



---

# Student Handbook

## Student Development Services

### Purpose Statement

Student Development Services is a support system to help students in meeting their academic objectives, and at the same time to broaden the student's perspective outside the structured classroom experience. Coordinated by the Vice President for Student Development Services, the following functions serve the student body and complement classroom instruction: Admissions, Career Planning/Counseling, Career Services, Assessment/Testing, Registration, Services for Special Student Populations, Student Activities, Athletics, Intramurals, Residence Life, Student Financial Aid, and Recruitment.

Student Development Services works with students toward their total development-physical, emotional, moral, social, as well as mental-by providing nonacademic experiences and services which aid in total student development and student success. By providing these services, Student Development Services supports the College's mission of providing lifelong educational opportunities, economic growth and a higher quality of life for its students.

In summary, the objectives of Student Development Services support instructional objectives in the following manner:

1. Helping students achieve the highest possible potential beyond a secondary-school level.
2. Emphasizing freedom of choice and decision-making.
3. Emphasizing academic or occupational-vocational work which prepares the student for successful entry into a senior college or university and/or entry into a vocation from which the student may earn a livelihood and gain satisfaction.
4. Stressing the total cooperation between the different facets of education from which the student may be the beneficiary.
5. Assisting occupational-technical students in self-evaluation to determine the most suitable programs to fit their interest and aptitudes.
6. Developing student leadership skills and providing opportunities for student participation in the College's planning and decision-making.
7. Establishing a recruitment program that targets diverse groups.
8. Establishing programs that serve minority groups, at-risk students, women and students with disabilities.

### Visitors

The College welcomes all individuals or groups visiting the campus. Guides will be provided upon request. Check with the receptionist or call the admission offices for a friendly and informed guided tour. The College requires that all visitors register with Campus Safety.

## Campus Facilities

### Food and Snacks

Vending machines with assorted snacks and drinks are available on the Shoals Campus in Buildings 100, 110, 112, 115, 118, 121 and 122. Problems with vending machines should be reported to the Cashier's Office. On the Phil Campbell Campus, vending machines are located in the Student Center, Occupational Building, and the Fine Arts Center, and the cafeteria is located in the student center. Problems should be reported to the Cashier.

### Check Cashing Policy

- Students will be referred to the ATM for cash.
- Faculty and staff will be allowed to cash checks for \$25.00 or less, with a maximum of \$100.00 per month.
- Student checks will be honored for the amount of purchase only.
- No two-party checks will be cashed, except NW-SCC checks of \$25.00 or less.
- Check cashing privileges will be denied after two returned checks.

### Personal Mail

The mailroom will no longer accept incoming or outgoing personal mail effective February 1, 2007. All personal packages or mail delivered to NW-SCC after February 1, 2007, will be returned to the sender.

### Health Services

Medical facilities are not provided on campus for College students. Medical treatment for students and faculty is not to be obtained from the PN instructors, RN instructors or students except when they set up a time and place to check blood pressure or in the case of an emergency. Health services are limited to first aid and the response of advanced life support units from the local hospitals. The College assumes no responsibility for medical treatment to its students. Any accident or injury requiring more than basic first aid treatment is referred to one of the local hospitals or to the student's private physician. The expense of hospitalization or medical treatment will be borne by the student.

For the Shoals Campus, the emergency phone number for the Helen Keller Ambulance Service is 386-4000. This service will transport to Helen Keller, Medical Center Shoals, or ECM Hospital. Limited first aid supplies are located in the Admissions Office on both campuses and in each of the Occupational Program Offices on the Shoals Campus. For the Phil Campbell Campus, the emergency phone number for the Phil Campbell Rescue Squad is 993-4242 or 911.

An optional health/accident insurance plan brochure is available in the Admissions Offices for students and their families. Interested students should contact the Admissions Office on either campus for more information.

## College Bookstore

### Hours of Operation

#### Shoals Campus - Building 100

Monday-Friday 7:30 a.m.-3:00 p.m.

Monday-Thursday 4:00 p.m.-5:30 p.m.

#### Phil Campbell Campus - Building 304

Monday-Friday 7:30 a.m.-3:00 p.m.

Monday 4:00 p.m.-5:30 p.m.

### Methods of Payment

The bookstore accepts Cash, Check, and all major debit and credit cards.

- Make checks payable to NW-SCC.
- Checks will be accepted for the amount of purchase only.
- Two party checks will not be accepted.
- Student ID Card and Driver's License Number should be written on the face of the check.

### Financial Aid Charges

Pell Grant, Scholarships, and other Financial Aid charges are accepted during the first 5-10 days of each semester (check published dates). Dates are posted in the Bookstores and in the course schedule books. A Student ID Card or Driver's License is required to charge to Financial Aid.

### Textbook Refunds

A full refund for books will be granted if:

- Accompanied by a valid sales receipt.
- Returned within the first three weeks of the semester in which they were purchased. (Dates will be posted in the Bookstore).
- New textbooks MUST be in NEW condition, without any markings or highlighting, and without damage to the covers, pages, or binding.
- Used textbooks must be returned in the condition they were purchased.
- Wrapped textbook packages should be returned wrapped with all components intact.

Textbooks purchased using Financial Aid will be credited back to the students account.

Defective textbooks should be returned immediately for replacement. A receipt is required for exchanging defective books.

At the discretion of the College Bookstore, a refund may require that a check be mailed from the college in lieu of cash.

### General Merchandise Refunds

Supplies, equipment, tools, and special orders are non-refundable.

Defective merchandise must be returned immediately for replacement.

NW-SCC apparel may be exchanged with a receipt within 10 days.

### Financial Aid Students (Pell, WIA, TRA, Scholarships, etc.)

- Financial Aid students may take advantage of the pre-purchase program or you must wait until the first day of class to make purchases and should plan accordingly.
- Charges will be accepted only during the first ten days of each semester. Exact dates for charges will be posted in the Bookstore.
- You must present identification, student ID or driver's license, to charge anything in the Bookstore.
- Students are responsible for knowing what books and merchandise can be charged to their particular type of financial aid program.
- Gift items and clothing can not be charged to any type of financial aid.

### Bookstore Pre-purchase Program

The NW-SCC Bookstore is excited to be able to offer a time-saving service to our students who charge books and supplies to any type of financial aid. Since students have to wait until classes begin to charge in the bookstore, long lines are created. To avoid waiting in line the first day of class you can take advantage of our Pre-purchase Program. During early registration, simply bring your schedule to the bookstore, shop for school supplies, and charge them to financial aid. The bookstore staff will give you a receipt and box your purchase. You may pick it up the first three days of class at a location near the bookstore.

### Used Book Buy

At the end of each semester (during final exams) the bookstore offers a used book buy program. This allows students to sell back textbooks to the bookstore. The buy back amount is determined by several factors including but not limited to the use of the book for the next semester and condition of the book. Check with bookstore staff for more details.

### Bookstore Tips

- Notice the signs posted in and around the Bookstore to keep you informed.
- Lines are unavoidable when numerous students need their books at the same time.
- Shop early if possible for a better selection of used books.
- Remember to bring your Student ID Card.
- Bring your class schedule with you to the bookstore to purchase books.
- Books are clearly marked with shelf tags to identify the course in which they are used. Just match the course number to your schedule.
- If you purchase the wrong book, you may return it provided you follow our **refund policy**.
- When a book is listed as optional, we suggest you delay purchasing the book until you have been to class.
- Always keep your receipt.

## Recruitment

The mission of student recruitment is to help make the general public and prospective students aware of the College's many programs which are available to help each individual meet his or her needs. The College is committed to seeking out members of diverse groups and providing an educational environment where opportunities for successful advancement will be available to those who have historically been underserved.

The College representatives provide information to prospective students by working with community and non-traditional groups, visiting high schools, selected clubs and agencies, minority groups, retirees and other citizens in the College service area.

Contact recruitment personnel to arrange for campus tours or visits to area high schools or other community events:  
Shoals 331-5262, Phil Campbell 331-6261

## Counseling Services

### Pre-Admission Services

#### Career Services

#### Testing/Advising Center

The College provides counseling services that:

- Provide admissions information;
- Assist students with development of meaningful educational plans that are compatible with their identified goals;
- Assist students through a system of testing in acquiring appropriate career goals;
- Assist students in making career choices by providing information and assessments regarding various careers;
- Provide services to aid students in their transition and success with their college experience;
- And assist students in dealing with obstacles that interfere with their educational, occupational, social, and personal goals.

The College has a career lab on both the Shoals and Phil Campbell Campuses. In the career lab, various materials are available for the student's personal use, such as Computerized Interest Inventories and Career Explorations Programs, the Directory of Occupational Outlook Handbook, career books, college books, college catalogs, and Occupational Guidance Literature.

### Pre-Admission Services

Entering students may obtain pre-admission services. Counselors will assist students in:

- Selecting a program of study
- Understanding the registration procedures, and academic requirements for University Parallel Programs, Career Programs and Occupational Certificates.
- Using the Statewide Articulation Reporting System (STARS).
- Becoming familiar with the campus and facilities.

## Career Services

The Career Services Office is a network bringing together students and the business/industry community. The mission of this office is to provide assistance in locating and securing employment in the student's field of training or a related field upon graduation, as well as part-time employment while students are pursuing their degree or certificate. Lifetime career services are available to College graduates.

