



2017-2018

Catalog and Student Handbook

Accreditations

Jefferson State is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404/679-4501) to award the Associate Degree.

The Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; Telephone number 404/975-5000, FAX 404/975-5020 www.acenursing.org.

The Child Development Program is accredited by the National Association for the Education of Young Children.

The Clinical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd. Suite 720 Rosemont, IL. 60018; Telephone number 773/714-8880, FAX 773/714-8886, www.naacls.org.

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: (703) 706-3245; email: accreditation@apta.org; website www.capteonline.org

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

The Associate of Applied Science Degree in the Funeral Service Education Program at Jefferson State Community College is accredited by the American Board of Funeral Service Education, (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506 (816) 233-3747. Web: www.abfse.org

The Culinary Apprenticeship, Foodservice/Culinary Management, and Baking/Pastry Program is accredited by The American Culinary Federation Accrediting Commission.

The Construction Management Technology Option of the Construction and Building Science Technology Program is accredited by the American Council for Construction Education (ACCE).

Jefferson State Community College is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP) for the offering of the Associate Degrees in Accounting, Business Management, Banking and Finance Administration, Office Administration Technology, and Business Transfer Programs.

The Veterinary Technology Program is accredited by the Committee on Veterinary Technicians Education and Activities (CVTEA) of the American Veterinary Medical Association.

The Jefferson State Community College Emergency Medical Services Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs 1361 Park Street, Clearwater, FL 33756, 727/210-2350 . www.caahep.org

www.jeffersonstate.edu
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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.

Region 4 - Atlanta (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

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 Atlanta, GA 30303-8909
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Program and Catalog Changes

The contents of this catalog are for informational purposes only and are not to be considered as a contract between a student and Jefferson State.

Jefferson State reserves the right to change any provision listed in this catalog without furnishing actual notice to individual students. Information on any changes will be available in the offices of the president and the vice president. Every attempt will be made to advise students if any changes do occur. It is the student's responsibility to know and follow all requirements.

2017-2018 Calendar

Fall Semester 2017

June 26.....	Registration Begins
August 14-17, 21-24.....	Registration Extended Hours
August 18.....	Classes Begin
September 4.....	Labor Day Holiday
September 7.....	Last Day to Withdraw with Partial Refund
November 10.....	Veterans' Day Holiday
November 11.....	Last Day to Receive Automatic W
November 20-22.....	Professional Development
November 23-24.....	Thanksgiving Holidays
December 9.....	Saturday Classes - Final Exams
December 11-15.....	Final Exams
December 18, 10:00 am.....	Grades Due
December 22, 25-28.....	Christmas Holidays

Spring Semester 2018

October 23, 2017.....	Registration Begins
January 1.....	New Year's Holiday
January 2-4, 8-11.....	Registration Extended Hours
January 5.....	Classes Begin
January 15....	Martin Luther King, Jr./Robert E. Lee Holiday
January 25.....	Last Day to Withdraw with Partial Refund
March 26-31.....	Spring Holidays (No Classes)
April 2.....	Last Day to Receive Automatic W
April 28.....	Saturday Classes - Final Exams
April 30-May 4.....	Final Exams
May 4.....	Graduation Ceremony
May 7, 10:00 am.....	Grades Due

May Mini-Term 2018

March 12.....	Registration Begins
May 9.....	May Mini - Term Classes Begin
May 16.....	May Mini - Term Final Exams
May 17, 10:00 am.....	May Mini - Term Grades Due

Summer Term 2018

March 12.....	Registration Begins
May 21-24, 29-30.....	Registration Extended Hours
May 23.....	Classes Begin
May 28.....	Memorial Day Holiday
June 6.....	Last Day to Withdraw with Partial Refund
July 4.....	Independence Day Holiday
July 7.....	Last Day to Receive Automatic W
August 1-3.....	Final Exams
August 4.....	Saturday Classes - Final Exams
August 6, 10:00 am.....	Grades Due

College Closed

September 4.....	Labor Day Holiday
November 10.....	Veterans' Day Holiday
November 23-24.....	Thanksgiving Holidays
December 22, 25-28.....	Christmas Holidays
January 1.....	New Year's Holiday
January 15....	Martin Luther King, Jr./Robert E. Lee Holiday
March 29-31.....	Spring Holidays
May 28.....	Memorial Day Holiday
July 4.....	Independence Day Holiday

Jefferson State Community College is a part of the Alabama Community College System under the control of independent Board of Trustees for the Alabama Community College System.

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Vision

The vision of Jefferson State Community College is to be recognized as the most effective community college in the state of Alabama by providing individuals with knowledge and skills needed to function in a technologically demanding society.

In a period of significant and rapid change, we intend to put the learner's needs first by being responsive and innovative, as well as being a catalyst for lifelong learning through the use of a variety of delivery systems.

Statement of Philosophy and Purpose

Jefferson State Community College, as a comprehensive, public, two-year, community college, exists to provide an educational environment in which the needs of the individual student, the community, and other target audiences can be met. Within this educational environment, Jefferson State endeavors to make collegiate education accessible to all who seek it and in a manner consistent with the vision, mission, goals, and objectives of the Alabama Community College System.

The college is dedicated to offering programs and activities which reflect those characteristics that help define an educated person. These characteristics include a level of general education that enables the individual to understand his or her culture and environment; the development of skills in analysis, communication, quantification, and synthesis necessary for further growth as a lifelong learner and a productive member of society; the identification of a system of personal values based on accepted ethics that lead to civic and social responsibility; and the attainment of skills that enhance the development of leisure activities and a healthful lifestyle. These characteristics are attained not only through organized courses and programs, but also through the intellectual and social climate of the college and through a variety of social, cultural, civic and other educational activities that are offered based on the needs of the community.

The following purposes stemming from this philosophy, are stated by the college as commitments to fulfilling the overall role of the institution:

The college is committed to providing accessible educational and workforce development programs through which students may obtain the skills and knowledge necessary to pursue their life's work and to become educated members of society. Students may select an option from among:

- University parallel degree programs that prepare students to transfer to a college or university as a junior.
- Career and professional degree programs that integrate general and career-specific education and prepare students for immediate employment.
- Certificate and non-credit certificate programs and other learning opportunities that enable students to acquire specific training to prepare for employment or advancement in jobs requiring skilled employees.
- Dual enrollment programs that allow qualified high school students to earn credits for a high school diploma and/or a postsecondary degree.
- Distance learning programs and classes that promote accessibility through new technologies.

The college is committed to providing the services and environment necessary to assist its students in achieving their educational goals and enhancing their social and physical development. These include:

- Student academic, developmental, and support services that assist all students in achieving their goals.
- Administrative services that support students, faculty, and staff.
- An environment that is conducive to learning.

