

Student Handbook

Table of Contents

Ability-to-Benefit Testing	SH-3
Advising	SH-4
Ambassadors	SH-16
Americans with Disabilities Act	SH-26
Bookstores	SH-5
Bulletin Boards	SH-11
Campus Facilities (Security of and Access to)	SH-15
Campus Law Enforcement Policies and Practices	SH-16
Campus Programs on Security and Safety	SH-16
Career Planning and Job Placement	SH-4
Campus Regulations	SH-20
Complaints (Initial Steps to Resolve)	SH-22
Plan of Resolution	SH-22
Computer Crime Act	SH-26
Criminal Actions or Other Emergencies (Reporting)	SH-14
Dress Requirements	SH-10
Directory Information	SH-7
Disciplinary Actions	SH-21
Definition	SH-21
Due Process for Student Disciplinary Cases	SH-21
Procedure for Bringing Charges	SH-21
Procedure before the Board	SH-21
Hearing Board	SH-22
Appeal	SH-22
Grievance and Appeal Procedure	SH-22
Drug-Free Schools and Campuses Act	SH-26
Duplication Services	SH-13
Emergency Messages	SH-10
Equal Opportunity/Equal Access	SH-26
FERPA Rights (Family Educational Rights and Privacy Act of 1974)	SH-6
Notification of FERPA Rights	SH-8
Financial Aid and Veterans Affairs	SH-4
First Aid	SH-14
General Policies	SH-26
Grievance Procedures	SH-23
Investigation, Hearing and Findings	SH-23
Investigation Procedures	SH-23
Hearing Procedures	SH-23
Report of Findings and Conclusions of Law	SH-24
Available Appeals	SH-24
Chancellor's Review	SH-24
Appeal to State Board of Education	SH-24
Review by State Board of Education	SH-25
General Rule on Findings	SH-25
Appeal to Council on Occupational Education	SH-25
Guidance and Counseling	SH-4
Harassment Policy	SH-26
Internet Acceptable Use Policy (AUP)	SH-27
Job Placement	SH-4

Leadership or SKILLS USA Scholarships	SH-16
Learning Enhancement Centers (LECs)	SH-5
Learning Resource Centers	SH-5
Live Work	SH-12
Lost & Found	SH-10
Mail	SH-11
Off-Campus Trips	SH-10
Orientation	SH-3
Phones and Beepers in the Classroom	SH-10
Placement Assessment	SH-3
Rehabilitation Act	SH-26
Smoking Policy	SH-10
Social Functions	SH-17
Student Activities and Organizations	SH-16
Student Break Areas	SH-10
Student Conduct (Code of)	SH-20
Student Government Association (SGA)	SH-16
Student ID Cards	SH-11
Student Information	SH-10
Records (Student Educational Records)	SH-6
Location of Records	SH-7
Access to Students	SH-7
Limitations of Access	SH-7
Challenging the Contents of	SH-8
Waiver of Access	SH-8
Providing Records to Third Parties	SH-8
Records Retention and Disposal	SH-8
Changes	SH-8
Student Records Policy	SH-6
Definition of Education Records	SH-6
Definition of Student	SH-6
Student Right-to-Know	SH-14
Student Services	SH-3
Student Support Services	SH-4
Substance Abuse Prevention	SH-26
Telephones and Messages	SH-10
Transcript Policy	SH-9
Vehicle Registration and Parking	SH-11
Towing and Wheel Boot Policy	SH-12
Vending Machines	SH-11
Visitor Policy	SH-10
Weather Cancellations	SH-14

Student Services

Purpose and Goals

The purpose of the Student Services Department is to provide a learning environment that maximizes the opportunity for student growth, both individually and collectively, by establishing provisions for the development of the mind, body, and character. The goals of Student Services are as follows:

- To provide admission, registration, orientation, counseling, and other support services to meet students' needs;
- to assist in creating an environment conducive to student development;
- to provide services and facilitate the successful acceleration of students through the educational process towards completion of their identified goals (transition to work or continued education);
- to provide a program of financial assistance for students; and
- to provide career development services for students and alumni.

Note: All services provided by the Student Services Department are available to all Trenholm students, regardless of campus location.

Orientation

All new students are required to attend Orientation classes during their first term of enrollment. Orientation is designed to provide students with information designed to help them succeed in college. Through attendance and participation, students are informed of the College's policies and procedures as well as practices designed to help them with study and test-taking skills, time management, and more.

Placement Assessment

Each applicant entering the College must take the COMPASS Placement Assessment. The Placement Assessment is used to assess students' skills in math, reading and English. The resulting scores are used to determine a student's placement in general education courses. Applicants whose scores are below specified levels of the test will be required to enroll in the appropriate transitional course(s). Compass cut-off scores are used to determine acceptance in certain programs. For details, please contact the Office of Admissions and Records at (334) 420-4306 or the Learning Enhancement Center (LEC) at (334) 420-4349 or (334) 420-4460.

Ability-to-Benefit Testing

An applicant can enter certain programs without a high school diploma or GED certificate. Applicants applying to H. Councill Trenholm State Technical College under this provision must pass the Ability-to-Benefit Test. The College will notify all applicants prior to enrollment each semester of the time, date, and place for the scheduled Ability-to-Benefit examination. For additional information, please contact the Office of Admissions and Records at (334) 420-4306, or the Learning Enhancement Center (LEC) at (334) 420-4349 or (334) 420-4460.

The College complies with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973. Documented information is required. Students with disabilities may be eligible for services such as untimed testing, tutors, and individualized registration assistance. The College has an ongoing partnership with state and private rehabilitation agencies as well as with a variety of counseling services and outreach agencies. If you have a disability that might require special assistance, please contact the ADA Coordinator at (334) 420-4316.

