

STUDENT HANDBOOK

STUDENT AFFAIRS

Philosophy. Each member of the Student Affairs staff at Wallace Community College is dedicated to the belief that all people should have the opportunity to reach their maximum potential. Functions that comprise Student Affairs are the following: Admissions, Career Planning, Counseling Services, Job Placement, Records, Student Activities, Student Financial Services, and Testing Services.

STUDENT RIGHTS AND RESPONSIBILITIES

Wallace Community College (WCC) desires to make provisions for students to be as knowledgeable as possible regarding College policies and procedures and their rights and responsibilities relating to them. The information in this section and the sections that follow are designed to clarify information pertaining to rights that are granted to students and responsibilities which students should fulfill as members of the Wallace Community College family.

The submission of an application for admission to Wallace Community College represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies and procedures of the College, The Alabama College System, and state and federal agencies where applicable. College approval of a student's application, in turn, represents the extension of a privilege to join the College community and to remain a part of it as long as he/she meets the required academic and behavioral standards.

Each individual student is guaranteed the privilege of exercising his/her rights without fear or prejudice. Such rights include, but are not limited to, the following:

- Students are free to pursue their educational goals;
- No disciplinary sanctions may be imposed upon a student without the recourse of due process, except as outlined in the Student Code of Conduct;
- Free inquiry, expressions, and assembly are guaranteed to all students provided their actions do not interfere with the rights of others or the effective operation of the College;
- Academic Evaluation of student performance shall be neither arbitrary nor capricious.

Within the limits of its facilities on all campuses and sites, WCC will be open to all persons without regard to sex, race, creed, disability, or national origin. It is the responsibility of the College to publish its educational objectives and to make available the criteria it shall use in evaluating student success in all programs. It is the responsibility of the student to acquaint himself/herself with these objective and criteria as published and set forth by WCC. The facilities and services of the College will be available to all enrolled students, provided they are used in a manner which is appropriate to an academic environment and with regard to College policies and operating procedures.

The College's Student Code of Conduct addresses behavior and actions which adversely impact the achievement of educational goals. It is the responsibility of the student to become familiar with the regulations governing student conduct and to adhere to policies where applicable. Lack of knowledge regarding College policies will not excuse any student from adherence to policies or sanctions that may be imposed for violations. The College reserves the right to dismiss any student whose conduct and behavior poses a threat to the College environment or the health, safety, or security of others.

ACTIVITIES AND ORGANIZATIONS

Wallace Community College is committed to planning and implementing activities and experiences that are conducive to facilitating student achievement of personal and professional goals. Pursuant to that end, students serve, when appropriate, as voting members of College standing committees and have all rights and responsibilities associated with committee membership.

Athletics. Wallace Community College participates in intercollegiate baseball and women's softball. Interested students should contact the Athletic Department on the Wallace Campus.

Extracurricular Activities. In addition to the athletic program, the College provides opportunities for participation in student government and various clubs and social functions. Active efforts have been made to help develop a well-rounded program of recreational, social, and cultural activities that will contribute to the student's enjoyment of college life, personal growth, and social development. Annual and semester activities are scheduled on all campuses to provide additional activities for students.

Student Publications. The College has maintained a commitment to student publications for many years and values the learning experiences available to students who desire to participate in producing student publications. Any publication containing opinions and editorial content must be the responsibility of the student organization publishing it. The College has a responsibility to ensure that participating students are adequately informed concerning issues related to responsible journalism. The advisors of student organizations oversee the production of any student publications, offer guidance to student participants, and ensure their awareness and understanding of the rights and responsibilities of a free press. The College supports a free student press and expects students participating in the production of student publications to uphold the highest standards of journalistic responsibility and integrity, but it reserves the right to reject and/or edit material submitted for inclusion in any publication, including, but not limited to, newsletters, flyers, and brochures. Any student publications containing announcements intended to provide timely information about College and community events must also be reviewed by the advisor of the respective organization to ensure that the contents of the publication are accurate and meet the intended purpose.

Procedures for Approval of Off-Campus Activities. Off-campus activities must be approved by the appropriate Campus Dean. An Activity Request Form (available from Enrollment Services in Grimsley Hall on the Wallace Campus and the Student Affairs Department in the Administration Building on the Sparks Campus) must be submitted a minimum of seven working days prior to the event.

Social Functions. Social functions such as parties, dances, activities, guest speakers, or other entertainment must be sponsored by recognized campus organizations. College facilities are made available for such activities when possible. Approval for such activities begins by submitting an Activity Request Form, which may be obtained from Enrollment Services in Grimsley Hall on the Wallace Campus and the Student Affairs Department in the Administration Building on the Sparks Campus. Wallace Community College students who bring guests or visitors onto College property or to any College-sponsored activity are responsible for their conduct.

Organizations. Current active student organizations on the Wallace Campus include the Association of Students of Practical Nursing, Baptist Campus Ministries, Chamber Choir, Circle K, Diplomats, Jazz Band, Phi Theta Kappa (PTK), Student Government Association (SGA), Wallace Association of Nursing Students (WANS), and Wallace College Singers. Student organizations on the Sparks Campus include the Vocational Industrial Clubs of America (VICA), SGA, Phi Beta Lambda (PBL), PTK, National Vocational-Technical Honor Society, and Diplomats.

Students should contact the Assistant Dean of Student Affairs on the Wallace Campus or the Dean of Student Affairs on the Sparks Campus for specific, written information concerning campus organizations, formation of new organizations, club advisors (eligibility and role), policies and procedures related to campus organizations, and other related matters.

CAMPUS REGULATIONS

Code of Student Conduct

As members of the learning community at the institution, students have a number of rights, privileges, and responsibilities. Those rights and privileges include the right to sound and professionally presented instructional programs and the right to due process in instances involving disciplinary actions or academic grievances.

The Code of Student Conduct is the standard of conduct by which students and organizations are expected to abide. They shall be aware of the Code and know they will be held accountable for its provisions. By enrollment at the College, a student or organization neither relinquishes rights nor escapes responsibilities of local, state, or federal laws and regulations. The College has an interest in maintaining a campus environment that is conducive to the educational mission in addition to the safety, health, and well-being of all students and other individuals on campus. Students and organizations are obligated to abide by the rules and policies established by the College. Students at the College are considered responsible adults, serious of purpose, and enrolled for the primary purpose of furthering educational goals. 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 intentional attempt to injure or interfere with the personal or property rights of any person, whether a student member of the College community or a visitor of the College itself, is strictly prohibited.

Note: Faculty and staff members (including College counselors) and students should note that any expectation of confidentiality does not include any illegal act. Faculty and staff members (including College counselors) are required to notify law enforcement officials and College officials when they learn of a criminal act.

Application. The Code of Student Conduct applies to individual students and student organizations and is applicable to on- and off-campus College functions. Any student or group involved in unacceptable or prohibited conduct shall be disciplined in a manner commensurate with the nature and severity of the act of misconduct.

Any indication of facts that could cause imminent danger or harm to the health, safety, and welfare of the accused, students, faculty members, other individuals, or College property, or any indication of mental or physical harassment of students (hazing) by an organization or student may result in immediate interim suspension of the organization or student by the designated College official on each campus or Dean of Student Affairs. This interim suspension may continue only for a period of 72 hours until such time as a disciplinary hearing is held to consider the matter.

Imposition of the sanctions stated above may be stayed pending appeal, at the discretion of the President of the College, on written request by the student or organization.

Misconduct. Student conduct is expected to be in accordance 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 shall be subject to disciplinary action by the College, up to and including permanent expulsion, for misconduct on any property owned or controlled by the College; or off College property at any function that is authorized, sponsored, or conducted by the College; or in parking lots adjacent to areas or buildings where College functions are being conducted. Such misconduct shall include the commission of or attempt to commit any of the following acts:

1. Any form of dishonesty including cheating, knowingly furnishing false information to the members of the College faculty or to any other officer or employee of the College, and alteration or use of College documents or instruments of

identification with intent to defraud (cheating is defined as dishonesty in completing academic assignments, such as having in one's possession materials other than those specifically approved by one's instructor during tests; submission of work that was prepared by someone else to an instructor as one's own work; plagiarism, representation of someone else's writing or ideas as one's own; assistance in the foregoing practices).