Employers contact the Career Services office on a regular basis in an attempt to hire currently enrolled students and graduates. This office:

- posts current job vacancies (full-time and part-time);
- makes job applications accessible to students at the employers request;
- sends resume referrals to employers;
- assists employers with scheduling interviews;
- and if needed, provides a place on campus to conduct the interviews.

The Career Services office conducts a "Job Seeking Skills" workshop each semester. Topics include resume writing techniques, interviewing skills, and job search techniques.

To be eligible for career services at the College, an individual must be currently enrolled as a degree or certificate seeking student or have graduated from the College in a career program of study.

To register with the Career Services office, currently enrolled students or graduates must complete a registration form and have a current resume on file. The Career Services Coordinator is available by appointment to give individual assistance to students with resume preparation and/or job search techniques.

The College encourages students to keep their file updated with current information.

Monday - Friday 331-6297 (Phil Campbell Campus)  
Monday - Friday 331-5286 (Shoals Campus)

### Testing/Advising Center

The Testing/Advising Center offers general information, testing, advising and early registration for new students. The center assists the Instructional Division of the College in integrating students into an ongoing advising process with faculty to ensure the successful completion of their programs of study.

The College provides various types of testing services which support counseling, educational programs and Workforce Development. Testing services include many national-testing programs such as the ACT, CLEP, GED and WorkKeys

ACT - The American College Test Program is administered on all regularly scheduled national testing dates. Persons desiring more information should contact Student Services for more information.

**COMPASS** - All new students who have not completed college-level English or mathematics courses must take a placement test before registering for classes. The COMPASS test is administered by computer. The results from the placement test help students and their advisors work together to identify skills, strengths, and knowledge in order to succeed in English and mathematics. The COMPASS also helps the College use the results to guide students toward classes that strengthen their current knowledge and skills to ensure educational success. There is an \$8.00 charge to re-test.

**CLEP** - The College Level Examination Program is a national system of credit by examination. The College is an open test center. More specific information on this test may be found in this catalog under the topic "Credit From Non-Traditional Sources."

**GED** - The General Educational Development Test is the standard test of high school equivalency. It is administered every Thursday at the Shoals campus, one day a month at the Phil Campbell Campus. Persons desiring to take the GED must be at least 18 years old, may not be enrolled in regular or secondary day school, and must meet Alabama residency requirements. Applicants' 16 years of age may take the GED, but they must present special documentation. A \$5.00 fee is required for duplicate copies of test scores. Contact the Testing/Advising Center for details.

**WORKKEYS** - WorkKeys assessments are administered as requested by business and industry and local school systems.

The services of the Career Center staff are available to all students enrolled at the College. Students are encouraged to make wise use of these services.

#### **Career Services and Counseling**

Director - Shoals Campus (331-5321)

Asst. Director, Phil Campbell Campus (331-6277)

#### **Testing**

Director of Testing - Shoals Campus (331-5359)

Testing - Phil Campbell Campus (331-6297)

## **Cooperative Education**

Cooperative (Co-op) Education is a program which allows students to gain work experience associated with their fields of study. This plan integrates classroom study with employment and is based on the principle that learning does not confine itself to academic achievement but is equally dependent upon practical experience. Students are placed in industrial, business, educational and governmental positions where they have the opportunity for real-world work experiences.

In addition to work experience gained by the student, the co-op program has a distinct advantage for participating companies. Employers are given the opportunity of having first chance at hiring some of the most knowledgeable and aggressive students which attend specific programs of study. Past experience has shown that these students are very loyal to companies that hire them providing them with an income as they continue their education. In addition, the students are usually hired on a part-time basis and do not incur the cost of hiring full-time employees.

There are two avenues for the student to select from as they enter the co-op education program. Both options have a one (1) credit hour limit per semester with a maximum of three (3) credit hours in two years. They also require employer involvement through employer appraisal sheets submitted at the end of each semester.

The co-op elective option requires a minimum of 20 clock hours per week in the co-op work environment.

The co-op substitution option allows the student to substitute real-world work experiences in their field of study for the required lab classes in their selected program. The student must attend the theory classes and is responsible for all the content material within the lab they are substituting.

For more information, contact the Vice President of Instruction's office at 331-5217.

## **Student Support Services**

The Student Support Services program promotes retention, graduation and transfer by providing counseling, advising, career information, transfer information, financial aid information, tutorial services, study skills enhancement, developmental courses, cultural opportunities, and scholarships to college students from low-income and/or first-generation college homes. Additional information may be obtained by calling 331-5318.

## **Higher One ID Cards and Parking Decals**

Upon registration, students must have a photo taken for the NW-SCC OneCard in the Office of Student Life. NW-SCC OneCards will be mailed to the address on file in the Admissions Office in 7-10 days. ID Cards may be required for admission to campus athletic events, use of the library, and other campus activities. Parking Decals are issued upon registration to the college also. A current parking decal must be displayed on all vehicles parked on campus. Parking Decals are valid from September 1 through August 31 of each year.

1. Students are to carry their cards at all times. When requested by College officials for proper identification, students are to present their cards. Failure to present ID Cards may result in disciplinary action or arrest for trespassing. Student ID Cards are made for personal use only. Students violating the ID Card privileges are subject to probation, suspension, or dismissal.
2. Loss or theft of NW-SCC OneCards should be reported to Higher One immediately via the website at [nwsccone.com](http://nwsccone.com) or by telephone at 1-877-663-5151.
3. Replacement cards cost \$20.00 each upon request. This fee must be paid in the Cashier's Office.

## Refunds to Students

Northwest-Shoals Community College strives to improve the service provided to our students and prospective students. Offering a choice about how to receive financial disbursements from the institution is one recent improvement. In 2006, we partnered with Higher One, a financial services company specializing in disbursement methods. The U.S. Department of Education also recognizes the need for improving disbursement methods and made changes to its policy, 34 CFR 668.164, allowing institutions to require banking information from all students. Beginning in July 2008, Northwest-Shoals will ask students to provide this banking information. The information will be solely used for refund disbursement and remain completely confidential as required by FERPA. All refunds from Northwest-Shoals will now become electronic after July 2008. Students without a bank account will have the option of opening an account to use for all disbursements from the college.

## Tech Prep

**Technical Preparation** (better known as **TECH PREP**) is a course of study that will prepare students for the ever changing technology that will be needed for jobs now and in the future. Students who have elected to take the **TECH PREP** course of study will be enrolled in higher-level academic and vocational courses on the secondary level that will prepare them to enter more advanced courses required by the College.

Students at the secondary level will follow one of the Tech Prep career clusters in preparation for linkage with a selected career path at the College. The articulation agreement between the College and the secondary school will be used in determining course selections at the College. Articulation credit must be requested by the student no later than 16 months after high school graduation. For more information, contact Kym Robinson at 331-5239.

## Learning Resources Center Regulations

### Charging Books and Other LRC Materials

1. A book may be checked out for two weeks on an automated circulation system used by the LRC. A book may be renewed when returned by the student provided that no other students need it. However, one may not renew an overdue book without first paying the fine. No more than 5 books can be checked out by one patron.
2. Reserve reading books are located at the circulation desk. Books on room reserve circulate only in the LRC. Special arrangements must be made with the librarian on duty for permission to keep books longer than the specified periods.
3. Vertical file materials may be checked out for two weeks.
4. Books should be returned to the circulation desk of the LRC during service hours. Materials may be deposited in the book return located outside the LRC during non-College hours.

### Lost Books

1. If a book is lost while it is charged out in a student's name, the student must pay the replacement value of the book. If a book is no longer in print, the replacement value will not exceed a charge of \$25.00. A receipt for payment will be issued by the business office.
2. If the book is found and returned to the LRC, the student's money will be requested for refund from the Business Office upon presentation of the receipt and clearance from the LRC; the student then is liable for the full overdue charge on the book.

### Fines

1. A book or materials in regular circulation carries a fine of \$.10 for each class day it is overdue.
2. Reserve books carry a fine of \$.25 per day overdue.
3. Fines should be paid and all LRC obligations cleared before a student will be permitted to charge out a book or materials. Fines must be paid and all LRC obligations cleared at the end of each term; otherwise, the student will not be permitted to register for further studies with the College.
4. No fine will exceed the original value of the book.
5. Overdue lists are on file and students are notified each term of overdue books.

### Student Rights and Responsibilities

Students have the right to use all the materials held by the LRC, but students have the responsibility to try to use them in such a way that other students may use them also. The following Bill of Rights adequately sums up student rights and duties:

1. Every student has the right to use all the facilities of the library; likewise, he/she has the responsibility to leave the facilities in the same condition for other students in which they were made available to him/her.
2. Every student has the right to study undisturbed; likewise, each student has the responsibility to see that he/she does not infringe on the rights of other students to study undisturbed.
3. Every student has the right to borrow circulating library materials; likewise, he/she has the responsibility to extend the same courtesy to other students, library personnel, and guests to the library.

In keeping with college philosophy, the LRC extends circulation privileges to the people of the surrounding areas. The LRC's hours are posted in the buildings and reviewed in library orientations.

## Intercollegiate Athletics

Northwest-Shoals Community College believes athletics provides a unique contribution to the overall College curriculum in that it promotes growth, awareness towards leadership, character, physical fitness, the importance for life-long participation in physical activity, and enhances the total development and the higher education learning experience for those who engage in the sports and activities provided.

