programming that will promote progress within a program while preparing students to find success in the workforce.

Indicators: Enrollment, progression rates, completion rates, and job placement rates

Objective 1.3 - Health Education: Shelton State will ensure that all students pursuing a Certificate or Associate in Applied Science degree will be provided quality programming that will promote progress within a program while preparing students to find success in an area of health services.

Indicators: Enrollment, progression rates, completion rates, and job placement rates

Goal 2 - Strengthening Communities: Shelton State will work continuously to improve relationships with our constituents, both internal and external, in order to better meet the needs of our community.

Objective 2.1 - Strengthening External Communities - Workforce Development: Shelton State will continue to strengthen its relationships with constituents within its service area focused on workforce development by offering a diverse selection of relevant, non-credit training and education opportunities.

Indicators: Non-credit training courses, incumbent worker training courses, partnerships, and adult education

Objective 2.2 - Strengthening External Communities - Establishing and maintaining opportunities that enrich the lives of our community stakeholders: Shelton State will continue to strengthen its relationships with community members within its service area by offering opportunities for engagement that promote education and cultural enrichment.

Indicators: Community education courses, K-12 outreach programming, Theatre Tuscaloosa programming

Objective 2.3 - Strengthening Internal Communities - Attracting and retaining talent: Shelton State will work to ensure that the College employs a diverse and well-qualified collection of faculty and staff.

Indicators: Full-time/part-time ratio, employee engagement, professional development, and leadership development

Goal 3 - Resource Stewardship: Shelton State will work to expand its available resources and manage those resources in order to maximize the fulfillment of its mission.

Objective 3.1 - Securing Necessary Resources: Shelton State will engage in efforts to continually improve its allocation of resources.

Indicators: Enrollment, state-based funding, diverse funding sources

Objective 3.2 - Managing Financial Resources Effectively: Shelton State will work to ensure that the College is capable of providing excellent services and programming while spending the College's resources in a responsible manner.

Indicators: Financial stability, technology efficiency and productivity, and facilities/infrastructure

STUDENT SERVICES

ADMISSIONS/ADVISING/REGISTRATION

All students must complete an admission application, submit one primary form of identification, provide a high school transcript, and provide other appropriate documentation prior to registration.

Purpose for Attending Shelton State

Advising is recommended for all 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 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 an advisor or 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.

Advising at Shelton State

Shelton State is committed to helping students move toward successful completion of a certificate or degree. All first-time students are assigned an advisor. An advisor who is trained to help guide students in the pursuit of their educational goals. Detailed information regarding advising is available at www.sheltonstate.edu.

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 at www.sheltonstate.edu.
- Beginning spring 2019, course placement can be determined by high school grades in English and math as well as ACT® or SAT® scores. Multiple combinations of test scores and high school grades will be reviewed to offer the best placement for the student to be successful. Students will not be required to complete ACCUPLACER® placement testing unless their high school grades and/or test scores are over five years old. Additionally, Shelton State Community College has implemented new developmental course sequences. In math and English, MTH 098 and ENR 098 will be the first course options respectively. Reading courses are no longer required.
- Applicants may find placement testing information online at www.sheltonstate.edu.
- The new statewide redesign of developmental coursework and placement will allow students to enter college level courses within their first or second semester depending on initial placement and will provide supplemental classroom support for those who need additional assistance.
- Students who have completed the ACT or SAT with the appropriate scores must have official scores sent to the Office of Enrollment Services at Shelton State.
- All first-time students at Shelton State are assigned an academic advisor, to help guide them in the pursuit of their personal and 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>.

MYSHELTON ACCOUNT

myShelton is a student portal that provides access to email, Canvas, registration information, course information, and campus news. Students are assigned a myShelton account that can be accessed with a username and password. myShelton is available 24/7 from anywhere in the world.

Username

Shelton State Community College issues each student an eight-digit student identification number that is attached to the letter “A” which becomes the student’s myShelton username at the time of admission.

Password Administration

The password for the initial sign in to myShelton is the student’s six-digit date of birth. Upon successful sign in to myShelton, the student will be prompted to change his or her password.

Expiration of Accounts

The myShelton accounts of non-returning or unregistered students will be disabled and inaccessible one year from the last day of the last term attended or applied to at Shelton State. Expired accounts are deleted after one year.

Registration and Grade Reporting

- All students must register online using their *myShelton* account. (Dates of open web registration are published online each semester).
- 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 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. Shelton State Career Services 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, Career Services, 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, and an annual business dining etiquette workshop. Career Services welcomes the opportunity to provide career advising, training opportunities, and current job information. For more information, contact the Career Services at 205.391.2204 or email careerservices@sheltonstate.edu.

COLLEGE BOOKSTORE

Purpose and Hours

Shelton State contracts with a bookstore vendor 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 regular college operating hours. Visit the bookstore website for additional details.

Book Returns and Refund Policies

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

- NO REFUNDS/EXCHANGES WITHOUT ORIGINAL STORE RECEIPTS AND MUST BE IN ORIGINAL CONDITION.
- 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 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. 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 within one week if they are accompanied by the original sales receipt and in the original, unopened packaging.
- Textbook bundle returns must be accompanied by the original sales receipt and submitted to the bookstore manager within 24 hours outside of the published financial aid dates.

COLLEGE COMMUNICATION

CampusCast

Shelton State Community College utilizes a state-of-the-art emergency notification system called CampusCast, which allows students to receive instant notification should an emergency occur on campus. Students can receive alerts via email, text messaging, landline, and/or cell phone. Standard charges for incoming calls and text messages apply. (Students should check with their service provider about standard charges.)

The CampusCast Emergency Notification System used by Shelton State Community College is available to students who are currently enrolled, and student participation does not automatically continue unless the student re-enrolls for the following term.

Canvas

Canvas is the learning management system (LMS) used at Shelton State Community College. Instructional classes use Canvas for activities such as posting syllabi, assignments, and grades. All students who are currently enrolled or have registered for credit class(es) are provided a Canvas account. Students access Canvas using myShelton. All online courses are delivered using Canvas.

myShelton

myShelton is a student portal that provides access to email, Canvas, registration information, course information, and campus news. Students are assigned a myShelton account that can be accessed with a username and password. myShelton is available 24/7 from anywhere in the world.

