POLICIES AND PROCEDURES

It is the intent of the compilers of this handbook that it contains policies, procedures, and guidelines adopted or approved by The Alabama State Board of Education. Users are cautioned that changes in policies, procedures, and guidelines may have occurred since the publication of this material. In the event of such a conflict, the current statements of Board policy will prevail.

STATEMENT OF NONDISCRIMINATION, GRIEVANCE PROCEDURES, AND HARASSMENT POLICY

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

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

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

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

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

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

**Grievance Policies and Procedures**

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

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

1. The College will issue a written notice indicating receipt of the grievance.
2. The College will initiate an investigation within ten (10) days of receipt of the grievance.
3. The investigation will be conducted in an impartial manner, and will utilize an impartial decision-maker. The investigation process will allow the parties to submit evidence and witness testimony.
4. Any attempts to resolve the matter informally must be strictly voluntary and facilitated by a College staff member. The student making the complaint will be informed of his or her right to end the discussion at any time.
5. It is recommended, but not required, that the complaint be made in writing, describe the particulars of the allegations in detail, and be signed and dated by the complainant.
6. The appropriate administrator will investigate the grievance and serve as the contact person for the duration of the investigative process.
7. Upon completion of the investigation, the parties will be provided with a written response concerning the resolution of the complaint. This will occur no later than thirty (30) working days from the College’s receipt of the complaint, unless additional time is required and the time of a later response is provided to the parties in writing.
8. Based upon the outcome of the investigation, the College will take all steps necessary to prevent the recurrence of the discrimination and to correct the discriminatory effects on the complainant and others, if appropriate.
9. If the student is not satisfied with the College’s resolution of the complaint, or if a response was not provided as required by step seven, the student may appeal to the President of the College.
Any appeal must be in writing and received by the President no later than ten (10) working days from the date of the written response or the date by which the written response was to have been received, and must state the reason why the student is not satisfied with the College’s resolution of the complaint.

10. The President will provide a written response to the appeal within ten (10) working days from receipt unless additional time is required, in which case, the student will be notified in writing of how much additional time is needed.

11. The President’s decision on appeal is final.

12. If the complaint involves the Dean of Student Services, the Dean of Academic Services, or the Dean of Technical Services, the President of the College will investigate the complaint. The student will receive a written response to his or her complaint.

13. If the complaint involves the President, the Chancellor of Post-Secondary Education will investigate the complaint. The student will receive a written response to his or her complaint.

14. With regard to allegations of unlawful discrimination, retaliation against the student making the complaint or individuals participating in the investigation is prohibited and should be reported to the designated administrator or to the President.

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

Examples of harassment include, but are not limited to:

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

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

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

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

1. If a student believes he or she has been harassed, or is aware of the harassment of other students, he or she should report, without fear of reprisal, the alleged conduct to his or her supervisor (if the behavior is related to a campus student job and the supervisor is not the individual accused of harassment or condoning harassment), or to the appropriate administrator listed in the Discrimination Policy, above, as soon as possible. The report should include as much detail as possible, such as the names of individuals involved, the names of any witnesses, direct quotations if language is relevant, descriptions of any conduct or gestures, and any documentary evidence (notes, pictures, cartoons, etc.) the student may have or is aware of.

2. All incidents of prohibited harassment will be investigated as soon as possible, but no later than ten (10) working days from the date of receipt of the complaint. If more time is needed, a notice will be issued in writing to the complainant. The College may take interim steps pending investigation, as appropriate. The College will conduct a thorough and objective investigation of the harassment allegations, regardless of whether such complaints are communicated verbally or in writing. The parties will have the opportunity to submit evidence and witnesses, and the investigation will be conducted by an impartial decision maker. The College will protect the confidentiality of students reporting suspected violations of this policy to the extent possible, consistent with its investigation.

3. The College will make a determination as soon as possible, but in any event no longer than ten (10) working days following the conclusion of the investigation, regarding the reported harassment, and communicate the determination in writing to the student who complained and to the accused harasser(s). The College will take appropriate action to remedy any harassment and to prevent any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including expulsion (if the accused harasser(s) is a student) or discharge (if the accused harasser(s) is a College employee) will be taken and communicated to the student who complained.

4. If a student is not satisfied with the College’s resolution of his or her harassment complaint, the student may follow the appeal procedure set forth in How to File a Discrimination or Academic Grievance above.

5. If the behavior or harassment continues after the College has taken appropriate action to stop it, the student should report the continuing harassment as soon as possible to the appropriate administrator listed in the Discrimination Policy above.

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.