

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.

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.
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

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 never the less 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

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 vice president for Student Affairs 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 vice president for Student Affairs or designee is that person designated by the College President to be responsible for the administration of the Code of Student Conduct. The vice president for Student Affairs 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 vice president for Student Affairs 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

1. The vice president for Student Affairs 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 vice president for Student Affairs or designee. The vice president for Student Affairs 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 vice president for Student Affairs 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

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 identification.
 - 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

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 vice president for Student Affairs 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 vice president for Student Affairs or designee may conduct any investigation to determine if the charge has merit. The vice president for Student Affairs or designee may obtain documents and interview those who might have pertinent information related to the vice president for Student Affairs President for Student Affairs or designee may tape record any proceedings associated with the investigation of a charge.
- B. The vice president for Student Affairs 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 vice president for Student Affairs or designee.
- C. Based on the information established during the initial investigation, the vice president for Student Affairs or designee may dismiss the case for reasons of inaccurate charges or insufficient evidence. If sufficient evidence is established, the vice president for Student Affairs 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 vice president for Student Affairs 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 vice president for Student Affairs 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 vice president for Student Affairs 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 vice president for Student Affairs or designee requests a hearing of the charges before the College Conduct Committee, the vice president for Student Affairs 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 vice president for Student Affairs 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 vice president for Student Affairs 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 vice president for Student Affairs 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, vice president for Student Affairs 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 vice president for Student Affairs 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 testimony of witnesses, at the discretion of the 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 vice president for Student Affairs 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 vice president for Student Affairs 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 vice president for Student Affairs or designee shall be authorized

to determine and impose sanctions in the case of administrative disposition. The vice president for Student Affairs 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 vice president for Student Affairs 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

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 vice president for Student Affairs 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, ceiling, 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, GSB 100. 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).