The College supports the need for encouraging the development of programs for the highly skilled student-athlete and will promote a variety of programs, support services and activities, which are necessary to meet the needs of these student athletes. The College is supportive and complies with the regulations of Title IX, offering equal opportunity for all student-athletes.

It is the philosophy of the College to strive to maintain the optimum level of teaching and support from the community, the Alabama College System, administration, faculty, staff and students. The implementation of the Code of Conduct and expectation of high academic and behavioral standards, contributes to an athletic experience of dignity and excellence.

It is with this basic philosophy of purpose that Northwest-Shoals College operates to best accomplish and fulfill the goals of wholesome and desirable experiences for all participants as well as to offer the opportunity for student-athletes of the College to reach and fulfill their full athletic and academic potential.

The College is a member of the Alabama Junior and Community College Conference and the National Junior College Athletic Association. The College provides varsity athletics in men's basketball and baseball; and women's volleyball, basketball, softball, and cheerleading.

Each qualifying athlete, cheerleader or manager is awarded a scholarship covering the cost of tuition, loan of books, and fees for the academic year (not to include the summer) which is subject to renewal for a second year. To remain eligible for athletic competition and scholarship benefits, each person must carry 12 hours each semester and meet the eligibility requirements of the National Junior College Athletic Association and the Alabama State Board of Education.

The coaches are awarded an allotted number of scholarships per sport. Prospective athletes should contact College coaches or the Athletic Office.

As the chief executive officer, the President of Northwest-Shoals Community College delegates administrative authority and the proper budgetary management for intercollegiate athletics to the Athletic Administrator/Associate Dean of Student Development Services and the Vice President of Student Development Services with the final authority and fiscal responsibility retained by the President.

## Student Life

The Student Life program at the College is designed to provide opportunities for students to participate in individual and group-directed educational experiences that are meaningful and enriching to their lives. This program consists of student activities, clubs/organizations and intramurals on the Phil Campbell and Shoals Campuses and housing on the Shoals Campus.

## Student Activities

### Institutional Policy

It is the policy at the College that all student activities and organizations are non-discriminatory in terms of membership and are in full compliance with all requirements imposed by Title VI, Title IX, and the Rehabilitation Act of 1973 as amended.

All extracurricular activities except athletics are under the direct control of the College through the Vice President for Student Development Services. The Dean must approve policies and procedures for control and operation of all clubs, organizations and activities sponsored by the institution. Each campus has a Coordinator of Student Activities to assist the Dean with coordination. The Associate Dean of Student Development Services reports to the Vice President for Student Development Services.

The Student Activities program participates in each semester in yearly events which may include: September Fest, campus cookouts, SGA elections, Mr. & Ms. Northwest-Shoals elections, Homecoming, Halloween contests, National Collegiate Alcohol Awareness Week, Community College Month and Spring Fling - based on student interest.

## Organizations and Clubs

### Phil Campbell Campus

The following clubs/organizations are available:

**Ambassadors** - The Northwest-Shoals Ambassadors are students who help to promote school spirit, assist in receiving guests at official functions, go to area high schools for recruiting purposes, act as hosts to welcome visitors of the administration and faculty, take high school seniors and other interested persons on tours of the campus, and serve at other college and community events. Selection is based on an interview, academic achievement, personality, community involvement and extracurricular activities.

**College Bowl Team** - engages in intercollegiate academic competition with institutions in the Alabama College system: This group is recruited from high school scholars bowl teams and enrolled in Interdisciplinary Studies (IDS) classes on both campuses.

**National Student Nurses' Association** - The Associate Degree Nursing Program offers students the opportunity to join the National Student Nurses' Association (NSNA). The mission of NSNA includes development of leadership skills and promotion of high standards of nursing care including accountability and client advocacy. Membership is voluntary and includes annual dues.

**Northwest-Shoals Community College Alumni Association** - consists of graduates and students, or former students, who have attended the College for at least one semester hour. The association is an advocacy group of the College.

**Nursing Club** - provides opportunity for fellowship, academic, and personal development to its members. Nursing is promoted by class and community involvement.

**Phi Theta Kappa** - Alpha Zeta Iota Chapter is an international honor society that has as its objective the promotion of scholarship and fellowship among students with superior achievement. Students are selected for membership in Phi Theta Kappa based on the completion of 12 semester hours and a cumulative GPA of 3.5 or higher.

**Science Club** - Northwest-Shoals Society for Technology and Science (The Science Club) is organized to promote the academic welfare of students interested in science, medicine, pharmacy, engineering and other technical areas. Members participate during the year in a variety of academic, social, and community service activities such as National Chemistry Week, the Science With Santa Show, National Technology Week, picnics, field trips, meetings featuring outside speakers, and science demonstrations in public school classrooms.

**Student Government Association (SGA)** - represents student views to the college administration and coordinates the student activities program. The SGA serves as an umbrella for all other clubs/organizations on campus. Students must meet qualification requirements to seek positions on the SGA. Positions available each year include President, Vice-President, Secretary/Treasurer and Senators.

The sponsors and student leaders from the campus-based clubs/organizations make up the Student Leadership Councils. These councils are chaired by the Coordinators of Student Activities and meet with the President each year to discuss student and College activities planned and student concerns.

Students have an important role in the College's decision-making process. The Student Leadership Councils serve as advisory groups to channel communication to the College President and other college administrators. Student leaders are appointed as voting members of various standing committees by the College President.

## Shoals Campus

The following clubs/organizations are available:

**Ambassadors** - The Northwest-Shoals Ambassadors are students who help promote school spirit, assist in receiving guests at official functions, go to area high schools for recruiting purposes, act as hosts to welcome visitors of the administration and faculty, take high school seniors and other interested persons on tours of the campus, and serve at other College and community events. Selection is based on an interview, academic achievement, personality, community involvement and extracurricular activities.

**ASHRAE (American Society of Heating, Refrigerating, and Air Conditioning Engineers, Inc.)** - brings students together who are pursuing a career in the field of heating, ventilating, refrigeration and engineering.

**Baptist Campus Ministry (BCM)** - provides the opportunity for Christian growth, fellowship, and service. The BCM is sponsored by the Alabama Baptist State Convention and the Colbert-Lauderdale Baptist Association. BCM is open to all students.

**Circle K** - is the world's premier collegiate organization with a membership of more than 11,000 members on more than 525 campuses around the globe. Circle K is comprised of college students who are responsible citizens and leaders with a lifelong commitment to community service worldwide. The students embrace the youth of the area, helping them become better students and citizens.

**College Bowl Team** - engages in intercollegiate academic competition with institutions in the Alabama College system: This group is recruited from high school scholars bowl teams and enrolled in Interdisciplinary Studies (IDS) classes on both campuses.

**Fellowship of Christian Athletes** - For over 40 years, (Fellowship of Christian Athletes) has presented athletes and coaches the Gospel of Jesus Christ and has grown into the largest, small group, youth oriented ministry in schools across America. FCA is open to all students.

**International Association of Administrative Professionals (IAAP)** - The International Association of Administrative Professionals (IAAP) is a not-for-profit professional association with 600+ chapters worldwide. The association works in partnership with employers to promote excellence. Its members include administrative assistants, executive secretaries, office coordinators, information specialists, and related administrative professionals. The Northwest-Shoals Community College Student Chapter of IAAP is sponsored by the Shoals Professional Chapter. For membership information, please contact Ms. Tywana McClinton, Faculty Advisor at (256) 331-5212 or [mccclinton@nwsc.edu](mailto:mccclinton@nwsc.edu)

**MENC (Music Educators National Conference)** - is open to all students interested in the field of music and music education. Music majors are highly encouraged to participate. Involvement in the MENC is essential for a complete and fulfilling music education experience. Members of the MENC experience music education on a professional level.

**Northwest-Shoals Community College Alumni Association** - consists of graduates and students, or former students, who have attended the College for at least one semester hour. The association is an advocacy group of the College.

**Phi Theta Kappa** - Alpha Sigma Beta Chapter is a national honor society that has as its objective the promotion of scholarship and fellowship among students with superior achievement. Students are selected for membership in Phi Theta Kappa based on the completion of 12 semester hours and a cumulative GPA of 3.5 or higher.

**Science Club** - Northwest-Shoals' Society for Technology and Science (The Science Club) is organized to promote the academic welfare of students interested in science, medicine, pharmacy, engineering and other technical areas. Members participate during the year in a variety of academic, social, and community service activities such as National Chemistry Week, the Science With Santa Show, National Technology Week, picnics, field trips, meetings featuring outside speakers, and science demonstrations in public school classrooms.

**Skills USA** - is a national organization for students enrolled in technical, skilled, and service occupations. It provides quality education, experiences for students in leadership, teamwork, citizenship and character development.

**Student Government Association (SGA)** - represents student views to the college administration and coordinates the student activities program. The SGA serves as an umbrella for all other clubs/organizations on campus. Students must meet qualification requirements to seek positions on the SGA. Positions available each year include President, Vice-President, Secretary/Treasurer and Senators.

The sponsors and student leaders from the campus-based clubs/organizations make up the Student Leadership Councils. These councils are chaired by the Coordinators of Student Activities and meet with the President each year to discuss student and College activities planned and student concerns.

