

# 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. The following functions serve the student body and complement classroom instruction: Admissions, Career Planning/Counseling, Career Services, Adult Education/GED Testing, Registration, Services for Special Student Populations, Student Activities, Intramurals, 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 Policy

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 Police.

## Inclement Weather Procedures

When inclement weather or other conditions indicate that the College needs to close, Closing information is posted on the College's website, College's social media sites and sent to local radio and television stations before 6:30 a.m. for day classes and before 4:00 p.m. for evening classes.

### Patriot Alert - Northwest-Shoals' Emergency Notification System

Northwest-Shoals Community College utilizes "Patriot Alert," the new emergency alert and notification system. Patriot Alert delivers messages in the event of an emergency to students, faculty members, and staff. This will be the best source for timely information and instructions on what to do in the event of any campus emergency (college closing, delay in opening, etc.).

Students no longer need to rely on the media, calls to the college or friends, or coming to the campus to learn about the adverse impact on campus operations due to severe weather, power outages, criminal activity, threats, or other emergency situations. Signing up for Patriot Alert will ensure that this information is automatically delivered to the email addresses and phone numbers (by voice and/or text message) that students provide within moments of any such alerts being sent by the college. Patriot Alert provides this important information directly from authorized members of the college's administration and security personnel. The Patriot Alert is the official source of the most accurate and current information.

**Please follow the simple steps below to log-in to your private Patriot Alert "Dashboard" and enter your contact information.** Please be assured that all contact information provided will be kept confidential, safe, and secure, and will never be used for any purpose beyond the authorization given by the student. The student information is for the official use of Northwest-Shoals Community College's emergency alert system only and is never shared with any third parties.

To log-in and access the NW-SCC SchoolCast Dashboard account, go to the following secure web-site: <https://www.myschool-cast.com/go/nws>

### Identification Cards

New students must have a photo taken for the BankMobile Card upon registration. ID Cards may be required for use of the library and other campus activities. The following regulations apply to the ID Card System:

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 cards should be reported to the Student Success Center, Shoals Campus; Cashier's Office, Phil Campbell Campus; or Higher One.
3. Replacement ID Cards cost \$20.00 each.
4. Temporary ID cards are \$5.00 and valid for 30 days.

## Vehicle Registration/Parking Decals

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. Cost of decal for FA/SP is \$8.00, SU \$4.00 and is included in the NW-SCC fees during registration of classes
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 Cashier's 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 Cashiers Office.
6. State law - mandatory insurance

### **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
5. Tobacco use/Smoking
6. Firearm/Weapons

### **Penalties**

Violators may be ticketed by Campus Security. 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. Any student wishing to appeal a fine arising from the finding of a parking violation under this policy may do so with the Assistant Dean, Tom Carter.

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

## **Crime Reporting and Timely Warnings**

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

Shoals Campus	256.627.1526
Phil Campbell Campus	256.412.4731

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.

Numerous and diligent efforts are made to advise members of the campus community of crime-related problems. It is the duty of the college to inform students of threatening situations, in a timely fashion. The campus police, the office of the Chief Fiscal Officer and public relations will release information which can be used by students and other college community members to reduce their chances of becoming victims. This information will be released via the Patriot Alert and flyers will be posted at visible locations throughout the College.

## Student Resources

### College Bookstore

**Hours of Operation** (subject to change)

#### **Shoals Campus - Building 101**

Phone:	256.331.5227
Monday-Thursday	7:30 a.m.-5:30 p.m.
Friday	7:30 a.m.-11:30 a.m.
Website:	www.nwscshop.com

#### **Phil Campbell Campus - Building 304**

Phone:	256.331.6213
Monday-Thursday	7:30 a.m.-4:30 p.m.
Website:	www.nwsc-pcshop.com

### **Methods of Payment**

The Bookstore accepts cash, check, gift cards, MasterCard, Visa, Discover, American Express, and PayPal.

- Checks will be accepted for the amount of purchase only.
- Third Party checks will not be accepted.
- Student ID or driver's license is required when writing a check.
- Checks should be made payable to NW-SCC Bookstore.
- Refunds will be credited in the same form as payment method. Example: Purchase made with credit card will be returned to credit card.
- Refunds for purchases paid by check are subject to a 15 day waiting period from time of purchase.
- Financial Aid credits will be returned to student account or Higher One card.

### **Textbook/Course Material Refund Policy**

Textbooks and course materials in resalable condition may be refunded with a receipt within seven (7) calendar days from the start of classes or within two (2) days of purchase thereafter, including summer terms. Textbooks and course materials purchased during the last week of classes or during exam week are not eligible for return.

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

## General Merchandise Refund Policy

Non-textbook items may be refunded or exchanged within 30 days of the sale with the original receipt, providing the merchandise is in resalable condition. Items must contain all original packaging and accessories.

Defective merchandise must be returned immediately with a receipt for a replacement.

Computer software, CDs and DVDs may be returned providing they are unopened and shrink-wrapped.

## Financial Aid Students (Pell, WIOA, TAA, Scholarships, etc.)

- Charges will be accepted for a limited time each semester. Exact dates for charges will be posted in the Bookstore.
- Picture ID (student ID or Driver's License) is required for all financial aid charges.
- Students are responsible for knowing what books or 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.

**Rental and digital** options are available on many textbooks and more are being added every semester. See bookstore staff for details.

## Book Buyback

The Bookstore buys books back every day. The buyback amount is determined by several factors including but not limited to the use of the book for the next semester and the condition of the book. Buyback amounts cannot be determined over the phone. See bookstore staff for details.

## Bookstore Tips

- Always keep your receipt.
- Notice signs posted in and around the Bookstore to stay informed about key information.
- Shop early if possible for a better selection of used books.
- Always bring your Student ID.
- Bring your class schedule with you to ensure that you purchase the correct books.
- Books are labeled with tags that include class information. Just match the course number to your schedule.
- If you purchase the wrong book you may return it provided you follow the refund policy.
- When a book is listed as optional you may want to go to class before purchasing it.