Student Email

Also known as myShelton email, a Shelton State student email address is provided to all students who are currently enrolled or have registered for credit class(es). Student email addresses are recorded in the College's electronic directories and records. **myShelton email is the official email method of communication for the College to deliver college-related information to students.** Students can access their student email through myShelton.

Student eNewsletter

The Student eNewsletter is a weekly e-blast sent to all students through their myShelton email account. Student eNews highlights major campus events, experiences, and opportunities. The College promotes the Student eNews as the primary way by which students can become informed and engaged.

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 205.391.2983 or email ods@sheltonstate.edu.

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 205.391.2983 or email the Office of Disability Services (ODS) at ODS@sheltonstate.edu for specific information. The Specialized Student Services Office is located on the first 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, Mrs. Amanda D. Harbison, 205.391.5878 or aharbison@sheltonstate.edu. The Dean of Student Services suite is located on the first 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.

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.

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 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 online. During the final semester of the program, students should complete an Application for Graduation and submit it to the Office of the Dean of Instruction. The Application for Graduation and information associated with the various graduation/commencement ceremonies and related events are available at 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 can receive the first ID card at no cost during the published window of time each term. Cards requested after the published date must be purchased. 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 fee is automatically added at the time of registration. 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.

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. For additional assistance, students may visit the Office of Student Engagement located on the first floor of the Martin Campus or at 205.391.2375.

MENTAL HEALTH COUNSELING SERVICES

Mental health services are not provided by the College. Students in need of emergency attention should call 911. A directory of available community resources is available in the Office of Student Engagement located on the first floor of the Martin Campus.

PRINTING

Shelton State students are charged \$0.05 per page to print or copy on campus. To assist with basic printing needs, students will receive a \$5.00 print credit (100 pages) on August 15 of each year. Once the \$5.00 print credit has been used, students must purchase additional print credits in the Cashier's Office on the Martin Campus or the Learning Resource Center (Room 117) on the Fredd Campus. Both offices will be open Monday through Thursday from 7:30 a.m. until 5:30 p.m. and from 8:00 a.m. until noon on Friday. The minimum payment accepted for printing credits is \$1.00 (20 pages).

Printing credits do not carry over from year to year and are not refundable.

RELIGIOUS HOLIDAYS

Shelton State Community College respects the religious diversity of the College community and recognizes the importance of religious holy days and observances in the lives of the College community members. Therefore, it is the policy of Shelton State Community College that students may be excused from classes, labs, or clinicals for religious observances if advance notice is given. Excused absences for religious observances require advance notice at the beginning of the term for possible rescheduling. Students are responsible for any missed material, requirements, labs, or clinicals and must ensure that any missed examinations or assessments are made up.

- Students must notify the faculty member in writing within the first two weeks of class of their intention to be absent from class for religious observance.
- Faculty will provide students who submit the required notification and are absent for observance of religious holiday reasonable opportunity to complete course responsibilities in the original or alternative form without penalty, unless doing so would interfere unreasonably with the academic integrity of the course.

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. 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.

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.

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 Student Engagement.

COLLEGE RECOGNITIONS, HONORS, AND AWARDS

Shelton State recognizes students for their outstanding academic achievements and 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 Kevin Windham at kwindham@sheltonstate.edu or go to 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 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 205.391.3905.

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 during basketball season. The weeklong festivities, which were first hosted in 1998, include a campus window decoration competition, voting for the Top BUC, and a pep rally. Nominees for Top BUC are accepted and candidates are presented at halftime of the men's basketball game.

Logo

The use of all logos and branding images for Shelton State Community College is strictly prohibited without prior consent from the College. Requests may be sent to the Office of Media and Communication at mediacom@sheltonstate.edu.



SHELTON STATE
COMMUNITY COLLEGE



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/student-life/student-engagement/student-organizations.

- Alumni Association: The Shelton State Alumni Association offers the opportunity to see old friends and meet new ones. Through the Alumni Association, students have the opportunity to network with others who have attended Shelton State Community College and at the same time give something back to the 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.
- **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 Ryan Brooks by email at rbrooks@alsbom.org.
- **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 or 205.391.3977.
- **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.
- **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. 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 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.
- 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 Office of Student Engagement at 205.391.2375 or nrieves@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/student-life/student-engagement.

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 the Alabama Community College Board of Trustees will prevail.

STATEMENT OF NONDISCRIMINATION, GRIEVANCE PROCEDURES, AND HARASSMENT POLICY

Nondiscrimination

It is the policy of the Alabama Community College System Board of Trustees and Shelton State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law, be excluded from participation, denied benefits, or subjected to discrimination under any program, activity, or employment. (Sources: ACCS Board of Trustees Policies 601.02 – 4.13.16 and 800.00 – 5.10.17) Updated: 2.15.2018

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 report immediately all facts and information.

- Allegations of sex, disability, age, or racial discrimination or harassment should be reported to the Dean of Student Services, Mrs. Amanda D. Harbison, at 205.391.5878 or aharbison@sheltonstate.edu. The Dean of Student Services suite is located on the first 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,” 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 by completing the Student Complaint form or notifying the appropriate administrator. However, 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 myShelton 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, describe the particulars of the allegations in detail, 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 myShelton email account concerning the resolution of the complaint. This communication 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 myShelton 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, received by the President no later than seven (7) business days from the date of the response, and 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 myShelton email account of how much additional time is needed.
11. The President's decision on the 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 myShelton email account regarding the student's complaint.
13. If the complaint involves the President, the Alabama Community College System office will investigate the complaint. The student will receive a response to his or her myShelton 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 and are violations of this policy. (See "Sexual Misconduct 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, the student 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, 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; the College will communicate the determination to the student who complained and to the accused harasser(s) in a written response to the myShelton email address. 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 myShelton 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."
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, Southern Association of Colleges and Schools Commission on College, 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

ACCEPTABLE USE POLICY

Policy Statement

All students of Shelton State Community College must abide by the conditions of the "Acceptable Use Policy" of the Alabama Supercomputer Authority outlined below.

