

# Student Handbook



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Jefferson State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admissions, programs and services in compliance with Title VI and VII of the

Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990.

## Services

### ADA Accommodations

Early registration is strongly recommended for students with disabilities. Students should contact the ADA Director to schedule an appointment at any of our campus locations. The Jefferson Campus ADA Accommodations Office is located in Fitzgerald Student Center, Room 300, (205) 856-6077. The Shelby-Hoover Campus ADA Accommodations Office is located in the General Studies Building, Room 106, (205) 983-5322. The ADA Director is available to meet with students at the St. Clair-Pell City Campus, or Chilton-Clanton Campus by appointment. Contact Anne Sherman, ADA Director at (205) 856-6077 or at [arsherman@jeffersonstate.edu](mailto:arsherman@jeffersonstate.edu).

Adherence to the following procedures insures the best possible service the institution can provide.

### New Applicants

1. New applicants should note the dates for registration published on our website or call the ADA Accommodations Office to obtain this information. Registering for classes early is important for optimal implementation of accommodations.
2. Students are responsible for providing documentation of their disabilities to the ADA Accommodations Office according to guidelines found on [www.jeffersonstate.edu/ada](http://www.jeffersonstate.edu/ada).
3. Students must schedule an intake interview with the ADA Accommodations Office completing Forms 1, 2, and 3.
4. If accommodations need to be made for a placement test, students should schedule an interview with the ADA Office staff at least one week prior to the testing date. Documentation must be on file and the necessary paperwork completed before an accommodation can be arranged.
5. Once students have registered for classes, Form 4 must be completed before accommodation letters may be obtained for submission to instructors.
6. At the beginning of the semester, students should take Form 4\* to each instructor where accommodations are to be implemented. Students and instructors will discuss the requested accommodations and sign Form 4\*. Students return the top copy of each Form 4\* to the ADA Accommodations Office and instructors retain the second copy. If an agreement cannot be reached,



the division chair should be consulted. If an agreement is still not obtained, students should contact the ADA Accommodations Office.

### Returning Students

1. Students should note the dates for registration published in the semester class schedule or call the ADA Accommodations Office to obtain this information.
2. After being advised, students should choose appropriate classes for the semester.
3. Returning students should make arrangements to request and obtain accommodation letters (Form 4\*) from the ADA Accommodations Office.
4. At the beginning of the semester, students should take Form 4\* to their instructors where accommodations are to be implemented. Students and instructors will discuss the requested accommodations and sign Form 4\*. Students will return the top copy of each Form 4\* to the ADA Accommodations Office and instructors retain the carbon copy. If an agreement cannot be reached, the division chair should be consulted. If an agreement is still not obtained, students should contact the ADA Accommodations Office.

### Alabama Articulation and General Studies Committee

The Alabama General Studies Committee was created in March of 1994 by the State Legislature through ACT 94-202. The act provides for a statewide articulation agreement for the freshman and sophomore years for the transfer of credit among all public institutions of higher education in Alabama. The STARS Computerized Advising System has been created to inform students of the courses that they can take and transfer among Alabama public institutions. For more information, visit the Jefferson State web site at [www.jeffersonstate.edu](http://www.jeffersonstate.edu).

### Advising

Academic advising is critical for students seeking a degree or certificate from Jefferson State or planning to take courses prior to transferring to a four-year institution. In order for Jefferson State to provide quality advising, students must communicate their purpose for enrolling at the college. Jefferson State has identified the following purposes for students:

- Two-year transfer degree to four-year institution: Students who plan to complete courses which will apply toward a bachelor's degree at a four-year university or college and plan to transfer after completing associate degree requirements at Jefferson State.
- Two-year non-transfer degree: Students who plan to complete a degree to prepare for employment to enter occupational, semi-professional, or para-professional employment upon graduation from Jefferson State. These students do not plan to transfer to a four-year university or college.

- Certificate: Students who plan to complete a certificate program to enter or advance in jobs requiring specific occupational skills.
- Take a few courses before transferring to four-year institution: Students who plan to complete courses which will apply toward a bachelor's degree at a four-year university or college and plan to transfer without completing associate degree requirements at Jefferson State.
- Transient: Students who plan to take a course or courses before returning to the university or college of original enrollment. A transient letter from the college or university specifying the courses to be taken at Jefferson State must be on file in Enrollment Services. These students are not required to receive academic advising.
- Job related or personal enrichment: Students who plan to complete a course or courses for job purposes or personal enrichment and do not plan to pursue a college degree or certificate. These students may or may not choose to receive academic advising.

All students are strongly encouraged to seek academic advising on a regular basis in order to achieve their educational goals.

New students are encouraged to attend orientation for new students. Advisors are available during orientation to discuss academic advising, degree plan options, and course selection.

Students attending the Jefferson Campus should visit the Advising Center located in Allen Library 100. Students attending the Shelby-Hoover Campus should contact the Advising Center (HSB 134) at the Shelby-Hoover Campus. Advisors are available to meet with students at the St. Clair-Pell City Center (room 125) and the Chilton-Clanton Center (room 113). Advisors are available to assist students with the achievement of their academic goals. Academic advising is available to help students identify appropriate courses, select majors, select transfer institutions and assist with academic problems. Upon declaring a major, undecided students will be assigned to a faculty advisor/mentor. This advisor/mentor will help ensure accurate progression in the student's chosen field of study.

Currently enrolled and readmitted students are strongly encouraged to schedule appointments with an advisor prior to registration. Maintaining ongoing contact with an advisor will facilitate academic progress.

Students taking courses for personal enrichment who wish to speak with an advisor should visit the Advising Center or Enrollment Services for referral to an appropriate advisor.

Students are personally responsible for completing the requirements for their transfer, career, or certificate program. Advisors are not responsible for, and may not exempt students from, fulfillment of any established requirement.

## Advising Materials

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Detailed information is needed for Jefferson State advisors to give accurate advice. Students are encouraged to collect and have available the following information when meeting with an advisor:

- AGSC Stars Guide
- Transfer Institution's Area V page
- DegreeWorks audit
- Placement test scores
- Transcripts (high school, other colleges, Jefferson State)
- Transfer college or university catalog.

## Tutorial Services

Free tutorial services are offered online to all students enrolled in math and English courses through SMARTHINKING. Students registered for math or English courses are provided access to SMARTHINKING each term of enrollment. Information on SMARTHINKING may be obtained from math and English instructors or by visiting the Learning Success Center in Lurleen Wallace Hall room 206 on the Jefferson Campus and in the Learning Success Center in the General Studies Building room 102 on the Shelby-Hoover Campus. Questions concerning SMARTHINKING may also be emailed to [tutor@jeffersonstate.edu](mailto:tutor@jeffersonstate.edu).

## Financial Aid

Jefferson State Community College participates in most of the federal financial aid programs. Those programs include the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, the Federal College Work Study Program, and the Federal Direct Student Loan Program. The college also participates in the Alabama Student Assistance Program. In order to apply for aid through any of these programs a student must follow these steps:

- Complete the Free Application for Federal Student Aid (FAFSA). This can be completed through the Internet at [www.fafsa.gov](http://www.fafsa.gov).
- Be sure to list Jefferson State Community College (Federal School Code 001022) in the "Releases and Signatures" section. Failure to list our Federal School Code will result in a delay in the processing of your application.
- Apply for admission to Jefferson State and provide required academic transcripts.
- For financial aid purposes you must have a high school or GED transcript on file and all transcripts from each college you have attended before financial aid can be issued.

A student who requires financial aid funds to pay his tuition and fees must have his admission files and his financial aid files

complete at least one month prior to registration. A student who plans to apply for a loan must call the financial aid office well in advance of the date of his anticipated enrollment to determine the loan application deadline.

## Insurance

Brochures and other information related to accident and health insurance plans are available at the Jefferson Campus in George Wallace Hall (GWH 202), at the Shelby-Hoover Campus at the reception desk (HSB 134) and at the St. Clair-Pell City Center (room 125) and the Chilton-Clanton (room 113). The college does not endorse any one plan and assumes no responsibility for conflicts between students and insurance carriers. International students are required to furnish proof of health insurance.

## Housing

Jefferson State does not provide on- or off-campus housing. Students must make their own arrangements for housing, and the college assumes no responsibility for any problems between landlords and students.

## Identification Cards

All students are required to carry Jefferson State student identification (I.D.). Jefferson State Police Department will coordinate the production and distribution of the photo identification card. Students will need to provide a schedule bill and proof of identification at the time the identification is issued. Proof of identification includes: State Issued Driver's License, State Issued Non Drivers Identification, US Military identification, social security card, birth certificate, or any other government issued photo identification. Decals will be added to the identification cards each semester after the registration process is completed. Distribution of the decals will be coordinated by the Campus Police Department. Students that lose or misplace their student identification can purchase a replacement for \$5.

When college officials request display of I.D. students must present them. Failure to present the I.D. may result in disciplinary action or arrest for trespassing. Student I.D.'s are made for personal use only. Students violating the Jefferson State I.D. privileges are subject to probation, suspension or dismissal.

Students may be required to show their I.D:

- Checking out books from the library,
- Admission to school sponsored social or cultural events,
- Identification verification on the first day of class,
- Identification verification during testing

## Personal Counseling Referrals

Jefferson State recognizes that students of the college may encounter personal problems such as depression, substance abuse, divorce, and other non-academic problems that are best discussed with professionally trained counselors and social workers. While Jefferson State does not maintain a staff of such counselors and does not offer therapeutic counseling in such areas, the college does provide a counseling referral service. Students seeking referrals to address non-academic personal problems may contact personnel in the Office of Enrollment Services. Students using this service will generally be provided names, addresses, phone numbers, and an explanation of the services and costs of professional counseling at appropriate social services of mental health agencies and individual counselors.

## Pioneer Bookstores

The Pioneer Bookstore I, located on the third floor of Fitzgerald Student Center, and Pioneer Bookstore II, located at the Shelby-Hoover Campus in HSB, and the locations at the St. Clair - Pell City and Chilton - Clanton Centers offer new and used textbooks, school supplies, study aids, computer software, college emblematic clothing and gifts, and other items. Bookstore prices are competitive with other college bookstores. The bookstore's hours of operation are designed to accommodate the student population. The hours of operation are subject to change as appropriate to class scheduling, orientation, book buy-back during finals, and during the beginning of classes.

### Refunds on Textbooks

1. A sales receipt must be presented to receive a refund on textbooks.
2. A refund is not given for a book not required for a course unless the book is defective.
3. A refund for a required textbook may be given each semester until the end of the third week of classes.

### Refunds and Exchanges on Merchandise other than Books

1. A refund is not given for non-book items.
2. Defective merchandise may be exchanged.

### Textbook Buy-Backs

The Pioneer Bookstore conducts a textbook buy back at the end of each semester. This textbook buy back is during the week of finals. Students should consult the class schedule each semester and watch for signs posted with the exact times and locations.

## Testing and Assessment

### Math and English Placement Tests

Jefferson State requires a comprehensive assessment of students in math and English prior to enrollment in classes. Course placement is determined by the results of this assessment.

The following students are exempt from the placement test:

- Students scoring 480 or above on the SAT Verbal and 526 or above on the SAT math who enroll at Jefferson State within three years of high school graduation;
- Students scoring 20 or above on the English and math sections of the ACT who enroll at Jefferson State within three years of high school graduation;
- Students with an associate degree or higher from a regionally or Council on Occupational Education accredited post-secondary institution;
- Students who transfer degree-creditable college-level English or math courses with a grade of "C" or better;
- Senior citizens, undeclared, and other non-award seeking majors who are taking classes for vocational reasons only;
- Students in certain short certificate programs having no English or mathematics requirements;
- Students who have completed required developmental coursework at another Alabama Community College System institution within the last three years;
- Students who register for for MTH 090 or ENF 094 or RDG and ENG 093.
- Audit students, transient students and dually enrolled high school students in English or math;
- Students providing documentation of assessment within the last three years.

To qualify for these exemptions, test scores and/or college transcript(s) must be on file with Enrollment Services.

In lieu of placement test scores, course placement may also be assigned based on English and math subtest scores as reported by ACT and SAT Assessment provided that the student is enrolling within three years of high school graduation.

- RDG 085  
ACT English score of 14 or below  
SAT verbal score of 380 or below
- ENG 093  
ACT English score of 15 - 19  
SAT verbal score of 390 - 470
- ENG 101  
ACT English score of 18 or higher  
SAT verbal score of 480 or higher
- MTH 090  
ACT math score of 15 or below  
SAT math score of 360 or below
- MTH 098 or MTH 116  
ACT math score of 16 -19

- SAT math score of 370 -470
- MTH 100
  - ACT math score of 20 - 23
  - SAT math score of 480 - 540
- MTH 110, MTH 112, MTH 115S, MTH 118, or MTH 265
  - ACT math score of 24 - 25
  - SAT math score of 560 - 580
- MTH 113 or MTH 120
  - ACT math score of 26
  - SAT math score of 590 - 600
- MTH 125S
  - ACT math score of 27 - 36
  - SAT math score of 610 - 800

These scores are subject to change.

#### Important Information about Placement Test:

- Students will be dropped from a registered course if they are not eligible for the class.
- Students may only take the placement test once per calendar year. After a period of one calendar year, students may retake the placement tests in an attempt to earn higher scores. The College reserves the right to assess a nominal charge for retesting.
- Students must present picture identification and have an application for enrollment on file with Enrollment Services in order to take the placement test.
- Placement scores are only valid for three years.