Plagiarism is the act of using the words and/or work of another author and attempting to pass it on as one's own work. Examples of plagiarism include, but are not limited to, a student's submitting, under his/her own name, an essay, report, research paper, or some other assignment that has been written in part or in whole by another person. Plagiarism also occurs when there is a pattern of failing to document and punctuate materials from research sources appropriately (as designated by the instructor and the research style that the instructor requires and publishes to his/her students); and/or the consistent failure to document accurately and in proper style any material that is not common knowledge, which the student has included in an assignment.

2. Forging, altering, or misusing College documents, records, or identification.
3. Issuing a worthless check made payable to the College or to its Bookstore. A student will be notified by the Business Office when a check for tuition, books, fees, or other charges is returned for insufficient funds. The student will have 72 hours in which to satisfy that obligation. If the obligation is not satisfied in that time, the student's enrollment will be voided.
4. Failure to properly comply with any reasonable direction given by a College official acting within the capacity and performance of his/her position.
5. Violation of written College rules, policies, or regulations.
6. Obstruction or disruption of teaching, research, administration, service, disciplinary procedures or policies and/or procedures of clinical affiliates while at their sites, other College activities, or other activities on College premises.

An instructor has the obligation to maintain order in the classroom to preserve the integrity of the learning environment. If the behavior of a student disturbs or otherwise interferes with instruction, the student will be asked to leave the class. The student may be allowed to return to the next class meeting after consultation with the instructor and a third party. The third party may be another faculty member, division chair, or a dean. The instructor may have a consultation with the department chair and the Dean of Student Affairs to determine if the student should appear before the Judiciary Committee.
7. Destruction, damage, or misuse of College, public, or private property (the student is responsible for any damage done to College property).
8. Conduct in violation of federal or state statutes or local ordinances that threatens the health and/or safety of the College community or that could adversely affect the educational environment of the College.
9. Conviction of any misdemeanor or felony that adversely affects the educational environment of the College.
10. Obtaining College services by false pretenses including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, labor, material, space, facilities, or services.

11. Hazing, i.e., any mental or physical requirement or obligation placed on a person by a member of any organization, or by an individual or group of individuals that could cause discomfort, pain, or injury or that violates any legal statute or College rule, regulation, or policy. **Hazing** has been defined as, but is not limited to, striking, laying open hand on, treating with violence, or offering to do bodily harm to a person with intent to punish or injure the individual, or other treatment of a tyrannical, abusive, shameful, insulting, or humiliating nature. Hazing is any action taken or situation created, whether on or off the campus premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule, including servitude often called *personal favors*. The College does not approve of or condone hazing; thus, activities of this nature shall be dealt with promptly and sternly.
 12. Lewd, obscene, licentious, or indecent conduct or verbal or written threat of such action against another person, **including sexual harassment/misconduct**.
 13. Harassment, intimidation, bribery, physical assault, etc., or any other means, implied or explicit, to influence any member of a judicial body named in the Code including witnesses, faculty members, staff members, and students before, during, or after a hearing. Organizations shall be responsible for the actions of their individual members, alumni, advisors, etc. in this type of situation.
 14. Possession of firearms or weapons (including hunting guns, bows, crossbows, etc.), ammunition, explosives, fireworks, or any other dangerous instrumentalities.
 15. Intoxication from, or the possession and/or consumption of, any alcoholic beverage or non-prescribed controlled substance.
 16. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law.
 17. Theft, accessory to theft, and/or possession and/or transportation and/or sale of stolen property.
 18. Physical abuse, threat of violence, intimidation, and physical or mental harassment.
 19. Trespassing or unauthorized entry.
 20. Entering false fire alarms, tampering with fire extinguishers, alarms, or other safety equipment.
 21. Publishing, aiding in publishing, circulating, or aiding in circulation of anonymous publications or petitions of a libelous, slanderous, scurrilous, or unduly offensive nature.
 22. Smoking or using any tobacco product in classrooms, laboratories, library-media buildings, gymnasiums, or other locations where prohibited (including clinical sites).
 23. Playing a device such as a tape player, radio, or other electronic device in the student center, hallways, classrooms, or any other place where such activity would interfere with normal activity of the College.
 24. Any form of illegal activity defined by state or federal law or municipal ordinance.
 25. Disruptive or disorderly conduct that interferes with the rights and opportunities of those who attend the College to use and enjoy College facilities.
 26. Failure to obtain clearance from an instructor to leave a class, lab, clinical, or campus during class/clinical hours.
 27. Failure to wear appropriate dress for the department in which the student is enrolled.
 28. Participation in any form of gambling.
 29. Unauthorized possession of a key to any College facility or vehicle.
- If a student violates any of the provisions listed above while engaged as a representative of a student organization, the organization will be subject to having its approval suspended or terminated.
- Acceptable Use Policy**
These guidelines are to assist with the interpretation and administration of the *Acceptable Use Policy for Information Technology Resources*. They outline the responsibilities each student and employee assumes when using information technology resources.
- The purpose of information technology resources is to provide educational resources for the College's students and employees. Access to these resources is a privilege and must be treated with the highest standard of ethics. The College expects all students and employees to use information technology resources in a responsible manner; respecting the public trust through which they have been provided, the rights and privacy of others, the integrity of the facilities and pertinent laws, and College policies and standards.
- This policy outlines the standards for acceptable use of Wallace Community College's information technology resources, which include, but are not limited to, equipment, software, networks, data, and telephones.
- This policy applies to all users of the College's information technology resources, including faculty, staff, students, guests, organizations, and individuals accessing external network services, such as the Internet via College facilities. Violation of this policy may result in suspension or revocation of utilization privileges, administrative discipline, or immediate termination of the violator's relationship with Wallace Community College and could lead to criminal and civil prosecution.
- Acceptable use of the College's Internet connection provided via the Alabama Research and Education Network (AREN) is also governed by this document. Any activity that is not listed here, which violates local, state, or federal laws, or violates the AREN Acceptable Use Policy, is also considered a violation of this Acceptable Use Policy.
- User Responsibilities.** Use of the College's information technology resources is permitted based on acceptance of the following specific responsibilities and the understanding that computer use may be monitored:
- Use only those information technology resources for which you have permission.** Example: It is **unacceptable** to:
- use resources you have not been specifically authorized to use;
 - use someone else's account and password or share your account and password with someone else;
 - access files, data, or processes without authorization; and
 - purposely seek out, exploit, or seek to exploit security flaws to gain system or data access.
- Use information technology resources for their intended purpose.** Example: It is **unacceptable** to:
- send forged email;
 - use electronic resources for harassment or stalking other individuals;
 - send bomb threats or hoax messages;
 - send chain letters that may interfere with the system's efficiency;
 - intercept or monitor any network communications not intended for you;

- use computing or network resources for commercial advertising or other commercial purposes;
 - attempt to circumvent security mechanisms;
- use network resources to download news, music, graphics, or other communications not related to College activities.

- use privileged access for other than official duties;
 - use former privileges after graduation, transfer, or termination; and
1. The following individuals are designated to handle disciplinary complaints at the various College locations:

Protect the access and integrity of information technology resources.

Example: It is **unacceptable** to:

- knowingly release a virus that damages or harms a system or network,
- prevent others from accessing an authorized service,
- attempt to deliberately degrade performance or deny service,
- corrupt or misuse information,
- alter or destroy information without authorization,
- engage in *spamming* (sending an annoying or unnecessary message to a large group of people).

Respect the privacy of others. Example: It is **unacceptable** to:

- access or attempt to access another individual's password or data without explicit authorization;
- access or copy another user's electronic mail, data, programs, or other files without permission;
- use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language;
- continue sending email messages to someone after being told to stop; and
- post derogatory information or statements about a person.