OVERVIEW

The Alabama Supercomputer Authority (ASA), a state non-profit corporation (1975 Alabama Code §§ 41-10-390 to 41-10-406), administers the Alabama Research and Education Network (AREN), a statewide education network, and ASA operates the George C. Wallace Supercomputer Center. The purpose of this policy is to provide a

definition for acceptable use by authorized clients of ASA services and to indicate recommended action if the policy is violated. In those cases when information is transmitted across regional networks or Internet, ASA clients are advised that acceptable use policies of those networks apply and may limit access.

ASA ACCEPTABLE USE POLICY

ASA services are for the use of individuals legitimately affiliated with ASA clients in order to facilitate the exchange of information consistent with the academic, educational, and research purposes of its member organizations.

- It is not acceptable to use ASA services for illegal purposes.
- It is not acceptable to use ASA services to transmit threatening, obscene, or harassing materials.
- Access to the INTERNET is provided through agreements with INTERNET Service Providers. These agreements allow ASA to grant access to the INTERNET to government, education, and industrial clients. Charges may be assessed by ASA to facilitate network and Internet connectivity.
- The reselling of ASA services is prohibited unless approved in writing by ASA.
- It is not acceptable for ASA clients to interfere with or disrupt network users, services or equipment (intentionally and unintentionally) through the use of ASA services. Disruptions include, but are not limited to, unsolicited advertising, propagation of computer worms or viruses, and using AREN to make unauthorized entries to any other computers accessible via the network. ASA clients are responsible for maintaining an acceptable security status on all assets connected to AREN.
- ASA clients must respect the legal protection applied to programs, data, photographs, music, text documents and other material as provided by copyright, trademark, patent, licensure and other proprietary rights mechanisms.
- Authorized ASA clients are required to protect their attached computers, servers, and networks from computer viruses or worms that cause a systemic disruption to ASA and its INTERNET services.
- Authorized ASA clients are required to provide current and accurate client contact information to enable ASA representatives to have ready access for resolution of problems.
- Information and resources accessible through ASA services are private to the individuals and organizations that own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. It is therefore not acceptable for an individual to use ASA services to access information or resources unless permission is granted by the owners or holders of rights to those resources or information.

The intent of this policy is to identify certain types of uses that are not appropriate, but this policy does not necessarily enumerate all possible inappropriate uses. Using the guidelines given above, ASA may at any time make a determination that a particular use is not appropriate.

VIOLATION OF POLICY

All organizations authorized to access ASA services are responsible for informing their users of this acceptable use policy. All users of ASA services are required to follow the acceptable use guidelines, both in letter and spirit. ASA reserves the right to monitor and review all traffic and data on ASA provided services for potential violations of this policy. Violations of policy that are not promptly remedied by individuals or ASA clients may result in termination of access to ASA services. ASA will release only sensitive, confidential, or personally-identifiable information to third parties when required by law or when, in ASA's judgment, release is required to prevent serious injury or harm that could result from violation of this policy.

Final authority for the determination of violation of the ASA Acceptable Use Policy and subsequent penalty rests with the ASA Board of Directors. It is the responsibility of ASA clients to contact ASA, in writing, regarding questions of interpretation. Until such issues are resolved, questionable use should be considered "not acceptable."

WIRELESS ACCEPTABLE USE POLICY

AVAILABILITY

Shelton State Community College (SSCC) offers wireless Internet access. Currently, wireless access is available in every building on campus and most outside areas. Wireless access is available to current students, employees, and guests. Guest access and on-campus device registration are available only from 6:00 a.m. until 11:00 p.m., seven days a week. Off-campus preregistration for students and employees is available at any time via the myShelton portal. Access to the wireless network for students and employees is not time restricted.

PRIVACY

Users of SSCC wireless networks should be aware that the College cannot guarantee security and privacy in all cases, especially for personal or unlawful use of these resources. For the purpose of satisfying any law, regulation, or government request, SSCC reserves the right to monitor the use of the College wireless network and disclose any information necessary and appropriate.

DEVICE REQUIREMENTS

- Guest Device Requirements
 - A device that supports captive portal based wireless connections
 - One of the following:
 - Facebook account
 - Google account
 - LinkedIn account
 - Email address
- Student and Employee Device Requirements
 - A device that supports captive portal based wireless connections and 802.1x wireless connections (WPA2 Enterprise)
 - Operating systems listed below (that are currently receiving security updates) are supported for connecting to the network.
 - Windows
 - Apple MAC OS
 - Apple iOS
 - Apple iPadOS
 - Android
 - Chrome OS
 - Ubuntu and Fedora Linux

USER RESPONSIBILITIES

In consideration of the privilege of accessing and using SSCC's wireless network, all persons are expected to comply fully with the standards and responsibilities of the acceptable use policy as outlined in the following:

- The ASA Acceptable Use Policy in the employee handbook and student handbook established by Shelton State Community College
- All local, state, federal, and international laws, including but not limited to copyright and intellectual property
- All applicable College policies and procedures, including but not limited to sexual harassment, academic dishonesty, scientific misconduct, non-discrimination, copyright, intellectual property, and internet usage

TROUBLESHOOTING

During normal operating hours, technical staff is available in the ITS department to provide assistance in connecting

to the SSCC wireless network. The staff's best efforts will be provided to assist users connecting to the wireless network. Users should be aware that some equipment (older, misconfigured, malware/virus-infected, or bad software installation) will not be capable of connecting.

If you experience difficulty connecting to the wireless network, contact the College Helpdesk at 205.391.3939.

ACADEMIC MISCONDUCT POLICY

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

Academic misconduct includes all acts of dishonesty in any academically-related matter and any knowledge of helping, intentionally-helping, attempt at helping, or conspiracy in helping another student commit an act of academic dishonesty. Academic misconduct includes, but is not limited to, each of the following acts when performed in any type of academic or academically-related matter, exercise, or activity.