#### Additional Tests

- ACT Residual
- The College Level Examination Program (CLEP)
- ACT Automotive Service Excellence (ASE) Exams
- ACT Assessment
- General Educational Development Test (GED)
- National Board Examination for Certified Counselors
- WorkKeys
- TEAS V Exam for Nursing Program Admission

#### GED Testing

Jefferson State Community College offers the GED Test to members of the community. In order to take the test, you must register at [www.ged.com](http://www.ged.com). You must be 18 years or older to take the test. Exceptions are made for 16 and 17 year old individuals. For questions, please contact the testing and assessment office at (205) 856-7896.

High Stakes Testing – The Testing and Assessment Office offers various high-stakes examinations via computer-based and paper-based testing. For additional information, contact the Testing and Assessment Office at (205) 856-7896.

ACT WorkKeys Assessment – The ACT WorkKeys Assessment, a component of the ACT WorkKeys system, measures an individual’s workplace skills in Applied Mathematics, Ap-

plied Technology, Listening, Locating Information, Observation, Reading for Information, Teamwork, and Writing. These eight skills assessments provide a reliable way to measure skill levels and determine how they compare to the skills required for specific jobs. Individuals may be assessed in all eight areas or any one or more of the eight skills areas. For more information, contact the Testing and Assessment Office.

Strong Interest Inventory – The Strong Interest Inventory is offered to both Jefferson State students and community members. This assessment is a useful tool in deciding on a future occupation. The test is useful for young people who are undecided about what occupation to pursue and people who are looking for a career change. The test helps to identify occupations that are in tune with individual preferences. There is a charge for this assessment. For more information call the One Stop Career Center.

Information for Test Takers with Disabilities – The Testing and Assessment Office at Jefferson State Community College is committed to serving test takers with disabilities by providing services and reasonable testing accommodations as set forth in the provisions of the Americans with Disabilities Act (ADA). Students having a disability, as prescribed by the ADA, and requiring special testing services or arrangements, should contact the Testing and Assessment Office. Documentation of the disability and a request for special accommodations must be submitted. Requests should be submitted well in advance of the proposed test date to allow an opportunity to make the necessary accommodations. Only test takers with documented disabilities are eligible for special accommodations.

Score Reports – In compliance with the Family Educational Rights and Privacy Act, the Testing and Assessment Office will provide score reports only upon written request of the student. Official score reports are issued to institutions, companies, agencies, etc. Score reports issued to students are stamped “Issued to Student.”

The Testing and Assessment Office only issues score reports for placement tests. Transcripts for the test of General Education Development (GED) that were administered at Jefferson State Community College must be requested from [www.gedtestingservice.com](http://www.gedtestingservice.com). Score report request for all other examinations must be directed to the appropriate institution or agency.

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## Student Activities

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### Student Activities Calendar

The official student activities calendar is maintained by the Office of Admissions and Retention. All student activities and events must be registered with this office prior to publicizing



events. Generally, with the exception of student organization meetings, activities are not permitted to conflict.

## Recognition of Student Organizations

The Student Government Association, in conjunction with Student Activities, establishes guidelines for recognition and tenure of student organizations. Organizations should secure a copy of the Organization Handbook from the Office of Admissions and Retention. Organizations are responsible for following the guidelines set forth in the handbook.

### Initial and Reorganized Recognition

Any group of Jefferson State students who desire to apply for official recognition as a student organization must submit the following items to the Office of Recruiting/Student Activities:

1. Organization Structure Form containing:
  - A. official name of the proposed organization
  - B. purpose of organization
  - C. list of all proposed charter members (fifteen minimum)
  - D. list of all proposed officers
  - E. statement of when, where, and how often the organization will meet
  - F. name of faculty/staff advisor with a statement from this person acknowledging his desire to work with the organization (it should be noted that the faculty/staff advisor must be present at all meetings).
2. Constitution and by-laws including:
  - A. statement acknowledging that proposed organization is subject to all college rules, regulations, and policies.
  - B. statement that the organization will not utilize any form of hazing in any ceremonies or activities.
3. A complete statement of any relationship the proposed organization will have with any organization or group outside the college.

The Organization Structure Form is available in the Office of Recruiting/Student Activities, Allen Library, room 101. Completed forms will be forwarded to the Student Government Association for its action. Representatives of the organization seeking recognition are invited to present or explain necessary business. The SGA will make a recommendation to the dean of Enrollment Services or designee for approval or disapproval. If the director disapproves, the president of the SGA notifies the group, in writing, as to the reason for disapproval and what changes are necessary to secure approval. The group may re-submit the form after changes have been made.

The dean may unilaterally recognize student groups and organizations for inclusion in the student activities or government process or for participation in campus life. In the event of recognition, the dean of Enrollment Services or designee notifies the president of the SGA. The president notifies the

group, in writing, of its official recognition. The president also informs the group of the requirement to submit an application for re-approval annually. In case of disapproval, the dean of Enrollment Services or designee notifies, in writing, the SGA President and the group seeking recognition of the reasons for disapproval and what changes, if any, could be made which would make the group acceptable for recognition. The dean has the final authority to grant or refuse official recognition of a group seeking to organize.

### Tenure of Student Organization

Once recognized, a student organization must meet the following criteria in order to continue receiving official recognition:

1. An annual application must be submitted to Student Activities within thirty days after the first day of class of the fall term.
2. The annual application must show how the organization will continue to fulfill the purpose and goals of its charter, constitution, and by-laws.
3. The SGA will recommend to the dean of Enrollment Services whether a particular student organization should be:
  - A. continued in good standing,
  - B. continued on probationary status for a specified period of time
  - C. reorganized, or
  - D. disbanded.
4. The officers of the organization will be advised of the final decision on the annual application and the SGA's recommendations. Any disbanded student organization that wishes to reapply must follow the steps previously outlined.

The dean may grant or suspend recognition of any organization when, in his opinion, it is necessary. The dean will notify the dean of Enrollment Services of his actions and supporting reasons. The dean of Enrollment Services will notify the president of the SGA, in writing, of the decision of the dean. The decision of the dean will be final.

### Fund Raising and Soliciting

Jefferson State Community College will comply with all State and Federal regulations, legislation, and procedures.

All requests to conduct fund raising activities- whether by individuals, groups of students or employees must be submitted to the Dean of Enrollment Services. A copy of the approved request will be returned to the applicant and a copy will be sent to the Director of Financial Services.

The college reserves the right to restrict, regulate and/or prohibit on-campus sales and solicitations; specifically by groups not affiliated with the college.

### Use of College Facilities

Officially recognized student organizations wishing to reserve college facilities, with the approval of the organization sponsor, should notify the dean of Enrollment Services. Classrooms, lecture halls, auditoriums and conference rooms located in other buildings on campus must be scheduled through Workforce Development. For more information contact the Facilities Coordinator/Workforce Development Assistant at 856-7783.

### Use of Electronic Media

Students using college resources to access any form of electronic media, including the Internet, are responsible for their own actions and must act in accordance with the following guidelines:

1. Use electronic media for educational purposes only.
2. Refrain from sending, displaying, or downloading offensive messages or pictures.
3. Refrain from damaging or modifying any computer systems, including restrictions imposed on internet accounts.
4. Refrain from violating copyright laws.
5. Refrain from using other users' passwords or log-on codes and trespassing in other users' files.
6. Refrain from intentionally wasting limited resources.

Students should not expect files to remain private or secured when stored on the college's publicly accessed computers. To maintain system integrity and to ensure the electronic media is used responsibly, Jefferson State reserves the right to review files and network communications, and to delete files when deemed appropriate. Violation of these guidelines could result in disciplinary action in accordance with the Academic Honesty Code and the Code of Student Conduct.

### Conduct at Social Events

1. Only registered students and their guests may attend college social events given by student organizations unless by special invitation.
2. Any Jefferson State Community College student who has violated college regulations at any function sponsored by the college or by any college recognized organization may be required to relinquish his schedule bill I.D. to a college representative and to leave the function immediately. The student may be subject to disciplinary action.
3. Any person who is not a student at Jefferson State Community College and who has violated these regulations is required to leave the function immediately.
4. No organization may sponsor or participate in an unofficial or unauthorized social activity. An individual student group who sponsors, participates in, or in any way is connected with such events may be subject to disciplinary action.
5. A function sponsored by or held in the name of a recognized student organization must abide by all regula-

tions stated herein, whether that function is held on- or off-campus.

6. Responsibility for the enforcement of these regulations lies with the officers or appointed representatives of the organization sponsoring the function; they are expected to cooperate with the faculty advisor and college representative in enforcing regulations.

### Procedure for Other Events

Procedures for events other than social functions, such as business meetings for organizations are as follows:

1. Meetings may be held on- or off-campus.
2. After an event has been properly scheduled and entered on the student activities calendar, it may be publicized.
3. Recruiting/Student Activities staff reserves the right to attend any organization's meeting.
4. Advisors must be present at all meetings.

### **Athletics**

The college is a member of the Alabama Community College Conference and National Junior College Athletic Association. Currently, the college has a men's and women's golf team. For more information about athletics, visit <http://www.jefferson-state.edu/athletics/>.

Graduation and transfer-out rates for students who received athletically-related financial aid are available on the Consumer Information page and Athletic pages of the college's website. Prospective student athletes, their parents, coaches, and counselors are given a copy of the annual disclosure information, by race, gender and sport, at the time they are being recruited.

### **Student Organizations and Activities**

Jefferson State is dedicated to the total development of the individual; therefore, many opportunities are available for co-curricular activities. Organizations and activities are a vital part of the college's commitment to the total development of the individual student. Student organizations and activities exist to enhance and support the academic experience. Student organizations provide opportunities for students to voice their comments and suggestions as well as to make positive contributions to both the community and the institution. All students are encouraged to contribute positively to the decision-making process of the college.

Student organizations are open to all students of Jefferson State who qualify for membership. No student may be denied membership based upon age, sex, race, religion, national origin, or disability. The dean of Enrollment Services may temporarily suspend the recognition of a recognized student organization if the members of the group conduct themselves in such a manner that their actions could and/or do present a clear and pres-



ent danger to the orderly educational process of the college. Any temporary suspension would be no longer than the time necessary to have an investigation of the circumstances that led to the suspension. Organizations operate with the advice and consent of their advisors in conjunction with Recruiting/ Student Activities.

The African-American Society provides opportunities for the membership and other interested students to gain knowledge of the cultural heritage of those of African descent. This organization promotes and encourages an appreciation of various cultural interests as well as promoting those values necessary to full participation in society at large. Membership is open to all students.

The Alpha Beta Chi Club is an organization for all students enrolled in Child Development. The purpose of the club is to promote the field of child development through education and service. Elections for office positions are held each fall. Advisor: Heather Seagle, (205) 856-7821

The Ambassadors serve as official hosts and hostesses for college-sponsored events, lead tours of the campus, and serve as student recruiters. Acceptance into this organization is based on an application and interview process during March of each year. Each candidate that submits a completed application will be contacted for an interview and if selected, those candidates can receive a scholarship (includes tuition and fees) for up to two years. Advisors: Jacob Call and Deonte' Wroten, recruiting@jeffersonstate.edu.

The Art and Animation Guild promotes campus and community awareness of the social value, impact, and importance of art. Membership is open to all students. Advisor: Camilla Avery, (205) 856-7837, cavery@jeffersonstate.edu

The Association of Clinical Laboratory Technician Students (ACLTS) The Association of Clinical Laboratory Technician Students (ACLTS) is open to any Jefferson State student that is interested in the CLT program, whether currently enrolled in the program or not. The purpose of ACLTS it to promote clinical competencies, teamwork, enthusiasm, and leadership skills within the profession. The club strives to achieve these goals by attending seminars, state meetings and national meetings. ACLTS will also actively seek, create, and/or participate in projects which demonstrate our commitment to the promotion of health, independence, and overall well-being of the people in the community by way of our participation in charitable events. Advisor: Wendy Sweatt, (205) 856-6043

The Association of Radiologic Technology Students is an organization for students enrolled in the Radiologic Technology Program. Its purpose is to recognize and promote leadership among students, and to promote the high standards of the profession. Advisor: Christie Bolton, (205) 983-5218

The Jefferson State College Scholars Team is composed of academically gifted, full-time students who practice, host and par-

ticipate in college academic tournaments throughout the state and region. These tournaments place emphasis on the intellectual skills of the participants. The members also assist in staffing area senior high school and college academic tournaments hosted by the college. Advisor: Lucy Lewis, (205) 856-6046, llewis@jeffersonstate.edu

The Designers and Builders Club is an organization for students enrolled in Construction and Building Science Technology, but it is open to all students. It is affiliated with the National Association of Home Buildings. The purpose of the club is to establish professional interaction and communication between students and businesses in the fields of architecture, civil engineering, building construction, landscape design, and interior design. Advisor: Mike Safavi, msafavi@jeffersonstate.edu.

The Distinguished Collegiate Young Men and Women's Club promotes community service projects, youth leadership, faith, fun, and intellectual networking. Members must have an overall GPA of 2.5 or higher and be in good standing with the College. Advisor: David McKinney, (205)280-8220, dmckinn2@jeffersonstate.edu

The Entrepreneurial Action (ENACTUS) Team provides students the leadership experience of teaching others how market economies operate, and how to use this knowledge to better themselves, their communities, and their countries. Students and faculty involve their communities in the free enterprise system by introducing a number of outreach programs to their communities. Membership is open to all students. Advisors: Jacob Call, (205) 856-6097; Deonte Wroten, (205) 856-6057

Intramural Sports are open to all students. The program, which is not based on skill, offers athletic competition in flag football, basketball, , table tennis, volleyball, and other sports. Advisor: Nic Kin, (205) 812-2777, nkin@jeffersonstate.edu.