Abide by applicable laws and College policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software. Example: It is **unacceptable** to:

- make more copies of licensed software than the license allows;
- plagiarize works that you find on the Internet; and
- deliberately upload, download, distribute, or possess pornographic material.

System Administrators' Responsibilities. Systems Administrators and providers of College information technology resources have the additional responsibility of ensuring the integrity, confidentiality, and availability of the resources they are managing. Persons in these positions are granted significant trust to use their privileges appropriately for their intended purpose and only when required to maintain the system. Any private information seen in carrying out these duties must be treated in the strictest confidence, unless it relates to a violation or the security of the system.

Although information technology providers throughout the College are responsible for preserving the integrity and security of resources, security sometimes can be breached through actions beyond their control. Users are urged to take appropriate precautions such as safeguarding accounts and passwords and promptly reporting any misuse or violations of the policy.

Violations. Every member of the College community has an obligation to report suspected violations of the above guidelines or of the Acceptable Use Policy for Information Technology Resources. Reports should be directed to the department responsible for the particular system involved. Reported violations will be addressed in conformance with published College policy.

Wallace Community College is provided access to the Internet as a member of the Alabama Research and Education Network, which is supported by the Alabama Supercomputer Authority. Therefore, any users of the Internet are to be made aware of the Acceptable Use Policy of the Alabama Supercomputer Authority for full compliance of this policy.

Disciplinary Procedure

Wallace Campus—Assistant Dean of Student Affairs
Sparks Campus—Coordinator, Student Services
Fort Rucker Center—Director, Fort Rucker Center

2. A complaint regarding the conduct of any student or organization may be filed by any person having personal knowledge of the alleged activity. The College may also file complaints.
3. Such complaints must be directed to the designated official at each College location and must be presented in writing. The written charge must *define* the specific charge and *state* the grounds for the charge.
4. The designated College official at each College location shall conduct, or have conducted, a thorough investigation of allegations within 5 working days from the receipt of the written complaint. After the investigation, the student or group will be offered an opportunity to admit to the charge, accept sanctions and waive the right to a further hearing. If the student or group denies the charge and in the designated College official's opinion, after a review of the complaint and information obtained in the investigation, there is enough probable cause to reasonably believe that the student or group in question did commit the offense, the designated College official will discuss the complaint and evidence with the student or group. The designated College official will offer the student or group every opportunity to explain its actions. If sanctions are necessary, this action will be fully explained and prescribed in writing, and administered by the designated College official.
5. The student or organization will be offered the opportunity to execute a statement accepting the sanctions deemed appropriate by the designated College official and waive the right to the appeal process. Any student or group who fails to execute the aforementioned statement shall be deemed to have requested a hearing before the Dean of Student Affairs.
8. The hearing before the Judiciary Committee shall be scheduled as soon as it is practical but no later than 30 calendar days from the date of the student's or organization's meeting with the Dean of Student Affairs.
9. A student or organization that has requested a hearing before the Judiciary Committee and that fails to appear at the designated date, hour, and place of the hearing, after notification thereof, shall be deemed to have waived the right to a hearing and the right to appear before the Judiciary Committee. The Judiciary Committee may then proceed with the hearing. In the event the accused student or organization shall be unable to attend the hearing for good cause at the appointed time, prior written notice of the inability to attend shall be submitted to the Dean of Student Affairs, whereupon a new date shall be set by the Dean of Student Affairs. Only one such extension shall be granted except where additional extensions would cause undue hardship to the student or organization.
10. The hearing before the Judiciary Committee shall not be conducted as a courtroom trial, but shall proceed as follows:

One appointed faculty member shall serve as Chairperson of the Judiciary Committee. The Chairperson shall screen the committee members prior to the hearing for any prejudicial knowledge. In the event of special prejudicial knowledge, those members may be replaced by the President or his/her designee with other qualified faculty members and/or students. A simple majority of the members present will be allowed to make a judgment and render a decision in the matter with regard to a finding of guilt and the imposition of appropriate disciplinary action. (A minimum of 3 committee members must be present to hear and rule on the case.)
6. On appeal, the student or group will be directed to the Dean of Student Affairs, who will hear the appeal and determine, based on evidence and testimony(ies), if the student or group is guilty as determined by the designated College official and will determine appropriate sanctions. If the Dean of Student Affairs determines that the student or group is not guilty, the student or group will be cleared of all charges. If the student or group is found guilty by the Dean of Student Affairs, they will be given an opportunity to execute a statement accepting the sanctions imposed by the Dean. If the student or group declines the opportunity to execute a statement accepting the sanctions deemed appropriate by the Dean of Student Affairs and waives the right to the appeal process, it will be necessary to move to the next level of appeal—the Judiciary Committee.
7. In the event that the student or organization requests a hearing before the Judiciary Committee, the student shall be provided with a written statement of the charges as filed to provide the student or organization reasonable notice of the conduct or circumstances on which the alleged violation is based. This statement will be presented by the chairperson of the Judiciary Committee. Said statement shall advise the student or organization that it is permissible to appear alone or with counsel before the Judiciary Committee and to be present during all phases of the hearing except during the Committee's deliberation. Counsel shall not speak for or on behalf of the accused student or organization but may act only in an advisory capacity. Counsel may not question or cross-examine witnesses or Committee members. Additionally, the statement shall set out that the advised student or student organization will be provided the opportunity to present evidence and to conduct reasonable cross-examination of witnesses.
11. The chairperson's duties include the following:
 - a. Arranging for appropriate times and places for committee meetings and hearings;
 - b. Informing, in writing when possible, the parties to the action being considered of the times and places of committee hearings, which they are requested or required to attend, and supplying them with a statement of the charge.
 - c. Informing appropriate persons that a hearing is pending.
 - d. Arranging for the hearing to be electronically recorded.
 - e. Conducting the hearing.
 - f. Maintaining committee records and all documents that will be presented to the Dean of Student Affairs after the conclusion of the meeting.
 - g. Informing, in writing, the appropriate persons of the decisions of the committee. Such decisions will include findings and, if appropriate, sanctions.
 - h. Arranging for appropriate security when necessary during hearings.

Proceedings shall open with the Chairperson of the Judiciary Committee reading the following statement:

“A College is an academic institution, not a courtroom or administrative hearing. The Judiciary Committee is not bound by the rules of legal evidence which would apply in a court proceeding. The committee is allowed to admit and consider evidence that might not be admissible in a court of law. This includes hearsay. However, evidence must be relevant to the charge.”

Note: Formal rules of evidence shall not be observed in proceedings before the Judiciary Committee. However, the chairperson of the Committee shall be authorized to exclude irrelevant, redundant, or unduly inflammatory evidence. The findings of the Committee on the issue of violation(s) of the Code of Student Conduct will be based solely on evidence introduced at the hearing. Evidence of previous violations of rules and regulations or violations of local, state, or federal laws, ordinances, and regulations shall not be considered in any way by the Committee in determining whether the violation charges were committed, but such evidence may be considered by the Committee in consideration of the appropriate sanctions. They may also be introduced as evidence in rebuttal of any related character evidence introduced by the accused party.

The Chairperson of the Judiciary Committee will then read the charge against the student or organization. The student or the organization's president shall then make a plea of guilty or not guilty. If the accused student or group admits guilt, the committee will go directly into closed session to deliberate sanctions.

The plaintiff or representative of the plaintiff shall present the evidence against the accused student or organization. The accused student or organization will be afforded the opportunity for reasonable cross-examination.

The accused student or organization may then present evidence by oral testimony, witnesses, and/or written sworn affidavits. Reasonable cross-examination will be afforded.

Rebuttal evidence may be presented by either party as necessary but not so as to be redundant.

The accused student or organization may make a closing statement.