The college is committed to acting as a leader in building connections beyond the campus and in fostering partnerships which are inspired by common goals. In addition to offering college facilities and resources to the community, the college accepts the responsibility for providing:

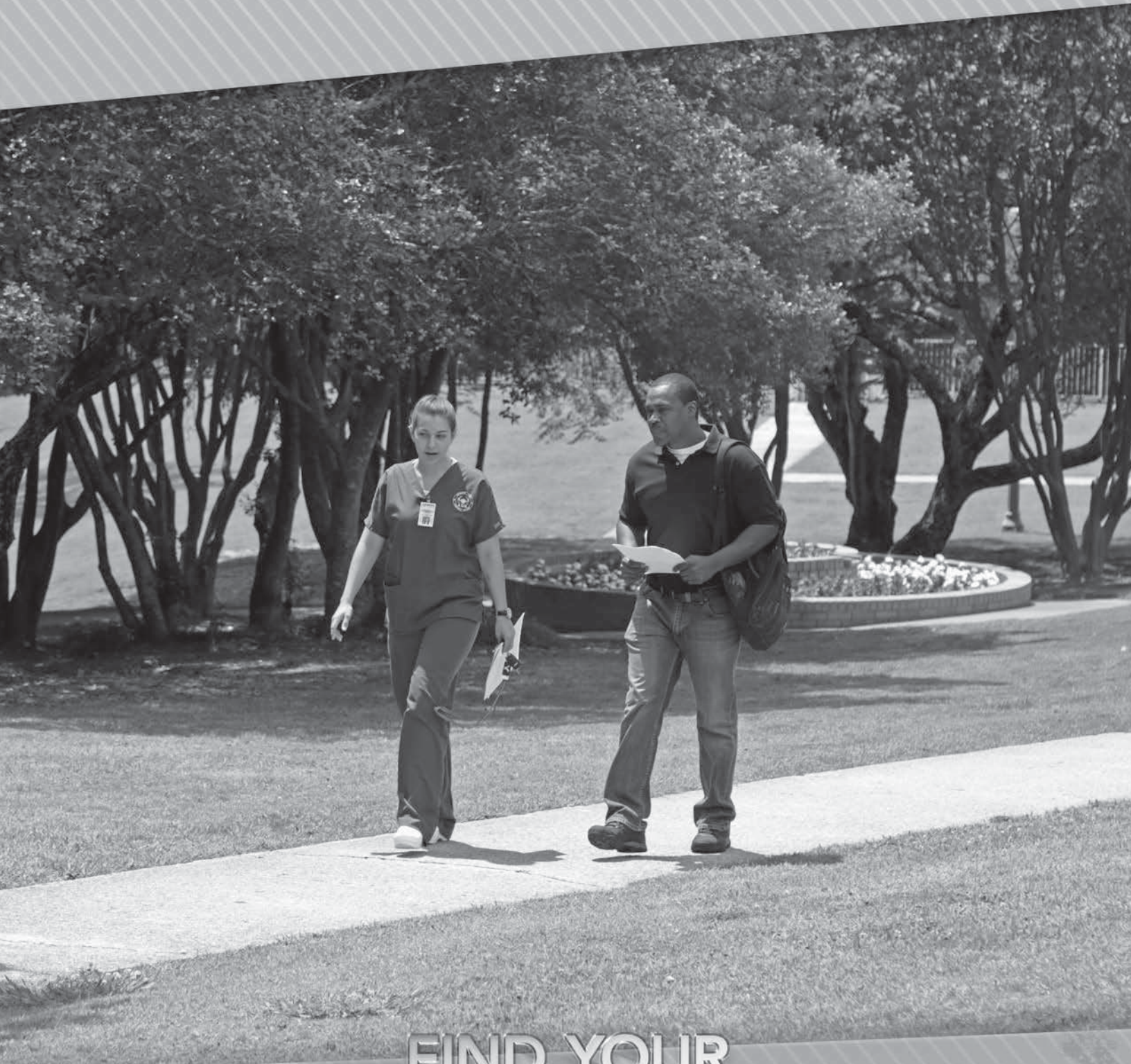
- Activities that promote community, social and civic well-being.
- Courses and other activities that promote economic well-being and growth through workforce training and retraining.
- Opportunities that expand cultural experiences.
- Financial resources to enhance existing and future college programs.

In all of these efforts Jefferson State is committed to providing:

- Maintenance of achievement standards consistent with accredited collegiate institutions.
- A system of technical assessments and certifications that meet the needs of business and industry.
- Accessible programs that are offered at reasonable costs.

- The establishment of partnerships with other schools, universities, businesses, and the community at large.
- Continual improvement through on-going evaluation and advocacy of innovation in teaching and learning.

General Information



FIND YOUR
PLACE
AT JEFFERSON STATE

General Information

History of the College

Jefferson State Junior College was established as one of twelve junior colleges authorized by the State Legislature, Act 93, on May 3, 1963. From the outset, Alabama's two-year colleges were designed to provide economic, geographic, and academic access to all citizens. Jefferson State enrolled its first students in September 1965, and patterned its early development to support the clearly articulated state-level goal of extending educational opportunities to the people of Alabama.

The college received initial accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools on December 14, 1968. The college offered both traditional university parallel programs and a range of career programs that had grown out of responsiveness to identified community and workforce needs. On February 23, 1989, the Alabama State Board of Education gave recognition to the scope of programs and services provided by the college by officially changing the name from Jefferson State Junior College to Jefferson State Community College.

The original campus, on 274 acres in northeast Jefferson County (Birmingham, Alabama) is comprised of thirteen buildings that contain 500,000 square feet of classroom, office, and related space. Many buildings on the campus bear the names of community benefactors (H. Y. and Ruby Carson, John B. Bethune, Harvey DeRamus, and Eugene Fitzgerald), elected officials (James B. Allen, George C. Wallace, Lurleen B. Wallace and Harold C. Martin), and former Jefferson State presidents (Leroy Brown and George L. Layton), who were instrumental in the early development of the college.

As the college's academic offerings expanded and became more comprehensive, the college saw a need to refine its programs and engage in deep and candid introspections regarding its mission, purposes, and unique place in the community and in the Alabama Community College System. As a result the college identified two critical community needs: (1) access for Shelby and southern Jefferson Counties and (2) a well-trained workforce.

The college addressed the first need by opening the Shelby Center in January, 1993, in northern Shelby County. In June, 1996, the center was designated a branch campus by the Alabama Commission on Higher Education. The approximately 60-acre Shelby-Hoover Campus now has three multi-purpose buildings that contain a combined total of 211,000 square feet.