The Jefferson State Singers is a choral group that performs at college and other functions. Membership is by competitive audition. Scholarships are available. Advisor: Teresa Archer, (205) 856-8585; Michael Thomas, (205) 856-7900.

Miss Jefferson State / Outstanding Teen are official preliminary pageants for the National Miss America / Outstanding Teen competition. The Miss America Organization is one of the nation's leading achievement programs for young women, promoting scholastic achievement, creative accomplishment, healthy living, and community involvement. Advisor: Cathy Brown, cbrown@jeffersonstate.edu.

The Multicultural Students Association promotes the appreciation of cultural diversity and inclusivity of the Jefferson State Community College student body by strengthening community through service, outreach, programming, leadership, and other activities which foster cultural awareness and understanding. The group is open to all Jefferson State students. Advisor: Stacey Thompson (205) 856-7920.

Phi Theta Kappa is an international honor society that recognizes academic excellence and promotes scholarship, leadership, service and fellowship. Invitations for membership in Jefferson State's award winning Pi Pi (Jefferson Campus) and Beta Lambda Delta (Shelby Campus) Chapters are extended to returning full-time students who have a minimum 3.5 cumulative grade point average. Part-time students with a 3.5 cumulative grade point average who have completed at least 20 semester hours including ENG 101 and are eligible for MTH 112 are also invited for membership. Students are tapped for membership during fall and spring semesters. Pi Pi (Jefferson Campus) Advisor: Matt Boehm, (205) 983-5200. Beta Lambda Delta (Shelby-Hoover Campus) Advisor: Liesl Harris, (205) 983-5956.

The Queer Straight Alliance provides a space on campus where LGBTQ+ students can be themselves. QSA members give back to our community by volunteering at local non-profits, showing support, and standing in solidarity with our peers. Membership is open to all students. Advisor: Matt Boehm, (205) 983-5200, mboehm@jeffersonstate.edu.

Sigma Chi Eta was established in 1990 to recognize and honor students who excel in communication at two-year colleges. It is part of the National Communication Association. The Zeta Chapter was formed in 2014 at Jefferson State Community College to recognize students who not only display excellence in communication-related classes, but who also want to learn more about communication, improve their communication skills and serve the community. Members will have the opportunity to compete for local and national offices and awards, attend conferences and meet professionals in the field of communication. Advisors: Janice Ralya, (205) 983-5963 and Kevin Townes, (205) 983-5207

Sigma Kappa Delta is the national English honor society for two-year colleges. The purpose of this organization is to reward and encourage outstanding student achievement in English language and literature. SKD provides opportunities for advancing the study of language and literature, developing writing skills, meeting scholars and writers, attending conferences, submitting work for publication, and winning scholarships and awards. Advisors: Katie Boyer, (205) 856-6085, and Sharon DeVaney-Lovinguth, (205) 983-5974

Sigma Phi Sigma is a national funeral service fraternity that seeks to promote scholarship, unity and professionalism among its members. Membership to XI Chapter (Jefferson State) is open to all students majoring in Funeral Service Education with a cumulative grade point average of 2.0 after the completion of two terms with emphasis on becoming a licensed funeral director and embalmer. Advisor: Dr. Jzyk Ennis, (205) 856-7852

The Speech Team (Forensics Team) is an intercollegiate competition team that represents Jefferson State at tournaments throughout the country. Students compete in drama and public speaking events as well as perform on campus. All Jefferson State students are encouraged to participate. Scholarships are

available for qualified students. Advisor: Janice Ralya, (205) 983-5963

The Student Government Association serves and represents the student body by working toward the betterment of the college, providing leadership training, taking part in community projects, and supporting other activities which promote a sense of loyalty and school spirit. SGA Executive Council elections are held each spring. Senate elections are held each fall. Advisor: Brian Rockett, brockett@jeffersonstate.edu.

The Jefferson State Student Nurse Association is the local chapter of the National Student Nurses Association and is open to all nursing and pre-nursing students enrolled at Jefferson State. The organization provides an opportunity to practice leadership skills and to participate in activities which promote high standards in health care and in the profession of nursing. Advisor: Audrey Norman, jssna@jeffersonstate.edu

The Student Chapter of the National Association of Veterinary Technicians in America (SCNAVTA) is an organization for students enrolled in the Veterinary Technology Program. Membership is open to all veterinary technology students. The purpose of the organization is to represent and promote the profession of veterinary technology. Students and faculty impact the future of veterinary technology by utilizing this tool as a national voice for veterinary technicians. Advisor: Mikky Campbell (205) 856-8551

The Writer's Round Table provides a friendly and supportive atmosphere for students, faculty, and alumni of Jefferson State Community College who have a desire to write. Both novices and experienced writers are invited. Works could include but are not limited to fiction, nonfiction, drama, and poetry. Members are invited to share ideas and information. Advisor and Wingspan Editor: Sharon Devaney-Lovinguth, (205) 983-5974

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## Student Right-to-Know and Campus Security Act Disclosure

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### Fall 2013 Cohort

The Student Right-to-Know Act Also known as the "Student Right-to-Know and Campus Security Act" (P.L. 101-542) was passed by Congress November 9, 1990. Title I, Section 103, requires institutions eligible for Title IV funding to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to all students and prospective students. These rates must be calculated after three years from initial entry, which is 150% of the time for a two-year degree.

Of the Jefferson State Community College's Fall 2013 population of 8,551 students enrolled there was an initial cohort of

1052 first time, degree or certificate seeking full-time students. Of this initial cohort (90 students), 9% graduated from Jefferson State Community College in the 150% - 3 year time span and 26% of this initial cohort (269 students) has transferred to another college or university.

## Campus Crime Statistics

### Campus Security Policies and Campus Crime Statistics

The information contained in this disclosure document is provided by Jefferson State Community College in compliance with the Student Right-to-Know and Campus Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments Public Law 102-26 and the Campus Sexual Assault Victims Bill of Rights as included in the Higher Education Amendments of 1992. Inquiries concerning the information contained in this disclosure should be directed to the Dean, Campus Development/Campus Services, Jefferson State Community College, 2601 Carson Road, Birmingham, Alabama 35215, (205) 853-1200 or (205) 856-7765.

### Campus Crime Statistics Disclosure

Jefferson State is required under Section 668.46(b) of the Campus Security Act to publish and distribute an annual security report. The required disclosure information is contained in the *Catalog and Student Handbook*. The Campus Crime and Security Survey as required by the United States Department of Education is available at <http://ope.ed.gov/security>.

The offenses for which the Campus Security Act requires statistical reporting are defined in accordance with the FBI Uniform Crime Reporting (UCR) System, as modified by the Hate Crimes Statistics Act.

Definitions of crimes which must be reported as defined by the National Association of College and University Attorneys College Law Digest are:

- Murder: the willful (non-negligent) killing of one human being by another.
- Forcible and nonforcible sexual offenses: a forcible sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent, and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sex offenses are acts of unlawful, nonforcible sexual intercourse and include incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category.
- Robbery: the taking, or attempting to take, of anything of value under confrontational circumstances from the control, custody, or care of another person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

- Aggravated assault: an unlawful attack by one person upon another the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. Note that an unsuccessful attempt to commit murder would be classified as an aggravated assault.
- Burglary (breaking and entering): the unlawful entry into a building or other structure with the intent to commit a felony or a theft. Note that forced entry is not a required element of the offense, so long as the entry is unlawful -(constituting a trespass) it may be accomplished via an unlocked door or window. Included are unsuccessful attempts where force is employed, or where a perpetrator is frightened off while entering an unlocked door or window.
- Motor vehicle theft: the theft or attempted theft of a motor vehicle.

Domestic violence includes any violent offense where the victim is a current or former spouse, parent or former household member, or a person who has had a dating or engagement relationship with the defendant.

### Crime Statistics for Reporting Periods:

01/01/14 12/31/14	01/01/15 12/31/15	01/01/16 12/31/16	
			<b>Murder</b>
0	0	0	Incidents classified as murder
			<b>Manslaughter</b>
0	0	0	
			<b>Domestic Violence</b>
0	0	0	Physical violence by hand
0	0	0	Physical violence with weapons
			<b>Aggravated Assault</b>
0	0	0	Attempted aggravated assault
0	0	0	Other aggravated assault
			<b>Sex Offenses</b>
0	0	1	Forcible offenses
0	0	0	Nonforcible offenses
			<b>Robbery</b>
0	0	0	Robberies involving use of weapon
0	0	0	Robberies involving force but no threat or use of weapon



			<u>Burglary</u>
0	0	0	Burglaries of occupied dwelling place
0	0	0	Burglaries of unoccupied dwelling place
0	0	0	Other burglaries
0	0	0	Arrest for burglaries occurring off-campus
			<u>Motor Vehicle Theft</u>
1	0	0	Automobile theft
0	0	0	Other motor vehicle thefts
			<u>Arson</u>
0	0	0	

			<u>Drug Abuse Violations</u>
2	1	2	Arrests for illegal possession of an illicit drug or controlled substances
0	0	0	Arrests for sale or distribution of drugs or controlled substances
2	0	2	Arrests for possession, sale, or distribution of drug paraphernalia
			<u>Weapons Violations</u>
1	1	0	Arrests for illegal possession or control of a firearm
0	0	0	Arrests for illegal possession of explosives
0	0	0	Arrests for possession or control of weapons other than firearms explosives

### Arrest Statistics Relating To Alcohol, Drugs and Weapons

For compliance with the Campus Security Act, institutions must also report the numbers of arrests for liquor law violations, drug abuse violations, and weapons possession.

Definitions of crimes for which arrests must be reported also as defined by the National Association of College and Universities Attorneys College Law Digest are:

- Liquor law violations: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (with the exception of “driving under the influence” or “drunkenness”).
- Drug abuse violations: violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.
- Weapons possessions: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

### Arrest Statistics for Reporting Periods:

01/01/14 12/31/14	01/01/15 12/31/15	01/01/16 12/31/16	<u>Liquor Law Violations</u>
0	0	0	Arrests for illegal possession of alcoholic beverages
0	0	0	Arrests for illegal sale or distribution of alcoholic beverages
2	2	0	Arrests for public intoxication

### Offenses That Did Not Result in an Arrest But Were Referred for Campus Disciplinary Action

01/01/14 12/31/14	01/01/15 12/31/15	01/01/16 12/31/16	
0	0	1	Liquor Law Violations
0	0	0	Drug Law Violations
0	0	0	Illegal Weapons Possession

Information on registered sex offenders in Alabama may be obtained at: [www.dps.alabama.gov](http://www.dps.alabama.gov).

## Policies

### **Student Policies**

Academic, student, administrative, and compliance issues are examined through established channels of communication. Based upon the nature of a comment or complaint, the student should select and follow the appropriate channel of communication as listed below.

1. Academic Issues
  - A. Instructor
  - B. Department Chairperson
  - C. Dean/Associate Dean
  - D. Dean of Instruction
  - E. President
2. Student Issues
  - A. Dean of Enrollment Services
  - B. Dean
  - C. President

3. Administrative Issues
  - A. Administrative Supervisor
  - B. Dean
  - C. President
4. Compliance Issues
  - A. Compliance Officer
  - B. President
  - C. Chancellor, The Alabama Community College System (Title IX complaints only)

For the most direct action, a student should submit a complaint in writing within thirty working days of the action resulting in the complaint. If a student is not satisfied with the initial decision rendered, a written request for review at the next level must be submitted within five days of the date the initial decision is rendered. Request for review of a decision rendered at subsequent levels must be submitted in writing within ten days of the date the decision is rendered.

### Summons to Academic or Administrative Office

Any student who is requested to report for a conference by an instructor must report as directed or submit a satisfactory explanation as to why he cannot keep the appointment. Any student who refuses or fails to keep an appointment without a justifiable excuse may be referred to the appropriate instructional officer for being insubordinate and failing to cooperate with a reasonable request.

Any student requested to come to an administrative office must report as directed. If the student cannot follow the instruction given, he/she will be responsible for contacting the officer who made the request to arrange an alternate and mutually acceptable time for a conference. If any student ignores or refuses an administrative request, he may subject himself to charges of insubordination and/or failure to cooperate with a reasonable directive. These charges could lead to the student being referred to the College Conduct Committee which could impose disciplinary action of probation or suspension.

### Academic Honesty Code

All students enrolled at Jefferson State Community College are expected to conform to the college's Academic Honesty Code. This code requires that all students act with integrity in the performance of their academic work. Any student who fails to act with integrity in the performance of his academic work may be charged with a violation of the Academic Honesty Code. Violations of the Academic Honesty Code include, but are not limited to, the following:

1. Looking on another student's paper during a test or examination or communicating in any way with anyone other than the test administrator;

2. Using unauthorized materials and/or devices in the preparation of any assignments or in the taking of any tests or examinations;
3. Having in the immediate testing area materials or devices not expressly authorized by the test administrator;
4. Accepting or providing unauthorized assistance in the preparation of assignments or the taking of any tests and examinations;
5. Submitting as your own work essays, term papers, lab reports, or other projects which have been prepared by others;
6. Obtaining, possessing, or gaining knowledge or answers to a current test or assignment before it has been distributed to the class and without the knowledge and consent of the instructor;
7. Gaining, without authorization, access to the work of another student (ex: accessing the computer file of another student);
8. Plagiarizing (presenting as one's own the ideas, data, and/or works of another);
9. Inventing data or information in the preparation of assignments except when such invention is expressly authorized; and
10. Violating supplementary academic honesty codes which have been adopted and approved in individual divisions of the college and distributed to students within those divisions.
11. Students registering for Internet courses, hybrid/blended courses or courses that use instructional technology do so with the understanding and agreement to keep passwords and access codes confidential, to produce their own work, to complete course activities themselves, and to take course exams, tests or quizzes without the assistance of others. Failure to comply violates the academic honesty code.