## Student Success Services

The College provides counseling services that:

- 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.

Student Success and Career Centers are located on both the Shoals and Phil Campbell Campuses. Various materials are available for the student's personal use, such as Computerized Interest Inventories and Career Explorations Programs, college catalogs, and Occupational Guidance Literature.

## Career Services

Career Services provides assistance to students in locating and securing employment upon graduation, as well as part-time employment while they are pursuing their degree or certificate.

Career Services includes assistance with career interest inventories, resume preparation, employment applications and the development of interview skills.

Employers contact Career Services to hire currently enrolled students as well as graduates. Career Services personnel:

- Post job vacancies;
- Make job applications accessible to students upon employers' request;
- Send resume to employers;
- Assist employers with scheduling interviews.

Each semester, Career Services conducts a "Job Seeking Skills" workshop. Topics include resume writing, job search information, employability skills, and interviewing skills.

Students must be currently enrolled or Northwest-Shoals graduates and must complete a registration form and have a current resume on file to be eligible to register with Career Services. The Career Services staff is available by appointment for individual assistance.

Students are encouraged to keep their files current.

Contact:

Phil Campbell Campus	256.331.6297
Shoals Campus	256.331.5375

## 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's Office at 256.331.5217.

## **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 7 books can be checked out by one patron.
2. Reserve 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. 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.

## **Student Success Center**

The Student Success Center offers seminars and workshops in conjunction with the Student Success course to address issues related to the affective needs of students including but not limited to time and money management, test and study skills, navigating through NW-SCC, and college transfer. Additionally, Student Success Coaches serve as one-on-one mentors for new, transitional, probationary, and faculty-identified students. Coaches communicate with students to serve as academic coaches, accountability partners, and significant connections to the College for identified students. The Student Success Center provides:

- New student mentoring
- Student Success Workshops (ex. Financial aid, goal setting, college transfer, career preparation)
- Career planning
- Study rooms
- Tutoring rooms

The Student Success Center is located on the Shoals Campus, Building 100, Room 117, and on the Phil Campbell Campus, Building 306, Room L. Contact information: Muscle Shoals Campus – 256-331-5207, Phil Campbell Campus – 256-331-6353

## **Advising**

The Advising Center is located on the Shoals Campus in the Administration Building (Building 100) and offers general information, 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. For more information, contact the Advising Center at 256-331-5221.

## Student Support Services

The Student Support Services Program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education. Student Support Services (SSS) also provides limited scholarships to current SSS participants who are receiving Federal Pell Grants. The goal of SSS is to increase the college retention, transfer, and graduation rates of its participants and help students make the transition from one level of higher education to the next. To qualify for services, students must be a U.S. citizen, first generation (neither parent graduated from a four-year college), of limited income, or have a documented disability in the NW-SCC ADA office. Specific services include but are not limited to tutoring, career planning and interest inventories, assistance with transfer and campus visits, academic advising and priority registration for continuing participants, financial aid planning and scholarship searches, and consideration for direct financial assistance. Application for the program may be made on-line or in the offices located on both campuses. Additional information may be obtained by calling 256-331-8057 on the Shoals Campus or 256-331-6235 on the Phil Campbell Campus.

## Workforce Development Center

### **Testing**

The Testing/Advising Center is located on the Shoals Campus in the Workforce Development Center (Building 127) and 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, SAT, ACCUPLACER, CLEP, GED and WorkKeys.

**ACT** - The American College Test Programs are administered on all regularly scheduled national testing dates. Persons desiring more information should contact Student Services.

**ACCUPLACER** - All new students who have not completed college-level English or mathematics courses must take a placement test before registering for classes. The ACCUPLACER 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 ACCUPLACER 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 a charge to re-test. For more information see page 26.

**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 weekly 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 Workforce Development Center staff are available to all students enrolled at the College. Students are encouraged to make wise use of these services.

Contact Information:

Muscle Shoals Campus – 256-331-5282

Phil Campbell Campus – 256-331-6297

### **Additional Information**

The Workforce Development Center offers additional workforce training for citizens of the Northwest Alabama community. For more information on the college's "Ready to Work" program or to prepare for the "Career Ready Alabama" certificate, call 256.331.5248.

## 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.

## 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 are under the direct control of the College through the Assistant Dean. The Assistant 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 Assistant Dean with coordination. The Assistant Dean reports to the Vice President.

The Student Activities program offers events for students to participate in each semester which may include: campus cookouts, SGA elections, Mr. & Ms. Northwest-Shoals elections, 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.

**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.

**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.

**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.

**Revive College Ministry** - The Northwest-Shoals Revive College Ministry is organized to reach others for Christ. To provide a time of Christ-centered fellowship, to study His Word, and to learn how to follow Jesus in everyday life. Revive is open to all.

**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.

**Art Club** - seeks to be an active part of the rich local art community and enhance the cultural awareness of its members.

**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.

**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.

**English Club** - provides an enjoyable and inviting atmosphere for students sharing common interests in English, literature, writing, journalism, and/or humanities. Club members participate in a variety of college activities, fundraisers, and community events

**Math Club** - an organization to promote interest and excitement about mathematics in a friendly, collaborative environment. Members participate in a variety of college activities, fundraisers, and community events.

**Mu Alpha Theta** - Mu Alpha Theta is a National Two-Year College Mathematics Honor Society that is dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics. Students apply for membership and are selected based on their completion of either MTH 112 or MTH 110 with

a B or higher average and all other math courses beyond MTH 110/112 should comprise a math GPA of 3.0 or higher. Some of the activities that our students are involved in are as follows: competing in state AMATYC math competitions, promoting mathematics in our community by hosting math tournaments for area high schools, celebrating Pi Day with fellow students, and assisting with our STEAM programs such as BEST Robotics.

**Multicultural Club** - develops students' awareness of diverse cultures within our community. The club is open to all students interested in exploring new cultural traditions, community development, and interaction with students from dissimilar backgrounds.