1. **Exoneration.**
2. **Reprimand.** A written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.
3. **Restitution.** Compensation for damages to property limited to the actual cost of repair or replacement.
4. **Probation.** This sanction is for a designated period of time which may include exclusion from privileges such as extracurricular activities and/or on-campus driving privileges. Additionally, if the student is determined by any of the disciplinary procedures herein set out to be in subsequent violation of the Code of Student Conduct during the probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the Committee.
5. **Voluntary Withdrawal.** A student may be given the option to voluntarily withdraw from the College in lieu of disciplinary action. The Judiciary Committee may specify a period of time before the student may apply for readmission. To qualify for readmission, the student must receive approval from the instructional dean and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated College official at the time of reentry to the College).
6. **Suspension.** Separation from the College for a definite period of time. A student may be suspended for a specific period of time not to exceed two years. To qualify for readmission after suspension, a student must receive approval of the instructional dean and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for refunds.

The plaintiff, College, and the accused student may each have an attorney or other personal representative present to act as an advisor. The respective attorneys or personal representatives shall not be advocates and shall not question witnesses or have any role other than to act as advisors to the Committee or the accused.

After presentation of all evidence, the Judiciary Committee shall enter closed session. The Committee shall deliberate and make its determination of findings and determine appropriate sanctions if the student or organization is found guilty.

Once the Judiciary Committee has reached its decision, the student or organization and the student's or organization's counsel or advisor may return and be informed of the results.

If the accused student or organization is found not guilty, the hearing is ended. If the accused student or organization is found guilty, the Chairperson of the Judiciary Committee will disclose the findings and sanctions determined by the committee. The student or organization shall then have an opportunity to make a statement to the Judiciary Committee, accepting the findings and sanctions recommended by the committee or declining to accept the findings and sanctions. If the student or group declines to accept the findings and sanctions imposed by the committee, an appeal may be filed with the President or designee. Appeals to the President or designee must be filed in accordance with procedures outlined in the Appeals section of this document.

The student or organization shall be provided with a written statement of the determination of the Judiciary Committee within 72 hours of the close of the hearing.

Sanctions. A student or group of students deemed to be in violation of the Code of Student Conduct is subject to imposition of one or more of the following sanctions:

7. **Expulsion.** An indefinite termination of student status from the College for a period of not less than two years. To qualify for readmission after expulsion, a student must receive the approval of the instructional dean and meet all reasonable requirements and the academic standards for readmission. Students will not be eligible for a refund. Under certain conditions, expulsion could mean the permanent severance from the College.

Appeal. The determination and sanction imposed by the Judiciary Committee are subject to review on appeal by the President of the College or his/her designee. The President of the College or designee has discretionary authority to modify or affirm the sanction(s) imposed by the Judiciary Committee; to exonerate the accused student or organization; and/or to order a rehearing of the case in question.

A student or organization has seven (7) calendar days from the day of the hearing and determination by the Judiciary Committee to request a review of the proceedings and/or the sanction. Such appeal request must be submitted in writing to the designated College official on each campus. Failure to request an appeal as stated herein shall be a waiver of a review by the President of the College or designee and all rights in relation thereto; furthermore, failure to request an appeal as stated herein shall be an admission of the charges and a consent to the sanctions imposed by the Judiciary Committee.

A written appeal must expressly state the grounds of such appeal, which are limited to newly discovered evidence, violation of procedures, or that the imposed sanction was unduly harsh, improper, or lenient under the circumstances.

The designated College official may appeal the decision of the Judiciary Committee to the President of the College or his/her designee if the sanctions delivered are not appropriate or if the Committee failed to act.

The student or organization shall be provided a written statement of the decision of the President or designee within seven (7) days from the date of filing the request for appeal.

STUDENT ACADEMIC GRIEVANCES

Policy. The College has established policy and procedures to resolve student academic grievances that result from the acts or omissions of faculty members or administrators. This resolution should be achieved at the lowest level and in the most equitable way possible. The burden of proof rests with the complainant.

Procedures. When students believe they have an academic grievance, they should first seek to resolve it by discussions with the faculty member or administrator involved. If these discussions are not satisfactory, the complaint should be taken to the next highest level listed in the following procedure. If the grievance arises from a classroom situation, students should take the following steps in seeking redress:

1. Consult with the instructor involved, in person or by written contact, no later than 12 calendar days following the incident.
2. If agreement on or compromise of the problem is not achieved within 3 days, take the grievance to the appropriate Division Director.
3. If agreement on or compromise of the problem is not achieved within 3 days, take the grievance to the appropriate Instructional Coordinator.
4. If still not satisfied that a fair and equitable solution has been found within 3 days, take academic grievances to the Dean of Instructional Affairs. If still not satisfied, move to step 5.
5. The student should read the Judgments section of this policy carefully before contacting the Dean of Student Affairs for a hearing before the Admissions and Academic Standards Committee.
4. Capricious or unreasonable actions by a faculty member or administrator that intimidate students or adversely affect their performance.
5. Failure of a faculty member to grade, return, and discuss assigned work within a reasonable time, e.g., before subsequent assigned work is scheduled for completion or before a subsequent examination.
6. Failure of a faculty member to provide student with copies of grading policies, course requirements, course procedures, and changes in announced policies without due notice and explanation.

Certain types of grievances should not be brought to the Committee, although they may be brought to the attention of the Department Chairperson and, if necessary, the appropriate dean so that a continuing administrative effort may be made to ameliorate problems. Examples of these grievances include:

1. Gross differences in grading by instructors teaching separate sections of the same course.
2. Personal habits of the instructor that distract students in their attempts to learn course material.
3. Fine distinctions in grading (e.g., the line between an "A" and a "B," or between a "D" and an "F") may be appealed only to the instructor.
4. Unannounced quizzes will not be considered a grievance, unless they are contrary to the class syllabus or information provided to the class by the instructor.

Role of the Admissions and Academic Standards Committee. There shall be seven (7) voting members of one or more academic standard committees to be appointed by the President of the College as follows: five (5) professional employees and two (2) students. A simple majority

6. As a last resort and only after steps 1-5 have been carried out or conscientiously attempted, a student may take a grievance in writing to the Dean of Student Affairs and the Chairperson of the Admissions and Academic Standards Committee. The grievance must be filed within 20 class days of the term following that in which the grievance occurred.

No instructor or administrator shall be allowed to delay resolution of an academic grievance by failing to hold a consultation with a student within a reasonable length of time of the initial request. Normally such consultation should occur immediately after receipt of the student request, unless bona fide reasons such as illness, personal emergency, or campus absences for professional reasons make the time limit unreasonable.

In some instances when the personalities or problem involved would make starting at the level of the complaint too awkward or embarrassing, students may initiate a complaint at the next higher level listed.

Types of Grievances. No list of grievance types could cover all contingencies that might arise. However, this procedure should be able to resolve the following types of grievances, which are among those expressed most often by students:

1. Errors in calculation or recording quiz or other grades.
2. Improper lowering of grade on basis of an alleged violation of an attendance policy.
3. Failure of a faculty member to follow College policies in conduct of classes or examinations.

of members present may rule on any request or issue before the Committee. The role of the Admissions and Academic Standards Committee shall be to hear academic grievances, to hear academic appeals for students who have been suspended from the College for academic reasons, and to provide input on College policies.

The chairperson of the committee shall be the administrative officer of the committee. The chairperson's duties shall include arranging for appropriate times and places for committee meetings and hearings; informing committee members of the times and places of committee meetings and hearings; informing, in writing, all interested parties of the times and places of committee hearings that they are requested to attend and supplying them with a statement of alleged grievances; informing all other interested parties that a grievance is pending; securing and distributing to the committee written material appropriate for its consideration; arranging for recording of committee proceedings; maintaining committee records that are to be kept on permanent file in the Office of the Dean of Student Affairs; and informing, in writing, the appropriate individuals of the decisions of the committee.

Members of the committee may at any time disqualify themselves from consideration of any given case or cases because of personal bias. In such a case, a replacement member will be appointed by the President.