### *Penalties Which May Be Imposed for a Violation of the Academic Honesty Code*

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1. A student may be required to retake an examination or resubmit an assignment.
2. A student may be assigned a zero on the assignment, test, exam, etc. If the instructor has a policy of dropping a grade when he computes the final average, he shall not drop the zero assigned for academic dishonesty. The zero shall be included in the computation when the final grade is determined.
3. A student may be assigned an "F" in the course.
4. A student may be assigned an "F" in the course along with a notation on his transcript indicating that the "F" was assigned for academic dishonesty. The notation "F Assigned for Academic Dishonesty" shall remain on his transcript for a period of time to be specified at the highest level reached in the complaints/appeals process.

5. A student may be placed on probation for one or more terms. Conditions of probation shall be:
  - A. A student on probation shall not participate in intercollegiate athletics.
  - B. He shall not be a member of any team or group which represents the college (speech team, etc.).
  - C. He shall not hold office in any school club or organization (SGA, The Pioneer newspaper, Phi Theta Kappa, etc.).
  - D. He shall lose any financial aid he is receiving from or through the college (federal financial assistance, scholarships awarded by Jefferson State, etc.).

When such penalty is imposed, it shall be indicated on the student's transcript that probation has been imposed for academic dishonesty. The notation "Probation for Academic Dishonesty" shall remain on the transcript for a period of time to be specified at the highest level in the complaints/appeals process.
6. A student may be suspended from the college for one or more terms. When such penalty is imposed, it shall be indicated on the student's transcript that suspension has been imposed for academic dishonesty. The notation "Suspension for Academic Dishonesty" shall remain on the transcript for a period of time to be specified at the highest level reached in the complaints/appeals process or permanently.
7. A student may be permanently dismissed from the college. When such penalty is imposed, it shall be indicated on the student's transcript that the student has been expelled for academic dishonesty. The notation "Expulsion for Academic Dishonesty" shall remain on the transcript permanently.

Penalties 1, 2, and 3 may be imposed by the instructor. No one below the level of the dean of instruction may impose a penalty more severe than an "F" in the course. However, the instructor may recommend a penalty more severe than an "F" in the course, and that recommendation shall be considered at every level in the complaints/appeals process.

A record of all violations of the Academic Honesty Code shall be maintained in the office of the dean of instruction or at such location as the dean of instruction designates. Those parties with authority to recommend or impose penalties shall, before recommending or imposing a penalty for the current violation, determine whether or not the student has previously been judged guilty of violating the Academic Honesty Code.

Charges of violations of the Academic Honesty Code may be initiated up to mid-term of the semester after the violation has occurred.

### *Disciplinary Procedures for a Violation of the Academic Honesty Code*

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Upon making the judgment that a student has violated the Academic Honesty Code, an instructor shall take one of the following actions:

1. If an instructor believes that a student has violated the Academic Honesty Code during an exam or an in-class assignment, he shall confront the student, take the student's paper and gather any available evidence of academic dishonesty. The instructor shall then inform the student that he must schedule a conference with the instructor to take place within three working days.
2. If an instructor believes that a student is guilty of violating the Academic Honesty Code on an out-of-class assignment, the instructor shall attempt to confront the student and inform the student that the instructor believes that the student may be guilty of academic dishonesty. The instructor shall further inform the student that he must schedule a conference with the instructor to take place within three working days to discuss the matter.
3. If, during the process of grading papers, an instructor finds some indication that a student has violated the Academic Honesty Code, the instructor shall attempt to inform the student that he (the instructor) believes that the student may be guilty of violation of the code and shall attempt to inform the student that he (the student) must schedule a conference with the instructor within three working days of the notification.

After an instructor has taken one of the aforementioned actions, he shall determine by inquiring in the Office of the Dean of Instruction whether the student has previously been found guilty of violating the Academic Honesty Code. (The information shall be relevant only for purposes of determining the penalty which shall be imposed if the student is found to have violated the code.)

During the scheduled conference with the student, the instructor shall complete the form for reporting a violation of the Academic Honesty Code, stating his charge, identifying the specific violation, and specifying his recommendation of the penalty to be imposed.

During the conference, the instructor shall inform the student of the penalty he intends to impose or recommend and shall have the student sign the form for reporting the violation. The instructor shall also inform the student of his right to appeal as set forth in the section of this document outlining the complaints/appeals process.

Following the conference, the instructor shall send the completed form for reporting a violation of the Academic Honesty Code to the dean/associate dean of the division in which the course where the alleged violation of the code occurred is



taught and shall inform the department chair/program coordinator, as appropriate.

In the event that there is no instructor/student conference either because the instructor is unable to contact the student or because the student fails to schedule a conference or to keep an appointment, the instructor shall forward to the dean/associate dean the form for reporting a violation of the Academic Honesty Code, stating on the form his charge, identifying the specific violation, specifying his recommendation of the penalty to be imposed, and informing the dean/associate dean of the student's failure to make or keep the appointment to discuss the charges. The dean/associate dean shall be responsible for providing the student, the instructor, and the dean of instruction with a copy of the aforementioned form.

### Complaints/Appeals Process

1. A student charged with violating the Academic Honesty Code shall have the right to appeal. (A recommendation for a penalty may be confirmed, modified, or denied at any step in the complaints/appeals process, but either the student or the instructor may demand that the case be carried to the next step in the complaints/appeals process.)
2. A student who appeals a charge of academic dishonesty shall within five working days direct his appeal to the dean/associate dean of the division in which the course where the alleged violation of the Academic Honesty Code occurred is taught. That administrator shall hear, within three working days of the date the appeal is filed, the instructor's charges and the student's response, shall weigh the testimony, and in conference with the instructor and the student, shall offer his recommendation for a resolution of the matter. The dean/associate dean shall inform the dean of instruction of his recommendation, using the form for reporting a violation of the Academic Honesty Code.
3. In the event the matter is not settled in the conference with the dean/associate dean, either the instructor or the student, or both, shall within five working days give written notice of his desire for an informal hearing before the dean of instruction.
4. The dean of instruction shall have five working days to hear the instructor's charges and the student's response, to review the dean/associate dean's recommendation, to weigh the testimony, to render a decision, and to inform the parties involved of his decision.
5. In the event either the student or the instructor is not satisfied with the decision of the dean of instruction, either may request within five working days a hearing before the Academic Honesty Committee. The request shall be made in writing to the dean of instruction.
6. Upon the request for a hearing before the Academic Honesty Committee, the dean of instruction shall immediately call for an Academic Honesty Committee to be assembled in accordance with the following plan:
  7. The Academic Honesty Committee shall schedule a meeting no later than ten days after that committee is impaneled. That committee shall render a decision within five days after the hearing.
  8. At the hearing, both the student and the instructor shall have the right to present oral and/or written testimony pertinent to the issue and shall have the right to present witnesses and/or other evidence and to be present during the presentation of witnesses and of evidence. The student shall have the right to legal counsel present or to designate another representative to act on his behalf. However, the hearing is in the nature of an informal hearing and shall not be subject to the strict rules of evidence. Proceedings before the committee shall be recorded by tape recorder or other mechanical means, and a copy shall be made available to the student and/or the instructor upon request. After the hearing, the Academic Honesty Committee shall conduct its deliberations in a closed and confidential session. When, following its deliberations, the committee reaches a decision, the committee chairman shall inform the dean of instruction and the president of the College of that decision. The dean shall then inform the student and the instructor of the committee's decision.
  9. In the event either the student or the instructor disagrees with the verdict of the Academic Honesty Committee, either may within five working days request a review by the president of the college. The request shall be submitted in writing to the Office of the President and a copy of the request shall be submitted to the dean of instruction.
  10. Upon the request of either the student or the instructor, the president shall review the decision of the committee and may confirm, modify or deny the decision of the committee. Such review shall not consist of an additional hearing but shall be a review of the facts and of the committee's findings.

An Academic Honesty Committee shall consist of five members, two of whom shall be students and three faculty. In October of each year, the Student Government Association shall establish a pool of eight students, each of whom shall have a minimum of 45 hours credit excluding institutional credit courses. When an Academic Honesty Committee must be formed, two of those students shall be selected by lottery to serve on that committee. In October of each year, the Faculty Senate shall establish a pool of eight faculty members, each of whom shall be full-time teaching faculty with no administrative duties. When an Academic Honesty Committee must be formed, two of those faculty members shall be selected by lottery to serve on that committee. The fifth member of that committee shall be a faculty member appointed by the president of the College at the time an Academic Honesty Committee is requested. That faculty member shall serve as committee chairperson and shall vote only in case of a tie.

11. The president shall render a decision within five working days and shall inform all parties involved of that decision.
12. The decision of the president shall be final.

### *Miscellaneous Provisions*

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1. A student charged with a violation of the Academic Honesty Code may continue to be enrolled in the class until such time as the issue is resolved and the complaints/appeals process is concluded.
2. In the event a student charged with a violation of the Academic Honesty Code elects to withdraw from the class where the violation occurred or to withdraw from the college, such student shall nevertheless be subject to answering the charges and subject to such penalties as may be imposed at the various levels of the complaints/appeals process.

### **Exclusion from Class**

Classes must be informed in writing by the instructor about the specific requirements of that instructor regarding individual classroom policies. When a student is in violation of a classroom or college policy that results in disruption or interference with the regular operation of a class, an instructor may exclude the student from class. At the discretion of the instructor, the student may be allowed to return to class the following class meeting. Should the instructor determine that the exclusion should be permanent, he or she will inform the student in writing by the next class meeting. The notice will also inform the student of his or her right to appeal the decision by requesting a conference with the appropriate dean or associate dean within three business days of receipt of the notice of permanent exclusion. If the student fails to request such conference, then he or she will have waived the right to further appeal and the exclusion will become final. Final exclusion from class will result in the grade of "RW" being assigned for that class. If a grade of "RW" is assigned, then the student will not receive a refund of tuition and fees.

If a conference is requested, then it must be held within three business days after the receipt of the student's request. The appropriate dean or associate dean shall inform the student in writing of his or her decision regarding the permanent exclusion within three business days after the conference. If the student is reinstated in the class, then classes missed during the period of exclusion will not count as absences. If the dean or associate dean upholds the permanent exclusion, then the student may appeal in writing to the dean of instruction within three business days of the decision of the dean or associate dean. Failure to appeal within the prescribed time limit shall constitute a waiver of the right to appeal and the decision shall become final. The dean of instruction shall inform the student in writing of his or her decision regarding the permanent exclusion within three business days of receipt of the appeal. A decision by the dean of instruction may be appealed to the

president of the College for final disposition. The student must request review by the president within three business days of the decision of the dean of instruction.

### **Code of Student Conduct**

Jefferson State Community College recognizes that students are both citizens and members of the academic community. Upon enrolling in the college, each student assumes an obligation to conduct himself in a manner compatible with the College's function as an educational institution. Students are expected to obey both the statutes of local, state, and federal government and the College's policies. The College may discipline a student for violating its standards of student conduct even though the student is also penalized by the local, state, and federal authorities for the same act.

The Code of Student Conduct and established disciplinary procedures apply to individual students, as well as formal groups of students, and state the function of students, faculty, and administrative staff members of the College in disciplinary proceedings. The College has jurisdiction for disciplinary purposes over a person who was a student at the time he allegedly violated the College's policies.

### *Article I: Definitions*

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1. The term "College" means Jefferson State Community College.
2. The term "student" generally includes all persons taking credit courses at the College, both full-time and part-time.
3. The term "faculty member" means any person hired by the College to conduct classroom activities.
4. The term "staff" means any person hired by the College to perform support activities.
5. The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
6. The term "member of the College community" includes any person who is a student, faculty member, College official or any other person employed by the College. The dean shall determine a person's status in a particular situation.
7. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College.
8. The term "organization" means any number of persons who have complied with the formal requirements for College recognition.
9. The term "College Conduct Committee" means an appointed group of College representatives authorized by the dean of Enrollment Services or designee to determine whether a student has violated the Code of Student Conduct and to impose sanctions upon students found to have violated the Code of Student Conduct.

10. The term “dean” means the person authorized by the College President to consider an appeal from a College Conduct Committee’s determination that a student has violated the Code of Student Conduct.
11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The dean of Enrollment Services or designee is that person designated by the College President to be responsible for the administration of the Code of Student Conduct. The dean of Enrollment Services or designee may simultaneously serve as a judicial officer and the sole member of a judicial body in the case of administrative disposition. Nothing shall prevent the dean of Enrollment Services or designee from imposing sanctions in cases of administrative disposition of charges.
14. The term “policy” is defined as the written regulations of the College as found in, but not limited to, the Code of Student Conduct and the College *Catalog and Student Handbook*.