**NW-SCC Fishing Club** - competes in various collegiate fishing tournaments throughout north Alabama.

**Patriots for Christ** - Seeks to be a shining light for Northwest-Shoals Community College and to provide a spiritual support system to all searching for a closer relationship with God and the truth about His Word.

**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.

## Fundraising

All fund raising activities conducted by student clubs and organizations must be approved by the President.

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.

## Campus Facilities

### **Food and Snacks**

Vending machines with assorted snacks and drinks are available on the Shoals Campus in Buildings 100, 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**

- Student checks will be honored for the amount of purchase only.
- No two-party checks will be cashed, except NW-SCC checks of \$10.00 or less.
- Check cashing privileges will be denied after two returned checks.

### **College Email**

Northwest-Shoals Community College supplies all students with an NW-SCC email account. Communication from the College will be transmitted through this account. To activate, students should visit the [www.nwsc.edu](http://www.nwsc.edu) and follow directions posted on the homepage.

### **Personal Mail**

The mailroom does not accept incoming or outgoing personal mail. All personal packages or mail delivered to NW-SCC 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 256.386-4601. 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 205.993.4242 or 911.

## **Student Insurance Benefits**

### **ELIGIBILITY**

All eligible students of Northwest-Shoals Community College are covered for the activities while under the care and direction of the school with the exception of Dual Enrollment/Dual Credit.

### **POLICY EFFECTIVE DATE**

The Policy is effective from August 16, 2018 to August 16, 2019.

### **MEDICAL EXPENSE BENEFITS**

If the Insured Student incurs eligible expenses as the result of a covered injury, directly and independently of all other causes, the Company will pay the charges incurred for such expense within 52 weeks, beginning on the date of accident. Payment will be made for eligible expenses not to exceed \$10,000. The first such expense must be incurred within 60 days after the date of the accident. "Eligible Expense" means charges for the following necessary treatment and service, not to exceed the usual and customary charges in the area where provided, including:

- 1) Medical and surgical care by a physician;
- 2) Radiology (X-rays);
- 3) Prescription drugs and medicines;
- 4) Dental treatment of sound natural teeth;
- 5) Hospital care and service in semi-private accommodations, or as an outpatient;
- 6) Ambulance service from the scene of the accident to the nearest hospital;
- 7) Orthopedic appliances necessary to promote healing.

### **CLAIM PROCEDURE**

In the event of an accident, the student should:

- 1) Report immediately to the nearest doctor or hospital.
- 2) A completed claim form is required for each accident in order to process the claim. Secure a claim form from the cashier's office or online at [www.studentplanscenter.com](http://www.studentplanscenter.com). Complete and sign the claim form, attach all medical and hospital bills and mail to the Plan Underwriter below.

For a detailed brochure on the NW-SCC Student Insurance Policy, please contact the NW-SCC Cashiers' Office at 256.331.5226 (Shoals Campus) or 256.331.6382 (Phil Campbell Campus).

## **NW-SCC Policies**

### **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 Police at 256.627.1526, Shoals Campus or 256.412.4731, Phil Campbell Campus. If this is unsuccessful, the situation should be reported to the President's Office.
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.
4. Firearms/weapons of any kind are prohibited on all properties of NW-SCC. Violation of this policy will result in being trespassed from the campus and may result in arrest.

#### **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.

In compliance with the Clery Act, the following are statistics relating to incidents occurring on the campuses of Northwest-Shoals Community College for the academic years September 1, 2015-August 31, 2017:

Crime Classification	Shoals Campus			PC Campus		
	2015	2016	2017	2015	2016	2017
Murder	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	1	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Liquor Law Violations	1	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0

Please direct any questions or concerns regarding the College's security policy to the Director of Safety and Security, Shoals Campus, telephone 256-331-5415. For Campus Crime Statistics see the internet at [www.nwsc.edu/parking](http://www.nwsc.edu/parking).

### Children on Campus Policy

Students, faculty and staff are expected to arrange childcare through personal means; however, special needs may arise for the control and placement of children during College activities. Unsupervised children on campus should be reported to Campus Safety or the appropriate supervisor. Children are expected to be under the direct supervision and control of the parent, guardian, or adult who has brought the child onto College property.

Students requesting a child be allowed to attend class should address the individual instructor. Each instructor will make the determination on the appropriateness of such attendance. This occurrence should not be routine and is discouraged to the extent possible. A child who is sick should not be allowed to attend class.

### NW-SCC Clean Air Policy

Northwest-Shoals Community College (NW-SCC) is committed to providing a safe and healthy environment for its employees, students and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, in light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco products are significant health hazards, it is the intent of the College to establish a smoke-free environment on its campuses and in its college-owned vehicles. Consequently, the use of tobacco smoking products, including the carrying of any lighted smoking instrument, in College buildings or upon other College premises or inside College-owned, rented or leased vehicles, is prohibited. For the purposes of this policy, a "tobacco product" is defined to include any lighted cigarette (including electronic cigarettes), cigar, pipe, bidi, clove cigarette, and any other smoking product. All College employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times. Any College employee or student found to be in violation of the clean air policy will be subject to a monetary fine. Tickets will be issued by campus police officer

for violations. Monetary fines will be imposed as listed below, depending on whether the offender is an employee or student. Any visitor or contractor found to be violating this policy shall be asked to discontinue the disallowed activity, and any failure by a visitor or contractor to discontinue the disallowed activity after being requested to do so shall result in the visitor or contractor being escorted off the college premises by campus police. NW-SCC will continue to uphold the current policy that the use of ALL tobacco products is prohibited in all buildings on each campus. Failure to adhere may result in the below listed fines.

#### **Student Fines**

Any NW-SCC student found to have violated this policy shall be subject to the following fines: 1st ticket - Warning, 2nd ticket - \$25.00 fine. All fines must be paid within 7 days of ticketing. Fines that are not paid within the 7 days shall automatically double in amount. A student who has a pending fine or fines may not register for classes nor have transcripts released until all fines are paid in full. Any student wishing to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the Assistant Dean, Tom Carter.