Either party to the hearing may request of the chairperson, in writing, that any member or members of the committee be excluded from consideration of the case. Such a request must be for cause and be brought to the chairperson's attention as the first step in the hearing. In the event a member is disqualified by majority vote of the committee from consideration of a case, the President shall appoint a replacement. The replacement must meet the general requirements of regular committee members.

Procedures For Hearing. Each Admissions and Academic Standards Committee may establish and publish its own procedures in accordance with provisions for academic due process and in accordance with the stipulation stated below:

The only persons present at meetings of the committee shall be committee members, parties to the action being considered by the committee and their representatives (not to exceed two), witnesses actually testifying before the committee, and two representatives of the Student Affairs Division. The College and the complainant may have an attorney present during the hearing. The attorneys may only advise. They may not cross examine, question, or address the committee in any way.

The committee, as a whole, shall arrange for a swift and comprehensive investigation of the matter under consideration. It shall then decide, on the basis of written statements and discussions presented by the complainant and respondent, and review of evidence, whether or not there are sufficient grounds to hear a case and whether or not the committee will accept written statements in lieu of personal appearances by witnesses. If the committee decides that there are not sufficient grounds to hear a case and closes the case, it shall notify the complainant and respondent in writing as to the reasons for its actions.

If the committee determines that the case merits further consideration, the parties involved shall be informed in writing, consulted as to the possibility of correcting the situation, and, if a hearing is still required, be advised in writing of the scheduled time and place of the hearing.

At the hearing, the complainant, individuals directly involved, and witnesses may testify and be questioned by the opposite party and committee members. Only evidence presented in the hearings may be considered in the final judgment. Written statements by witnesses in lieu of personal appearance shall not be allowed except in rare instances. A record of the hearing, tape recorded or otherwise preserved, shall be reserved for reference and review until the case has been finally resolved.

Consumer Complaint Information. Wallace Community College believes that all students should have easy access to a process for resolving any conflicts, complaints, or grievances. Several policy/procedural statements are contained in the *College Catalog* and *Student Handbook*.

Any member of the College community who believes that he or she has been the victim of sexual harassment or any other form of discrimination, may bring the matter to the attention of any academic or administrative officer on any campus or instructional site. When a complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the Title Compliance Coordinator.

ADA/Other Civil Rights/Title IX Policy. Wallace Community College is committed to an environment conducive to learning and free from harassment or discrimination (intentional or implied) with regard to race, religion, disability, age, or national origin. A grievance process is in place to ensure the rights of all students with regard to unencumbered learning. Designated compliance officers assist students in resolving grievances at the lowest possible level or in accessing subsequent steps in the grievance procedure. Students are strongly encouraged to use this process should problems arise.

Sexual Harassment Policy. Wallace Community College is committed to an environment conducive to learning and free from harassment or discrimination (intentional or implied) with regard to sex. Wallace Community College administration will take all necessary steps to ensure that sexual harassment, in either the hostile environment or quid pro quo form, does not occur at any facility or at any event/activity sponsored by this College. This policy applies to all members of the College community, who are encouraged to report promptly complaints about sexual harassment.

Any member of the College community who believes that he or she has been the victim of sexual harassment may bring the matter to the attention of any academic or administrative officer, dean, director, supervisor, counselor, teacher, or advisor. When a complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the appropriate College official, who shall be

Judgments. Committee members shall arrive at a judgment in consultation among themselves after the parties have been dismissed. Only members of the committee who have been present during all of the meetings and who have heard all testimony relating to the alleged grievance may vote on the case. A majority vote of such qualified members shall constitute a judgment. A decision of the committee relating to redress of grievances is final insofar as the committee is concerned.

The committee has been delegated by the President the authority to change or direct changes in student grades, faculty conduct, or other disputed areas. A course of action deemed appropriate by the committee shall be carried out unless the student or faculty member chooses to appeal the committee's decision to the President of the College or designee. The appeal must be made in writing to the President or designee no later than 7 calendar days after the date of the committee's decision and must be resolved within a maximum of 30 calendar days.

If redress requires a policy change or if a policy change appears advisable or necessary, the committee shall refer its recommendations to the President of the College or appropriate administrator.

SEXUAL HARASSMENT/ADA/OTHER CIVIL RIGHTS/TITLE IX GRIEVANCE AND PROCEDURES POLICY

Note: Faculty and staff members and students should know that any expectation of confidentiality does not include any illegal act. Faculty and staff members, including College counselors, are required to notify law enforcement and College officials when they learn of a criminal act.

designated by the President of the institution to coordinate the investigation of such complaints.

All employees of Wallace Community College are expected to treat students with respect and dignity at all times. Behaviors, words, or actions that create (directly or indirectly) a working or learning environment hostile to members of either sex will not be tolerated. Recognizing that individual perceptions differ, the College subscribes to the reasonable person standard, which measures sexual harassment by whether or not such conduct would substantially affect the work environment of a reasonable person. Employees are cautioned to be conservative in projecting how a reasonable person would react and are strongly advised to ask their administrators and/or compliance officers if in doubt. The College will not tolerate quid pro quo harassment whereby sexual favors are requested or demanded in exchange for grades, employee ratings, promotions, etc.

The College reaffirms the Equal Employment Opportunity Commission guidelines which state that whether or not there is sexual harassment is a matter which must be viewed from the perspective of the recipient. In other words, harassment may exist even when no direct intent to harass is present. Therefore, all employees are encouraged to be aware of the environment they help to create and to be sensitive to the perceptions of others.

Students with any conflict, complaint, or grievance will initially report to any College official. Students may also report directly to the Sexual Harassment Officers listed above.

Legal Authority

Sexual harassment is a form of sex discrimination which is prohibited by Title VII of the Civil Rights Act of 1964 and by Title IX of the Education Amendments. Wallace Community College also subscribes to the guidelines of the Equal Employment Opportunity Commission.

Definition

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature. Sexual harassment is either hostile environment or quid pro quo when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement (quid pro quo);
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing (quid pro quo);
3. Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work, learning or social environment (hostile environment).

A third party may also file a complaint under this policy if the sexual conduct of others in the education or work environment has the purpose or effect of substantially interfering with the third party's welfare, academic, or work performance.

Examples of Prohibited Behavior

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
2. Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work Wallace Community College regards as inappropriate any and all romantic relationships between students and students/instructors/staff members who have any power over students. The College urges all faculty and staff to refrain from beginning or continuing all such relationships since such behavior may be perceived as unwelcome, even if consensual, and can be seen at the time or later as sexual harassment. The College expects compliance with the above position by all instructors and staff and hereby notifies all instructors and staff that violation of this policy leading to concern regarding sexual harassment may result in sanctions.

Complaint/Grievance Procedures. Wallace Community College is committed to an environment conducive to learning and free from discrimination (intentional or implied) with regard to sex, race, age, national origin, religion, or disability. The following procedure is in place at Wallace Community College to provide recourse for any students who feel that their civil rights have been violated or that they have not been treated fairly with regard to those rights. The College recognizes two distinct levels of action: Complaints and Grievances.

Complaint Procedures

ADA/Other Civil Rights/Title IX. Any student who desires to make a complaint regarding a College action under ADA, other civil rights, or Title IX shall, within 10 work days of an alleged violation, report the complaint to the Dean of Student Affairs or the Campus Dean. A conference will then be arranged with the appropriate College compliance officer. If the complaint is about the designated College compliance officer, the written complaint shall be sent directly to the President's Office. The President will assign the complaint to another member of the administrative staff.

It shall be the responsibility of the designated College compliance officer to attempt to secure a solution to the complaint. The compliance officer will meet with the parties involved and attempt to solve the problem or address the concern in an informal session. If, after discussion, it is determined that the complaint can be resolved immediately, the designated College compliance officer will take action

assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.

3. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene phone calls.
4. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or study area that may embarrass or offend individuals. Such material if used in an educational setting should be related to educational purposes.
5. Unwelcome and inappropriate touching, patting or pinching; obscene gestures.