#### *Article II: Judicial Authority*

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1. The dean of Enrollment Services or designee shall determine the member’s composition of a College Conduct Committee. A committee is composed of the president or dean of the Student Government Association, one student-at-large, and three representatives from the faculty or staff appointed by the dean of Enrollment Services or designee. The dean of Enrollment Services or designee shall appoint the committee chairperson. The minimum attendance to hear a case is four with at least one of that number being a student.
2. The dean of Enrollment Services or designee shall develop procedures for the administration of the judicial program and procedural rules for the conduct of hearings that are not inconsistent with provisions of the Code of Student Conduct.
3. Decisions by a College Conduct Committee shall be final, pending the normal appeal process.

#### *Article III: Proscribed Conduct*

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1. Jurisdiction of the College  
Generally, College jurisdiction and discipline shall be limited to conduct which occurs on College premises, in online coursework or which occurs while participating in off-campus activities as part of a recognized College group.
2. Conduct - Rules and Regulations  
Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:
  - A. Acts of dishonesty, including but not limited to the following:
    - i. Furnishing false information to any College official, faculty member or office.
    - ii. Forgery, alteration, or misuse of any College document, record, or instrument of identifica-

- iii. Tampering with the election of any College recognized student organization.
  - B. Disruption or obstruction of teaching, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or other authorized non-College activities. Classroom and laboratory use of pagers, cellular telephones, and other electronic communication devices is prohibited.
  - C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
  - D. Threatened, attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property; attempted or actual selling of stolen property.
  - E. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
  - F. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
  - G. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
  - H. Violation of published College policies, rules or regulations.
  - I. Violation of federal, state or local law on College premises or at College sponsored or supervised activities.
  - J. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
  - K. Use, possession or distribution of alcoholic beverages.
  - L. Possession of firearms, explosives, other weapons, or dangerous chemicals. Duly authorized peace officers, wearing or carrying firearms, are required to display their official badges at all times while on campus or at College-sponsored activities.
  - M. Participation in a campus demonstration which disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
  - N. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at



College-sponsored or supervised functions.

- O. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
  - P. Theft or other abuse of computer resources, including but not limited to:
    - i. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
    - ii. Unauthorized transfer of a file.
    - iii. Unauthorized use of another's identification and/or password.
    - iv. Use of computing facilities to interfere with the work of another student, faculty member or College official.
    - v. Use of computing facilities to send obscene or abusive messages.
    - vi. Use of computing facilities to interfere with normal operation of College operations.
    - vii. Disclosing data in violation of the Family Educational Rights and Privacy Act of 1974.
  - Q. Gambling on the College campus or at any activity approved by the college.
  - R. Abuse of the Judicial System, including but not limited to:
    - i. Failure to obey the summons of a judicial body or College official.
    - ii. Falsification, distortion, or misrepresentation of information before a judicial body.
    - iii. Disruption or interference with the orderly conduct of a judicial proceeding.
    - iv. Institution of a judicial proceeding knowingly without cause.
    - v. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
    - vi. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
    - vii. Harassment and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
    - viii. Failure to comply or violating the terms of any sanction(s) imposed under the Code of Student Conduct.
    - ix. Influencing or attempting to influence another person to commit an abuse of the judicial system.
3. Violation of Law and College Discipline
- A. College disciplinary proceedings may be instituted against a student charged with a violation of a law which is also a violation of this Code of Student Conduct, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Code of Student Conduct may be carried out prior to, simultaneously with, or following civil or criminal

proceedings off-campus.

- B. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Code of Student Conduct, however, the College may advise off-campus authorities of the existence of the Code of Student Conduct and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

#### *Article IV: Judicial Procedures*

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- 1. Charges
  - A. Any member of the College community may file charges against any student for misconduct.
  - B. Charges shall be prepared in writing and directed to the dean of Enrollment Services or designee responsible for the administration of the College judicial system. Any charge should be submitted as soon as possible after the event takes place.
- 2. Accused Student's Rights
  - An accused student has certain rights. A written statement outlining these rights shall specify that the student shall:
    - A. Have the right to remain silent.
    - B. Have the right to an advisor.
    - C. Have the right to summon witnesses and present evidence.
    - D. Have the right to be informed that any statements the student may make, oral or written, may be presented to the College Conduct Committee.
    - E. Have the right to a hearing before a College Conduct Committee.
- 3. Initial Investigation
  - A. Upon receipt of a written complaint, the dean of Enrollment Services or designee may conduct any investigation to determine if the charge has merit. The dean of Enrollment Services or designee may obtain documents and interview those who might have pertinent information related to the alleged misconduct. The dean of Enrollment Services or designee may tape record any proceedings associated with the investigation of a charge.
  - B. The dean of Enrollment Services or designee shall meet with the accused student and present him with the complaint filed against him. Subject to constitutional restrictions, the student shall be required to attend this conference, generally not less than five

nor more than fifteen calendar days after the student has been notified. Time limits for scheduling of conferences may be adjusted at the discretion of the dean of Enrollment Services or designee.

- C. Based on the information established during the initial investigation, the dean of Enrollment Services or designee may dismiss the case for reasons of inaccurate charges or insufficient evidence. If sufficient evidence is established, the dean of Enrollment Services or designee shall proceed with investigation of the allegations. Nothing in this section IV(C)(3), however, shall prohibit the reconsideration of charges should additional evidence become available.
4. Administrative Disposition
  - A. An accused student may request administrative disposition of the charges by waiving the right to a hearing before the College Conduct Committee or by making a voluntary written statement of responsibility and waiving the right to a hearing.
  - B. Should the accused student desire administrative disposition, he shall sign a statement indicating that he understands the formal charges, his rights, and the waiver of the right to a hearing and appeal.
  - C. Upon the request of the accused student, the dean of Enrollment Services or designee may administratively dispose of a violation if, in his discretion, it is in the best interest of the College and the parties involved.
  - D. The dean of Enrollment Services or designee shall determine responsibility by examination of evidence, testimony, and/or admission of responsibility by the accused student.
  - E. The sanctions imposed by the dean of Enrollment Services or designee shall not differ from those sanctions available to the College Conduct Committee.
5. Formal Hearing
  - A. In the event the accused student or the dean of Enrollment Services or designee requests a hearing of the charges before the College Conduct Committee, the dean of Enrollment Services or designee shall provide the accused student a written statement of the charges. This statement provides reasonable notice of the circumstances on which the alleged violation is based. Said notice shall include the date, time, and place of the hearing. The statement shall advise the accused student that he may appear alone or with an advisor. Additionally, the statement shall set out that the accused student will be provided the opportunity to present evidence in his own behalf.
  - B. The hearing before the College Conduct Committee shall be scheduled as soon as practical. Time limits for scheduling of the hearing may be adjusted at the discretion of the dean of Enrollment Services or designee.
  - C. The accused student may inspect exhibits to be presented to the College Conduct Committee prior to the hearing. Time limits for inspection of exhibits may be adjusted at the discretion of the dean of Enrollment Services or designee.
  - D. Hearings normally shall be closed to the public. At the request of the accused student and subject to the discretion of the chairperson, the public may be admitted but shall not have the privilege of participating in the hearing.
  - E. In situations involving more than one accused student, the chairperson of the College Conduct Committee, in his discretion, may permit the hearing concerning each student to be conducted separately.
  - F. The complainant and the accused student may be assisted by one advisor each, at their own expense. An advisor may be an attorney. The complainant and the accused student are responsible for presenting their own cases. Therefore, advisors are not permitted to speak or to participate directly in the hearing before the College Conduct Committee. The dean of Enrollment Services or designee and College Conduct Committee may also be assisted by advisors they select. These advisors are not permitted to speak or to participate directly in the hearing.
  - G. The complainant, accused student, dean of Enrollment Services or designee, and College Conduct Committee shall have the privilege of presenting witnesses, subject to the right of reasonable cross-examination by all parties. The dean of Enrollment Services or designee shall make requests for the appearance of witnesses at a hearing.
  - H. The College Conduct Committee shall not have the power to require sworn testimony of witnesses. A requested witness may decline to make an oral or written statement. An accused student has the right to remain silent, and such silence shall not be used against him. A violation of the Code of Student Conduct may never the less be found based upon the evidence presented.
  - I. Written statements from absent witnesses shall be admissible when a witness is unable to attend the hearing. If significant portions of a written statement are challenged, the College Conduct Committee may continue the hearing until the witness may appear for questioning, disregard the challenged portions, or note the challenged portions.
  - J. An accused student's prior record may not be used to prove responsibility. However, the College Conduct Committee may consider this prior record when determining the appropriate disciplinary sanction.
  - K. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a College Conduct Committee at the discretion of the chairperson. The College Conduct Committee shall not be bound by state or federal rules of evidence but may allow or exclude evidence, including

chairperson.

- L. All procedural questions are subject to the final decision of the chairperson of the College Conduct Committee.
- M. After the hearing, the College Conduct Committee shall determine by majority vote of the members present, excluding the chairperson, whether the student has violated each section of the Code of Student Conduct that the student is charged with violating. The chairperson will vote only to break a tie.
- N. The College Conduct Committee's determination shall be made on the basis of whether it is more likely than not the accused student violated the Code of Student Conduct.
- O. There shall be a single verbatim record, such as a tape recording, of all hearings before a College Conduct Committee. The record shall be the property of the College.
- P. Except in the case of a student charged with failing to obey the summons of a College Conduct Committee or College official, no student may be found to have violated the Code of Student Conduct solely because the student failed to appear. In all cases, the evidence in support of the charges shall be presented and considered. Other evidence may also be presented and considered at the discretion of the chairperson.
- Q. In the event an accused student fails to attend a formal hearing after notification of the designated date, hour and location, he waives the right to appear before the College Conduct Committee. In the absence of the accused student, the Committee's determination shall be based on the evidence and testimony presented. If the accused student is unable to attend the hearing for good cause, he shall make a written request stating the reason for delay at least three college working days prior to the designated date. This request shall be directed to the dean of Enrollment Services or designee. The chairperson of the College Conduct Committee shall review the request and determine if an extension will be granted. If approved by the chairperson, a new date shall be established and appropriate notification will be provided to all parties involved. If the chairperson does not approve the request, the accused student shall be notified of the chairperson's decision to continue to hold the hearing as scheduled. Only one extension shall be granted, thereafter, the accused student has forfeited the right to present a defense and the Committee may proceed with the hearing. The Committee's determination shall be based on the evidence and testimony presented. In extenuating circumstances, this section IV (Q) may be modified at the discretion of the chairperson.
- R. The College Conduct Committee shall make every effort to hear a case in a timely manner in order to remove any question the accused student has about

continuance at Jefferson State Community College. If a student withdraws from the College before appearing before the College Conduct Committee, a hearing date shall be established. Pending the outcome of the hearing, a disciplinary hold shall be placed on the accused student's record. If the Committee determines that a sanction is warranted, the sanction shall become effective upon the date of the student's notification unless the Committee recommends otherwise.

#### 6. Sanctions

- A. The following sanctions may be imposed upon any student found to have violated the Code of Student Conduct. More than one of the sanctions listed below may be imposed for any single violation.
  - i. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
  - ii. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
  - iii. Loss of Privileges - Denial of specified privileges for a designated period of time.
  - iv. Restitution - Compensation for damage to a property limited to the actual cost of repair or replacement.
  - v. Discretionary Sanctions - Work assignments, service to the College or other discretionary actions. Discretionary sanctions (must have the approval of the dean of Enrollment Services or designee).
  - vi. College Suspension - Separation of the student from the College for a definite period of time, after which the student may be eligible to return. To qualify for readmission the student must apply to the College Conduct Committee. The committee shall consider the student's request and make a recommendation to the dean. The dean shall determine if the student is readmitted. Conditions for readmission may be specified.
  - vii. College Dismissal - Indefinite termination of student status from the college for a period of not less than two years. To qualify for readmission the student must apply to the College Conduct Committee. The committee shall consider the student's request and make a recommendation to the dean. The dean shall determine if the student is readmitted. Conditions for readmission may be specified.
- B. Disciplinary sanctions shall be part of the student's educational records. The College Conduct Committee shall determine if a notation of an imposed sanction shall be placed on the student's academic transcript.
- C. The following sanctions may be imposed upon



groups or organizations:

- i. Those sanctions listed above in Section 6 A, i through v.
  - ii. Deactivation - Loss of all privileges, including College recognition, for a specified period of time.
- D. The dean of Enrollment Services or designee shall be authorized to determine and impose sanctions in the case of administrative disposition. The dean of Enrollment Services or designee shall notify the accused student in writing of the determination and sanction(s), if any. Following a hearing in which the College Conduct Committee shall be authorized to determine and impose sanctions, the chairperson of the College Conduct Committee shall notify the accused student in writing of the Committee's determination and of the sanction(s) imposed, if any. Notification generally shall be provided within a timely manner of the conclusion of the disciplinary proceeding. Time limits may be adjusted at the discretion of the chairperson of the College Conduct Committee. Time limits for scheduling of conferences may be adjusted at the discretion of the dean of Enrollment Services or designee.

#### 7. Interim Suspension

In certain circumstances, the dean or designee, may impose a College suspension prior to the hearing before a College Conduct Committee.

A. Interim suspension may be imposed only:

- i. To ensure the safety and well-being of members of the College community or preservation of College property;
- ii. To ensure the student's own physical or emotional safety and well-being; or
- iii. If the student poses a definite threat of disruption of or interference with the normal operations of the College.

B. During the interim suspension, the accused student shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the dean may determine to be appropriate.

#### 8. Complaints/Appeals

A. A decision reached by the College Conduct Committee may be appealed by the accused student to the dean within five college working days of receipt of the notification. Such complaints/appeals shall be in writing and shall be directed to the dean.

B. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the formal hearing and supporting documents for one or more of the following purposes:

- i. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented and in conformity with prescribed procedures. These procedures shall have provided the complaining party a reasonable opportunity to prepare and present evidence that the Code of Student Conduct was violated and the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.

ii. To determine whether the decision reached regarding the accused student was supported by the evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Code of Student Conduct occurred.

iii. To determine whether the sanction(s) imposed were appropriate for the violation of the Code of Student Conduct that the student was found to have committed.

iv. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because the person appealing did not know such evidence and/or facts at the time of the original hearing.

C. On appeal, the dean may:

- i. affirm the decision;
- ii. reverse the decision;
- iii. remand the matter to the College Conduct Committee for reconsideration of the original determination, sanctions imposed, and/or new evidence.

D. Review of the sanction(s) by the dean may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the dean may, upon review of the case, reduce, but not increase, the sanction(s) imposed by the College Conduct Committee.

E. The dean shall issue an opinion generally within a timely manner of receipt of the appeal. The time limit for issuing an opinion may be adjusted at the discretion of the dean.

F. An accused student may appeal an opinion of the dean to the president within five college working days of receipt of the opinion. Such complaints/appeals shall be in writing. The president will determine whether the opinion of the dean is supported by the evidence and may affirm the opinion, reverse the opinion, or remand the case to the dean for reconsideration.

#### *Article V: Interpretation and Revision*

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1. Any question of interpretation regarding the Code of Student Conduct shall be referred to the dean or designee for final determination.
2. The Code of Student Conduct shall be reviewed every three years under the direction of the dean of Enrollment Services or designee.

## College Policies Complaints/Appeals Procedures

Students who feel that a college policy has been applied unfairly to their situation have the right to appeal. Student complaints/appeals may include but are not limited to the following:

- Financial Aid Awards or Loss of Aid
- Traffic Citations and Fines
- Business Office Receivables
- Student Refunds
- Suspensions
- Audit to Credit/Credit to Audit Registrations
- Returned Checks

1. A student who feels a college policy has been applied unfairly shall request a review of the policy, normally within ten working days, to the supervisor or designee responsible for administering the policy. The supervisor or designee shall meet with the student within a timely manner to offer a recommendation for resolution.
2. In the event the matter is not resolved in the conference with the supervisor or designee, the student has five working days to file a written appeal on the College Policies Appeals form. Documentation must be attached to the completed form to support the appeal.
3. College Policies Appeal Forms are located in Enrollment Services, the Business Office, Campus Security and at the Shelby-Hoover Campus.
4. The College Policies Complaints/Appeals Committee is comprised of two faculty representatives and one staff representative. Committee members and the committee chairperson shall be appointed in October of each year by the president. Representatives from Enrollment Services and the Business Office are present at meetings, as needed, to serve in an advisory capacity for complaints/appeals relative to their respective areas.
5. The College Policies Complaints/Appeals Committee shall meet following receipt of an appeal. After rendering a decision, the Committee shall notify the student of the decision as soon as possible.
6. In the event a student disagrees with the Committee's decision, the student may request a review by the dean. To initiate a review, the student must contact the committee chairperson in writing within five working days of notification of the decision.
7. The dean will issue a written opinion concurring with the original decision of the committee or reversing the committee's decision.
8. The student and the College Policies Complaints/Appeals Committee shall be notified of the dean's decision.
9. All decisions are subject to review by the president of the College.

## Freedom of Expression

The college respects the right to freedom of expression for individuals or groups within the college community. The college, however, does have an obligation to protect its facilities and the integrity of the academic process. Therefore, no person, company, or other organization shall distribute literature, material, posters, sell merchandise, or promote religious, commercial, or political activities at the college without first obtaining permission from the Office of Recruiting/Student Activities or the Shelby-Hoover Campus.

### Circulating Petitions

Any individual desiring to promote petitions of a political, religious, commercial, or other issue-oriented nature is restricted to the walkway area opposite the main entrance to the Fitzgerald Student Center and the walkway area opposite the annex at the Shelby-Hoover Campus. Petitioning is restricted to one day with a renewal option on a one-day basis through the Office of Recruiting/Student Activities or the Shelby-Hoover Campus.

### Commercial, Political, Promotional, and Religious Activities

College facilities and off-campus sites for college activities may be used for commercial solicitation, advertising, political, promotional, and religious activities only when such activities are sponsored and requested by a college employee or an officially recognized student organization. These activities may not interfere with or operate to the detriment of the conduct of college affairs.

All political organizations or persons representing such will be provided space in a designated area of the Fitzgerald Student Center or Shelby-Hoover Campus. Political activity will be restricted to one day with a renewal option on a one-day basis through the Office of Recruiting/Student Activities or Shelby-Hoover Campus.

### Distribution of Literature and Materials

Distribution of literature and materials is limited to the main entrance of the Fitzgerald Student Center on the main campus and the annex on the Shelby-Hoover Campus. A copy of literature and materials to be distributed must be filed with the Office of Recruiting/Student Activities or the Shelby-Hoover Campus at least two days prior to distribution. Literature must be placed in racks or holders that are available through the appropriate office. College personnel are not permitted to promote the distribution of literature and materials. All literature and materials must bear the name of the sponsoring organization and/or person. Anonymous literature and materials may not be distributed. Distribution of literature and materials will be limited to one day and may be renewed on a one-day basis by an official of the Office of Recruiting/ Student Activities or Shelby-Hoover Campus.

## Guest Speakers

For the purposes of this handbook, guest speakers are persons invited to Jefferson State by a registered student organization for the purpose of addressing a college audience. The president of the College has the authority to cancel any speaking engagement when the appearance is deemed to constitute a clear and present danger to the orderly operation of the institution.

Registered student organizations must obtain the approval in writing of the club advisor and the director of College and Community Relations when sponsoring a guest speaker. The organization must obtain and submit the required approval form to the director of College and Community Relations before submitting an invitation to the speaker. Responsibility for the selection of appropriate speakers rests with the student organization. When questions of appropriateness are involved, the club advisor and the student organization should confer with the director of College and Community Relations.

No publicity concerning speakers may be released before the director of College and Community Relations has given approval and the event has been scheduled on the student activities calendar. In keeping with the traditions of the community college, guest speakers should, if at all possible, allow a reasonable opportunity to receive and answer questions from the audience.

The speaker alone is responsible for the views presented in his or her address. An invitation to a speaker does not necessarily imply the approval of the expressed views by the sponsoring group, the college, or any official of the college.

## News Releases and Off-Campus Publicity

News releases and off-campus publicity regarding upcoming events on campus must be submitted to the director of College and Community Relations at least two weeks prior to the date of the event.

## Poster Registration

Bulletins and posters should be displayed only on ceramic tile walls or brick foyers. No bulletins or posters should be placed on doors, glass, ceil-tex, painted surfaces, etc. Under no circumstances may literature and material be distributed on windshields of vehicles. Division chairpersons may give permission for bulletins and posters to be placed on divisional bulletin boards.

All posters that relate to students must be registered in FSC 300 or in the office of Enrollment Services, Shelby-Hoover Campus, HSB 134. All posters that are to be displayed must bear a stamp indicating registration. Unregistered posters, signs, announcements, etc. are subject to removal. The recommended poster size is 14" x 22"; however, larger posters will be allowed if permission is granted. Appearance of all posters, signs, etc., will be expected to exemplify the members' interest in an organization and the function that they are advertising.

Lettering will be expected to be clear and uniform, permitting easy readability. The college reserves the right to refuse to register any poster, sign, etc. which is deemed inappropriate for public display.

No more than two posters for the same event may be placed on the same floor of any building; only one in each stairway on each floor. To eliminate congestion in entrance lobbies of buildings, the number of posters requiring floor space will be determined by the college. Event posters should be displayed for a period not to exceed seven days before the event that they publicize. All posters should be removed by 1:00 p.m. the afternoon following the advertised event. In case of weekend functions, all posters should be removed by 1:00 p.m. the following Monday. Non-event posters also have a seven-day limit.

## **Use of College Equipment or Facilities**

Individuals are prohibited from unauthorized use of the college's equipment or facilities. Equipment may include but is not limited to copiers, duplicating equipment or public address systems. Authorization for such use must be secured through the Office of Recruiting/Student Activities.

## Policy for Cell Phones/Electronic Devices

Classroom and laboratory use of cellular phones, pagers, and other electronic communication devices is prohibited. If these devices are brought into classrooms or labs, they must be turned off or to silent mode. Violation of this policy may result in academic penalty, as stated in course policies, or in charges of violation of the Code of Student Conduct.

## **College Copyright Policy**

### Ownership of Student Intellectual Property

This policy details ownership of student works, produced as a portion of their scholarly activities while a student at Jefferson State Community College, including all work submitted as portion of a class, to fulfill a course requirement or as fulfillment of any requirement within a degree program at the college.

All work created independently by a student will be considered the sole property of the student, and the student will maintain copyright over the material and control over the material, except as detailed below. All work created by a group of two or more students will be considered the sole property of the students, and the students will maintain copyright over the material and control over the material except as detailed below.

Jefferson State acknowledges student copyrights over any material eligible for copyright under applicable law, but retains the right to property ownership over electronic or physical copies of work submitted to the college, its faculty or staff. Additionally, Jefferson State retains the right to maintain copies



of all student work as a portion of its collections, to circulate the work to further the mission of the college and to submit electronic or paper copies in compliance with applicable law or policy, including protecting the college from allegations of copyright infringement and to guard against acts of plagiarism.

The intellectual property rights of student work submitted for publication in creative journals of the college will be governed by the policy and procedure associated with those journals. The campus policies include the Americans with Disabilities Act of 1990, Harassment, Complaint Resolution, Procedures for Reporting Complaints, and Family Educational Rights Privacy Act of 1974 (FERPA).

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## Policies and Procedures for Information Technology Resources and Systems

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### Information Technology Resources Allocation

Jefferson State Community College acknowledges that Information Technology (IT) resources and services are essential for support of the College's instructional and administrative service functions. Therefore, it is the policy of the College to provide, to the extent that financial resources allow, appropriate technical resources and support to both academic and administrative service areas of the College. To ensure equitable balance between these two areas, priorities for usage have been established. The Management Information System (MIS) Committee is responsible for evaluating these priorities to ensure that academic and administrative needs are adequately served.

The College has a Switched Ethernet Network interconnected by a fiber optic backbone providing high-speed access to applications, email and the Internet. The network serves both academic instruction and administrative computing services. The College provides access to IT resources in offices, instructional classrooms, and open labs for students, faculty and staff.

### *Academic Use*

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Priorities of the Network for Academic use are as follows:

1. Development and delivery of classroom instruction and distance learning
2. Computer-assisted instruction and self-paced instruction in open labs
3. Open lab for student use outside of class
4. Library access on campus as well as the Alabama Virtual Library
5. Testing
6. Internet use for research
7. Web access to student records for registration, grades and other individual student information

8. Email access

### *Administrative and Support Areas Use*

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Priorities of the Network for Administrative use are as follows:

1. Student information system
2. Student financial aid
3. Financial accounting
4. Payroll/personnel
5. Network file and print services
6. Email access
7. Internet access
8. All other areas of services

The policy regarding priority is to provide the maximum possible service to each area with minimal interruption of service to all areas. There may be times when these priorities may change based on a deadline that must be met in a certain area. These changes are communicated in advance to give areas time to adjust their schedules accordingly.

### Responsible Computing and Acceptable Use Policy

The guiding principle of Jefferson State Community College's Information Technology, consistent with the College's vision and statement of philosophy and purpose, is to provide:

- students with the appropriate technology and support to succeed in both learning academic theories and in applying those theories to real-world situations;
- faculty with the appropriate computing tools to succeed in their teaching and research endeavors; and
- staff members with a computing environment that fosters productivity and assists in accomplishing job objectives.

In order to achieve these objectives, it is necessary to set forth policy guidelines for all users of the College's computing resources. This policy is applicable to, but is not limited to, the use of computing resources found in/on student computing labs, desktop workstations, administrative computers and workstations, campus network facilities (such as electronic mail systems, network connections), the World Wide Web, and all other technology-related resources of the College. All users of the computing resources are responsible for reading and understanding this policy.

### *Rights and Responsibilities*

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The rights of academic freedom and the freedom of expression apply to the use of Jefferson State Community College's computing resources. Along with these rights there are associated responsibilities and limitations. The College supports a campus and computing environment open to the free expression of ideas, including unpopular points of view. The use of the College's computing resources is subject to College policies, and local, state and federal laws. Acceptable use always is ethical,

reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and freedom from intimidation and harassment.

### *General Rules*

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These rules apply to all users of the College's computing resources, whether affiliated with the College or not, and to all uses of those resources whether on campus or from remote locations. Users do not own accounts on College computers but are granted the privilege of using the College computing resources. All users of the Jefferson State Community College's Intranet will be authenticated for security and access rights.