Students have an important role in the College's decision-making process. The Student Leadership Councils serve as advisory groups to channel communication to the College President and other college administrators. Student leaders are appointed as voting members of various standing committees by the College President.

## Fund Raising

All Fund raising activities conducted by student clubs, organizations, and athletic teams must be approved by the President.

## Campus Housing

The College has co-educational dormitory rooms available on the Shoals Campus only. Students should make application in the Student Life Office prior to the semester in which they plan to maintain residence. The contact number is 331-5207.

### General Policy

The Residence Hall policy is based on the theory that students have the right to expect a quiet, clean, safe atmosphere in which they can live, study, and develop as individuals. All students residing in on-campus housing are expected to adhere to this policy.

The College administration realizes that not all individuals can adjust to group living. For this reason and to safeguard the rights and privileges of the majority of the students, the Vice President for Student Development Services reserves the right to dismiss any student from the Residence Hall, based upon misconduct when such action is considered advisable.

The Vice President for Student Development Services coordinates the housing program with the Association Dean of Students and the Coordinator of Student Life and delegates the right to make room assignments, consolidate and relocate residents living in the dormitory whenever necessary for reasons of overall student welfare.

In general, all residents are required to keep their living areas clean and orderly at all times. Rooms may be inspected at any time by the residence life staff or by the Vice President for Student Development Services. Rooms will be inspected to

determine if repair and maintenance are required, if damage has been done to the College property, if proper inventory of College property is being maintained, and if the residents are in compliance with College regulations. Students failing to show proper regard for the condition of their overall living areas will be subject to expulsion from the Residence Hall and will be charged for any damage.

### Responsibility for College Property

At the time that any student assumes residence in the College Residence Hall, the student also assumes responsibility for College property. Occupants may not alter the premises in any way. Damage or defacement to any part of the residence hall, individual rooms, or furnishing must be paid for by the occupant(s). The College reserves the right to inspect the premises at any time for damage, sanitation, or fire hazards. If damage is done to the common premises of the residence hall and the individuals responsible cannot be determined, all residents using that part or portion of the facility will assume a pro-rata share of the damages. Students may not nail, glue, inscribe, or otherwise deface walls, woodwork, doors, windows, or any other College property.

### Quiet Hours

The first step toward success at the College begins with good study habits. Reasonable quiet is expected in the residence hall at all times. Please display courtesy to other students; playing a musical instrument, radio, CD or tape player, or television loudly enough to be heard outside the room is prohibited and will result in the loss of privileges. Quiet hours are every day from 11:00 p.m. until 8:00 a.m. During exam week, all hours are quiet hours.

### Resident Student Conduct

General student conduct is discussed in this catalog under the heading of "Campus Standards and Student Responsibilities". The regulations for all students apply to resident students (where applicable) while they are living in the residence hall. A Residence Life Handbook is provided to each resident with housing regulations, student activities information, and safety issues. Hall meetings are held each term to clarify both publications.

### Disciplinary Procedures

It is each student's responsibility to become familiar with all rules and regulations governing student conduct and action in the residence hall. Any misconduct will be recorded by the residence life staff, who have the day-to-day administrative responsibility over the residence hall. If misconduct persists or if misconduct is severe enough, the residence life staff will report the incident(s) to the Associate Dean of Students, and appropriate action will be taken.

## Policy on 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. For this reason it is the general policy of Northwest-Shoals Community College that no person, company, or other organization will distribute literature, post signs, sell merchandise, or promote religious, commercial, or political activities on the campus of this institution without first obtaining permission from the Vice President for Student Development Services.

### Circulating Petitions

Any Individual desiring to promote petitions of a political, religious, commercial, or other issue-oriented nature will be restricted to a designated area. Petitioning is restricted to one-day with a renewal option on a one-day basis through the Vice President for Student Development Services.

### 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. Political activity will be restricted to one-day with a renewal option on a one-day basis through the Vice President for Student Development Services.

### Distribution of Literature

Distribution of literature is limited to a specific area. A copy of literature to be distributed must be filed with the Vice President for Student Development Services at least two days prior to distribution. All literature must bear the name of the sponsoring organization and/or person. Anonymous literature may not be distributed on campus. Distribution of literature will be limited to one-day and may be renewed on a one-day basis by the Vice President for Student Development Services.

### Guest Speakers

For the purposes of this handbook, guest speakers are persons invited to Northwest-Shoals Community College by a registered student organization or 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. The College has set up the following procedure for guest speakers.

Registered student organizations must obtain the approval in writing of the club advisor and the Vice President for Student Development Services when sponsoring a guest speaker. The organization must obtain and submit the required approval form to the Vice President for Student Development Services 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 Vice President for Student Development Services.

No publicity concerning speakers may be released before approval of a guest speaker has been given by the Vice President for Student Development Services and the event has been scheduled on the college calendar. Room arrangements for meeting with speakers must be made in the Office of the President. 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. Invitation to speakers to speak on campus 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 Public Relations Office at least three weeks prior to the date of the event.

### Poster Registration

Only student organizations chartered by the College or groups authorized by the College administration may advertise through posters and literature.

An exception will be student elections, for which candidates may advertise one week prior to election day. This gives the candidate an opportunity to campaign and present their platform to the student body.

Posters or literature may be placed on campus at locations approved by the Vice President for Student Development Services.

Signs, posters, or literature are prohibited from:

- a. Restrooms
- b. Glass panels, windows, doors and ceilings
- c. Library buildings
- d. Any surface that could be damaged by tape or tacks

No leaflets or pamphlets should be distributed on campus without the approval of the Vice President for Student Development Services.

Under no circumstances may materials be distributed on windshields of vehicles.

All posters that relate to students must be approved with the Vice President for Student Development Services. All posters that are to be displayed must bear a stamp indicating approval. 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 which they are advertising. Lettering will be expected to be clear and uniform, permitting easy readability. The College reserves the right to refuse to register a poster, sign, etc. which is deemed inappropriate for public display.

Event posters should be displayed for a period not to exceed seven days before the event which 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. Nonevent posters also have a seven-day limit.

### **Use of College Equipment of 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 must be secured through the Vice President for Student Development Services.

### **Intramurals**

The Intramural Program on each campus provides opportunities for students to participate in a variety of recreational sports and table games. This program enhances student enjoyment, fitness, and personal skills. Events are held throughout the year including: pool, basketball, ping pong, softball, tennis, flag football, and table games. Staff are designated on each campus to survey student interests, plan activities and implement the programs under the supervision of the Coordinators of Student Activities.

## **Student Rights, Responsibilities and Campus Standards**

### **Student Conduct**

The College assumes that entering students are mature adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach. Students are treated in accordance with this behavior. The College reserves the right to dismiss any student whose on or off-campus behavior is considered undesirable or harmful to the College.

For the protection and convenience of all students and the community, regulations prohibit misconduct on the campus and in the classroom. Students participating in any unauthorized mass demonstration, or whose presence and/or actions constitute or abet a general disturbance, or who fail promptly to obey any order to disperse given by any College official are subject to immediate suspension from the College. A reasonably quiet environment shall be maintained at all times in and around College buildings.

Students conducting themselves in such a manner as to disturb or disrupt a class will be told by the instructor to leave the classroom. The student may return to class as soon as he/she is capable of conducting himself/herself as a mature adult. However, the second such offense would require the student to meet with the Associate Dean of Students and could result in charges being brought against the student by the Vice President for Student Development. Charges against a student must be resolved by a formal due process hearing.

### **Code of Student Conduct**

The publication of this Code of Student Conduct documents the standard of conduct by which students and organizations are expected to abide. Students and organizations shall be aware of the College Code and knowledgeable of the fact that they will be held accountable for compliance with its provisions. By enrollment at and affiliation with the College, a student or organization neither relinquishes the right nor escapes responsibilities of local, state, or federal laws and regulations. The College is committed to maintaining an environment that contributes to its educational mission as well as the safety, health, and well-being of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by the College.

It is assumed that students enrolling in the College are mature and have a desire for constructive learning and are attending with that purpose in mind. Common courtesy and cooperation are expected of all students. Interference, injury, or the intentional attempt to injure or interfere with the personal or property rights of any person-whether a student, visitor, faculty or staff member-or the College itself, is strictly prohibited.

### **Application**

The Code of Student Conduct applies to individual students as well as formal and informal groups either involved in College-related activities or functioning as official representative(s) of the institution. It is applicable to the behavior of students and organizations, both on and off the College campus, which is determined to be incompatible with the educational environment and mission of the College.

### **Academic Honesty**

The College seeks to promote an atmosphere conducive to living and learning. Those conditions and actions which encourage scholarship are applauded; those conditions and actions which deter and discourage intellectual growth and development are deplored. Without academic honesty, there is no scholarship. Without morality, there is no worthwhile knowledge. Therefore, academic dishonesty is defined as follows:

1. Cheating on an exercise, test, problem, or examination submitted by a student to meet course requirements. Cheating includes the use of unauthorized aids (such as crib sheets, written materials, drawings, lab reports, discarded computer programs, the aid of another instructor on a take-home exam, etc.), copying from another student's work, soliciting, giving and/or receiving unauthorized aid orally or in writing, or similar action contrary to the principles of academic honesty.
2. Plagiarism on an assigned paper, theme, report, or other material submitted to meet course requirements. Plagiarism is the act of stealing and using the ideas or writings (phrases or passages) from another and use them as one's own, without indicating that source.
3. Use of texts or papers prepared by commercial or noncommercial agents and submitted as student's own work.