Consensual Relationships

Wallace Community College believes that consenting romantic and sexual relationships between faculty members and students are generally deemed very unprofessional and very unwise because such relationships may result in a conflict of interest and/or a power differential between members of the College community. A power differential may result in situations such as the following: (1) an instructor and a student in that instructor's class and (2) an instructor/staff member and a student who are participating in an extracurricular activity requiring the student to report to the instructor/staff member in that activity.

A faculty member who enters into a sexual relationship with a student where a professional power differential exists must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on the grounds of mutual consent. The faculty member or supervisor must also be aware that Wallace Community College can be sued as well if sexual harassment can be proven.

to resolve the complaint and will submit a written report to the President within 10 working days of the filing of the complaint. The report shall contain the original written complaint, a brief summary of any information essential to an understanding of the problem, and a description of the action taken. Copies will be sent to all parties involved in the discussion. Confidentiality will be observed in this process.

If, after discussion, it is determined that the complaint cannot be resolved immediately but requires instead a plan of resolution, the designated College compliance officer will submit a written report to the President within 10 working days of the filing of the complaint. The report shall contain the original written complaint, a brief summary of any information essential to an understanding of the problem, and a description of the plan to resolve the problem. Copies will be sent to all parties involved in the discussion. This plan is subject to modification by the President or designee, who will inform the submitting designated College compliance officer in writing of any changes. Unless this duty is otherwise assigned by the President, the submitting designated College compliance officer has the responsibility of monitoring implementation of the plan and advising the President, in writing, when the plan has been completed.

Sexual Harassment. Within 10 work days of an alleged violation, the complainant will initially report to any College official. A conference will then be arranged with the appropriate College Sexual Harassment Officer. If the complaint is about the designated College Sexual Harassment Officer, the written complaint shall be sent directly to the President's Office. The President will assign the complaint to another member of the administrative staff.

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to any problem that may arise. These proceedings will be kept as informal and confidential as may be appropriate. The 10-day request is in no way intended to limit a complainant's right to assistance after that time period, but rather to ensure timely resolution of any complaint.

IF ANY STUDENT'S COMPLAINT CANNOT BE RESOLVED AT THIS LEVEL, SUCH AN UNRESOLVED COMPLAINT SHALL BE TERMED A *GRIEVANCE*.

Grievance Procedure

The following grievance procedure is in place at this institution to provide recourse for any persons who feel that their civil rights have been violated and who have not been able to remedy the situation at the complaint level.

Steps To Be Followed

1. The original and two copies of Grievance Form A must be filed with the Office of the President of the institution within 30 calendar days following date of alleged violation(s). The alleged violation(s) must be clearly and specifically stated. The complainant is advised to keep copies of all forms used.
2. The President of the institution or his/her designee will have 30 calendar days following receipt of Grievance Form A to investigate and study complainant's allegation, hold a formal hearing, and make a written report of findings to complainant. The report must be mailed to complainant by certified mail, return receipt requested.
3. Complainant must, within 15 calendar days following receipt of the report from the President's Office, file with the President's Office a written notice of acceptance or appeal of the report. If a notice of appeal is filed, Appeal Form B must be used. Complainant must state clearly and specifically on Form B the objections to the findings and/or decisions of the report. Copies of Form B must be provided for the President and the Chancellor of The Alabama College System. If the complainant fails to file

Note: **The complainant has the right to further appeal to the proper court or to the Office of Civil Rights of the U.S. Department of Education. All parties shall have the right to legal counsel and to produce witnesses in their own behalf. If the last day for filing notice of appeal falls on Saturday, Sunday, or legal holiday, the filing deadline is extended until 5:00 p.m. on the next working day.**

Hearing Procedures. In the event that a hearing is scheduled within the time frame designated by the grievance officer, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. Compliance officers will not be required to serve as hearing officers. The hearing officer or committee shall notify the complainant and each respondent of the time and place of the hearing, the witness list, and the right to have an attorney or representative present. The only persons present at meetings of this committee shall be committee members, parties to the action being considered by the committee, and their representatives (not to exceed two) and witnesses actually testifying before the committee. The institution and complainant may have an attorney present, at the respective party's cost, during the hearing. Attorneys may only advise; they may not cross examine, question, or address the committee in any way.

The grievance statement will be formally presented at the meeting. After the grievance is read into the record, the complainants will have the opportunity to present such oral testimony and other supporting evidence as they shall deem appropriate to their claim. Respondents shall then be given the opportunity to present such oral testimony and other evidence they deem appropriate to the respondents' defense against the charges. No cross examination will be allowed. Either party may ask the hearing officer to ask a question of the other party, and the hearing officer may or may not choose to do so. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the respondent. In the event that the College is the respondent, the College representative shall not be an attorney unless the complainant is assisted by an attorney or other personal representative.

notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of the report from the President's Office, the right to further appeal will be forfeited.

4. The Chancellor will have 30 calendar days following date of receipt of complainant's notice of appeal to investigate and study complainant's allegations and the written report of findings to the complainant. Form B must be used for this report. A copy of Form B must be provided to the Chairman, State Board of Education. Complainant's copy must be mailed to his/her home address by certified mail, return receipt requested.
5. The complainant must, within 15 calendar days following receipt of the Chancellor's report, file with the Chancellor a written notice of acceptance or appeal of the report. If a notice of appeal is filed, Appeal Form C must be used. Complainant must state clearly and specifically on Form C the objections to the findings and/or decisions of the Chancellor. A copy of Form C must be provided to the Chairman, State Board of Education. If the complainant fails to file notice of appeal with both the Chancellor and the Chairman, State Board of Education, by 5:00 p.m. on the 15th calendar day following receipt of the Chancellor's report, the right to further appeal will be forfeited.
6. The State Board of Education will have 30 calendar days following receipt of complainant's notice of appeal to investigate and study complainant's allegations and report to the Chancellor, hold a formal hearing, and make a written report of findings to complainant. Form C must be used for the report. Complainant's copy must be mailed to home address by certified mail, return receipt requested.

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

Report of Findings

Following the hearing, a written report of the findings shall be made to the President, the hearing officer, or the chairman of the committee. The report shall contain at least the following:

1. Date and place of the hearing
2. The name of each member of the hearing committee
3. A list of all witnesses for all parties to the grievance
4. Findings relevant to the grievance
5. Decisions and recommended consequences
6. Recommendation(s) to the President arising from the grievance and the hearing thereon

Non-Retaliation. No faculty, administrator or staff, applicant for employment, student, or member of the public may be subject to restraint, interference, coercion, or reprisal for action taken in good faith to seek advice concerning any sexual harassment, ADA, other civil rights, or Title IX matter, to file a complaint/grievance, or to serve as a witness or a panel member in the investigation of a complaint/grievance.

Filing a False Report. It is a violation of the faculty/staff and student conduct policies to file a false report.

Overview of Complaint/Grievance Procedure. Students will initially report to the Dean of Student Affairs. The complainant will then be assigned the appropriate College compliance/grievance officer.

COMPLAINT

ADA/Other Civil Rights/Title IX:

Immediately Resolved. College Compliance Officer takes action; written report to President within 10 working days of receipt of complaint.

Plan of Resolution. Written report to President within 10 working days of receipt of complaint; College Compliance Officer monitors plan.

Not Resolved at this level; GRIEVANCE.

Sexual Harassment:

Immediately Resolved. Conference with Compliance Officer; informal resolution of complaint.

Not Resolved at this level; GRIEVANCE.

GRIEVANCE

Conference with Grievance Officer; Grievance Form A; within 30 calendar days of occurrence

Hearing Requested. Hearing by designated committee or person; written report to President within 30 calendar days of receipt of Form A.

No Hearing Requested. Grievance Officer investigates; written report to President within 30 calendar days of receipt of Form A PRESIDENTIAL Review. If warranted; in opinion of the President.

Appeal to Chancellor. Grievance Form B; within 15 calendar days of receipt of College decision; form sent to respective Grievance Officer and Chancellor; investigation, hearing, written report to Complainant and Respondent within 30 calendar days of receipt of Form B.