The college addressed the second need, a well-trained workforce, by upgrading its career credit programs and investing heavily in specialized training. To insure academic quality at measurable national standards the college made a commitment

to pursue appropriate specialized accreditation for applicable programs. See the list of current accreditations on page 1 of this document. In addition to upgrading the college's credit programs, considerable resources have been devoted to specialized training initiatives. The college renovated an existing building to become a manufacturing center and established an ACT Center, a WorkKeys Service Center, and a One-Stop Center for the delivery of workforce training and related support services.

The official service area for the college was revised in 2003 to include the western part of St. Clair County. Classes were offered at the St. Clair Center – Moody (Moody, Alabama) for the first time in Fall 2003. On April 22, 2004, the board approved another instructional site for St. Clair County in Pell City, and the college offered classes at that location in Fall 2004. On August 22, 2004, the St. Clair Economic Development Council deeded approximately 50 acres (located in Pell City, Alabama) to the Alabama State Board of Education for the benefit of Jefferson State Community College. With acceptance of the land, the board made a commitment to the construction of a permanent instructional facility at that location. The college offered classes in that facility, a three-story, 47,500 square foot building, in Fall 2006.

In 2007, the Alabama State Board of Education again revised the service area of JSCC to include Chilton County and approved construction for a multipurpose instructional facility in Clanton, Alabama (Chilton County). This 30,000 square foot building, located on approximately 60 acres, opened in fall of 2008.

Jefferson State Community College has had three presidents: Dr. Leroy Brown (1964-71), Dr. George L. Layton (1971-79), Dr. Judy M. Merritt (1979-2014), and Keith Brown, Interim President (2014-present). These individuals brought unique strengths to bear on the development and maturation process at the particular time in which each served the institution.

For 50 years, Jefferson State Community College has provided countless opportunities for the greater Birmingham area and is known for its tradition of quality education and cutting-edge technology training.

Buildings and Facilities

Jefferson Campus

The Jefferson Campus of Jefferson State is comprised of thirteen buildings. The buildings and the functions they contain are:

The George C. Wallace Building contains administrative offices, the Business Office, the Computer Center, and offices and classrooms for Center for Workforce Education.

The Carson Science Center is two connected buildings:

- **The H. Y. Carson Building** contains classrooms and laboratories for physics, chemistry, biology, mathematics, and art.
- **The Ruby K. Carson Building** contains classrooms and laboratories for chemistry, biology, business, computer science, and office information systems.

The James B. Allen Library is the Learning Resource Center for students, faculty, staff and the community. It is a library furnishing bibliographies, books, journals, newspapers, and audiovisual materials.

- **The Learning Resource Center** houses reading, study and lecture rooms, a print shop, networked computer area for students, a multi-media classroom, and staff workroom areas. The Learning Resource Center is also available to students, staff, and the community.
- Enrollment Services, including the areas of financial aid, admissions and records, international students, and veterans affairs, is housed on the first floor of the Allen Library.

Bethune-DeRamus Hall contains classrooms for instruction in English, social science, and general education. It also contains faculty offices and facilities for the Phi Theta Kappa Honors Program, Distance Learning, and Child Development.

Lurleen B. Wallace Hall contains facilities for Testing and Assessment, Learning Success Center, ACT Center, Tech Prep, One-Stop Career Center, Birmingham Educational Technology Center, GED preparation classes, and special activities classes.

The Jefferson State Manufacturing Center contains a portion of the college's Workforce Development initiative, and the Alabama Technology Network-Birmingham. There are administrative offices, classrooms, laboratories, and training facilities for both credit and non-credit programs, as well as professional development, and business/industry training.

The George L. Layton Nursing Education Building contains learning laboratories, classrooms, and offices specially designed for nursing education and allied health programs and biomedical equipment technology. It also contains the music department and the music faculty offices, as well as the photography lab and photography classes.

The Harold C. Martin Career Education Building contains a portion of the many career education programs operated at the college. There are laboratories for funeral service education, building science, and veterinary technology.

The Agriculture Science Center, located behind the Harold Martin Career Education Building, has three greenhouses, a head house, a lath house and office space.

The Maintenance Building contains Central Receiving and Operations and Maintenance, which consists of a carpenter

shop and an electrical shop. This building also houses the college's mailroom.

Birmingham Fire Station No. 28, owned and operated by the City of Birmingham, is built on campus land leased from the State Board of Education.

The Fitzgerald Student Center is the community center of the college for students, faculty, administrators, alumni and guests. The Center houses the Pioneer Bookstore, Student Government Association, New Options Center, ADA Accommodations Office, and laboratories for hospitality management.

The Campus Police and Visitors' Information Center houses all activities related to the safety and security of the campus community. The Center, located near the main campus entrance, is operational twenty-four hours a day, seven days a week.

Shelby-Hoover Campus

The Shelby-Hoover Campus, located on approximately sixty acres, currently includes three buildings.

The General Studies Building is a 64,000 square foot multi-purpose building that opened in September 2000. In addition to classrooms and laboratories for Jefferson State's Physical Therapist Assistant and Emergency Medical Services Programs, this building includes seventeen other classrooms, science laboratories, computer laboratories, and faculty and administrative offices. The Learning Success Center, Campus Police, Enrollment Services, and the cashier are also available in this building. The Learning Resource Center houses the Shelby-Hoover Campus Library which has an open student computer lab with internet access as well as individual study rooms and a multi-media classroom.

The Math-Science Building is a 20,000 square-foot, multi-purpose classroom building that includes additional instructional space for mathematics, physical and social sciences, and other academic classes as well as adult education classes. Additional offices are also included in this building.

The Judy M. Merritt Health Sciences Building is a 127,000 square foot building that opened in spring 2008. In addition to faculty and administrative offices and general education classrooms, this building includes specialized instructional space for the culinary arts, nursing, radiologic technology, computer science, workforce development, and continuing education, as well as biology and art labs. In addition, the President's Office and Pioneer Bookstore II are located in this building. A large meeting room, which has a seating capacity of approximately 375, and a smaller seminar room may be utilized by the College or community groups.

St. Clair-Pell City Campus

The St. Clair-Pell City Campus is a permanent facility located near the intersection of Highway 231 and Interstate 20 on land which was donated by the St. Clair County Economic Development Council. This facility is designed to serve the educational needs of those living in the eastern portion of the Jefferson State Community College service area. This St. Clair County Campus is located on approximately fifty acres in Pell City and is within a park planned for the development of healthcare facilities, educational facilities, business and light industry. The St. Clair County Economic Development Council is located in the facility. The St. Clair-Pell City Campus currently consists of two buildings.