It is recognized that most matters involving academic dishonesty should be handled by the faculty member meeting with the students involved who are in their classes. Consequently, sanctions are determined by the individual faculty member: "F" on an assignment or test, "F" in the course, a stipulation that an assignment or test be redone or retaken, and similar sanctions. A student dissatisfied with such a sanction may appeal through the existing appeal process. (See Disciplinary Procedures)

It is also recognized that some acts of academic dishonesty are of such significant nature as to require some sanctions over and beyond a course grade of "F." Cases involving such acts are referred to the Associate Dean of Students by the Vice President of Instruction or the Vice President for Student Development Services to implement in accordance with college disciplinary procedures.

### Cellular Phones and Pagers

Cellular phones and pagers shall be turned off in classrooms and laboratories.

### Misconduct

The College expects the conduct of each student and organization to be in conformity with standards of common decency and decorum, with recognition of and respect for personal and property rights of others and the educational mission of the College. A student or organization may be disciplined and is in violation of the Code of Student Conduct for the following:

1. The College reserves the right to dismiss any student whose on or off-campus behavior is considered undesirable or harmful to the College.
2. Any student that is a registered sex offender must register with the Chief of Campus Police before attending class.
3. Dishonesty, such as cheating (having in one's possession materials other than those specifically approved by one's instructor during tests), plagiarism or knowingly furnishing false information to the members of the College faculty or to other officers or employees of the College in pursuit of their official duties; (See Academic Honesty)
4. Forgery, alteration, or misuse of college documents, records, or identification;
5. Issuance of worthless checks made payable to the college;
6. Failure to comply with the authority of college officials acting within the capacity and performance of their positions;
7. Violation of written college rules, policies, and regulations; (i.e. use of bottled or canned drinks, food or tobacco products in classroom);
8. Obstruction or disruption of teaching, research, administration, disciplinary procedures, other college activities, or other activities on college premises being conducted by either college or non-college persons or groups; specifically, car radios, or similar equipment must be turned down so they cannot be heard outside of the vehicles (cite Tusculumbia ordinance). Additionally, students may not have cell phones or beepers ringing in class;
9. Destruction, damage, or misuse of college, public, or private property (the student or organization is responsible for any damage done to college property);
10. Conduct in violation of federal or state statutes or local ordinances which threatens the health and/or safety of the college community or adversely affects the educational environment of the College.
11. Conviction of any misdemeanor or felony which adversely affects the educational environment of the College;
12. Obtaining college services by false pretenses including, but not limited to, misappropriation or conversion of college funds, supplies, equipment, labor, material, space, facilities, or services;
13. Hazing, i.e., any mental or physical requirement or obligation placed upon a person by a member of any organization, or by an individual, or by a group of individuals which could cause discomfort, pain, or injury, or which violates any legal statute or college rule, regulation, or policy. Hazing has been defined as, but not limited to, the striking, laying open hand upon, treating with violence, or offering to do bodily harm to a person with intent to punish or injure the individual, or other treatment of a tyrannical, abusive, shameful, insulting or humiliating nature. Hazing is an action taken or situation created to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing is also considered to include the creation of a situation which results in or might result in mental or physical discomfort, embarrassment, harassment or ridicule, including servitude often called "personal favors." Activities of this nature shall be dealt with promptly and sternly;
14. Lewd, obscene, licentious, or indecent conduct or the verbal or written threat of such action against another person;
 

NOTE: The College does not promote or condone the loading and/or display of pornographic, religious, sacrilegious, satanic, nor any other text or graphic that may be deemed offensive on its computer systems. Individuals loading such software, text, or graphics are subject to the disciplinary rules of the College.
15. Possession, while on College-owned or controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instrumentalities;
 

NOTE: Bringing, carrying, or having in possession a **firearm** or **weapon** on campus is strictly prohibited except to those students who are actively engaged in law enforcement and are given a special permit by the President of the College.
16. Possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on College property or at a student or College-sponsored function;

17. Being under the influence of alcoholic beverages or non-prescribed, controlled drugs on college property or at a student or college-sponsored function;
18. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;
19. Filing a false report or knowingly making a false statement about or interfering with the investigation of any situation described in this conduct code;
20. Physical or verbal abuse, threat of violence, intimidation, and physical or mental harassment;
21. Trespassing or unauthorized entry;
22. Entering false fire alarms, tampering with fire extinguisher, alarms, or other equipment;
23. Placement, establishment, or maintenance of any mobile, impermanent, or temporary living quarters on property of the College;
24. Any form of gambling;
25. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and enjoy educational facilities;
26. Any other activity or conduct not specifically stated herein which impairs or endangers any person, property, or the educational environment of the College.

Violations of any of the above will render a student subject to disciplinary action under the procedures which provide for adequate notice and a fair hearing, outlined in this catalog. Penalties for violations may include: reprimand; probation; loss of privileges; suspension; expulsion; and other penalties which may be set forth in college regulations published in this catalog.

Where there has been a serious violation of College regulations and a student's continued presence will materially threaten the welfare of the College, the President's designated representative, may immediately suspend the student. The student shall be entitled to a hearing according to the regular disciplinary procedures.

## Disciplinary Procedures

### Introduction

Students and organizations are given procedural due process in all cases involving formal discipline charges. The Vice President for Student Development Services delegates the handling of college discipline problems to the Associate Dean of Students.

#### I. Responsibility of the Associate Dean of Students

1. The Associate Dean of Students has been charged with administration of discipline.
2. Charges of a disciplinary nature may be preferred against a student or organization by a fellow student or member of the administration, faculty, staff or organization. The one preferring the charge should do so in writing to the Associate Dean of Students.
3. The Associate Dean of Students will notify the student or organization in writing within five days of the specific

charges. The Associate Dean may suspend a student or an organization's charter pending a hearing if the charges so warrant.

4. The Associate Dean of Students shall conduct a thorough investigation of allegations outlined in the complaint. If, in the Associate Dean of Student's opinion, there is sufficient evidence to believe that the student or organization did commit the offense, the Associate Dean of Students will schedule a formal hearing within five days to review and discuss the complaint and evidence. Written notification of sanctions will be administered by the Associate Dean of Students.
5. If the Associate Dean of Students is unable to notify the student or organization with the charges and the place and time of the hearing after a reasonable attempt, the Association Dean of Students may suspend the student or the organization's charter until the hearing is held and a decision reached.
6. Sanctions: A student or organization deemed to be in violation of the Code of Student Conduct by the Associate Dean of Students is subject to one or more of the following sanctions.
  - Exoneration
  - Reprimand. A written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.
  - Restitution. Compensation for damages to property limited to the actual cost of repair or replacement.
  - Probation. This sanction is for a designated period of time which may include exclusion from privileges such as extracurricular activities and/or on-campus driving privileges. Additionally, if the student or organization is determined by any of the disciplinary procedures herein set out to be in subsequent violation of the Code of Student Conduct during the probationary period, the student or organization may be either suspended or expelled.
  - Suspension. Separation from the College for a definite period of time. To qualify for readmission after suspension from the College, approval must be secured from the College Disciplinary Committee.
  - Expulsion. An indefinite termination of student or organization status from the College. Under certain conditions, expulsion could mean permanent severance from the College. To qualify for readmission after expulsion, approval must be secured from the College Disciplinary Committee.
7. If a student or organization so desire, they may appeal any decision of the Associate Dean of Students to the College Disciplinary Committee. Upon appeal of the initial charge, and sanction, the College Disciplinary Committee will hold a hearing. The decision of the committee to the appeal will become official when the student or organization is notified in writing within five days by the Chair of the College Disciplinary Committee.
8. Any student or organization who disagrees with the decision of the College Disciplinary Committee may appeal that decision to the College President. Each appeal must be submitted in writing. A copy of all written documents is archived on file in the Office of the Vice President of Student Development Services.

**II. Students' Rights**

1. The student does not forfeit any of his/her constitutional rights upon his/her entrance into the student body of the College.
2. By virtue of the student's request for admission to the College (via his/her application), he/she is agreeing to abide by the College's rules and regulations.
3. The student or organization may be represented by counsel of his/her choice during the hearing with the Associate Dean of Students and/or the College Disciplinary Committee. The student or organization members will be the only ones to address the Associate Dean of Students or College Disciplinary Committee.
4. Refusal by the student to answer questions shall not be construed as an admission of guilt.
5. A College Disciplinary Committee hearing may be requested by any student or organization to review a decision made by the Associate Dean of Students.
6. The student has the right to appeal the College Disciplinary Committee's decision to the President of the College.