Appeal to State Board of Education. Grievance Form C; within 15 calendar days of receipt of Chancellor's decision; form sent to Chancellor; appeal presented to State Board at or prior to their next scheduled meeting; investigation, hearing, written report to Complainant

Student Access to Educational Records. All students have the right to review their educational records with the following exceptions as outlined by FERPA:

1. Financial information submitted by parents.
2. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected.
3. Confidential letters and statements of recommendation, placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and that are related to the students' admission, application for employment or job placement, or receipt of honors.
4. Education records containing information about more than one student; however, in such cases the College must allow access to that part of the record which pertains only to the inquiring student. Wallace Community College does not provide copies of education records, except transcripts, unless geographic distance precludes students from effectively having access to their education records.

To review records, students and former students may go to the Admissions and Records Office, present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record on short notice, students may be requested to complete a Request to Review Education Records form in the Admissions and Records Office. Because of various circumstances, the College may delay to a maximum of 45 days release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.

Wallace Community College does not provide copies of the contents of student records unless a student is not within commuting distance of the

and Respondent within 30 calendar days of receipt of Form C by the Board.

Contact Persons/Compliance Officers. Students are strongly encouraged to contact the Dean of Student Affairs if they need to use the grievance process for problems concerning sexual harassment, Americans with Disabilities Act (ADA), Section 504, Title IX, or other civil rights issues. The Dean of Student Affairs will direct students to the appropriate contact person.

POLICY AND PROCEDURES FOR PRIVACY OF STUDENT EDUCATIONAL RECORDS

For Wallace Community College to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), the following policies and procedures have been established. Wallace Community College accords all rights under the law to students who are declared independent. For the purpose of this policy, whenever a student has attained 18 years of age OR is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. Responsibility for protection of the privacy of student educational records rests primarily with the Assistant Dean of Student Affairs of the College. Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution. There are six exceptions to this definition of educational records as published in the GUIDELINES FOR POSTSECONDARY INSTITUTIONS FOR IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED, Revised Edition 1998, a publication of the American Association of Collegiate Registrars and Admissions Officers.

College and is, therefore, physically unable to be present to view the records on campus. A copying fee of 25 cents per sheet will be assessed.

Challenge of the Contents of Educational Records. Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. This challenge must be in writing and must be submitted to the appropriate records custodian, who is responsible for the records in question, if they do so within one year of the term in question. The Records Custodian must decide within a reasonable period of time whether corrective action will be taken, and the Records Custodian must provide written notification to the student and the Assistant Dean of Student Affairs of the corrective action that has been approved. Students who are not provided full relief sought by their challenge must be referred to the Dean of Student Affairs who will inform them of their right to a formal hearing. Students must make their request for a formal hearing in writing to the Dean of Student Affairs.

The following procedures shall apply:

1. The hearing panel that will adjudicate such challenges will be the Admissions and Academic Standards Committee.
2. Within a reasonable period of time after receiving the written request for a hearing, the chairperson of the Admissions and Academic Standards Committee must inform students of the date, place, and time of the hearing reasonably in advance of the hearing.
3. Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. They may be assisted or represented at the hearing by one or more persons of their choice, including an attorney, at their expense.
4. Decisions made by the Admissions and Academic Standards Committee must be in writing, must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decision

should be delivered in writing to the student, the Dean of Student Affairs, and the Assistant Dean of Student Affairs.

- a. The Admissions and Records Office will correct or amend the educational record in accordance with the decision of the hearing if the decision is in favor of the student and inform the student in writing of the amendment.
- b. Should Wallace Community College decide not to amend the record in accordance with the student's request, the Assistant Dean of Student Affairs must inform the student that:
 - (1) The student has the opportunity to place with the educational record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing.
 - (2) The statement placed in the educational record by the student will be maintained as part of the record for as long as the record is held by Wallace Community College.
 - (3) This record, when disclosed to an authorized party, must include the statement filed by the student.

Disclosure of Educational Record Information. Wallace Community College shall obtain written consent from students before disclosing any personally identifiable information from their education records. Such written consent must: (1) specify the records to be released, (2) state the purpose of the disclosure, (3) identify the party or class of parties to whom disclosure may be made, and (4) be signed and dated by the student.

1. To officials within the College who have been determined by the College to have a legitimate educational interest in the records. School officials include: counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional and clerical staff who directly relate to the administrative tasks of the College, College law enforcement officials, and College attorneys.

A school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. When doubt is raised by the Assistant Dean of Student Affairs about an individual's need to know or legitimate educational interest in having access to specific information, the issue shall be decided by the President of Wallace Community College.
2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
3. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.
4. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
5. To organizations conducting certain studies for or on behalf of Wallace Community College.
6. To accrediting organizations to carry out their accrediting functions.

FERPA states that certain information from student records may be classified as *directory information*. The following information has been declared by Wallace Community College as *directory information*:

- Name
- Address
- Telephone listing
- Date of birth
- Participation in officially recognized activities and sports
- Major field of study
- Weight and height of a member of an athletic team
- Dates of attendance
- Degrees and awards received
- Most recent educational institution attended
- Photographs
- Enrollment status
- E-mail address

This information will be released to inquiring individuals or agencies unless students sign a Do Not Release Directory Information form during the first two weeks of the term. Do Not Release forms are available at the following College locations: the Admissions and Records Office on the Wallace Campus in Dothan, the Student Affairs Department on the Sparks Campus in Eufaula, and the Administrative Office at either the Fort Rucker Center. THIS FORM MUST BE RESUBMITTED ANNUALLY.

FERPA established rules stating that some personnel and agencies may have access to students' educational records without written consent of the students. Wallace Community College will disclose information from a student's educational record only with the written consent of the student except:

7. To parents of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form.

In case of a divorce, separation, or custody when only one parent declares the student as dependent, Wallace Community College will grant equal access to the student's education records upon demonstration of dependency as described above.
8. To appropriate parties in a health or safety emergency, subject to a determination by the President or deans.
9. To personnel complying with a judicial order or lawfully issued subpoena, provided that the Admissions and Records Office makes a reasonable attempt to notify students in advance of compliance.

Note: Wallace Community College is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, orders the College not to disclose the existence or contents of the subpoena.
10. To an alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

Wallace Community College will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the students. The College will maintain a record of all requests for and/or disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

A list of the types of records that Wallace Community College maintains, their locations, and their custodians is provided on page 129.

Annual Notification of FERPA Rights. Wallace Community College will give annual notice to current students of their rights under the Act by publishing information in this catalog, the *Student Handbook*, and by attaching the Annual Notification Statement to fall term registration materials. New students will receive information concerning their rights under the Act through distribution of an information sheet at Orientation.

Facsimile Records (FAX). Wallace Community College honors FAX requests to send official transcripts to third parties, and Wallace Community College will accept FAX transcripts for advising purposes only. An official transcript is required for admission purposes.

Computer Access to Records. Wallace Community College has established policies for initially instructing and periodically reminding school officials of FERPA's confidentiality requirements before it gives them access to the computer system. These school officials are informed of the criteria Wallace Community College uses to determine legitimate educational interest and of their responsibility for assuring that access is not abused.

Students Rights after Ceasing Attendance or Graduation. Students who have ceased attendance or have graduated from Wallace Community College have basically the same FERPA rights as students currently attending, including the right to (1) inspect their educational records, (2) have a hearing to amend an educational record, and (3) have their educational record privacy protected by Wallace Community College. Former students do not have the right to request of Wallace Community College non-disclosure unless they asked, at their last opportunity as students, that no directory information be disclosed.

Privacy Rights of Deceased Students. For 25 years following the death of a student, 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.