- Cheating: the use or attempted use of unauthorized materials, information, study aids, answers of others, or electronic information.
- Plagiarism: claiming as one's own work (i.e., ideas, words, data, computer programs, creative compositions, artwork, etc.) what was done by someone else, improperly citing referenced works, using commercially available scholarly papers, failing to cite sources, or copying another's ideas.
- Misrepresentation: the falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, transcripts, and medical or military excuses.

Whether or not academic misconduct has occurred and what classroom sanctions, if any, are to be applied are matters to be determined by the respective instructor. A student who opposes the sanction imposed by an instructor may appeal the matter to the appropriate Associate Dean.

ACADEMIC POLICIES

Statement of Academic Freedom for Students

Shelton State Community College allows faculty and students the freedom to cultivate a spirit of inquiry and scholarly criticism when discussing discipline related subjects. However, the principle of academic freedom shall not prevent the College from taking the initiative to assure the best possible instruction in accordance with the mission and goals of the college. Any instructor or student who believes that his/her academic freedom has been violated has the right to file a grievance following the College's grievance policy.

Class Attendance Policy

Registration for a class makes the student responsible for attending the class until completed unless officially withdrawn. Students are expected to attend class as scheduled. In an online course, attendance is demonstrated by a student's participation in an instructional related activity, such as submission of an instructional assignment or exam or contributing to an online discussion forum. Excessive absences and/or tardies may interfere with the student's ability to complete the course successfully. The manner in which make-up work, tests, or assignments are given for excused absences is determined by the instructor. Possible excused absences include representing the College in officially approved activities, military service, accidents, court appearances, illness of the student or an immediate family member, or the death of an immediate family member. The student must submit appropriate documentation of extenuating circumstances for an excused absence to the instructor and make arrangements for any make-up work within one week of the last day of the excused absence. It is the student's responsibility to make arrangements with the instructor to make up missed coursework. Work-related excuses, child-care issues, and/or travel are not considered excused absences. Instructors are not required to provide make-up opportunities for unexcused absences or to give additional time to students who are tardy for tests or quizzes.

Attendance requirements in programs that lead to board licensure or certification may differ from this policy. Students should consult program policies and guidelines for details.

Course Syllabus

A syllabus is provided to each student enrolled in a 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 the 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, or 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 of 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 placement testing, 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.

ANIMALS AT THE COLLEGE

No animal or pet may be brought on College property. Exceptions to this policy include guide dogs for the disabled, laboratory animals, animals to be used for approved instructional or special programs, and pets placed in designated pet shelters only when the Governor declares the use of the College as a hurricane evacuation shelter.

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. 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.

Shelton State student organizations may choose to partner with a non-profit organization as part of a service project and may request to advertise their particular service project in accordance with existing College policies for dissemination of information. Organizations wishing to be sponsored by a student organization should be referred to the Student Engagement Office.

CHILDREN ON CAMPUS POLICY

Children may not accompany students to class, tutoring sessions, student meetings, or the library.

All College activities with the express purpose of providing educational opportunities for children, such as dance programs, theatre programs, summer enrichment programs, athletic camps, and other official events sponsored by the College, must provide 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.

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 maintains a security force that assists in providing for the safety and security of students and employees on all of the College's campuses. Although these security officers are employees of Shelton State, they are not State of Alabama certified police officers. These security officers work closely with the local police department 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

Normal 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.

Crime Prevention

The College encourages all students, employees, and visitors to practice safety and personal awareness at all times. Students, employees, and visitors should report any and all incidents that may indicate potentially dangerous situations. Report all emergencies by dialing 911. For non-emergency assistance, contact the Shelton State 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 crimes, such as murders, rapes, robberies, aggravated assaults, burglaries, and motor vehicle thefts occurring at any Shelton State Community College site. This information will be posted on the College website, www.sheltonstate.edu. Direct any questions or concerns regarding Shelton State Community College's security policy to the Office of the Dean of Auxiliary Services, Dr. Tommy Taylor, 205.391.2617, ttaylor@sheltonstate.edu.

Emergency Procedures

- Critical Points for All Emergencies
 - Report ALL emergencies by dialing 911 for immediate emergency assistance. Please also contact the Martin Campus Security Office at 205.391.2377 or the Fredd Campus Security Office at 205.391.2646 for additional assistance.
 - Locate emergency phone boxes throughout both campuses, which are in place to help contact Security Offices during standard hours of operation.
 - Note Emergency Special Assistance Rally Signage for Martin Campus locations:
 - The second floor west main hallway near Cosmetology
 - The second floor west central main hallway near the Atrium
 - The second floor east main hallway near the Faculty Suite exit
 - The third floor on the west side of the Atrium near the Human Resources Suite
- Current Fredd Campus facilities are all single story buildings.

- Follow ALL directives given by College officials and emergency responders.
 - Follow “Run, Hide, Fight” protocols that are in place for active shooters and armed assailants, as recommended by the State of Alabama Department of Homeland Security.
 - Follow all evacuate/shelter/lockdown commands 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 (<https://myschoolcast.com>) rapid alert notification system, the College website (www.sheltonstate.edu), and local media for updates.
 - See <http://www.sheltonstate.edu/emergencypreparedness> for procedure and policy updates.
- Tornado Warning/Severe Weather
 - Seek shelter immediately in designated severe weather hallways and areas, including interior areas on the lowest level of the building away from doors and windows.
 - Stay in the recommended sheltering area until the warning expires and further direction is given.
 - Remain calm and encourage others to do likewise.
 - 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 the building safely, quickly, and immediately when a fire alarm is activated or there is evidence of a fire.
 - Close doors as exiting, and activate the nearest fire alarm pull station.
 - Call 911 to report the location of fire or smoke.
 - Contact the appropriate campus security office when safe to do so. The Martin Campus Security Office number is 205.391.2377 and the Fredd Campus Security Office number is 205.391.2646.
 - Remain calm and encourage others to do likewise.
 - 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
 - Close, lock, or barricade the door immediately with furniture, chairs, and desks. ALL DOORS DO NOT LOCK! MAKE BARRICADES WITH ANY MATERIALS AND FURNITURE AVAILABLE.
 - Remain calm and encourage others to do likewise.
 - Stay away from exits, outside doors, and windows.
 - 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 the nearest safe exit or stairwell. DO NOT use elevators.
 - Meet outside the building well away from the area being evacuated. Parking lots and grassy areas are possible for usage on each respective campus or an area specified by the College. Wait for further instructions.
 - Assist persons with special needs when and where safely possible.