**III. Disciplinary Committee Composition and Responsibilities**

1. The College Disciplinary Committee shall consist of three faculty members, staff as appropriate, and two students appointed by the President of the College in consultation with the Vice President for Student Development Services.
2. The College Disciplinary Committee shall be chaired by a member of the Student Development staff appointed by the President of the College.
3. A quorum will consist of four committee members. Business may not be conducted without a quorum.
4. All College Disciplinary Committee hearings shall be open unless:
  - a. The student requests a private hearing.
  - b. The nature of the hearing is questioning the good name or character of the student.
  - c. If it is construed that campus feelings are so intense that the proceedings could be disrupted.
5. The decision reached by the Disciplinary Committee will be by a majority vote. The chairperson will vote only in case of a tie vote.
6. Copies of decisions and recommendations from the College Disciplinary Committee shall be forwarded to the Vice President for Student Development Services, Chief Instructional Officer, Associate Dean of Students, and President of the College.

**IV. Process of Right of Appeal**

1. The President of the College shall be the final authority in the appeal process.
2. The student may file a written request asking that the President of the College review the decision and recommendations of the Associate Dean of Students and/or the College Disciplinary Committee. The written request must be filed within five days (excluding Saturday, Sunday, and holidays) of the hearing.

**Drug and Alcohol Abuse Prevention Policy**

It is the College's policy for all students and College personnel that the possession of, the distribution of, or the use of drugs and alcohol is prohibited. We are committed to providing a drug-free learning and working environment. We have included in our orientation credit course, which is required of all entering students, a section on drug awareness. The College has and shall maintain a drug-free awareness program as an in-service requirement (annually) to inform employees about:

- A. the dangers of drug abuse in the workplace;
- B. the College's policy of maintaining a drug-free workplace;
- C. any available drug counseling, rehabilitation, or employee assistance program; and
- D. the penalties that may be imposed upon employees for drug abuse violations.

**WARNING:** As set out more fully in Section 5301 of the Anti-Drug Abuse Act of 1988, for anyone convicted of drug distribution or possession, the court may suspend eligibility for Title IV financial aid. Anyone convicted three or more times for drug distribution may become permanently ineligible to receive Title IV financial aid.

**Philosophy**

The College is concerned with both the welfare of the College community and with the academic and personal development of each student. The College strives to create a safe and healthy environment; one in which the high risk of alcohol and other drugs does not interfere with learning, performance and development. Substance abuse disrupts this environment and places at risk the lives and well-being of the members of the College as well as the potential of students for contribution to society. It is important for all members of the College to take responsibility for preventing the illegal or high risk use of alcohol or other drugs from negatively affecting the College's learning environment and the academic physical and emotional well-being of its students.

The College assumes that students are mature adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach. Students must assume responsibility for their own actions.

The College recognizes that the use of drug and alcoholic beverages poses potential risk to the health and safety of members of the College and to the community at large. The College policies and procedures regarding standards of conduct and enforcement; legal sanctions regarding unlawful use, possession or distribution; federal, state, and local ordinances; health risks, and where to get assistance are offered here to serve as a guide in Northwest-Shoals' Drug and Alcohol Prevention Policy.

**I. Policy**

It is the policy of the College that during the month of September of each academic year, information regarding the College's drug and alcohol abuse prevention policy shall be distributed to each student and employee of the College.

Each year, the Student Service Council of the College shall review its Drug and Alcohol Abuse Prevention Program and shall:

1. Determine the effectiveness of its program and report to the President any revisions needed by the program to make it more effective;
2. Ensure that the standards of conduct described in Part II hereof are fairly and consistently enforced; and
3. Submit a written report to the President stating the findings and recommendations of the Team.

The President shall implement such of the Team's recommended revisions as he shall deem appropriate and reasonable.

## II. Standards of Conduct and Enforcement

The College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, the College shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but shall not be limited to, suspension or expulsion. For an employee, such administrative action may include, but shall not be limited to, reprimand, or suspension, or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately cease such behavior and/or leave the premises.

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

## III. Where to get Assistance

Help is available for persons who are in need of counseling or other treatment for substance abuse. Following are several agencies and organizations which can assist those in need of such services.

### A. On-Campus Assistance

On-campus assistance is available at the College for students and employees of the College through the Division of Student Services on both the Phil Campbell and Shoals Campuses. The Campus Assistance Program offers initial assessment and counseling services, information on substance abuse, and assistance in obtaining off-campus community services. Services provided on-campus are free of charge to the student and/or employee. Costs for off-campus services are the responsibility of the recipient. Confidentiality is maintained in accordance with state and federal laws.

### B. National Toll-Free Hotlines

1-800-622-2255  
National Council on Alcoholism

### C. Local Agencies and Referral Numbers

Northwest Alabama Mental Health Center  
1100 7th Avenue  
Jasper, Alabama 35501 387-0541

#### Satellites

Northwest Alabama Mental Health  
71 Carraway Drive  
Haleyville, Alabama 35565 486-4111

Northwest Alabama Mental Health  
409 1st Street S.E.  
Hamilton, Alabama 35570 921-2186

Bradford Health Services 1-800-879-7272

Riverbend Mental Health  
P.O. Box 941  
Florence, Alabama 35631 764-3431

Sunrise Lodge  
1163 Washington Avenue S.W.  
Russellville, Alabama 35653 332-0078

## Tobacco Use Policy

The use of tobacco products is prohibited in all buildings on each campus. No tobacco signs have been placed in classrooms, labs, bathrooms, libraries, and student centers. Designated smoking areas are available outside buildings on each campus.

## Sexual Harassment Policy

**Definition:** Sexual harassment is a violation of Title IX of the 1972 Education Act. Sexual harassment consists of any unwelcome verbal or physical conduct of a sexual nature where submission to such conduct is an explicit or implicit term or condition of employment. Sexual harassment is defined as any behavior of a sexual nature that denies, limits or adversely affects the emotional well being or academic progress of any student enrolled at this institution. In addition, any unwelcome sexual conduct that unreasonably interferes with an individual's performance or creates an intimidating, hostile or offensive working environment can constitute sexual harassment even if it leads to no tangible or economic job consequences. This may include the viewing of sexually offensive web sites on the internet while on College property or in a College sponsored program.

Sexual harassment under any of the above definitions is a violation of school policy at the College and will not be ignored, tolerated, or condoned. The College administration will take all necessary steps to insure that sexual harassment, in either the hostile environment or "quid pro quo" forms, does not occur on campus or at any event/activity sponsored by this College. This policy applies to all members of the College community. Students of the College community are encouraged to promptly report complaints about sexual harassment to the Title IX Coordinator.

## Sexual Assault

1. It is the policy of the College that no student or employee may threaten the health and safety of a member of the College community, of any person on College property, or at a College sponsored or supervised activity, through the commission of sexual assault, including acquaintance/date rape.
2. Definition: The College recognizes and adopts the definition of rape as defined in the Alabama Criminal Code. Additionally, the College acknowledges acquaintance rape in its definition of sexual assault. Acquaintance rape is defined as forced, manipulated or coerced sexual intercourse by a friend or an acquaintance. It is an act of violence, aggression and power in which a victim under protest is forced to have sex through verbal coercion, threats, physical restraints, and/or physical violence.
3. Consideration and rights to be afforded to all campus community members who are victims of sexual assault:
  - a. The right to have all sexual assaults against them treated with seriousness, and the right, as victim, to be treated with dignity;
  - b. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred, and the right to the full and prompt cooperation and assistance of campus personnel notifying the proper authorities;
  - c. The right to be free from pressure that would suggest that the victim: (i) not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials; or (ii) report crimes as lesser offenses than the victim perceives them to be;
  - d. The right to be free from suggestions that sexual assault victims not report, or under-report, crimes because:
    - (1) Victims are somehow "responsible" for the commission of crimes against them,
    - (2) Victims were contributorily negligent or assumed the risk of being assaulted; or
    - (3) By reporting crimes they would incur unwanted personal publicity.
  - e. The right to the full and prompt cooperation from campus personnel in responding to the incident; and
  - f. The right to access counseling services established by the College.
4. Consideration and additional rights to be afforded to campus community members who are victims of sexual assault which occur on college property. After campus sexual assaults have been reported, the victims of such crimes shall have:
  - a. The right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact or proximity with alleged assailants;
  - b. The right to be informed of the disciplinary proceedings as well as the outcome of such proceedings; and
  - c. The same right to assistance, or ability to have others present, which is afforded to the accused during any campus disciplinary proceedings.
5. Disciplinary Action: In addition to any criminal or civil actions which may be pending or in process, the College reserves the right to pursue separate disciplinary action. Persons found responsible for sexual assault may expect disciplinary actions up to and including dismissal from the College. Policies and procedures contained in the Student Code of Conduct will be followed in all disciplinary procedures.
6. The College provides programs to promote awareness of rape, including acquaintance/date rape. Guest speakers such as doctors, law enforcement officers, and crime victim's assistance are invited to campus to speak to students in both small and large group settings. Mandatory residence hall meetings and videos are used to increase awareness.