1. Users of College computing resources must comply with federal and state laws, College rules and policies, and the terms of applicable contracts including software licenses while using the college computing resources. Examples of applicable laws, rules, and policies include the laws of libel, privacy, copyrights, trademark, obscenity and child pornography; the Electronics Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking," and similar activities; the Student Code of Conduct; and the college's Sexual Harassment Policy.
2. Users are responsible for keeping their accounts and passwords secure. Users are responsible for all activities on their user ID or that originate from their systems. It is important to choose a password that is secure. Under no circumstances should users allow anyone else to use their personal account and password.
3. Certain limits are in place for the purpose of ensuring the efficient operation of College computing resources. Users of the computing resources may be asked to limit or refrain from specific uses if, in the opinion of the system administrator, such use interferes with the efficient operations of the computer systems.
4. Users must not use College computing resources to gain unauthorized access to remote computers or to impair or damage the operations of the College's computers, networks and peripherals. This includes, but is not limited to, blocking communication lines and running, installing or sharing virus programs. Deliberate attempts to circumvent data protection or other security measures are not allowed.
5. Users must have the appropriate authorization to use College trademarks and logos while using College computing resources.
6. This policy may be modified as deemed appropriate by the College. Users are responsible for reading and understanding this policy and should periodically review this policy as posted in the College's Faculty and Staff Handbook.

### *Enforcement*

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The college considers violations of the general rules of acceptable use to be a serious offense. Users who violate this policy may be denied access to College computing resources and be subject to other penalties and disciplinary action, both within and outside the College. Alleged violations will be investigated, and appropriate disciplinary action will be taken. However, the College may temporarily suspend, block, or restrict access to an account or computing resource (i.e. network ports, processes) independently of such procedures, as it deems necessary to protect the integrity, security or functionality of College or other computing resources or to protect the College from liability. The College may also refer suspected violations of applicable law to appropriate law enforcement agencies.

### *Information Privacy and Security*

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1. Under the Electronic Communications Privacy Act of 1986 (Title 18 U.S.C. section 2510 et. Seq.), users are entitled to privacy regarding information contained in their accounts. This act, however, allows system administrators or other College employees to access user files in the normal course of system management when necessary to protect the integrity of computer systems or the rights or property of the College. At times, system administrators may also need to access files to ensure compliance with College policy. User files may be subject to search by law enforcement agencies under court order if such files contain information that may be used as evidence in a court of law. System administrators are obligated professionally and morally to maintain the confidentiality of user files, email and activity logs. The College may also specifically monitor the activity and accounts of individual users of computing resources, including individual login sessions and the content of individual files, without notice, when the College determines that:
  - A. It is necessary to protect the integrity, security and functionality of College or other computing resources or to protect the College from liability;
  - B. There is reasonable cause to believe the user has violated or is violating this policy;
  - C. An account appears to be engaged in unusual or unusually excessive activity; or
  - D. The law otherwise permits it.
2. Although the College considers email to be private, it also recognizes that email facilities are supported on the computing networks, hardware, and software, which are the property and responsibility of Jefferson State Community College. Therefore, as indicated above, the College reserves the right to access and examine email messages in accord with technical support, system maintenance needs, and college policy.
3. The College employs various measures to protect the information of its computing resources and its user's accounts. Users should be aware that the College cannot guarantee security and confidentiality. Users

## Commercial and Personal Use

College computing resources are not to be used for personal commercial purposes or for personal financial or other gain. Limits may be imposed upon personal use in accordance with normal supervisory procedures concerning the use of college equipment.

## **Internet Use Policy**

### Introduction and Statement of Mission for the Jefferson State Community College Web

Jefferson State Community College's Internet use is a continuation of the College itself, as a comprehensive, public, two-year, community college that exists to provide an educational environment in which the needs of the individual student, the community, and other target audiences can be met. Consistent with the College vision, Internet use and Web-page development at Jefferson State Community College is intended to put the learner's needs first by being responsive and innovative, as well as being a catalyst for life-long learning. In addition to facilitating the education process for students, Internet use is intended to support administrative efforts in research, to enhance course delivery and the teaching process for faculty, and to make available more resources for the staff.

The use of information technology must be consistent with the philosophy and purpose of the College. Those who access the Internet with College resources are required to conduct themselves in an ethical and legal manner, and to adhere to the conditions of use set forth in this document.

Eligibility for access and use is a privilege granted by Jefferson State Community College to the students, faculty, staff, and others permitted by the College. The College reserves the right to extend, limit, restrict or deny privileges and access to its information resources. The College recognizes that local, state and federal laws relating to copyrights, security, and other statutes regarding Internet use bind all members of the College.

### General Guidelines for Web Pages

All Web pages must bear a direct relationship to the mission and purpose of the College and will conform to all College policies. Responsibility for the content, accuracy, and maintenance of a Web page rests with the developer/author of the page. The Institution reserves the right to periodically review the appropriateness of any Web pages associated with the College.

### Responsibilities of Users

Users of the College's Internet resources are expected to comply with the following criteria for responsible usage:

1. The use of Internet resources should be consistent with the College's mission to further the educational process

by facilitating the acquisition and exchange of knowledge, by encouraging collaborative projects, and by supporting research and instruction by administration, faculty, staff and students.

2. The use of Internet resources should conform to any regulations, policies, and procedures established in the College's Student Handbook.
3. Individuals must take all reasonable precautions to prevent unauthorized access to Internet accounts or any other unauthorized usage and are expected to report any violations of this policy and/or security problems to appropriate personnel.
4. The use of Internet resources should comply with ethical and legal standards. The following would be considered unethical or illegal:
  - A. Using the Internet resources in a manner that creates a hostile environment, which may include but is not limited to harassing, threatening, stalking, libeling, or slandering other persons, or in any way that damages community relations.
  - B. Using the Internet resources in a manner that violates the privacy of other users or persons.
  - C. Copyright infringement.
  - D. Using the Internet resources to knowingly upload or download pornography.
  - E. Using the Internet resources to operate or engage in scams, pyramid schemes, or in any commercial venture.
5. Individuals shall refrain from the intentional waste of limited computer resources by engaging in such activities as downloading non-college-related programs or applications.

### Sanctions

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

1. Alter the provisions of this policy as needed.
2. Change the conditions of use of its Internet resources.
3. Terminate or change, without notice, the nature of access to these resources.

Users who violate College policy or the standards for legal and ethical usage may have the privilege of use revoked without notice. Violators may be reported to appropriate personnel. Those using these resources for illegal acts are subject to prosecution by local, state, or federal authorities.

### Limitations of Liability

1. Access

The Internet World Wide Web is a global network unregulated by local, state, federal, or international authority. Materials on the Internet may be controversial, offensive, disturbing, erroneous, or illegal. Because the College has no control over nor does it monitor materials on the Internet, it can not be held responsible for such material, for controlling access to it, or for



protecting patrons from offensive material. The College disclaims any warranty for the accuracy, timeliness, authoritativeness, or usefulness of such materials and shall have no liability for any direct or indirect damages resulting from the use of Internet material. Access to, or use of, the Internet by minor children is solely the responsibility of the parent or legal guardian.

2. Links to Internet Sites

The College, through its home page, provides links to helpful sites that are consistent with the mission and purpose of the college. However, because of the unregulated nature of the Internet, the College cannot monitor nor be responsible for the content or availability of the sites to which it links, nor for any subsequent links.

3. Violation of Privacy

The College disclaims any liability or responsibility for the violation of privacy of any individual by a user. Such responsibility shall lie solely with the user.

4. Use of Copyrighted Materials

The College disclaims any liability or responsibility for copyright infringement by a user. Such responsibility shall lie solely with the user.

5. Computer Viruses

Because the Internet is unregulated, viruses that are potentially harmful to the user's computer system may be downloaded from the World Wide Web. Responsibility for identifying and eliminating such viruses downloaded in data or files rests with the user. The College disclaims any responsibility for damages resulting from viruses transmitted through data or files obtained through the use of the College's electronic information systems.

## Email Policies and Guidelines

### Purpose

Email is Jefferson State's official means of communicating with students. Each JSCC student has a Jefferson State email account. Students can access their JSCC email 24 hours a day, 7 days a week from any Internet connection by clicking the "myJSCC" link on the Jefferson State home page ([www.jeffersonstate.edu](http://www.jeffersonstate.edu)). Students are responsible for checking their Jefferson State email on a regular basis and for deleting out-dated emails so that the email account does not fill up (over-quota) thus preventing new mail from being delivered.

Email access helps faculty and staff be more effective in performing their work-related duties and helps students in achieving their educational goals. The goal of the college email system is to facilitate faster and more efficient communications both internally and externally.

### General Guidelines

Users are permitted to use college email for personal correspondence, provided that it is used in a reasonable manner and is not abused.

Users should:

1. Be mindful that any email sent using the College's email system contains the College's domain name and is therefore a reflection of the College as well as the individual sending the email.
2. Send, copy or forward email only to people when reasonably sure that the recipient(s) has/have a need or desire to read it.
3. Be aware before forwarding an email message that the original sender may have considered that email a private communication. Users should forward an email only when they are certain that they have the original sender's approval.
4. Verify the validity of any email that comes with instructions to forward. Many of the mass emails, warning of some threat such as new virus, offering some incentive for forwarding the email, or requesting help for someone in need, are hoaxes. There are many Internet sites, such as [www.urbanlegends.com](http://www.urbanlegends.com), that have archives where these can be verified.
5. Scan all attachments for viruses before sending or downloading.

### Policies

Users must:

1. Obtain approval from the appropriate dean, associate dean or director before sending any college-wide, mass email, i.e. mail that is not targeted to members of a specific, college-defined organizational unit. Examples of a college-defined organizational unit include, but are not limited to, college departments, committees, clubs, and unit heads. A mass-distribution email must contain the author's name and title, name of the person authorizing the distribution, and the sender's initials.
2. Refrain from using the college's email system to transmit anything that the recipient might consider obscene, pornographic, threatening, harassing, or otherwise offensive.
3. Adhere to all other college policies pertaining to general computer and Internet usage, in addition to the specific policies stated above.

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## Policies and Procedures for Telecommunications Facilities

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### Policies and Procedures for Videoconferencing Facilities

Videoconferencing allows users at multiple locations to interact with people at other locations as if they were all in the same room. The College is able to host conferences between most brands of videoconferencing equipment and at a variety of video transmission rates. Both the Shelby-Hoover Campus and the Jefferson Campus can host videoconferences for large and small audiences for educational and non-educational uses that are consistent with the College's mission. Use of Telecommunication Facilities is subject to the college's Facility Usage Policy.

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#### Priorities for Use

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1. Credit courses originating at Jefferson State Community College
2. Credit courses originating at other institutions open to Jefferson State Community College students
3. Credit courses originating at other institutions for students who are not attending Jefferson State Community College
4. Jefferson State Community College non-IITS credit courses
5. Non-credit courses originating at Jefferson State Community College
6. Academic and/or institutional activities
7. Other

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#### Origination-Site Policies:

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All courses/activities originating in Jefferson State Community College videoconferencing facilities are subject to the same college and state policies applied to other courses.

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#### Receive-Site Policies:

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1. Jefferson State Community College will bill the sponsoring organization for use of the facility as a receive site. Under normal circumstances Jefferson State Community College will not assume responsibility for collecting fees from participants. All monies are to be paid in advance.
2. The College will not register students for courses originating from other institutions. It will be the sponsoring institution's responsibility for registering students, although it may use the site's equipment for this purpose, if needed.
3. As a receive site, the College will provide telephone access, a FAX machine, printer and copier. In addition, a room coordinator will be available for assistance with the equipment and other services as negotiated on a per use basis.

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#### Cancellation Policy:

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The Associate Dean of Distance Education should be notified of any cancellation, including class meetings, at least 24 hours prior to the time scheduled. Organizations using the facilities for a non-educational purpose will be charged for the first hour if they do not cancel in time.

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#### Recording Policy:

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Jefferson State is able to record proceedings in its videoconference rooms, and will do so upon request. Requests to record content should be directed to the Associate Dean of Distance Education.

Room Scheduling and Rate Information Contact Person:

#### Associate Dean of Distance Education

Jefferson State Community College  
2601 Carson Road  
Birmingham, AL 35215  
Voice: (205) 856-7824  
FAX: (205) 856-6055

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## Non-Student/ Non-Employee Policies

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### Use of College Resources

Jefferson State Community College extends privileges of access to and use of certain college resources to persons who are neither students nor employees of the college. The college reserves the right to suspend or terminate these privileges as it may determine is in the best interest of the college. Persons should be aware that suspension or termination of privileges related to one resource could result in suspension or termination of privileges related to any or all resources.

### Complaint Procedures for Non-Students and Non-Employees

Persons who are neither students nor employees of Jefferson State Community College may redress issues and other concerns through the following procedures:

1. The person should first bring the issue to the attention of the supervisor or appropriate administrator for the area in which the issue arose.
2. The supervisor/appropriate administrator will attempt to resolve the issue informally and offer a proposed resolution.
3. If the person is not satisfied with the proposed resolution, he or she may submit a written complaint to the

- dean within (5) working days of receipt of the supervisor's/appropriate administrator's proposed resolution.
- The dean will review the written complaint and proposed resolution and conduct any further investigation, as he or she deems necessary.
  - The dean will render a decision within ten (10) working days of receipt of the written complaint. The dean may uphold the decision of the supervisor/appropriate administrator or offer his or her proposed resolution.
  - The decision of the dean is subject to review by the president.

## Campus Security Policies

### Traffic

Vehicles routinely driven on campus must have a parking decal displayed. Students can obtain a decal at the Campus Police and Visitors Information Center. The decal is issued to the student to use on any vehicle the student drives on campus. The decal is designed to hang on the inside rear view mirror of a vehicle.

A temporary parking permit must be obtained if a student drives a vehicle on campus without an assigned parking decal displayed. Temporary parking permits are issued at the Campus Police and Visitors Information Center.

Students who lose or misplace their parking decals can purchase a replacement decal for \$5.00.