- Call 911 to report location of fire, smoke, and/or other emergency.
- Contact the appropriate campus security office when safe to do so. The Martin Campus Security Office number is 205.391.2377, and the Fredd Campus Security Office number is 205.391.2646.
- DO NOT enter campuses if notification is received while 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.
 - Provide as much information as possible to law enforcement officers when calling 911, other first responders, and College personnel about the person and his or her direction of travel.
 - Contact the appropriate campus security office when safe to do so. The Martin Campus Security Office number is 205.391.2377 and the Fredd Campus Security Office number is 205.391.2646.
 - Do not block the person's access to an exit.
 - Follow "Run, Hide, Fight" protocols that are in place for active shooters and armed assailants, as adopted by the State of Alabama Department of Homeland Security.
 - Close, lock, or barricade the door immediately with furniture, chairs, and desks if you feel threatened. ALL DOORS DO NOT LOCK, SO MAKE BARRICADES WITH ANY MATERIALS AVAILABLE.
 - Remain calm and encourage others to do likewise.
 - 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 weapon, take immediate steps to protect yourself.
 - Follow "Run, Hide, Fight" protocols that are in place for active shooters and armed assailants, as adopted by the State of Alabama Department of Homeland Security.
 - 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.
 - Contact the appropriate campus security office when safe to do so. The Martin Campus Security Office number is 205.391.2377, and the Fredd Campus Security Office number is 205.391.2646.
 - If barricaded, turn all cell phones to vibrate or silent so as not to alert the shooter of your location. Leave the 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 escape the area safely. If unable escape safely, immediately close, 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; 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.
 - Remain calm and encourage others to do likewise.
 - 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 the 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.
 - Call 911 immediately to report the incident.
 - Contact the appropriate campus security office when safe to do so. The Martin Campus Security Office number is 205.391.2377, and the Fredd Campus Security Office number is 205.391.2646.
 - Follow evacuation directives from College officials and first responders.
 - Assist those with special needs if and when possible if directed to evacuate.
 - Remain calm and encourage others to do likewise.
 - 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 at 205.391.2617 or 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* account.
- 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’s drop down menu.
 - To opt out of the system and no longer receive updates, please submit an email with your name, cell number, and email address to Dr. Tommy Taylor at, 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 students of Shelton State Community College will follow the institutional guidelines herein established for the use of computer resources. As a condition of usage of the College's computer resources, all users consent to the monitoring of usage. 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.

All users of College computer resources are subject to the "Responsible Use" requirements outlined below.

Responsible Use Requirements

- Responsible users must avoid actions or omissions that make them or the College criminally or civilly liable to others. Under law, a user may be required to reimburse the College for any amount of money it must pay to another because of injury caused by his or her conduct. Such conduct includes but is not limited to the following:
 - 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 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 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 persons 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 communicated 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 is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the filesharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual

damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. (For details, see Title 17, United States Code, Sections 504, 505.) Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

- Shelton State expects its students to respect the rights of the College, 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 texts 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.

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 in which 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 for all first-year students. Additionally, a representative from the local drug prevention agency speaks with students by setting up display tables around the College on various days throughout the semester.

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 or her views by Shelton State, which includes its students, faculty, and staff.

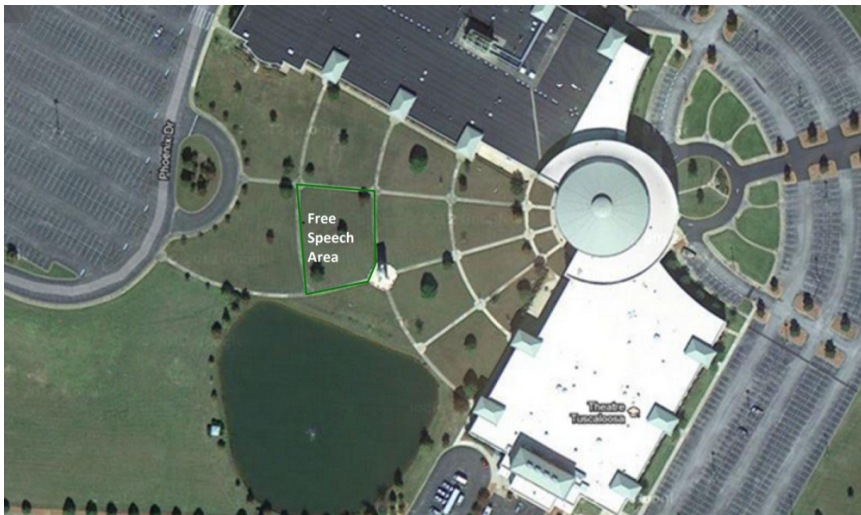
Definitions

- 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 must complete the Guest Speaker Request Form before inviting a speaker to campus. A student organization or College department planning to invite a guest to speak at a regularly scheduled meeting must also complete the appropriate procedures associated with the College's event request process.
- 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 that 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 scheduled 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 at mediacom@sheltonstate.edu.

Poster and Flyer Registration

- All posters and flyers relating to students must be approved by the Office of Media and Communication by emailing mediacom@sheltonstate.edu. 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 that is deemed inappropriate

for public display.

- Event posters and flyers should be displayed for a period not to exceed seven days before the event that 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 vehicles' 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 request process. Students should contact their student organization's faculty and/or staff advisor to initiate the event request process.