The Multipurpose Building is a three story 47,500 square foot building featuring college classrooms, computer labs, a bookstore, an enrollment services office, a media center, and administrative and faculty offices. A full service library is available on the first floor with a networked computer area for students, study tables, and staff workroom areas.

The iCademy Building is a single story 9,700 square foot building used for training labs and office space. The labs include welding, robotics, PLC, and other manufacturing and technology-related classes.

Chilton-Clanton Campus

The Chilton-Clanton Campus, a permanent facility developed in partnership with the City of Clanton, is located on sixty acres between Highway 145 and I-65 South. A multipurpose building, which opened in fall 2008, includes nursing, science and computer labs, two tiered classrooms, and general purpose classrooms. It also includes a media center and administrative and faculty offices.

A full service library is available on the first floor with a networked computer area for students, study tables, and staff workroom areas.

The Clanton Conference and Performing Arts Center (CCPAC) is a multi-purpose facility on the Chilton-Clanton Campus. The City of Clanton and Jefferson State Community College have worked closely to develop this state-of-the-art multi-purpose facility for trade shows, special events and conferences.

Jefferson State Foundation

The Jefferson State Foundation, Inc. was chartered under the laws of the State of Alabama on November 10, 1972, as a non-profit, educational corporation to encourage, receive, and administer gifts for the exclusive benefit of Jefferson State, its students, and its staff.

The purpose of the foundation is to provide financial and other support for the College and its activities beyond that which can be obtained through normal tax support. Because of the constantly increasing limitations on normal sources of revenue, the College will take a more aggressive stance in seeking private donor support to maintain present standards and to help the College achieve an even higher standard of excellence.

The foundation receives such gifts as cash, securities, leases, literary and artistic collections, real and personal property, wills and bequests, and deferred gifts, such as insurance policies. Contributions to the foundation are exempt from federal income tax. Persons interested in contributing to the Jefferson State Foundation should write or telephone the President's Office at the College.

Campus Policies

Statement of Academic Freedom

Jefferson State subscribes to the following principles:

1. Instructors are free to conduct independent research and to publish the results so long as the activities do not interfere with their assigned duties; however, research for pecuniary gain should not be undertaken without an understanding with the vice president.
2. In the classroom, instructors have full freedom to discuss their subjects. They should not introduce into their teaching irrelevant controversial matter. Within this limitation, the College protects the rights of both the students and instructors to a "free search for truth and its exposition."
3. The College respects the rights and privileges of instructors as citizens, but believes that their positions impose special obligations. Hence, instructors are free from institutional censorship or discipline when they speak, write, or act as citizens; however, they should always remember that the public may judge the College by their words and behavior, and should therefore be accurate, exercise restraint, respect the opinions of others, and make it clear that they are not spokespersons for the institution.

Statement of Equal Opportunity

Jefferson State has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulations issued thereunder, to the end that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the

policy of Jefferson State to be in accordance with Title IX of the Education Amendments of 1972 which provides that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.”

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

Americans with Disabilities Act of 1990

Jefferson State complies with the provisions of the Americans with Disabilities Act, which makes it illegal to discriminate against individuals with disabilities in employment, public accommodations, public services, transportation, and telecommunications.

Title II of the Americans With Disabilities Act states, in part, that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.”

The College will provide reasonable accommodations for individuals with documented disabilities. To initiate a request for accommodations, employees should contact their supervisors, and students should contact the ADA Accommodations Office located in the Fitzgerald Student Center 300 at the Jefferson Campus, or the General Studies Building 106 at the Shelby-Hoover Campus. The ADA Accommodations Office staff will interview all students requesting accommodations, review all documentation submitted and will make a decision on the validity of the request for accommodations. Contact Anne Sherman, ADA Director, at 205-856-6077 or arsherman@jefferson-state.edu

Harassment

It is the policy of Jefferson State Community College that employees and students be provided a workplace and academic atmosphere free of harassment or discrimination related to an individual’s race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of Alabama Community College Board of Trustees. In addition, any such harassment is prohibited by state and federal laws, which may subject Jefferson State Community College and/or the individual harasser to liability for any such unlawful conduct. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site, or in any division or

department by any employee, student, agent or nonemployee on college property and while engaged in any institutionally sponsored activities.

It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the college community are respected, that harassment of students and employees is unacceptable conduct and shall not be tolerated at Jefferson State Community College or any of the other institutions that comprise the Alabama Community College System.

A nondiscriminatory environment is essential to the mission of Jefferson State Community College and the Alabama Community College System. A sexually abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as a student or employee. It is essential that institutions maintain an environment that affords equal protection against discrimination, including sexual harassment. Jefferson State Community College will take all steps necessary to ensure that harassment, in any form, does not occur. Employees and students who are found in violation of this policy shall be subject to discipline, up to and including termination, as appropriate to the severity of the offense.

Employees and students of Jefferson State Community College shall strive to promote a college environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure a professionally functioning institution and to guarantee equal educational opportunities for all students.

For the purposes of this policy, harassment includes, but is not necessarily limited to:

Slurs, jokes or other verbal, graphic, or physical conduct relating to an individual’s race, color, gender, religion, national origin, age, or disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of harassment include, but are not limited to:

1. **Verbal:** repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
2. **Visual/Non-verbal:** derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;

3. **Physical:** unwanted physical contact including touching, interference with an individual's normal work movement or assault; and
4. **Other:** making or threatening reprisals as a result of a negative response to harassment.

Harassment of employees or students by nonemployees is a violation of this policy. Any employee who becomes aware of any such harassment shall report the incident(s) to his or her supervisor, Legal Services, or an appropriate college official. In response to every complaint, Jefferson State Community College will take prompt investigatory actions and corrective and preventative actions where necessary. An employee or student who brings such a complaint to the attention of Jefferson State Community College in good faith will not be adversely affected as a result of reporting the harassment.

Sexual Harassment

Sexual harassment is a form of sex discrimination, which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature that interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or educational opportunities;
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Employees of Jefferson State Community College should be aware that no employee has the authority to grant or deny promotions, or to force any change in an employee's job status based on sexual favors.

Any employee or student who becomes aware of any such harassment shall report the incident(s) to his or her supervisor, Legal Services, instructor or an appropriate college official. In response to every complaint, Jefferson State Community College will take prompt investigatory actions and corrective and preventative actions where necessary. An employee or student who brings such a complaint to the attention of Jefferson State Community College in good faith will not be adversely affected as a result of reporting the harassment.