#### **Employee Fines**

Any NW-SCC employee found to have violated this policy shall be subject to the following fines: 1st ticket - Warning, 2nd ticket - \$25.00 fine. All fines must be paid within 7 days of ticketing. Fines that are not paid within the 7 days shall automatically double in amount. Any employee wishing to appeal a fine arising from the finding of a violation of this policy may do so with the Vice President's Office. With the exception of advertising in a newspaper, magazine, or similar publication that is not produced by NW-SCC, no tobacco-related advertising or sponsorship shall be permitted on college campuses or at college-sponsored events. No tobacco-related advertising or sponsorship shall appear in any publications produced by the College or by any club or association authorized by NW-SCC. For the purposes of this policy, the term "tobacco-related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors or any other indicia of product identification identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

### Substance 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:

- the dangers of drug abuse in the workplace;
- the College's policy of maintaining a drug-free workplace;
- any available drug counseling, rehabilitation, or employee assistance program; and
- 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 Coordinator of Student Success 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, probation, 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, be trespassed by Campus Safety or arrested.

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  
205.387.0541

#### Satellites

Northwest Alabama Mental Health  
71 Carraway Drive  
Haleyville, Alabama 35565  
205.486.4111

Northwest Alabama Mental Health  
409 1st Street S.E.  
Hamilton, Alabama 35570  
205.921.2186

Bradford Health Services  
1.800.879.7272

Riverbend Mental Health  
P.O. Box 941  
Florence, Alabama 35631  
256.764.3431

Sunrise Lodge  
1163 Washington Avenue S.W.  
Russellville, Alabama 35653  
256.332.0078

## **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 Assistant Dean. All requests must be in writing and submitted to the Assistant Dean at least five (5) business days before the event.

### **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.

### **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.

### **Distribution of Literature**

Distribution of literature is limited to a specific area. A copy of literature to be distributed must be filed with the office of the Assistant Dean 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.

### **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 Assistant Dean when sponsoring a guest speaker. The organization must obtain

and submit the required approval form to the Assistant Dean 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 Assistant Dean.

No publicity concerning speakers may be released before approval of a guest speaker has been given by the Assistant Dean 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 and Television Monitor Ads**

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 Assistant Dean.

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 flyers or pamphlets should be distributed on campus without the approval of the Assistant Dean.

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

All posters that relate to students must be approved by the Assistant Dean. 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 11" x 17"; 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 or Facilities**

Individuals are prohibited from unauthorized use of the College's equipment or facilities. Equipment may include but is not limited to copiers or duplicating equipment. Authorization for such must be secured through the Vice President's Office.

### **Policy on Intellectual Property Rights**

Based upon the State Board of Education policy 321.01: copyright, Trademark, and Patent Ownership, it is the policy of NW-SCC that in a situation where a student or college employee develops an intellectual property, and such development arises in whole or in part from the use of college resources (including the work time of any college employee), the College shall have complete and exclusive ownership of all resulting copyrights and/or patents. However, it shall be the policy of NW-SCC that in such a situation, the employee/student who develops the textbook, workbook, technology, or other product shall be entitled to a designated share of any royalties or license fees received by the College from such a copyright or patent, provided that prior to the development of the respective product, there shall be a contract executed between NW-SCC and the employee by which the employee will be authorized to use the resources of NW-SCC in the product's development. In particular, the contract shall specify:

- A. The nature, scope, type, and number of NW-SCC resources which are anticipated to be used in the product's development.
- B. The proportionate share of royalties or fees which the employee/student shall be eligible to receive and shall further specify the types of documentation to be provided to the College as to what College resources were used and what outside resources were used to develop the product.
- C. That the portion of any royalties or fees to be received by the employee/student must have a direct relationship to the verifiable amount of the employee's/student's personal time, resources, and/or funds which are to be used in the product's development, as compared to the verifiable amount of all time, resources, and funds to be devoted to the development of the product.
- D. That any compensation to the employee/student arising from the development of the product must be made from proceeds derived directly from the publication, manufacture, sale, lease, or distribution of the products, and not from any State or Federal funds.
- E. That the contract does not provide an exemption from, and does not imply compliance with, the Alabama Ethics Law, and that it shall be subject to the scrutiny of the Alabama Ethics Commission, which shall be provided with a copy of the contract.
- F. That prior to the payment of any compensation to any college employee/student under a contract of the type described above, such contract or payment must be approved in writing by the appropriate dean level administrator.

All revenue derived from the creation and production of intellectual property by any NW-SCC employee/student, which is not designated as the employee/student share, shall

be placed into the College's general fund to cover the cost of the College resources which were used in the development of the product.

Any NW-SCC employee/student who is interested in entering into an agreement with the College for the development of any intellectual property subject to this policy shall begin the process by submitting to the appropriate dean a written proposal which describes in detail the proposal, and which contains a list of all anticipated college resources needed for the development of the product as well as all resources to be provided by the employee or any other person or source other than the College.

### **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.

#### **F. Confidentiality**

The College reserves the right to access all information stored on College computers without notice. File owners will be notified of file access and/or maintenance, in advance, if such notice is practical. When performing maintenance, every effort is made to insure the privacy of a user's files. However, if policy violations are discovered, they will be reported immediately to the appropriate systems administrator.

#### **G. System Usage**

Electronic communications facilities (such as e-mail) are for College related activities only. Fraudulent, harassing or obscene messages and/or materials are not to be sent or stored.

#### **H. System Performance**

No one should deliberately attempt to degrade the performance of a computer system or to deprive authorized personnel of resources or access to any College computer system.

#### **I. Unauthorized Access**

Loopholes in computer security systems or knowledge of a special password should not be used to damage the computer system, obtain extra resources, take resources from another user, gain access to systems or use systems for which proper authorization has not been given.

**J. Copyright**

Computer software protected by copyright is not to be copied from, into, or by using campus computing facilities, except as permitted by law or by the contract with the owner of the copyright.