FUNDRAISING POLICY

Any student or student group who wishes to raise funds or in-kind donations on behalf of the College or an organization of the College, must have the approval of the President. All funds raised or in-kind donations received through approved fundraising activities must be deposited with the College and shall be accounted for and controlled by the policies and procedures of the institution. Any student or student group may initiate a request to conduct a fundraising activity. Requests should be submitted to the office of Student Engagement for review and approval. The office of Student Engagement will route the request to the appropriate Cabinet Member. Once approved by the Cabinet Member, the request will be forwarded to the President for final approval.

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 semester 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 semester.
- 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 or 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 or she believes the grading procedures outlined in the class syllabus were not appropriately followed; the student must attach all relevant evidence to the letter.
 - The letter must be submitted to the appropriate associate dean within seven (7) business days of the beginning of the following semester. If the grade being appealed was earned in a full-term class during the fall, spring, or summer, the following semester 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 myShelton 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 or she must submit a written request for a 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 myShelton email account.
- Associate Dean's Decision:
 - If the student still believes there is a problem, he or 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 myShelton email account.
- Dean's Decision:
 - If the student still believes there is a problem, he or she must submit a written request for review by the appropriate dean 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 myShelton 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 in to the appropriate Campus Security Office 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 adequate time to claim the property. Shelton State Community College is not responsible for personal property. It is strongly 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 other personal equipment.

MEDICAL EMERGENCIES

Individuals should dial 911 and report all medical emergencies. If time permits, individuals should 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 transportation 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. 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 or 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 they 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.

SINGLE STALL RESTROOMS

Single stall restrooms are available on both the Martin and Fredd Campuses. The single stall 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, a single stall restroom is room 223 in Building 200.

STUDENT EMAIL

Shelton State Community College (SSCC) student email is also referred to as myShelton email. All students currently enrolled in or registered for a credit course are provided a myShelton email account. Student email addresses will be recorded in the College's electronic directories and records. **myShelton Email is the official email communication for the College to deliver college-related information to students.** Students can access their student email through myShelton. Every email message sent from a SSCC student email carries the Shelton State name (my.sheltonstate.edu), and all communications should reflect that. The format of an SSCC student email is john.doe@my.sheltonstate.edu unless otherwise stated. Accounts are for individual use only; they, are neither transferable nor to be used by any other individual. Only authorized individuals of SSCC may at any time view a student's email if that student is suspected of a violation of College policies. Students are expected to use and maintain their own individual email account. Users of student email should adhere to the SSCC Computer Resource Use and Acceptable Use Policies. See "SSCC Computer Resource Use and Acceptable Use Policies" for more information.

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 that 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 two weeks prior to the scheduled trip.
- Off-campus trips are to be made in the company of appropriate and approved chaperones.
- Students must sign both a Medical Release Form and Hold Harmless Agreement in order to participate in such trips.
- Each signed Medical Release Form and Hold Harmless Agreement must be filed with the Office of Student Engagement prior to 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.

Parking, Vehicle Registration, and Hang Tag Information

The Cashier's Office manages all items regarding parking registration and the issuance of all hang tags associated with Shelton State Community College.

Vehicle Registration Dates

The official registration period for cars, motorcycles, and motorbikes will be held at the beginning of each semester's registration. Everyone must register his or her vehicle with the Cashier's Office prior to driving and parking on College property. Hang tags will be issued for the academic year, beginning September 1 and expiring August 31 of the following year.

Vehicle Registration Costs

Student accounts must be paid in full prior to receiving a hang tag from the Cashier's Office. Additional or replacement hang tags will cost \$5.00.

Registration Information Required

- Student name, myShelton username, and driver's license number
- Vehicle license plate number
- Make, model, year, and color of the vehicle
- Valid Shelton State student ID

Motorcycles and Motorbikes

When motorcycles and motorbikes are registered, the owner will be issued an appropriate decal to be permanently affixed to the outside of the front fender. All motorcycles and motorbikes must park in a legal parking space and in zones corresponding with the permit issues; fines, penalties, registration requirements, and rules are the same as those for automobiles. The law requires operators and passengers of two-wheeled motorized vehicles to wear protective helmets.

Bicycles

Registration of all bicycles on College property is highly recommended. All bicycles must be placed in racks. Bicycles are not to be parking on sidewalks, driveways, stairs, or at entrances to buildings. Any bicycles found in these locations will be impounded, and a \$5.00 fee will be assessed.

Hang tags

- Policies
 - Employees and students who register their vehicle will receive a hang tag, which must be displayed face-out on the rear view mirror when the vehicle is parked on College property.
 - Failure to display the permit could result in a citation being issued or the vehicle being impounded.
 - Each individual is responsible for his or her hang tag. While hang tags may be transferred and used on more than one vehicle, an individual should NOT loan a parking hang tag to others since that individual is responsible for all parking citations written against his or her hang tag.
- Identification of Hang Tags
 - Students: red hang tags
 - Employees: green hang tags
 - Motorcycle: red cling decal
 - Temporary: yellow parking pass

- Accessible/Handicap Hang Tags
 - Accessibility/Handicap Parking: blue hang tags (A Shelton State issued handicap hang tag is required to park in a handicap space.)
 - Blue hang tags will be issued only to those students and employees who are certified to be disabled by the State of Alabama. Proper documentation demonstrating the student or employee is the registered accessible/handicap individual is required.
 - Temporary Accessible/Handicap: blue paper copy (A Shelton State issued handicap parking pass is required to park in a handicap space.)
 - Blue paper copy parking passes will be issued only to those students and employees who provide the Cashier's Office with a signed statement or doctor's excuse by their personal physician stating the individual needs special parking for a specified period of time.