The employees of Jefferson State Community College determine the ethical and moral tone of this institution through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between college personnel of different ranks that involve or cast the appearance of partiality, preferential treatment, or the improper use of position shall be avoided. Consensual amorous relationships that might be appropriate in other circumstances are inappropriate when they occur between an instructor and any student for whom he or she has responsibility, between any supervisor and an employee, or between a college employee and a student where preferential treatment results. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel shall be aware that any amorous relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship, who shall be held accountable for unprofessional behavior.

This policy encourages faculty, students, and employees who believe that they have been the victims of sexual harassment to report the incident(s) to his or her supervisor, Legal Services, instructor or an appropriate college official. In response to every complaint, Jefferson State Community College will take prompt investigatory actions and corrective and preventative actions where necessary. An employee or student who brings such a complaint to the attention of Jefferson State Community College in good faith will not be adversely affected as a result of reporting the harassment.

Definition of Sexual Harassment

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestion that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consensual or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, visual material; or unwelcome physical conduct of a sexual nature.

Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:

1. Physical assault;
2. Direct or implied threats that submission to or rejection of requests for favors will affect a term, condition or privilege of employment or a student's academic status;
3. Direct propositions of a sexual nature;
4. Subtle pressure for sexual activity;
5. Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following:
 - A. Comments of a sexual nature;
 - B. Sexually explicit statements, questions, jokes, or anecdotes;
6. Repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following:
 - A. Touching, patting, pinching, hugging, or brushing against another's body;
 - B. Commentary of a sexual nature about an individual's body or clothing;
 - C. Remarks about sexual activity or speculations about previous sexual experience(s);
7. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not; or
8. Displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or educational environment and serve no educational purpose related to the subject matter being addressed.

Rehabilitation Act of 1973

Jefferson State offers equal opportunity in its employment, admissions and educational programs and activities in compliance with Section 504 of the Rehabilitation Act of 1973.

Complaint Resolution/Grievance Procedure

The following Complaint Resolution/Grievance Procedures provide a mechanism for redressing both written and verbal allegations of sexual harassment and other types of unlawful discrimination at Jefferson State Community College. The college's complaint resolution procedures are composed of three steps: (1) Informal/Complaint Resolution and (2) Grievance Hearing. Processing a complaint of discrimination shall begin with Informal Resolution. When complaints of discrimination are not resolved at the Informal Step, however, the complaint will be further processed at the Hearing Step. These procedures do not preclude anyone from filing a complaint of discrimination, at any stage during the internal process, with an external agency.

An investigation shall be conducted on all written and verbal complaints received directly from the individual who believes that he or she has been subjected to discrimination. This investigation will afford the accused an opportunity to respond to the allegations and will provide both the complainant and the accused the opportunity to present any witnesses. The college shall have the discretion of determining the level of investigation that will be conducted in cases where it has learned about alleged discriminatory activity in the absence of a written or verbal complaint from the alleged victim. The level of investigation will be determined by the president, appropriate administrator, and/or Legal Services.

All college employees are expected to cooperate with college officials who are given the responsibility of investigating complaints of discrimination, which includes sexual harassment. In addition, members of the college community, particularly those in supervisory positions, must immediately report any knowledge of incidents of discrimination, particularly sexual harassment, to the president, appropriate administrator, or Legal Services.

The president and appropriate administrator must be kept informed regarding the progress and results of investigations conducted at the Informal Resolution Step and the Hearing Step. The appropriate administrator and/or the president shall have the discretion to appoint at least one or more additional persons to assist with investigations, as needed.

Informal/Complaint Resolution

Resolving a complaint internally, without holding a formal hearing is the essence of the informal resolution process. This step consists of two components: (1) Investigation, and (2) Proposed Resolution. The investigation of a complaint of discrimination may include, but is not limited to: (1) conferring with the complainant, the accused, supervisors and deans of the accused, other co-workers, and students; (2) examining of relevant documents, correspondence, and other material; and (3) interviewing other pertinent individuals, which may include individuals external to the college. Investigations at the informal step are conducted by Legal Services and/or others as assigned by the appropriate administrator and/or the president.

Attempts to resolve a complaint of discrimination may occur at any point during the investigation period, as authorized by the president. The president has the discretion to seek legal counsel in attempts to resolve complaints of discrimination.

Grievance Hearing

The Grievance/Hearing is the third step in the college's attempt to address and resolve complaints of discrimination. The Hearing Step must be preceded by the Informal Resolution Step. The Hearing Step consists of six components: (1) additional investigation, if needed; (2) selection of hearing panel; (3) review of reports and other documents obtained from the Informal Resolution Step; (4) a formal hearing; (5) report of findings;

and (6) decision. During the formal hearing, individuals may be placed under oath and their testimony may be recorded either by a professional court reporter or tape recorder. The hearing will be held on the college's campus and will be closed to the campus community, as well as to the public. A three-member hearing panel shall be appointed by the president to conduct the hearing. The panel shall consist of the appropriate administrator and two other members. The appropriate administrator shall serve as the presiding hearing officer; the president, however, shall have the discretion to appoint an outside party to serve as the hearing officer. The president or her designee shall preside over any hearing that involves an administrator.

Procedures for Reporting Complaints

Informal Resolution Step

1. Any member of the college community who believes that he or she has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Pregnancy Discrimination Act, Title IX of the Educational Amendments of 1972, Americans with Disabilities Act (ADA), or under section 504 of the Rehabilitation Act of 1973, may bring the matter to the attention of any academic or administrative officer, dean, associate dean, director, supervisor, or advisor. When a written or verbal complaint has been reported to any of these individuals, the recipient of the complaint will immediately forward the complaint to Legal Services. Complaints against students (student against student), may be forwarded to the Dean of Enrollment Services to be handled in accordance with the student disciplinary procedures outlined in the **Catalog and Student Handbook**.

The Dean of Enrollment Services shall forward a copy of all complaints of discrimination involving students and a copy of the final disposition to Legal Services to be kept in a confidential file.

Note: Students working under the College Federal Work/Study program are not considered employees of Jefferson State, and therefore, should adhere to usual and customary student discipline procedures as outlined in the student handbook.