Peer-to-Peer file sharing is prohibited by Northwest-Shoals Community College

College networks and equipment may not be used to violate copyright laws. The unauthorized reproduction of copyrighted materials, including illegal downloading or sharing of copy righted music, movies, books, etc., is a serious violation of NW-SCC's Network Usage Policy as well as U.S. Copyright Laws.

**Summary of Civil and Criminal Penalties for violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

**K. Violations**

Appropriate disciplinary action will be taken against individuals found to have engaged in prohibited use of the College AS400 or PC network/internet resources. The following sanctions could be imposed for a violation of any of the policies and procedures stated herein.

1. Immediate loss of access.
2. Additional disciplinary action to be determined by the college in line with existing policies.
3. Legal action, when applicable.

**L. Additional Guidelines**

System administrators will establish more detailed guidelines, as needed, for specific computer systems and networks. These guidelines will cover such issues as allowable connect time and disk space, handling of unretrievable mail, responsibility for account approval and other items related to administering the system.

**Violence Against Women's Act Policy**

Northwest-Shoals Community College follows the regulations of the Violence Against Women Reauthorization Act ("VAWA") under the Campus Sexual Violence Act ("SaVE Act") provision, Section 304.

Under VAWA, Northwest-Shoals Community College requires:

- Reporting of domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
- Adopting certain student discipline procedures, such as for notifying purported victims of their rights; and
- Addressing and preventing campus sexual violence.

VAWA's SaVE Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. VAWA's SaVE Act provision adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery.

Parsed for clarity, these offenses are defined:

1. "Domestic violence" includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
2. "Dating violence" means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
3. "Stalking" means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

In addition, prevention training is provided for students in the College's Student Success class as well as mid-day seminars throughout the semester.

**Sexual Harassment**

**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

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.

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.

Consideration and rights to be afforded to all campuses 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 contributively 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.

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.

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.

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 Assistant Dean 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 Assistant Dean 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 256.767.1100
  - b. Police Departments
    - Campus Security Main Office - 256.627.1526
    - Muscle Shoals - 256.383.6746
    - Tuscumbia - 256.383.3121
    - Phil Campbell - 205.993.5313
    - Colbert County Sheriff - 256.383.0741 or 256.386.8550
    - Franklin County Sheriff - 256.332.8811

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 - 256.386.1600
    - Helen Keller Memorial Hospital - 256.386.4196
    - Russellville Hospital - 256.332.1611
5. The Assistant Dean 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

#### Campus Security

Director of Campus Security - 256.627.1526  
 Office of the President - 256.331.6211 Phil Campbell  
 256.331.5215 Shoals  
 Crystal Reed - 256.331.5249

#### Counseling Services

Ken Brackins - PC Campus 256.331.6242  
 Kim Tucker - Shoals Campus 256.331.8060

### Restroom Policy

Restrooms and locker rooms are designated separately for women or men unless otherwise posted. Any individual using the other biological gender's restroom or locker room shall be subject to discipline. If unisex or separate facilities are available, they may be offered as an alternative for the transgender individual.

### Services for Persons with Disabilities

The College has the following physical facilities for disabled students:

1. All parking lots have designated parking areas equipped with wheelchair ramps and guard rails.
2. Restrooms are equipped with holding rails and stalls large enough to accommodate wheelchairs.
3. All buildings have elevated entrances to accommodate wheelchairs.
4. Drinking fountains and lavatories are designed to accommodate wheelchair persons.
5. The residence hall facility has rooms designated to accommodate the physically challenged.

All programs and facilities are available for qualified disabled applicants. Career guidance is available to assist disabled applicants in selecting a program in which they can be reasonably sure of success. Counselors and academic advisors will assist applicants in selecting an appropriate program of study. If needed, appropriate accommodations are available for disabled students through the ADA office.

Students who believe that special instructional accommodations should be made for them due to a disability should obtain an Accommodations Request Form from the ADA Coordinator, 256.331.5262. Information regarding special accommodations is also included in each course syllabus. It is the student's responsibility to request accommodations. Documentation of need for accommodation may be required. The College will make every effort to provide reasonable accommodations. Contact the ADA Coordinator for more information, 256.331.5262 or 256.331.6261

### Criteria for Disability Documentation

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the technical and academic standards at Alabama Community College institutions are entitled to reasonable accommodations. Under these laws, a disability is defined as any physical or mental impairment which substantially limits a major life activity, a history of such an impairment, or the perception of such an impairment. Alabama Community College System institutions do NOT provide disability documentation for students. It is the student's responsibility to request accommodations and to provide appropriate documentation to the College office responsible for handling the request. Appropriate documentation is defined as that which meets the following criteria:

#### **Health Condition, Mobility, Hearing, Speech or Visual Impairment**

A letter or report from treating physician, orthopedic specialist, audiologist, speech pathologist, ophthalmologist, or other specialist as appropriate, to include the following:

1. clearly stated diagnosis;
2. defined levels of functioning and any limitations;
3. current treatment and medication; and
4. current letter/report, dated and signed.

#### **Psychological Disorder**

A letter or report from a mental health professional (psychologist, neuropsychologist, licensed professional counselor), to include the following:

1. clearly stated diagnosis (DSM-IV criteria),
2. defined levels of functioning and any limitations;
3. supporting documentation (i.e. test data, history, observations, etc.);
4. current treatment and medication; and
5. current letter/report, dated and signed.

#### **Traumatic Brain Injury (TBI)**

A comprehensive evaluation report by a rehabilitation counselor, speech-language pathologist, orthopedic specialist, and/or neuropsychologist (or other specialist as appropriate), including:

1. assessment of cognitive abilities, including processing speed and memory;
2. analysis of educational achievement skills and limitations (reading comprehension, written language, spelling, and mathematical abilities);
3. defined levels of functioning and limitations in all affected areas (communication, vision, hearing, mobility, psychological, seizures, etc.);
4. current treatment and medication; and
5. current letter/report, post-rehabilitation, dated and signed.