College Access, Parking, and Traffic Rules

1. Standard rules of the road for the city, county, and state will be observed on all College property.
2. All College access rules and regulations are in effect at all times.
3. The violation of any College access regulation will subject the violator to fines as specified under "Parking Violations and Appeals."
4. Loading and service zones: Parking is restricted to service and vendor vehicles for the purposes of loading and unloading only.
5. Double parking on streets or in parking areas is prohibited at all times.
6. Vehicles should be parked within the marked parking spaces.
7. When students change status, they must apply for a new permit.
8. All College access regulations remain in effect during registration and final examinations.
9. Recommended speed on College property is 25 mph except where otherwise posted; however, any speed unsafe for conditions of the road, including vehicular and pedestrian congestion, is prohibited.
10. Driving or parking on the grass or sidewalks and parking in crosswalks and loading zones are prohibited.
11. Motorists must yield to pedestrians in designated crosswalks.
12. Motorcycles, bicycles, and other vehicles are subject to the same traffic rules and must move in the same direction on the same side of the street as automobiles. These vehicles must not use sidewalks or lawns.
13. The College assumes no liability for damages or theft of vehicles operated or parked on College property. Any such damage is a risk assumed by the owner and/or operator of the vehicle.
14. The inability to find a legal parking space will not be accepted as a defense for violations.
15. Operation or parking of an unregistered vehicle on College property will result in the issuance of a citation; all charges, including towing, and purchase of current permit will be assessed before the vehicle is released.
16. Anyone other than a visitor using a visitor's space will be subject to receiving a ticket for improper parking.
17. A person issued a long-term special access or disability access placard or a temporary disability placard must be the driver or passenger in a vehicle parked in a special access or disability parking place.

Parking Violations and Appeals

Fines

Fines are as follows:

Failure to Display Hang Tag	\$10
Failure to Register Vehicle	\$25
Improperly Affixed Hang Tag	\$25
Improper Parking	\$25
Parking in a No Parking Zone	\$25
Handicap Parking	\$50
Blocking Sidewalk	\$25
Fire Lane	\$25
Blocking Vehicles/Roadway	\$25
Other	\$25

Payment of Fines

- After 24 hours, not including weekends and holidays, students may pay fines in the Cashier's Office.
- Parking citations are automatically charged to student accounts. Students should take the citation to the Cashier's Office at the time of payment.
- Failure to pay fines will result in restrictions associated with registration, transcript release, the release of grades, or other items associated with enrollment at Shelton State.

Impounding Vehicles

All vehicles not parking in accordance with College parking, traffic rules, and regulations are subject to impoundment.

Appealing a Ticket

All individuals who are part of the Shelton State community or who utilize any College property or facility are subject to all policies and procedures related to campus access, parking, and traffic. If individuals believe they have been wrongly ticketed, however, they have the right to appeal. The Citation Appeal Form is available in the Cashier's Office and must be submitted with five (5) business days from the date of the citation.

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 student's rights 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-campus 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. Nonconsensual sexual intercourse may take many forms, including, but not limited to, rape by a stranger or an acquaintance while on a date and rape by multiple perpetrators (often referred to as “gang rape”). Nonconsensual sexual intercourse may occur both on-campus 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:** Intimate partner violence 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 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 activities;
 - 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 friends watch consensual sex without the knowledge or consent of the sexual partner), engaging in peeping Tommerly, knowingly transmitting Human Immunodeficiency Virus (HIV) or other sexually transmitted disease (STD) 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. Lack of consent includes conditions resulting from alcohol or drug consumption or being asleep or unconscious.
- **Sexual Violence:** Sexual violence 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 disability (intellectual or otherwise).
- **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:** Acquaintance rape is the most prevalent form of sexual assault on a college campus, and it occurs 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:** Bystander intervention may be carried out by an individual to prevent harm or to intervene when 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 him or her 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.
- Place each item of clothing in a separate paper bag if at all possible. Do not use plastic bags.
- Do not disturb anything in the area where the assault occurred; including bed linens and discarded clothing.
- Go immediately to seek medical attention.
- Ask the hospital or clinic where you receive medical care to take a urine sample if you suspect you have been given a rape drug. 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.
- 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 or she should know it is the College official's responsibility to notify the Office of the Dean of Students immediately. 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-campus 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 local law enforcement as necessary, 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 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 an act of 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 options are safe and positive 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.

SHELTON STATE C.A.R.E TEAM

Mission Statement

The Shelton State Community College C.A.R.E. Program (Communicate, Assess, Refer, and Educate) is committed to helping maintain individual and College community safety and well-being through proactive and collaborative prevention, assessment, and intervention. C.A.R.E. Team members are available to assist victims of sexual assault and domestic violence by helping provide referrals for assistance and resource contact points.

Purpose

The Shelton State C.A.R.E. Program is part of an early warning and intervention system that allows the College to proactively provide resources to at-risk individuals. Whether submissions are made online or in person, all requests and referrals for assistance are confidential.

While the Shelton State C.A.R.E Team leads this effort, it is important to note that the College community shares this responsibility. All are encouraged to provide support and assistance by submitting requests to the Shelton State C.A.R.E. Team.

Primary C.A.R.E. Team Member Areas

Dean of Auxiliary Services (Security and Law Enforcement)
 Director of Human Resources (Employees)
 Dean of the C. A. Fredd Campus (Students)
 Library Services (Students)
 Student Services/SOAR Institute (Students)
 Adult Basic Education (Students)

Contact Information

• Title IX Coordinator for Students	205.391.5878
• 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 neither discourage anyone from reporting, nor encourage anyone 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 that 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 that they are entitled to receive, in writing, the results of such outcome being reached within three business days.

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

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 that 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 that 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.
 - The complainant has the right to remain present during the entire hearing except during the deliberations.
 - The complainant has the right not to have his or her sexual history discussed during the hearing.
 - The complainant has the right to make an "impact statement."
 - The complainant 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 regulations 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.

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

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their educational records. (An “eligible student” under FERPA is a student who is eighteen years of age or older or who attends a postsecondary institution at any age.)

- A student has the right to inspect and review his or her educational records within 45 days after the day the College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- A student has the right to request the amendment of his or her educational records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- A student has the right to provide written consent before the College discloses personally identifiable information (PII) from his or her educational records, except to the extent that FERPA authorizes disclosure without consent. The College discloses educational records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official may include a volunteer or contractor outside of the College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, collection agent, or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the College. Upon request, the school discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.
- A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is the following:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

In addition, a school may include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.