2. The complainant should present the complaint as promptly as possible after the alleged discrimination occurs. The complainant should submit a written statement of all allegations. The complaint must state the name, address, and telephone number of the complainant, if known; the nature, date and description of the violation(s); the relief requested for corrective action; what, if any, losses were suffered; and any background information the complainant believes would be helpful. The complaint should be signed and dated by the com-

- plaintant. Legal Services will immediately notify the appropriate dean and the president of the complaint.
3. All complaints, both written and verbal, will be investigated by the appropriate person(s) immediately upon receipt, or immediately upon the college having obtained knowledge of the complaint.
4. The intent of College policy is to resolve complaints of discrimination as quickly as possible. Except in extraordinary cases, informal complaints will be investigated and resolved within forty-five (45) business days of the date of actual receipt of said complaint by Legal Services. The date of receipt of a written complaint begins on the date that the complaint is actually filed with Legal Services. The date of receipt of a verbal complaint is the actual date that Legal Services obtained knowledge of the complaint.
5. Every possible effort shall be made to ensure confidentiality of information received as part of the investigation to such extent, as it does not compromise the college's commitment to investigate allegations of discrimination. Complaints will be handled on a "need to know" basis with a view toward protecting the interests of both parties. Information resulting from the investigation should be discussed only with those individuals with a legitimate need to know.
6. The investigation record shall consist of statements from the complainant, the accused, witnesses, and others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint.
7. Results of the findings of the investigation will be reported to the complainant, the accused, appropriate administrator, and the president. After careful review of the investigation's findings, the president, appropriate administrator, and Legal Services shall determine an appropriate response action.
8. If the complaint is found to be valid, appropriate disciplinary actions may be taken immediately against the accused by the president.
9. The complainant and the accused will be notified of the results of the Informal Resolution via certified mail, hand delivery, or other suitable means. A copy of the results will become part of the investigation record.
10. If the results of the investigation and informal resolution of the complaint are not accepted by the complainant and he or she desires further action, then the complainant may proceed to the Hearing Step as outlined below. To do so, the complainant must file, with Legal Services, Complaint Resolution-Form A. This form must be completed in its entirety and returned to Legal Services within ten (10) calendar days of the date of notification of informal resolution. If the complainant does not proceed to the hearing step, then he or she will be deemed to have accepted the results of the investigation and informal resolution.
11. The complainant has the right to proceed with or to withdraw from the informal complaint procedure once it has begun. To withdraw a complaint, the complain-

ant must submit a written statement requesting to withdraw the complaint. The request must be submitted to the president. If the complainant decides to terminate the informal process by withdrawing the complaint, it will not necessarily preclude further investigation and appropriate action by the college.

12. Appropriate disciplinary actions may be taken against individuals who file malicious charges. A failure to substantiate a charge of discrimination does not automatically constitute a malicious charge. Repeated filings of frivolous complaints may be considered a malicious action.

Hearing Step

1. If the complaint cannot be resolved by Informal Resolution, the complainant may proceed to the Hearing Step by filing Complaint Resolution-Form A, with Legal Services within ten (10) calendar days of the date of notification of the informal resolution. The complainant has the right to proceed with or to withdraw from the procedure once it has been submitted. The issues involved in the complaint should not be changed once the charge has been made, provided, however that the complaint may be revised to address issues arising during the investigation, which were not known to the complainant or to the college when the initial complaint was filed.

All participants involved in the formal hearing process shall maintain confidentiality to the greatest extent possible. Any additional investigation required during this stage shall be conducted by Legal Services and/or others as assigned by the president.

2. Legal Services' role during the Hearing Step will be to: (1) receive and distribute (via certified mail, hand delivery, or other suitable means) Complaint Resolution-Form A to the President, Hearing Panel, and the accused; (2) assist with any additional investigation that may be required; (3) maintain permanent records relevant to the hearing; (4) notify all witnesses to appear at the hearing; (5) coordinate the hearing activities; (6) secure a court reporter, if necessary; (7) assist the president in distributing, as appropriate, Complaint Resolution-Form B; and (8) other duties as assigned by the president.
3. The complainant, as well as the accused, shall be permitted to have an attorney present during the hearing. Attorneys representing either party, however, shall not be allowed to participate directly in the hearing, but may offer advice to their respective clients.
4. The Hearing Step shall include the following, and all parties shall adhere to the time constraints as set forth:

A. The complainant must file the original and two

copies of Complaint Resolution-Form A with Legal Services. The alleged violation(s) must be clearly and specifically stated (complainant is advised to keep a copy of all forms used for his or her files.)

B. Legal Services will immediately notify the president and the appropriate administrator of receipt of Complaint Resolution-Form A.

C. Following receipt of Complaint Resolution Form A, the president will appoint a hearing panel.

D. The hearing panel will have thirty (30) working days following date of receipt of Complaint Resolution-Form A, to conduct any additional investigation, study the complainant's allegations, hold a formal hearing, and make a written report of findings to the complainant. Complaint Resolution-Form A must be used for the report. A copy of the report must be delivered to the complainant and the accused by certified mail, hand delivery, or other suitable means.

E. The complainant may appeal the hearing panel's report by filing, within fifteen (15) calendar days following receipt of the report, with the president and Legal Services a written notice of appeal using Complaint Resolution Appeal-Form B. The complainant must state clearly and specifically on Form B the objections to the findings and/or decision of the hearing panel. Copies of Form B must be provided to the president and Legal Services. If the complainant fails to file an appeal by the close of normal business hours of the college within fifteen (15) calendar day following receipt of the hearing panel's report, the right to further appeal will be forfeited.

F. The president will have thirty (30) calendar days following date of receipt of the complainant's appeal to investigate and study the complainant's allegations, the report of the hearing panel, and to make a written report of his or her findings to the complainant. The president's report of findings will be delivered to the complainant and the accused by certified mail, hand delivery, or other suitable means.

G. The complainant may appeal the president's report of findings by filing, within fifteen (15) calendar days following receipt of report, with the president a written notice of appeal using Complaint Resolution Appeal-Form C. The complainant must state clearly and specifically on Form C the objections to the findings and/or decisions of the president. Upon receipt, the president will forward the complainant's appeal to the Chancellor for the Alabama Community College System. If the complainant fails to file a notice of appeal by the close of normal business hours of the college within fifteen (15) calendar day following receipt of the president's report, the right to further appeal will be

forfeited. Complaints and grievances involving alleged Title IX violations may be appealed beyond the institutional level to the chancellor. The college shall inform the chancellor of all complaints and decisions involving Title IX violations.

H. If the complainant appeals an institutional decision to the chancellor, the chancellor will have thirty (30) calendar days following the date of receipt of the notice of appeal to investigate and study the complainant's allegations and the report of the president, hold a formal hearing, and make a written report of findings and conclusion to the complainant.

5. The intent of Jefferson State Community College policy is to provide for prompt and thorough investigation of all complaints. The time limits set forth within the guidelines are subject to change at the discretion of the president to ensure a satisfactory conclusion to the investigation.