DRUG AND ALCOHOL ABUSE—STANDARDS OF CONDUCT AND ENFORCEMENT

Wallace Community College is a public educational institution of the State of Alabama and, as such, shall not allow on its premises, or at any activity it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of confirmation of such prohibited possession, use, or distribution by a student or employee, Wallace Community College shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but is not limited to, suspension, expulsion, and/or arrest or referral to the appropriate law enforcement agency. Any visitor engaging in any act prohibited by this policy shall be called on to immediately cease such behavior.

If any student or visitor shall engage in any behavior prohibited by this policy which is also a violation of federal, state, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

For specific and detailed information concerning (1) legal sanctions regarding unlawful use, possession, or distribution of alcoholic beverages and illicit drugs; (2) health risk of drug and alcohol use and abuse; and (3) where to get assistance, contact any College counselor. Complete printed information is located in the Grimsley Hall Counseling Center on the Wallace Campus, the Student Affairs Department on the Sparks Campus, and the Administrative Office at the Fort Rucker Center.

MOTOR VEHICLE REGULATIONS

General Rules and Regulations

1. All motor vehicles must be registered with the College police during registration or within two days after the beginning of the term.

2. Decals must be affixed to the right rear window or bumper. Improper mounting will void the decal and subject student to a citation.

3. Temporary parking permits will be issued by College police on request when a student must drive an unregistered vehicle for a short period of time.
4. Disabled stickers and/or tags are required for any individuals parking in spaces designated for persons with disabilities.

Traffic Regulations. The following information is provided to assist students, faculty, and staff with understanding campus regulations related to operating vehicles on campus. Any questions should be directed to the Dean of College Services and Wallace Campus.

Students, faculty, and staff must register vehicles routinely driven on campus at the Campus Police Department or Business Office. Registration information includes Social Security number, owner's license number, vehicle tag number, and vehicle make and model. Liability insurance is recommended for all vehicles.

At vehicle registration, campus police or College personnel will issue an identification decal. The decal must be permanently affixed to the lower right back window. On motorbikes the decal should be affixed to any area where it may be easily seen. Only the current decal should be displayed.

If a temporary vehicle (without a decal) must be driven on campus, the student must obtain a temporary parking permit at the Campus Police Department or Business Office. The license tag number of the temporary vehicle is necessary to receive a temporary permit.

The following rules must be observed:

1. Students, faculty, and staff must park in designated areas.
2. Faculty members may not give students permission to use faculty parking areas.
3. Parking is prohibited in loading and no parking zones.
4. All stop signs must be obeyed.
5. Speed on all campus roads is limited to 15 mph except where posted otherwise, but any speed not safe for road conditions, including vehicular and pedestrian congestion, is prohibited.
6. All parking must conform to marked-off areas. All parallel parking must be within 12 inches of curbs.
7. Vehicles left on campus overnight must be registered with the Campus Police Department.
8. Driving and parking on the grass and sidewalks is prohibited. Parking at crosswalks, loading zones, and yellow curbs is prohibited.
9. Double parking is prohibited.
10. Blocking driveways, entrances, and exits to parking areas or buildings is prohibited.
11. Drivers must yield to pedestrians in designated crosswalks.
12. In all lots marked with parking spaces, vehicles must be parked facing into the spaces.
13. Unregistered or illegally parked vehicles may be towed away at the owner's expense.
14. All motor vehicles on campus must have lights, mufflers, brakes, license tags, and any other equipment required by Alabama state law.
15. All other State of Alabama traffic laws will be enforced on campus.

A citation and fine will be issued for each violation. Vehicles may be towed away at owner's expense for chronic violations. If a vehicle is parked in such a manner and cannot be towed, the Campus Police will immobilize it with a car boot to the wheel area. This action will result in an additional fine to the owner/driver of the vehicle.

Violations and Fines

<u>Type of Violation</u>	<u>Fine \$</u>
No Decal	5
Improper display of decal	5
Disregarding a stop sign	25
Parked in disabled parking area	50
Parked in reserved area	5
Backed into space	5
Parked over marked line	5
Improper passing	25
Improper backing	25
Reckless driving	100
No driver's license	25
No helmet on motorbike	25
Improper/insufficient muffler	25
Improper or no lights	25
Disobeying officer's signal	25
Passenger riding outside vehicle	25
Improper turning	25
Parked in no parking area	5
Other parking violations	5
Speeding:	
1-10 mph over limit	25
11-20 mph over limit	45
21-30 mph over limit	55
Failure to yield	25
Wrong way on one-way street	25
Failure to give or improper signal	25
Violation of license restriction	25
Improper or no tag	25

Fines may be paid at the Business Office in the Administration Building during normal business hours. Failure to pay fines will result in increased fines, student registration and graduation holds, and possible towing of the vehicle at owner's expense.

Appeals for parking or moving violations may be made to the Student Supreme Court after notifying the Chief of Police and Dean of College Services and Wallace Campus of the intended appeal. Decisions of the Student Supreme Court are final. Appeals should be made in writing and directed to the Student Government Association sponsor for scheduling purposes.

The Campus Police Department is provided as a service to the campus community and is supervised by the Dean of College Services and Wallace Campus. Any questions or concerns regarding Campus Police should be directed to the Dean of College Services and Wallace Campus in the Administration Building on the Wallace Campus.

<u>Type of Record</u>	<u>Location</u>	<u>Custodian</u>
Admission	Admissions and Records Office, Grimsley Hall, Wallace Campus in Dothan	Assistant Dean of Student Affairs
Admission (current term for Sparks Campus applicants)	Student Affairs Office, Administration Building, Sparks Campus in Eufaula	Assistant Dean of Student Affairs
Cumulative Admission (students currently enrolled at the Sparks Campus)	Student Affairs Office, Administration Building, Sparks Campus in Eufaula	Assistant Dean of Student Affairs
Cumulative Academic (current and former students)	Admissions and Records Office, Grimsley Hall, Wallace Campus in Dothan	Assistant Dean of Student Affairs
Financial Aid	Financial Aid Office, Grimsley Hall, Wallace Campus in Dothan	Director of Financial Aid
Financial Aid (current year for students enrolled at Sparks Campus in Eufaula)	Financial Aid Office, Administration Building, Sparks Campus in Eufaula	Director of Financial Aid
Student Accounts	Business Office, Administration Building, Wallace Campus in Dothan	Dean of Business Affairs
Student Accounts (students enrolled at the Sparks Campus in Eufaula)	Business Office, Administration Building, Sparks Campus in Eufaula	Dean of Business Affairs
Athletic Eligibility	Office of Athletic Director, Gymnasium, Wallace Campus in Dothan	Athletic Director
Disciplinary (Students enrolled at the Wallace Campus in Dothan)	Office of the Assistant Dean of Student Affairs, Grimsley Hall, Wallace Campus in Dothan	Assistant Dean of Student Affairs
Disciplinary (students enrolled at the Sparks Campus in Eufaula)	Office of the Dean of Student Affairs, Administration Building, Sparks Campus in Eufaula	Dean of Student Affairs
Admission—Associate Degree Nursing (ADN)	ADN Program Office, Gary Health Building, Wallace Campus in Dothan	ADN Program Director
Admission—Clinical Laboratory Technician (CLT)	Instructional Affairs Office, Administration Building, Wallace Campus in Dothan	Coordinator of Health Sciences
Admission—Emergency Medical Services (EMS)	EMS Program Office, EMS Building, Wallace Campus in Dothan	EMS Program Director
Admission—Medical Assisting (MAT)	MAT Program Office, Wallace Hall, Wallace Campus in Dothan	MAT Program Director
Admission—Physical Therapist Assistant (PTA)	PTA Program Office, Wallace Hall, Wallace Campus in Dothan	PTA Program Director
Admission—Practical Nursing (LPN), Dothan, Eufaula, Fort Rucker	PN Program Office, LPN Building, Wallace Campus in Dothan	PN Program Director
Admission—Radiologic Technology (RAD)	RAD Program Office, Radiography Building, Wallace Campus in Dothan	RAD Program Director
Admission—Respiratory Therapist (RPT)	RPT Program Office, Gary Health Building, Wallace Campus in Dothan	RPT Program Director

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