**Learning Disabilities**

A comprehensive evaluation report from a clinical psychologist, psychiatrist, neuropsychologist, school psychologist, learning disability specialist, or diagnostician, including:

1. clear statement of presenting problem; diagnostic interview;
2. educational history of documenting the impact of the learning disability;
3. alternative explanations and diagnoses are dismissed;
4. relevant test data with standard scores are provided to support conclusions, including at least: (a) WAIS-R; (b) Woodcock-Johnson Psycho-educational Battery-Revised, including Written Language; (c) Woodcock-Johnson Cognitive Processing Battery to substantiate any processing problems;
5. clearly stated diagnosis of a learning disability based on DSM-IV criteria;
6. defined levels of functioning and any limitations, supported by evaluation data; and
7. current report, dated and signed.

Note: High School IEP, 504 Plan, and/or a letter from a physician or other professional will not be sufficient to document a learning disability.

**Attention Deficit Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD)**

A comprehensive evaluation report from a physician, psychiatrist, clinical psychologist, neurologist, or neuropsychologist, including:

1. clear statement of presenting problem; diagnostic interview;
2. evidence of early and current impairment in at least two different environments (comprehensive history);
3. alternative explanations and diagnoses are ruled out.
4. relevant test data with standard scores are provided to support conclusions, including at least: (a) WAISR; (b) Woodcock-Johnson Psycho-educational Battery-Revised including Written Language; (c) Behavioral Assessment Instruments for ADD/ADHD formed on adults;
5. clearly stated diagnosis of ADD or ADHD based on DSM-IV criteria;
6. defined levels of functioning and any limitations, support by evaluation data; and
7. current report, dated and signed.

Note: High School IEP, 504 Plan, and/or letter from a physician or other professional will not be sufficient to document ADD or ADHD. Medication cannot be used to imply diagnosis.

**Providing Services for Students with Disabilities**

Services and reasonable accommodations are provided pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Alabama Community College System is committed to working with individuals with disabilities. It is a goal of the Alabama Community College System to ensure that students with disabilities have the programmatic and architectural accesses needed for integration into campus life. All applicants must meet the academic and technical standards requisite to admission or participation in programs and/or activities at Alabama Community College System institutions. Alabama Community College System institutions will not reduce standards in the

grading and/or evaluation of students. Academic requirements that are determined by Northwest-Shoals Community College to be essential or fundamental will not be modified.

Alabama Community College System institutions strive to eliminate barriers to learning or participation in other institutional activities, and provide the following services for students and faculty:

- screening of disability documentation;
- determination of appropriate accommodations;
- communication with faculty and/or staff regarding student needs; and
- referral to other available campus and/or community resources.

Providing reasonable accommodations for students with disabilities requires an individual assessment of need and is a problem solving process. Specific accommodations depend upon the nature and requirements of a particular course or activity and the skills and functional abilities of a particular student. Appropriate accommodations may include:

- extended time on exams;
- permission to tape lectures;
- change in test format;
- priority registration;
- enlarged print/graphics;
- textbooks on tape;
- handouts of overhead materials;
- removal of structural barriers;
- class note taker;
- use of spell check;
- extra time for assignments; or
- alternative evaluation methods.

Students with disabilities are responsible for informing the College about the disability and the need for reasonable accommodation. This should be done prior to or upon enrollment at the College. Students must furnish adequate documentation of their disabilities from medical or other appropriate professionals in order to substantiate the need for services.

**Contact Information**

Tom Carter Assistant Dean of Recruitment, Admissions and Financial Aid  
256.331.5263

## **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 Assistant Dean and could result in charges being brought against the student. Charges against a student must be resolved by a formal due process hearing. NW-SCC will uphold a disciplinary suspension from another College/institution. Potential students that are currently on disciplinary suspension from another college/institution must have a disciplinary hearing prior to admission to the College.

### **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.

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.

### **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.

### **Misconduct**

#### **Academic Misconduct**

The College seeks to promote an atmosphere conducive to learning. Academic misconduct undermines the purpose of education. Such behavior is a violation of the trust between the students and faculty that must exist for the College to cultivate intellectual growth. Academic misconduct and dishonesty is commonly defined as:

1. Any form of dishonesty, including 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 test, 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.
4. Violation of any College honor code or confidentiality agreement.

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 Grade Appeal Procedures)

#### **General 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. Forgery, alteration, or misuse of College documents, records, or identification;
4. Issuance of worthless checks made payable to the College;
5. Failure to comply with the authority of College officials acting within the capacity and performance of their positions may be considered disorderly conduct;
6. Violation of written College rules, policies, and regulations; (i.e. use of bottled or canned drinks, food or tobacco products in classroom);
7. 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 Tuscombina ordinance). Additionally, students may not have cell phones or beepers ringing in class;
8. Burglary, theft, destruction, damage, or misuse of college, public, or private property (the student or organization is responsible for any damage done to property);
9. 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.
10. Conviction of any misdemeanor or felony which adversely affects the educational environment of the College;
11. 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;
12. 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;
13. Lewd, indecent/immodest, obscene or unduly offensive behavior or expression. This offense includes, but is not limited to the wearing of attire; the usage of verbal, written or symbolic expressions; or behavior which would tend to be reasonably interpreted as insulting to one's race, gender, religion, age, national origin or disability and/or is in the opinion of the administration of the College to

the extent that it would tend to disrupt the educational process and infringe upon the rights of any other student or employee of the College.

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.

14. **WEAPONS POLICY** - No person shall keep, use, possess, display, or carry any rifle, shotgun, handgun, knife, bow and arrow, or other lethal or dangerous weapons or devices capable of casting a projective by air, gas or explosion, or mechanical means on any property or in any building owned or operated by Northwest-Shoals Community College or in any vehicle on campus. Realistic facsimiles of weapons are also not allowed.

If an instructor approves such items to be demonstrated for class purposes only, the instructor and student must obtain permission from Campus Police.

Any such person seen with or using such weapons on campus will be subject to disciplinary and criminal charges.