## Responding to Sexual Assault Cases

1. Immediate Response: College personnel are willing and able to assist victims of sexual assault. The Vice President of Student Development Services and the Chief of Campus Safety should be contacted immediately.
2. Delayed Reports: Victims often delay disclosing information to others about their sexual assault. When a delayed report occurs and the victim is a student, he/she may be referred to the Counseling Center for personal counseling and assistance in reporting the assault to the proper authorities.
3. The Vice President for Student Development Services will ensure that the consideration and rights to be afforded victims of sexual assault, as detailed in the College Sexual Assault Policy, are met. An effort will be made to have two College officials respond to the victim as soon as possible. This will allow one person to provide support and counsel, while the other person contacts appropriate individuals or agencies as needed.
4. All victims of sexual assault will be assisted in contacting appropriate legal authorities or service agencies (see below). Depending on the nature of the situation (i.e., physical and mental condition of the victim, immediacy of incident) and with the input of the victim, one or more of the following entities will be contacted as soon as possible but prior to the College officials leaving the assault victim:
  - a. Rape Response Inc. - Phone 767-1100
  - b. Police Departments
    - Campus Police Main Office - 331-5415
    - Muscle Shoals - 383-6746
    - Tuscumbia - 383-3121
    - Phil Campbell - 993-5313
    - Colbert County Sheriff - 383-0741 or 386-8550
    - Franklin County Sheriff - 332-8811

The responding police officer will investigate the incident, collect any evidence and refer the victim to the appropriate services. An immediate police notification is important so that if the victim wishes to press criminal charges, the evidence at the scene may be preserved.

- c. Hospitals
  - Medical Center Shoals - 386-1600
  - Helen Keller Memorial Hospital - 386-4196
  - Columbia Medical Center - 332-1611
5. Notification of College officials if assault occurs to a student living in College managed housing:
  - a. The Resident Life Manager is notified of assault to victim;
  - b. The Resident Life Manager calls the Coordinator of Student Life and Campus Safety; and
  - c. Coordinator of Student Life calls appropriate support services such as counseling.
6. The Vice President for Student Development Services or designee will determine:
  - a. Additional actions which may be taken to assist the victim in dealing with the aftermath of the incident. For example, contacting faculty members to ask for extensions to complete work assignments and serving as a resource for continued support;
  - b. The need to notify additional College personnel (i.e., administrators, Public Relations, etc.);
  - c. Procedure for further investigation of the incident and possible disciplinary action.

### Sexual Assault Response Team Members

#### Housing

Residence Life Manager	331-5338
Resident Assistant	331-5339

#### Campus Safety

Chief of Campus Police	331-5415
Chief Fiscal Officer	331-6210 Phil Campbell Campus 331-5223 Shoals Campus

#### Counseling Services

Ms. Mary Hawkins	Shoals Campus	331-5330
Ms. Charlene Freeman	PC Campus	331-6277
Ms. Linda Waide	Shoals Campus	331-5321

#### Vice President for Student Development Services

Dr. Karen Berryhill
331-5261 - Shoals Campus
331-6239 - Phil Campbell Campus

## Student Grievance Procedures

### Student Complaints

Students who have complaints concerning the Student Services Department, which include Admissions/Records, Career Services, Counseling, Job Placement, Financial Aid, Recruitment, Athletics or Student Activities, should contact the office of the Vice President for Student Development Services.

Students who have complaints concerning academic issues, should obtain a complaint form from the Office of the Vice President of Instruction.

Complaints will be handled as expeditiously as possible. Normally, complaints by students will be processed within 7 days of the written report up to a maximum of 30 days; however, the student will be notified in writing should the response require a longer evaluation. The response will be made initially from the Department Head/Division Chairperson involved and then from either the Vice President for Student Development Services (student service's issues) or the Vice President of Instruction (academic issues). The President of the College will make the final decision.

The College supports the student's right to file a formal complaint; therefore, assurances are given that no adverse action will be taken against the student. All student complaints and problems will be handled as objectively as possible.

## Student Grievance Procedures Involving Discrimination, Sexual Harassment, and Rights of the Disabled

### Introduction

Any student who has a grievance against any other student or member of the College faculty, staff, or administration concerning any form of discrimination (Title VI, Civil Rights Act of 1964), sexual harassment (Title IX of the Educational Amendments of 1972), violation of the rights of the disabled (Section 504 of the Rehabilitation Act of 1973) or the Americans with Disabilities Act of 1999 should first attempt to resolve the matter with the individual involved. If for some reason resolution of the grievance is not possible, the student should make his/her grievance known to the immediate supervisor of the individual against whom the student has a grievance, and/or to the Vice President for Student Development Services in order to seek informal resolution of the problem.

In the event that the grievance involving discrimination (Title VI), sexual harassment (Title IX), or violation of the rights of the disabled (Section 504) cannot be informally resolved, the formal procedures listed below should be followed. The following procedures attempt to protect the student's rights to file a grievance involving discrimination (Title VI), sexual harassment (Title IX), or violation of the rights of the disabled (Section 504) against students or member of the College faculty, staff, or administration, yet providing the right of due process for the accused. Students and members of the College faculty, staff, or administration are guaranteed procedural due process.

In the event that the Alabama State Board of Education or the Department of Postsecondary Education develops a grievance procedure for the Alabama College System, any portion of the College's grievance procedure which is in conflict with State Board policy shall be severable and superseded by State Board regulations.

## I. Responsibilities of the Vice President for Student Development Services

- A. The Vice President of Student Development Services or his/her designee, as the representative of the President of the College, has the responsibility of officially convening the college Student Grievance Committee for the purpose of dealing with the acts of discrimination (Title VI), sexual harassment (Title IX), or violation of the rights of the disabled (Section 504). (NOTE: In the event that a grievance is filed against the Vice President of Student Development Services, the Vice President of Instruction shall serve in lieu of the Vice President of Student Development Services in the procedural due process outlined.) The Vice President of Student Development Services will convene the college Grievance Committee only after the following procedures have been implemented.
1. Grievance charges made by a student must be submitted to the Vice President for Student Development Services in writing. The grievance must be signed and as detailed as possible.
  2. The Vice President of Student Development Services will notify the student or a member of the College faculty, staff, or administration of the charge(s) against him/her within five days (excluding Saturday, Sunday, and holidays) of the hearing's conclusion.
    - a. The initial presentation may be verbal.
    - b. The Vice President of Student Development Services may suspend the student being charged, or the President of the College or his/her designee may suspend with pay the faculty member, staff member, or administrator being charged until a hearing is held and a decision rendered, if charges so warrant.
  3. The Vice President of Student Development Services may then schedule the time and location of the Grievance Committee session.
  4. If the student or member of the College faculty, staff, or administration who is charged with the grievance so desires, he/she may request a Grievance Committee hearing after initially meeting with the Vice President of Student Development Services.
- B. The Vice President of Student Development Services will make all reasonable attempts to notify the student or member of the College faculty, staff, or administration of the charges against him/her and provide the time, date, and location of the Student Grievance Committee hearing.
- C. If after a reasonable attempt to notify the student, faculty member, staff member, or administrator of the charges against him/her and of the date, time, and location of the Grievance hearing, and the Vice President for Student Development Services is unable to do so, then the student may be suspended. The President of the College or his/

her designee may suspend with pay the faculty member, staff member, or administrator until a hearing is held and a decision rendered.

- D. The Vice President of Student Development Services will review the decision and recommendation(s) of the Student Grievance Committee.
1. The decision of the Grievance Committee shall be official when put into writing by the Vice President of Student Development Services.
  2. The Vice President of Student Development Services as deemed appropriate by the President of the College, shall implement the decision of the Student Grievance Committee.
  3. A copy of the written decision will be forwarded to the President of the College and to the accused within five days (excluding Saturday, Sunday, and holidays) of the hearing's conclusion.

## II. Rights of Students

- A. A student does not forfeit any of his/her constitutional rights upon his/her admission into the College.
- B. A faculty member, staff member, or administrator does not forfeit any of his/her constitutional rights upon employment with the College.
- C. A student or specific class of students who believe they have been subjected to sexual harassment or discrimination prohibited by Title VI, IX, or Section 504, of an act or regulation may file a grievance against an individual, as outlined in Part I.
- D. The accused student may be advised by counsel of his/her choice during the Student Grievance Committee hearing. No more than two counsel per accused may be present during a Grievance hearing.
- E. Refusal by the student to answer questions shall not be construed as an admission of guilt.
- F. The student may appeal the decision of the Student Grievance Committee to the President of the College (See Section IV for procedure.)

## III. Student Grievance Committee Composition and Responsibilities

- A. The Student Grievance Committee shall consist of five members appointed by the Vice President of Student Development Services.
- B. The chairperson shall be the Vice President of Student Development Services or his/her designee.
- C. A quorum shall consist of four members and the chairperson. The hearing may not be conducted without a quorum.
- D. All Student Grievance Committee hearings shall be open unless:
1. The individual(s) charged requests a closed hearing; or the individual(s) complaint requests a closed hearing.

2. The hearing may be closed by the chairperson should the nature of the hearing question the good name or character of a student, faculty member, staff member, or administrator.
  3. If it is construed that campus feelings are so intense that the proceedings could be disrupted.
- E. The decision reached by the Student Grievance Committee shall be by a majority vote.
  - F. Decisions and recommendations will be forwarded to the Vice President of Student Development Services for official confirmation and implementation as noted in Part I-D.
  - G. Decisions and recommendations issued by the Student Grievance Committee shall be implemented within the confines of the laws of the State of Alabama and of the laws of the United States of America.