Retaliation against a student or employee for bringing a complaint of discrimination is prohibited. Such action shall be regarded as a separate and distinct cause for complaint. Retaliation is itself a violation of college policy and may be grounds for disciplinary action.

Remedial Action

Based on the findings of the hearing panel, the president may impose appropriate disciplinary or other remedial action.

NOTE: If the last day for filing a notice of appeal falls on either Saturday, Sunday, or a legal holiday, complainant will have until the close of normal business hours of the college on the first working day following the fifteenth calendar day to file.

Amended January 1, 2017 - (Refer to Policies 601.04 and 620.01, Alabama Community College System Policy Manual)

State Student Complaint Process

Alabama's Two-Year Institutions of Higher Education Student Complaint Process

In 2015, the Alabama Legislature vested oversight of the state's public two-year institutions of higher education (known as the Alabama Community College System (ACCS) with the Alabama Community College System Board of Trustees. The Alabama Legislature further directed the Board of Trustees to delegate to the System's Chancellor the authority to act and make decisions concerning the management and operation of the community and technical colleges. The Chancellor is assisted in these duties by the staff of the System Office, formerly known as the Alabama Department of Postsecondary Education. Consumer and student complaints that are not resolved at the institutional level are thus arbitrated at the state level by the ACCS System Office.

The ACCS is committed to respecting and supporting the work of its member institutions and to providing a quality educational experience for all students. The objective of the student complaint process is to ensure that the concerns and complaints of students are addressed fairly and are resolved promptly. The Alabama Community College System requires each institution to establish its own procedures to address student grievances and complaints. A student must exhaust his/her rights under the institution's official complaint/grievance policy before advancing any complaint to the System Office of Alabama Community College System. Students may file consumer/student complaints with the Alabama Community College System by following these procedures:

- a) If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form, which is contained on the College's website at the following link, <http://www.jeffersonstate.edu/about-jsc-2/complaintappeal-process/> and is also available online at the ACCS website (www.accs.cc). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to: Alabama Community College System Attention: Office of the Vice Chancellor for Instructional and Student Services P.O. Box 302130 Montgomery, AL 36130-2130
- b) The Vice Chancellor for Instructional and Student Services or an appropriate administrator designated by the Vice Chancellor will investigate the complaint within 30 days of receipt.
- c) The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
- d) The Vice Chancellor or designated administrator will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
- e) If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.
- f) The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

AIDS Policy

- Students or employees infected by AIDS or who are HIV positive will not be excluded or dismissed from enrollment or employment, nor shall they be restricted in their access to services or facilities on the basis of these conditions.

Computer Crime Act

The provisions of the Alabama Computer Crime Act are applicable at Jefferson State Community College. This act provides for criminal prosecution of any persons who knowingly, willingly and without authorization destroy or manipulate intellectual property. The act in its entirety is available in the office of Legal Services.

Policies and Procedures for Information Technology Resources and Systems

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. Policies and procedures relating to the following aspects of Information Technology usage are published in the *Catalog and Student Handbook*: Information Technology Resources Allocation; Responsible Computing and Acceptable Use; Internet Use; Email Use; and Telecommunications Facilities. (See Policies and Procedures for Information Technology Resources and Systems in the "Student Handbook" section of the *Catalog and Student Handbook*.)

Digital Millennium Copyright Act Peer-to-Peer File Sharing Policy

Copying, distributing, and downloading copyrighted materials, including music, videos, and games for which you do not have the owner's (copyright holder's) permission are a violation of federal law. Compliance with federal copyright law is expected of all students, faculty, and staff. Federal law provides severe penalties for the unauthorized reproduction, distribution, or digital transmission of copyrighted materials.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five (5) years and fines up to \$250,000 per offense. The FBI investigates allegations of criminal copyright infringement.

Faculty, staff, students and affiliates using college infrastructure are required to comply with U.S. copyright laws. The college reserves the right to remove or limit access to material posted on college-owned computers if it is alleged that U.S. copyright laws have been violated. If the college determines that U.S. copyright laws have in fact been violated, the infringing material will be permanently removed.

Reporting Infringement

In accordance with the Digital Millennium Copyright Act (DMCA), all claims of infringement be in writing and include:

1. A physical or electronic signature of the copyright owner or person designated to act on his/her behalf
2. Identification of the allegedly infringed copyrighted work, including:
 - A. Identity of the copyright owner, if not the complainant
 - B. Contact information for the complainant or person designated to act on his/her behalf, including address, telephone number and, if available, email address
 - C. Citation of the copyrighted work (author/creator, title/description, copyright date)
 - D. Statement of copyright ownership
3. Identification of the host Web site and sufficient information to locate it including:
 - A. URL (Web address)
 - B. Date, time, and time zone the Web site was observed
4. The complainant must provide:
 - A. A statement that the complainant has a good faith belief that the use of the material is not authorized by the copyright owner or the law
 - B. A statement that the information in the notification is accurate and, under penalty of perjury, that the complainant is authorized to act on behalf of the copyright owner.

Response to Allegations of On-Line Copyright Infringement

Distribution of copyrighted material, including music, games, and movies, for which you do not have the owner's permission is a violation of federal law and college policy. Popular file-sharing programs, such as KaZaA, LimeWire, Grokster, and Morpheus, commonly share downloaded music, movie and other files from your computer with users worldwide if you do not take specific actions to prevent this.

Copyright holders and their agents frequently scan colleges' networks for copyrighted materials (especially music, games, or movies) that are available to others from computer systems on the college network. The Digital Millennium Copyright Act (DMCA) provides procedures that may be used by an Internet Service Provider (ISP) in dealing with claims of copyright infringement. As part of its compliance with federal copyright law, the College has designated a DMCA Agent who responds to bona-fide notices of copyright violations as follows. As part of its response:

1. The college DMCA Agent or his designee assesses the DMCA Notice to ensure that it conforms to the statutory requirements.
2. The college DMCA Agent or his designee requests that IT staff identify the individual responsible for possible

copyright infringement using the Internet location of the allegedly infringing materials supplied in the notice.

3. The DMCA agent or designee contacts the identified individual by campus email to report that the college has received an allegation of copyright infringement in which s/he is implicated.
4. If the identified individual cited is certain that s/he is legally using the allegedly infringing material or that the copyright owner has misidentified the material, s/he may file a counter notice.
5. A counter notice must include the following information:
 - A. The name, address, phone number, and physical or electronic signature of the individual filing the counter notice
 - B. Identification of the material and its location before removal
 - C. A statement under penalty of perjury that the material was removed by mistake or misidentification
 - D. Consent of the individual filing the counter notice to local federal court jurisdiction
6. If the identified individual is an employee, his/her supervisor will also be notified of the alleged copyright violation.
7. If the IP address traces back to a privately owned computer, the issue is then closed. If the IP address traces back to a college-owned computer, a student-infringer will meet with the Dean of Enrollment Services for possible disciplinary action.