**Firearms are prohibited on campus or any other facility operated by the College. Exceptions to this policy are: Law enforcement officers legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties or an instructional program in which firearms are required equipment.** If the off-duty officer is a student, he/she must notify campus police once a semester. A weapon is prohibited from any type of hearing for personal business.

15. Possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on College property or at a student or College-sponsored function;
16. Being under the influence of alcoholic beverages or non-prescribed, controlled drugs on college property or at a student or college-sponsored function;
17. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;
18. Filing a false report or knowingly making a false statement about or interfering with the investigation of any situation described in this conduct code;
19. Physical or verbal abuse, threat of violence, intimidation, and physical or mental harassment;
20. Trespassing or unauthorized entry;
21. Entering false fire alarms, tampering with fire extinguisher, alarms, or other equipment;
22. Placement, establishment, or maintenance of any mobile, impermanent, or temporary living quarters on property of the College;
23. Any form of gambling;
24. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and enjoy educational facilities;

25. 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.

### Cellular Phones and Pagers

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

### Misconduct Disciplinary Procedures

Any case involving violation of published policies and regulations in this bulletin will be brought to the immediate attention of the Assistant Dean, who will discuss the case with the student, attempting to arrive at a mutually satisfactory conclusion of the matter. If a satisfactory conclusion is not reached at this point, the student may appeal the case to the Disciplinary Committee.

The Disciplinary Committee; or a similarly functioning group, is authorized to hear the student appeal and may choose to modify, uphold, or reverse the written recommendations of the Assistant Dean in this case. It is important to note that in the chronology of events, the student receives a copy of these recommendations first in his or her initial meeting with the Assistant Dean. His or her decision to appeal will be based on disagreement with these recommendations. After appeal to the Disciplinary Committee, the Assistant Dean will ensure that the student is granted due process through the following steps:

1. written notice will be provided the student at least three calendar days in advance of the hearing date. Further, the student will be given a list of witnesses and a copy of their statements or complaints, along with other evidence and affidavits which the College intends to submit against the student;
2. the student is permitted to have counsel present at the hearing to advise him or her. Attorneys are present in advising capacity only.
3. the student is permitted to hearing the evidence presented against him or her and will be permitted the opportunity to present his or her own case, his or her own version of the incident, and any exhibits, affidavits, or witnesses on his or her behalf;
4. a full and complete record of the hearing will be made. Unless otherwise specified, a videotaped record will be used; and
5. the Disciplinary Committee will provide a written decision to the student and the Assistant Dean.
6. if the student disagrees with the decision of the College Disciplinary Committee, he or she 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 Assistant Dean's office.

Final local responsibility for discipline is vested in the President of the College. Any disciplinary probation or suspension will be recorded on the student's permanent record.

The College seeks to guarantee that the fundamental principles of fair play are observed and to assure that no disciplinary action is taken on grounds which are not support by substantial evidence.

Conscious effort is made to assure that all of the College's regulations are within the scope of the lawful missions of tax-supported higher education. It is recognized that it is not a lawful mission of the College to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States. However, the President will take direct and appropriate action in any case involving the integrity of the College and the well-being of the students.

### SANCTIONS

A student or organization deemed to be in violation of the Code of Student Conduct by the Assistant Dean is subject to one or more of the following sanctions:

- **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.

### DISCIPLINARY COMMITTEE COMPOSITION AND RESPONSIBILITIES

1. The College Disciplinary Committee shall consist of three faculty members and staff as appropriate.
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 three committee members. Business may not be conducted without a quorum.
4. All College Disciplinary Committee hearings shall be confidential and closed to all persons except the following:
  - a. The student or organization;
  - b. Counsels;
  - c. Witnesses who shall:
    - i. Give testimony singularly and in the absence of other witnesses;
    - ii. Leave the committee meeting room immediately upon the completion of the testimony.

All hearings will be videotaped. The video record will become the property of the College and access to them will be determined by the Vice President. All hearing case files will be located and archived in the Assistant Dean office.

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. Within five (5) working days after the decision has been reached by the committee, The Chairperson of the College Disciplinary Committee shall send a certified letter to the student or organization's last known address to provide written notification of the committee's decision.
7. Copies of decisions and recommendations from the College Disciplinary Committee shall be forwarded to the appropriate administrator.

#### **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 Assistant Dean and/or the College Disciplinary Committee. The written request must be filed within five days (excluding Saturday, Sunday, and holidays) of the hearing.

### **Student Grievance/Complaint Procedures**

#### **Informal Student Complaint Process**

Northwest-Shoals Community College has a variety of procedures for dealing with student-related issues, including grade appeals, student discipline, harassment complaints, and Student Grievance policies. The informal complaint provides students with a procedure for addressing complaints about faculty/staff treatment of students that are not covered by other procedures. The following procedures apply to both traditional on campus students and distance education students. Additional information regarding grievance procedures for Distance Education students may be found in the Distance Education Student Handbook on the college website.

Whenever possible, complaints at Northwest-Shoals Community College are handled in an informal manner. Administrators, faculty, and staff maintain an "open-door" policy to discuss issues of concern for all students. Students are encouraged to first attempt to resolve complaints with the faculty or staff person. If unresolved, students should speak to the departmental chairperson or supervisor of the program. If no resolution is reached, the student should lodge his or her complaint with the Assistant Dean of Student Success.

#### **Formal Student Complaint Process**

If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process by filing a written complaint with the Assistant Dean of Student Success. Complaints will be handled as expeditiously as possible. Complaints by students will be processed within at least five days of the written report. Intensive student complaints can take as long as 30 days to reach resolution. The student will be notified in writing should the response require a longer evalu-

ation. The response will be made by the Department Head/Division Chair or the Assistant Dean of Student Success. The President of the College will make the final judgment.

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 issues will be handled objectively.

### **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, the Assistant Dean of Student Success or Senior Personnel Officer 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 and the right to review and defend any evidence related to the grievance.