#### IV. Right of Appeal

- A. The President of the College shall be the appeal authority in upholding, rejecting, or modifying the decision and recommendations of the institutional Student Grievance Committee.
  1. The charged student, faculty member, staff member, or administrator may file a written request with the Vice President of Instruction of the College requesting that the President of the College review the decision of the Student Grievance Committee.
  2. The written request must be filed within five days (excluding Saturday, Sunday, and holidays) of the hearing's conclusion.
  3. The President of the College shall issue his/her opinion to accept, reject, or modify the decision of the Student Grievance Committee within five days (excluding Saturday, Sunday, and holidays) of the appeal.
- B. If the decision of the Student Grievance Committee does not satisfy the complaint and should the grievance allege discrimination (Title VI), sexual harassment (Title XI), or violation of the rights of the disabled (Section 504), the complainant may file a written grievance with:
  1. The Alabama State Board of Education as defined in Section 616, p. 104-105, of the State Policy and Procedure Manual.
  2. The regional office of the Office for Civil Rights of the U.S. Department of Education with 180 days of the act.
  3. The Equal Employment Opportunity Commission within 180 days of the decision issued by the institution.

The College complies with non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964; Title IX Education Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973; and the Americans With Disabilities Act (ADA) of 1990.

For Policy/Grievance Procedure, contact:

#### **Discrimination or Sexual Harassment:**

Dr. Karen Berryhill  
 Vice President for Student Development Services  
 504 Coordinator/Title VI and Title IX Coordinator  
 P.O. Box 2545  
 Muscle Shoals, AL 35662  
 (256) 331-5262

#### **ADA/Special Accommodations**

Ms. Linda Waide  
 Director of Choices  
 ADA Coordinator  
 P.O. Box 2545  
 Muscle Shoals, AL 35662  
 (256) 331-5321

### **Traffic Regulations and Vehicle Registration**

All motor vehicles operated regularly on the campus by students and College personnel must be registered with the College. All operators of automobiles on the campus are subject to the following parking and traffic regulations. (Revisions will be posted.) The College reserves the right to regulate the use of vehicles on both campuses and withdraw the privilege of operating an automobile on both campuses for failure to abide by the regulations or for other good cause.

1. All motor vehicles, including motorcycles, operated on campus by students must be registered once each academic year. Decals are valid from September 1 through August 31.
2. Students will be issued a decal which must be displayed on vehicle.
3. When the owner trades motor vehicles, the currently used motor vehicle should be registered. Replacement decals can be obtained in the Student Activities office.
4. The person in whose name a vehicle is registered, regardless of who is driving, is responsible for all traffic and parking citations on campus.
5. Any student not enrolled in credit classes who will be on campus on a regular basis will be required to purchase a decal from the Student Activities Office.

#### **Parking Violations**

1. Unauthorized parking in areas designated as:
  - a. Faculty/Staff Parking
  - b. Handicap Parking
  - c. Yellow Curb
  - d. Fire Lane
  - e. No Parking Zone
  - f. Reserved Parking
  - g. Visitors Parking
2. Blocking drive or walkway
3. No decal
4. Parking on grass
5. Any area designated by the College

## Other Violations

1. Speeding
2. Running stop sign
3. Littering
4. Loud music

## Penalties

Violators may be ticketed by Campus Safety Officers. Unpaid tickets will result in additional penalties to the students. Grades will be withheld and the student will not be allowed to register until all fines are paid. The school reserves the right to tow violators. A list of fines is available on the College Website. These are subject to change.

The College has implemented a color code system for parking as listed below.

Red	-	Faculty/Staff
Green	-	Visitor
White	-	Students
Blue	-	Handicap
Yellow	-	No Parking

## Reporting Criminal Actions

In the event of a criminal act, notify Campus Safety:

Shoals Campus	627-1526, Ext. 5415
Phil Campbell Campus	412-4731, Ext. 6304

It is the responsibility of the College to investigate an incident or criminal act that occurs on campus and to take proper action. The College will notify and cooperate with other law enforcement agencies when appropriate.

## Campus Security Policies

### A. Reporting Criminal Actions or Other Emergencies

1. It is the policy of the College that any criminal act; act or threat of violence; injury; destruction of college or personal property; traffic accident; or other situation which occurs on any campus of, or any other site operated by, the College, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order be reported to Campus Safety at 627-1526 or to the switchboard at 331-5200 for the Shoals Campus or 331-6200 for the Phil Campbell Campus. If this is unsuccessful, the situation should be reported the Chief Fiscal Officer in Building 100.
2. All witnesses to any situation which fits into any of the above-described categories shall make themselves available to make written statements and otherwise assist college officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any College employee or student to file false report of, knowingly make a false statement about, or interfere with the investigation of, any situation of the nature described in paragraph A.1. above.

3. It shall be the duty of the College, upon its designated official or officials being made aware of any situation of a nature described in Paragraph A.1. above, to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of the College. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of a criminal nature, or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.

### B. Security of Campus Facilities

The College has a security system for monitoring buildings.

## Crime Statistics

As required by Public Law 101-542, statistics will be made available concerning such crimes as murders, rapes, robberies, aggravated assaults, burglaries, and motor vehicle thefts occurring at any College site. Please direct any questions or concerns regarding the College's security policy to the Chief Fiscal Officer, Building 100, Shoals Campus, telephone 331-5223. For Campus Crime Statistics see the internet at [www.nwsc.edu/parking.html](http://www.nwsc.edu/parking.html).

## AS400 and PC Network/Internet Acceptable Usage Policy

### Introduction

The College owns and operates a variety of computing systems which are provided for the use of College students, faculty, and staff in support of the programs of the College and are to be used for education, academic development, and public service only. Commercial uses are specifically excluded. All students, faculty and staff are responsible for seeing that these computing facilities are used in an effective, efficient, ethical, and lawful manner.

These regulations establish rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited, and is grounds for loss of computing privileges, as well as discipline or legal sanctions under Federal, State, and local law.

### Statement of Policy

#### A. Audience and Agreement

1. All users of the College computing systems must read, understand, and comply with the policies outlined in this document, as well as any additional guidelines established by the administrators (AS400 and PC Network) of each system. Such guidelines will be reviewed by the College and may become subject to approval as a college policy or procedure.
2. By using any of these systems, users agree that they will comply with these policies.

**B. Rights**

1. These computer systems, facilities, and accounts are owned and operated by the College. The College reserves all rights, including termination of service without notice, to the computing resources that it owns and operates. These procedures shall not be construed as a waiver of any rights of the College, nor shall they conflict with applicable acts of Law.
2. Users have rights that may be protected by federal, state, and local law.

**C. Privileges**

1. Access and privileges on College computing systems are assigned and managed by the appropriate system administrator. Eligible individuals may become authorized users of a system and be granted appropriate access and privileges by following the approval steps prescribed for that system.
2. Faculty/staff and students may use a lab at any time the facility is not in use. If the lab is in use the permission of the instructor should be obtained. A faculty/staff member or a student should not use a lab if the use monopolizes equipment or disrupts the scheduled use of the facility.
3. Faculty making assignments requiring students to use a computer ( other than classes already scheduled) must make arrangements with the appropriate system administrator.

**D. Responsibilities**

1. Users are responsible for maintaining the following:
  - a) An environment in which access to all College computing resources are shared equitably among users:
  - b) The system administrator of each system sets minimum guidelines within which users must conduct their activities.
2. An environment conducive to learning:
  - a) A user, who uses the College's computing systems to harass, or make defamatory remarks, shall bear full responsibility for his or her actions. Further, by using these systems, users agree that individuals who transmit such remarks shall bear sole responsibility for their actions. Users agree that the College's role in managing this system is only as an information carrier, and that they will never consider transmission through this system as an endorsement of said transmission by the College.
  - b) Many of the College computing systems provide access to outside networks both public and private which furnish electronic mail, information services, bulletin boards, conferences, etc. Users are advised that they may encounter material that may be considered offensive or objectionable in nature or content. Users are further advised that the College does not assume responsibility for the contents of any of these outside networks.

- c) The user agrees to comply with the acceptable use guidelines for whichever outside networks or services they may access through College systems.
- d) Further, the user agrees to follow proper etiquette on outside networks. Documents regarding etiquette are available through system administrators and through specific individual networks.
- e) The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading.
- f) The user agrees that, in the unlikely event that someone does transmit, or cause to be transmitted, a message that is inconsistent with an environment conducive to learning or with a misleading origination, the person who performed the transmission will be solely accountable for the message, not the College, which is acting solely as the information carrier.

## 3. An environment free of illegal or malicious acts:

- a) The user agrees never to use a system to perform an illegal or malicious act. Any attempt to increase the level of access to which (s)he is authorized, or any attempt to deprive other authorized users of resources or access to any College computer system shall be regarded as malicious, and may be treated as an illegal act.

## 4. A secure environment:

- a) Any user who finds a possible security lapse on any system is obliged to report it to the system administrators. The system must not be used until the system administrator has investigated the problem.
- b) Knowledge of passwords or of loopholes in computer security systems shall not be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources or otherwise make use of computing resources for which proper authorization has not been given.
- c) Users are responsible for backup of their own data.

**E. Accounts**

1. All accounts allowing access to the College computer resources must approve by the appropriate system administrator including the issuing of passwords.
2. In the event an individual is no longer employed by the College it is the responsibility of the employee's supervisor to notify the appropriate system administrator to close the former employee's account.
3. Users may not, under any circumstances, transfer or confer these privileges to other individuals. Others shall not use any account assigned to an individual without written permission from the system's administrator. The authorized user is responsible for the proper use of the system, including any password protection.