FERPA permits the disclosure of PII from students’ educational records, without consent of the student, if the

disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student to the following:

- Information may be disclosed to other school officials, including teachers, within the College whom the school has determined to have legitimate educational interests. These individuals include contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
 - Information may be disclosed to officials of another school in which the student intends to enroll, or in which the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
 - Information may be disclosed to authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the university's state-supported educational programs. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported educational programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
 - Information may be disclosed in connection with financial aid for which the student has applied or for which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- Information may be disclosed to accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
 - Information may be disclosed to parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
 - Information may be disclosed to comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
 - Information may be disclosed to appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
 - Information may be included with other information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
 - Information may be disclosed to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may include only the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
 - Information may be disclosed to the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
 - Information may be disclosed to parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one. (§ 99.31(a)(15))

The College intends to forward all records on request within the guidelines of FERPA as listed in this document.

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Shelton State, with certain exceptions, obtain students' written consent prior to the disclosure of personally identifiable information from their educational record. However, the College may disclose appropriately designated "directory information" without written consent, unless students have advised the registrar to the contrary in accordance with the procedures listed in this document. The primary purpose of directory information is to allow the College to include information from students' educational records in certain school publications.

Examples include the President's list, the dean's list, other recognition lists, graduation programs, sports programs.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. In addition, the Every Student Succeeds Act (ESSA), Pub. L. 114-95 passed in 2015, requires all colleges to provide military recruiters, upon request, names, addresses and telephone listings – unless the student has submitted a written request for confidentiality to the registrar.

Directory information for Shelton State Community College is defined as the following:

- Name
- Address
- Telephone listing
- College 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
- Degrees and awards received

Students are directed to contact the Registrar with any questions or concerns.

Annual Notification of FERPA Rights

Shelton State will give annual notice to current students of their rights under FERPA by publishing information in the Student Handbook.

Facsimile (FAX) Records

Shelton State honors facsimile (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.

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 educational records, have a hearing to amend an educational record, and have their educational records' privacy protected by Shelton State. Former students do not have the right to request nondisclosure of Shelton State unless the request that no directory information be disclosed was made prior to or at the last opportunity as a student.

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 Educational Records

The following is a list of records Shelton State Community College maintains, their locations, and their custodians.

Record Type	Location	Custodian
Admissions Records	Office of Enrollment Services Martin Campus Atrium, 1 st Floor	Registrar
Cumulative Academic Records	Office of Enrollment Services Martin Campus Atrium, 1 st Floor	Registrar
Financial Records	Business Office and Office of Enrollment Services Martin Campus Atrium, 1 st Floor	Business Services and Office of Enrollment Services
Disciplinary Records	Office of the Dean of Student Services Martin Campus Atrium, 1 st 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.

SMOKING AND TOBACCO POLICY

As of May 29, 2018, Shelton State Community College is smoke-free and tobacco-free. “Smoking” includes inhaling, exhaling, burning, carrying, or possessing any lighted product, including cigarettes, cigars, pipe tobacco, or any other lit product. “Smoking” also includes “Vaping” and the use of electronic cigarettes or similar devices. “Tobacco” includes smokeless tobacco, including, but not limited to, products known as dip, chew, snuff, or nus. All locations of Shelton State Community College are smoke-free and tobacco-free, including instructional sites, campuses, athletic facilities, grounds, parking lots, and vehicles owned, leased, or rented by the College. All College employees, students, visitors, vendors, and contractors are required to comply with this policy, which will remain in force at all times.

Furthermore, this policy prohibits any smoke and/or tobacco-related advertising or sponsorship from appearing in any publication produced by the College or by any club, team, organization, or association authorized by Shelton State Community College.

Enforcement

The monitoring and enforcement of the smoke-free and tobacco-free policy are the responsibility of all Shelton State Community College employees and students. Each member should consistently and politely bring any infraction of this policy to the attention of the person or people observed violating the policy. Visitors,

contractors, and vendors should be reported to the department responsible for their presence on College property. Attempts should be made to remedy policy violations prior to contacting College security. Those individuals informed of the policy will be asked to discontinue the disallowed activity, and any failure by a visitor, contractor, or vendor to discontinue the disallowed activity after being requested to do so will result in the individual being escorted off the College premises by security. Vendors and contractors may be subject to action, up to and including the legal termination of a contract.

Disciplinary Actions for Students

Tickets will be issued by security personnel.

First offense: warning and/or reminder of policy and cessation resources available on the Smoke-free and Tobacco-free website

Second offense (and any offense thereafter): \$25 fine

Appeals should be submitted via the Citation Appeal Form for review by the Board of Review.

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-served basis. Student may request transcripts by logging in to their *myShelton* account, clicking on the "Student" tab, choosing "Request Printed Transcript", and completing the requested information. The transcript will be printed and mailed with the next batch. If students prefer to pick-up the transcript, they should check their *myShelton account* the next business day to determine its status. Student should bring a photo ID for verification at the time of pick-up.

If additional information is needed or if a student has difficulties placing an order, he or she should contact the Office of Enrollment Services at 205.391.2214.

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

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

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; also, this policy does not apply to instructional programs 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 the College 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 published 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.

Failure to attend class does not constitute official withdrawal.

Students are unable to withdraw completely from all classes online and are required to speak with an educational advisor 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 educational advisor.

Students who are Pell recipients or receive veterans' 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.

Student Handbook Revision Index

Effective with the revised September 2019 Student Handbook this index will be included and will list the sections of the handbook which have been added, deleted, or in which substantive revisions have been made since the previous publication of the Student Handbook.

2019 Student Handbook Revisions

SSCC Policy	Title	Type of Change	Notes
myShelton Account	Password Requirements	Deleted	Pending updates from OneACCS – September 2019
College Communication	Shelton State App	Deleted	Pending updates from OneACCS – September 2019
Wireless Acceptable Use Policy	Wireless Acceptable Use Policy	Added	September 18, 2019
Smoking and Tobacco Policy	Smoking and Tobacco Policy	“Vaping” added to be included with “Smoking”	September 19, 2019
Shelton State C.A.R.E. Team	Shelton State C.A.R.E. Team	Added Shelton State C.A.R.E. Team information	September 19, 2019