In order to accommodate the resolution of such situations, Northwest-Shoals Community College offers the following grievance procedures as the appropriate course of action for settling disputes and resolving problems.

#### **I. Initial Steps**

Any student of Northwest-Shoals Community College who has a grievance against another student or a member of the Northwest-Shoals faculty, staff, or administration should first seek to resolve the issues with the individual involved. However, a student who believes herself or himself to be a victim of sexual harassment is not required to speak with the perpetrator before filing a formal complaint. If a resolution is not met, the student should make his/her grievance known to the individual's immediate supervisor or to the Assistant Dean of Student Success to seek an informal resolution to the problem. If no resolution is met, the student may file a formal student complaint.

If the student requires a formal student complaint, a

formal written report must be submitted to the Dean of Student Success. If the student's complaint cannot be resolved in the manner described above, the unresolved complaint becomes an official grievance.

## II. Interim Resolution

If the Assistant Dean of Student Success deems that an interim resolution should be enforced pending a final outcome, the Assistant will recommend such accommodations to the President or his/her designee. The President or designee will have the discretion to impose or not impose an interim resolution.

## III. Formal Grievance Process

A student who submits a complaint to the Assistant Dean of Student Success or appropriate College personnel and is not satisfied with an informal resolution may file a formal grievance. Grievance charges made by a student must be submitted to the Assistant Dean in writing. The grievance must be signed and as detailed as possible. The grievance should contain the following elements:

1. Date the original complaint was reported;
2. Name of the person to whom the original complaint was reported;
3. Facts of the complaint;
4. Action taken, if any, by the receiving official to resolve the complaint.

The Assistant Dean will notify the student or a member of the College faculty, staff, or administration of the charge(s) against him/her within five working days of the filed grievance. The Assistant Dean 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.

The Assistant Dean may then schedule the time and location of the Grievance Committee session. The Assistant Dean 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. If the student or member of the College personnel who is charged with the grievance so desires, he/she may request a Grievance Committee hearing after initially meeting with the Assistant Dean. If the Assistant Dean is unable to notify the student or College personnel of the charges and Grievance hearing after a reasonable attempt, 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.

The College shall have 30 calendar days from the date of receipt by the Assistant Dean of Student Success of the grievance to conduct an investigation, hold a formal hearing, and submit a written report to the appropriate parties.

## IV. Investigation Procedure

The Assistant Dean of Student Success or his/her designee will conduct a factual investigation of the grievance allegations. The Assistant Dean, after reviewing all of the evidence, will determine if substantial evidence exist to support the grievance. The factual findings of the investigation will be stated in the preliminary written report and submitted to the Grievant and to the party or parties against whom the complaint was made. The report will be made a part of the hearing record if a hearing is subsequently conducted. Parties will have the opportunity to submit a written report objecting to any of the factual findings. If the Assistant Dean finds the grievance is supported by substantial evidence, she/he will make recommendations to the hearing committee for the resolution of the grievance. Upon receipt of the Assistant Dean's report, the Grievant has 5 working days to notify the Assistant Dean of a hearing request. The Assistant Dean, at his/her discretion, may choose to schedule a grievance hearing in the best interest of the College. In the event of no hearing, the Assistant Dean's report will be deemed a final report and will be filed with the President.

## V. Hearing Procedure

In the event that the Assistant Dean of Student Success schedules a hearing, the Vice President or designee will appoint a qualified five-member committee. The chairperson shall be the Assistant Dean or her designee. A quorum shall consist of four members and the chairperson. The hearing may not be conducted without a quorum. All Student Grievance Committee hearings shall be confidential and closed to all persons except the Grievant, party of whom the grievance is accused, counsels, and witnesses. Witnesses will give testimony and leave the committee meeting room immediately upon the completion of the testimony. All hearings will be taped and minutes recorded. Tapes, hearing minutes, and evidence will become the property of the College and access to them will be determined by the Vice President. All case files will be located and archived in the Office of the Assistant Dean of Student Success. The decision reached by the Student Grievance Committee shall be by a majority vote.

## VI. Report of Findings

Within five (5) working days after the decision has been reached by the committee, the Chairperson of the Student Grievance Committee shall send a certified letter to the student or employee's last known address to provide written notification of the committee's decision. Decisions and recommendations will be forwarded to the Assistant Dean of Student Success for official confirmation and implementation. 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. The report shall contain:

1. Date and place of the hearing;
2. The name of each member of the hearing committee;
3. A list of all witnesses for all parties of the grievance;
4. Findings of facts relevant to the grievance;
5. Conclusions of law, regulations, or policy relevant to the grievance;
6. Recommendation(s) arising from the grievance and the hearing thereon.

## VII. Appeal Procedure

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. The charged student or College personnel may file a written request with the Assistant Dean of Student Success requesting that the President of the College review the decision of the Student Grievance Committee. The written request must be filed within five working days of the hearing's conclusion. The President of the College shall issue his/her opinion to accept, reject, or modify the decision of the Student Grievance Committee within five working days of the appeal.

If the decision of the Student Grievance Committee does not satisfy the complainant 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 the Alabama State Board of Education as defined in Section 616, p. 104-105, of the State Policy and Procedure Manual, the regional office of the Office for Civil Rights of the U.S. Department of Education with 180 days of the act, and/or 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:  
 Crystal Reed  
 Assistant Dean of Student Success  
 P.O. Box 2545  
 Muscle Shoals, AL 35662  
 256.331.5249

## ACCS Student Complaint Process

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

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

**A)** If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form, which is available online at the ACCS website ([www.accs.cc](http://www.accs.cc)). Students may submit completed complaint forms by printing the form, signing it, and then either:

- (1) scanning it and e-mailing it to [complaints@accs.edu](mailto:complaints@accs.edu)
- (2) or mailing it to: Alabama Community College System;  
 Attention: Division of Academic and Student Affairs;  
 P.O. Box 302130; Montgomery, AL 36130-2130

**B)** The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.

**C)** The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.

**D)** The Division of Academic and Student Affairs will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.

**E)** If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.

**F)** The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.