Visitors to Jefferson State Community College are required to obtain a visitor's permit for their vehicle. Visitors to the Jefferson Campus can obtain a permit at the Campus Police and Visitors' Information Center; visitors to the Shelby-Hoover Campus can obtain their permit from the Receptionist in General Studies Building or from the Campus Police.

Please read and observe the following rules:

- Students, faculty and staff must park in their designated areas. The campus parking plan is as follows:
 

Curb Color	Type Parking
Unpainted/white	Student/Visitor
Green	Faculty/staff
Yellow	No Parking
Blue	Handicapped
- Faculty members may not give students permission to use faculty parking areas.
- Parking is prohibited in loading and no parking zones.
- All stop signs must be obeyed.
- Speed on all campus roads is limited to 15 m.p.h. except where posted otherwise, but any speed not safe for the conditions of the road, including vehicular and pedestrian congestion, is prohibited.

- All parking must conform to marked-off areas. All parallel parking must be within twelve inches of the curb.
- Vehicles left on campus overnight must be registered with the Campus Police.
- Driving and parking on the grass and sidewalks are prohibited. Parking at crosswalks, loading zones, and yellow curbs is prohibited.
- Double parking is prohibited.
- Blocking driveways, entrances and exits to parking areas or buildings is prohibited.
- Drivers must yield to pedestrians in designated crosswalks.
- In all lots that are marked with parking spaces, vehicles must be parked heading into the spaces.
- Vehicles must be parked only in designated parking spaces

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

### FINES\*

No decal	\$8
Improper display of decal	\$8
Disregarding stop sign	\$20
Handicapped parking area	\$20
Student parked in faculty lot	\$8
Parked in no parking area	\$8
Exceeding speed limit	\$20
Other parking violations	\$8

\* *Fines indicated are for first offenses. Fines will be increased by \$2 for \$8 fines and \$5 for \$20 fines for each repeated violation.*

Fines may be paid at the college cashier's window at any of our locations from 8:00 a.m. to 4:30 p.m. Monday through Friday. Failure to pay fines will result in student registration and graduation holds and may result in towing of the vehicle at the owner's expense.

### Automobile Accidents and Problems on Campus

Jefferson State's Campus Police has jurisdiction over accidents that occur on campus and will complete the necessary accident reports as required by law. Contact the Campus Police at (205) 856-6093 in the event of an accident on campus. When possible, Campus Police will assist students with vehicular problems encountered on campus.



## Campus Police

### Emergency Messages for Students

According to college policy, classes are not interrupted except for legitimate emergencies. Emergency calls should be directed to the Campus Police at (205) 856-6093.

### Lost and Found

Lost and found articles should be taken to the Campus Police. Articles found and left with the Campus Police will be inventoried, dated, and held for a period of thirty calendar days. During this time these articles may be claimed upon proof of ownership. After thirty days the college automatically disposes of unclaimed articles.

Cash will be held for sixty days. After sixty days, if no one has claimed the money, it will be returned to the finder (faculty and staff excluded). Otherwise, the money will be deposited in miscellaneous revenue.

### Security of Personal Property

The college cannot be responsible for personal property, nor can the college assume responsibility for the protection of vehicles or their contents. The campus police recommend that students conceal books, supplies, and other valuables in the trunks of their cars or keep valuables in their possession at all times. Items such as purses, handbags, bookbags, and knapsacks should not be unattended.

### Reporting Criminal Actions or Other Emergencies

It is the policy of Jefferson State Community College that any criminal act or threat of violence, injury, destruction of college or personal property, traffic accident or other situation that occurs on college property and that may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to public order be reported immediately. An emergency is hereby defined as any event that is disruptive to the normal affairs of the college. Members of the campus community should be alert to emergency situations and make immediate reports as outlined below. In reporting an emergency, the caller must: (a) state name; (b) state type of emergency; (c) state location of emergency; and (d) remain in the area until assistance arrives.

1. Reporting of Emergencies - On Campus
  - A. Medical Emergencies: In the case of major injury or serious illness, (a) call the paramedics at 911; (b) call the Campus Police at (205) 856-6093.
  - B. Fire/Explosion/Hazardous Material Spill: In the case of fire, explosion or hazardous material spill, (a) activate the fire alarm or otherwise notify occupants to vacate the building; (b) call the fire department at 911; (c) call the Campus Police at (205) 856-6093; (d) call maintenance at (205) 856-7998.
  - C. Bomb Threat: In case of a bomb threat, call the

Campus Police at (205) 856-6093.

- D. Criminal Acts: In case of criminal acts including murder, rape, robbery, aggravated assault, burglary or motor vehicle theft, call the Campus Police at (205) 856-6093.
  - E. Maintenance Emergencies: In case of maintenance emergencies, (a) call maintenance at (205) 856-7998; (b) call the Campus Police at (205) 856-6093.
2. Reporting of Emergencies - Off Campus (Participation at College Functions)

In the case of a major injury, serious illness or other emergency involving faculty, staff or students at a college function, (a) call local medical assistance and local law enforcement personnel, if applicable; (b) call Jefferson State's incoming watts number 1-800-239-5900 and notify the appropriate administrator of the injury or illness and the location of the injured party. In the event such occurrence is after normal operating hours, call Campus Police at (205) 856-6093. Campus Police will in turn notify the appropriate administrator.
  3. Reporting of Emergencies - Off Campus Instructional Sites

In the case of a major injury, serious illness or other emergency involving faculty, staff or students at an off campus instructional site, (a) call 911, (b) call the Campus Police at (205) 856-6093. The Campus Police will notify the appropriate administrator.
  4. Emergency Procedures - Building Evacuation

In the event it becomes necessary to evacuate a building, all occupants are expected to vacate the facility as directed by the signage located in each building.
  5. Emergency Procedures - Tornado Watch
    - A. Campus Police will notify each building representative and maintenance when a tornado watch is issued.
    - B. Building representatives must from that point monitor weather radios until the watch is canceled.
    - C. Classes are not interrupted for a tornado watch.
  6. Emergency Procedures - Tornado Warning
    - A. Campus Police will notify each building representative and maintenance when a tornado warning is issued.
    - B. Building representatives inform building occupants a tornado warning has been issued.
    - C. Building representatives must from that point monitor weather radios and telephones until the warning is canceled.
    - D. Campus Police will determine if building occupants should move to the bottom floor of the building in which they are located and advise the building representatives accordingly.
    - E. All occupants should avoid glass areas.
    - F. When the tornado threat is over, the all-clear will be given by the Campus Police and normal activities will resume.
    - G. Do not send people home during a tornado watch or warning.

## Sexual Offenses

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Jefferson State places a high priority on the safety of all students, employees and visitors. Any type of sexual misconduct is strictly forbidden at Jefferson State. Both college disciplinary procedures and criminal charges may be applied to sexual offenses. See the "General Information" section of the *College Catalog and Student Handbook* to review Jefferson State's harassment policy.

### 1. Educational Programs

Education programs aimed at making the Jefferson State community free from sex offenses are administered by the Campus Police and the Office of Recruiting/Student Activities on the Jefferson Campus and HSB 134 on the Shelby-Hoover Campus. These programs include but are not limited to:

- A. Presentations at orientation by Campus Police.
- B. Presentations by Campus Police as may be requested by college sanctioned clubs and organizations.
- C. Brochures available in the offices of Campus Police and Office of Recruiting/Student Activities on the Jefferson Campus and HSB 134 on the Shelby-Hoover Campus which describe the prevention of sexual assault.
- D. Posters throughout the campus community to heighten awareness of sexual assault.

### 2. Sanctions

Upon determination that a student or employee has committed rape, acquaintance rape or another sexual offense, the following sanctions are available:

- Criminal charges
- Probation
- Suspension from college and/or employment
- Expulsion from college
- Termination of employment
- Ban from college property

### 3. Procedures for Victims

In the event you or another person is the victim of sexual assault, it is important to remember details, follow procedures and notify the proper departments. The single most important thing a victim of rape or sexual assault can do is tell someone - the police, a friend, a medical professional, etc. Rape or sexual assault, whether by a stranger or someone you know, is a violation of your body, your trust and your right to choose. The following are recommended procedures to follow:

- A. Do not shower, wash or change your clothes.
- B. Preserve any evidence such as clothing, used condoms, towels, tissue or other items which may be useful for investigation purposes.
- C. If the incident occurs on campus, contact the Campus Police at (205) 856-6093. If the incident occurs off campus, contact 911.
- D. Victims may also contact other college officials such as the director of Student Services or the Dean, Campus Development/Campus Services to get assistance in notifying appropriate law enforcement

and medical personnel.

- E. Seek medical attention immediately. Campus Police at (205) 856-6093 can assist in seeking medical attention. Also, local emergency medical services can be contacted by dialing 911.
  - F. Seek counseling to assist with mental and emotional trauma. Information concerning counseling services available through various agencies can be obtained in the Office of Campus Police.
4. Campus Disciplinary Procedures

Disciplinary procedures for students in the event of any criminal incident including sexual offenses are outlined in the Code of Student Conduct section. Procedures affecting employees are contained in the College Handbook.

In cases involving sex offense, the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging sexual assault.

## Security of and Access to Campus Facilities

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Jefferson State Community College is committed to providing a healthful, safe and secure environment for all members of the campus community. This commitment is evidenced by the fact the college employs a 365 day, 24 hour per day Police and Security force.

Campus facilities are locked and unlocked by the Campus Police according to the normal operational hours of the college and scheduled facilities usage. Normal operational hours are:

7:30 a.m.-11:00 p.m.	Monday - Thursday
7:30 a.m.- 4:30 p.m.	Friday
7:30 a.m.-5:30 p.m.	Saturday

*(Buildings not scheduled for classes or a special event are closed.)*

As a rule, no one should be in college buildings after normal operational hours. The Campus Police have been instructed not to open buildings or allow people to remain in campus buildings after hours. Students, faculty, or staff who need access to campus facilities outside of the hours scheduled above must secure written authorization from the appropriate cost center head or administrator. An approved Request for After-Hour Building Usage form must be submitted to the campus police during normal office hours Monday through Friday. In the event of an unforeseen emergency, please contact the Campus Police for assistance.

## Campus Law Enforcement Policies and Procedures

The following law enforcement policies are in effect at Jefferson State Community College:

1. Staffing will consist of one Chief, Police Officers, and Security personnel.
2. Police Officers must be certified by the Alabama Peace Officers Standards and Training Commission, be graduates of a certified police academy, and possess all powers vested in Alabama peace officers.
3. The Chief must ensure personnel assigned to the Department of Campus Safety and Security maintain currency in their assigned responsibilities. This includes, but is not limited to, formal in-service training.
4. The Campus Police must maintain a 365 day, 24 hour per day work schedule.
5. Police officers must patrol the campus by car and on foot during their assigned shifts.
6. The Chief will promulgate, review, and update as necessary written procedures relative to investigating and reporting campus incidents involving safety and security.
7. The Campus Police must be equipped with transportation and communication devices necessary to receive reports of and respond to safety and security conditions.

Procedures internal to law enforcement activities are contained in the Safety and Security Rules and Regulations. This document contains detailed policies and procedures relative to:

- The protection of constitutional rights
- Enforcement of institutional regulations
- Enforcement of state and local laws
- The reporting of safety and security hazards
- The public relations aspect necessary to the Campus Police in dealing with campus and community members
- The use of firearms
- Investigations
- Arrests
- Court attendance

The Safety and Security Policies and Procedures Manual is available for inspection upon request.

### Crime Prevention Programs for Students and Employees

The Campus Police regularly send safety and security bulletins on the protection of personal property and current crime statistics. Officers regularly conduct safety and maintenance surveys that have led to such improvements as the upgrading of lighting, parking facilities, etc. The foregoing activities are further strengthened by a highly visible police force that is easily accessible to anyone on campus. In addition to their normal police duties, police officers serve as security personnel at on-campus activities such as athletic events and meetings

of off-campus groups using the college's facilities. While some of these activities are only indirectly related to crime prevention, they all speak to the issue of visibility and accessibility of police services. This visibility and accessibility are the principal keys to crime prevention. The scope and function of the campus police is published at Jefferson State in the *Catalog and Student Handbook*.

### Reporting Criminal Activity Engaged in by Students at Off-Campus Locations of Student Organizations and Off-Campus Housing Facilities

Jefferson State Community College is a commuter college and does not sanction off-campus student organizations or housing facilities.

### College Policies on Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs

College policies on possession, use, and sale of alcoholic beverages and illegal drugs are found in the College Handbook for Employees and the *Catalog and Student Handbook*.

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## Campus Policies

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### Drug and Alcohol Free Campus

As required by Section 22 of the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) and in recognition of this institution's responsibility to serve as a beneficial influence on its students, its employees, and the community at large, Jefferson State Community College is designated as a drug and alcohol free campus and will comply with all the provisions of Public Law 101-226:

1. The College expects its students and employees to obey all federal, state and local laws concerning the possession, use, distribution and sale of alcohol and illegal drugs and will consider violation of such laws as grounds for appropriate sanctions up to and including expulsion of students and termination of employees when such violations occur on our campus or during an activity officially approved by the college.
2. The College also expects its students and employees to be aware that such violations of law are subject to penalties including fines and imprisonment and that, when appropriate, the college will refer to the appropriate enforcement agency any employee or student who is in violation of such laws.
3. The College also expects its students and employees to be aware that abuse of alcohol and illegal drugs has serious negative consequences to the health of the abuser including, but not limited to, cardiovascular disease, liver failure, and death.