College's designated DMCA Agent:

Dean of Campus Development & Campus/Legal Services
2601 Carson Road, Room 109
Birmingham, Alabama 35215

Other Means of "Effectively Combating" the Unauthorized Distribution of Copyrighted Material

With the use of firewall and proxy server appliances, the College is able to limit the bandwidth from lab computers and block the access to certain sites, including all file-sharing sites.

Legal Alternatives to Illegal File Sharing

There are many online legal options for music and movies. Artists and their recording labels have websites and many television network websites provide streaming of popular programs at no cost. Additional information on legal sources for online music and videos can be found at:

- A. www.educause.edu/Resources/Browse/LegalDownloading/33381
- B. www.it.cornell.edu/policies/copyright/music.cfm

Reviewing Effectiveness

The college will periodically review the effectiveness of this plan to assess the extent to which our anti-piracy messages are

reaching their intended audience, the extent to which our campus community is taking advantage of legal alternatives, and other aspects of our plan to combat the unauthorized distribution of copyrighted materials.

Family Educational Rights Privacy Act of 1974

Jefferson State complies with the provisions of this Act, which relates to that section of Public Law 93-380 (H.R. 69) entitled "Protection of the Rights of Privacy of Parents and Students." This act in its entirety is available in the offices of the deans and Enrollment Services.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

Students should submit to the dean of Enrollment Services, division chair, dean of instruction or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the college official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure.

Jefferson State considers a student's name, dates of attendance, major field of study, participation in officially recognized activities, degrees and awards received as public information and available for disclosure without a student's written consent. Jefferson State will also comply with requests for information in accordance with the Solomon Amendment. Additional informa-

tion defined as directory information by FERPA may be released in accordance with state and federal requirements without a student's written consent.

Disclosure is permitted to representatives of Jefferson State with legitimate educational reasons to review a student's educational record. A school representative is a person employed by the college in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the college has contracted, such as an attorney, auditor, or collection agent; a person serving on the Jefferson State Foundation; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school representative in performing his or her tasks.

Note: Students who do not want any public or directory information released to representatives independent of the college should complete a Non-Disclosure Information Form in Enrollment Services, on the Jefferson or Shelby-Hoover Campus, or at the St. Clair Center.

4. FERPA assigns rights to students once they reach eighteen years of age or enroll in a postsecondary institution. Included in these rights is the right to release information. A person, other than the student, requesting information on a student must submit written authorization from the student. Students requesting information must present photo identification before the information will be released to them.
5. Students who feel that this policy has been applied unfairly to their situation have the right to appeal. Students should follow the grievance procedures as outlined in the *Catalog and Student Handbook*.

In the event the matter is not resolved, the student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Jefferson State Community College to comply with the requirements of FERPA. Written complaints should be directed to: The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SE, Washington, DC 20202-4605; (202) 260-3887, FAX (202) 260-9001.

6. Jefferson State Community College complies with the provisions of the *Family Educational Rights and Privacy Act of 1974 (FERPA), which relates to that section of Public Law 93-380 (H.R. 69) entitled "Protection of the Rights of Privacy of Parents and Students." This Act affords students certain rights with respect to their educational records and includes, but is not limited to, the right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure.

The College recognizes that the National Student Clearinghouse, a not-for-profit corporation organized under the laws of Virginia, provides a nationwide, central repository for information on the enrollment status of postsecondary education students. Jefferson

State has appointed the Clearinghouse as its agent for purposes of reporting information on the enrollment status of its students to Eligible Requestors. In accordance with the Family Educational Right and Privacy Act of 1974 and the Student Right-to-Know and Campus Security Act of 1990, the college provides the Clearinghouse with an electronic listing containing the enrollment status of all its students.

Students who do not want public or directory information released to representatives independent of the college should complete a Non-Disclosure Information Form in Enrollment Services at one of the Jefferson State locations. Students are also asked during the application process to sign a non-disclosure statement if they do not want any public or directory information released.

*The Family Educational Rights and Privacy Act of 1974 (FERPA) and the Student-Right-to-Know and Campus Security Act of 1990 are available in their entirety in the offices of the deans and Enrollment Services.

Recycling

Jefferson State complies with Alabama Act No. 90-564, which requires agencies of state government to develop recycling programs for use by such agencies. Jefferson State recycles mixed paper, corrugated boxes, and cans in a program designed for all activities carried out in the day-to-day operation of the institution.

Student Right-to-Know and Campus Security Act of 1990

The-to-Know and Campus Security Act required all postsecondary institutions that receive federal aid to disclose certain information, including the graduation and transfer rates for first-time college students who enroll in the fall term as full-time, degree or certificate-seeking students. Those rates for the 2013 cohort are published in the 2017-2018 *Catalog and Student Handbook*.

Graduation and transfer-out rates for students who received athletically-related financial aid are available on the Athletic Department 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.

Regarding campus crime statistics, the college publishes an annual disclosure report that is available in various college offices, including the Campus Police and Visitors' Information Center on the Jefferson Campus and the Campus director's office on the Shelby-Hoover Campus. Additionally, the statistics specified in the Act are published annually in the *Catalog and Student Handbook*, which is also on the college's web site: www.jeffersonstate.edu.

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.
4. The College expects its students and employees to be aware that they may seek information about drug and alcohol abuse and may seek aid in the form of referrals to appropriate treatment programs and support groups by contacting the dean of Enrollment Services.
5. The College reserves the right to require employees and students who violate the statutory laws or policies of the college concerning alcohol and drug abuse to take part at their own expense in an appropriate counseling or treatment program as a condition of continued enrollment or employment at the college. The College also reserves the right to establish a program of early intervention in cases where employees are exhibiting behavior normally associated with alcohol or drug abuse.
6. Nothing in this policy may be construed in such a way as to deny any students or employees their rights to due process or any other constitutional or civil protection, nor should anything in this policy be construed in such a way as to conflict with statutory law.

Smoke-Free Campus

Each of Jefferson State's campuses and instructional sites are smoke-free. Smoking is prohibited inside all campus buildings and in the areas immediately surrounding them. Smoking is permitted exclusively in the parking lots inside private automobiles. Appropriate containers for disposing of smoking ma-

terials are provided, and students and visitors are expected to use them.

The use of e-cigarettes and smokeless tobacco is prohibited inside all campus buildings.