Note: A Telecommunication Device for the Deaf (TDD) is available for hearing-impaired individuals and may be accessed through the Office of Admissions and Records at (334) 420-4310 or (334) 420-4304.

Depending on medical needs, early registration may be provided for students with disabilities. Any student with a documented disability may take advantage of priority registration. This can be arranged through the Dean of Student Services by calling (334) 420-4332.

Guidance and Counseling

Students are encouraged to utilize services of the counselors available in the Student Support Services Office. Additionally, students are encouraged to read the Student Handbook. The Placement Office and faculty advisors/instructors are available to assist students in making relevant career decisions and in selecting an appropriate course of study. The Student Support Services Office provides life-planning strategies and assists with study skills, time management and decision-making skills. Student Support Services may be contacted at (334) 420-4277 (Patterson Campus) or (334) 420-4326 (Trenholm Campus). When personal difficulties interfere with academic success, counselors/advisors can offer counseling and referrals to other agencies. Contact the Office of Student Services at (334) 420-4332.

Advising

All new applicants must meet with a New Student Advisor prior to registering for classes or during registration periods. New Student Advisors are available to provide information about courses, programs, activities/events and careers. They assist students individually with planning their course work and other academic concerns. New Student Advisors provide a degree plan which outlines all courses leading to graduation requirements. Program graduates are awarded Associate in Applied Technology Degrees, Certificates and Short Term Certificates.

Advisors take a personal interest in applicants and their success by helping with planning and scheduling courses during pre-registration. Advisors also assist students with transfers to another program of study at the College. Prior to each semester, all students are encouraged to consult with their academic or program advisor to plan their course of study for a timely graduation. For information on academic advisement, contact the Office of Admissions and Records at (334) 420-4306.

Career Planning and Job Placement

It is the practice of H. Councill Trenholm State Technical College to provide skills training leading towards productive employment. This process includes the development of the student's personal traits and habits important for job success and awareness of realities in the job market. Career planning assistance is available to all students who wish to make a career choice or change.

The Job Placement Office maintains an up-to-date file of part-time and full-time job opportunities. An attempt is made to refer students to positions that will benefit them financially and educationally. Other services include job search assistance, civil service announcements for federal, state, and county listings, career and employer literature, job fairs, on-campus interviews, and job search workshops. Students or former students in need of assistance should contact the College's Job Placement Office at (334) 420-4291/(334) 420-4492 or btedwards@trenholmstate.edu.

Student Support Services

This program funded by the U.S. Department of Education provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education.

The purpose of Student Support Services is to increase the College retention and graduation rate of 345 participants and to facilitate the process of their transition from one level of higher education to another. Services to participants are free and include academic advisement; tutoring; personal and career counseling; assistance with completing financial aid applications; Grant Aid assistance for qualified Pell Grant recipients; assistance with transferring from a two-year college to a four-year college; loan of textbooks; college success and e-learn programs; cultural enrichment activities; and self-help, educational, and motivational workshops and seminars. Tutorial assistance is available online, group or one on one. Student Support Services may be contacted at (334) 420-4277 on the Patterson campus or (334) 420-4326 on the Trenholm Campus.

Financial Aid and Veterans Affairs

The financial aid program at H. Councill Trenholm State Technical College provides an equal opportunity for students of all economic levels to attend college. Financial aid is awarded based on student eligibility, individual need, college costs and availability of funds.

The financial aid programs offered at the College include the following:

1. Federal Pell Grant Program (FPELL)
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. Federal Academic Competitiveness Grant (FACG)
4. Federal Work-Study Program (FWS)
5. Leveraging Educational Assistance Partnership Program (LEAP)
6. Institutional Scholarships
7. Senior Adult Waiver Program.

In addition, students who qualify may apply to the Agency listed below for financial assistance.

1. Veterans Administration Vocational Rehabilitation (Disabled Veterans)
2. Alabama Department of Rehabilitation Services
3. Alabama G. I. Dependents' Scholarship Program
4. Alabama National Guard Tuition Assistance
5. Alabama National Guard Educational Assistance Program (ANGEAP)
6. Veterans Benefits
7. Workforce Investment Act (WIA)
8. Trade Readjustment Act (TRA).

The College is fully approved by the State Approving Agency to offer training to eligible veterans. Any veterans interested in receiving benefits must first complete the admission requirements to enroll at the College. Veteran benefits are not awarded until all admission requirements are met.

The Financial Aid Office is OPEN DAILY. Monday through Thursday - 7:30 am until 5:30 pm and Friday - 7:30 am until 11:30 am

For additional information, please contact the Financial Aid Office at (334) 420-4321.

Learning Resource Centers

The Library Learning Resource Center located on the Trenholm Campus houses the library that maintains a collection of print and non-print materials and an archival collection. A satellite library is located on the Patterson Campus that maintains a smaller collection of print and non-print materials relevant to the courses of study taught on that campus. Both libraries generally provide remote access to sources of current information and full-text general and discipline-related databases, as well as a wide range of other services to students, faculty, staff and community patrons. Bibliographic instruction is available to all students during English classes and upon request. In addition, departmental collections located on both campuses provide quick and easy access to frequently used resources. The Learning Resource Center/Library Tower can be contacted at (334) 420-4455 and the Patterson Campus Library can be contacted at (334) 420-4357. The email address is lstaff@trenholmstate.edu and the website is www.trenholmstate.edu/library.

Learning Enhancement Center (LECs)

The Learning Enhancement Centers (LECs) are located in Building J on the Patterson Campus and in Building F on the Trenholm Campus. They are staffed with personnel eager to assist students in their transition to college. Students may strengthen their skills in English, math, and reading. LEC personnel can also help students with resume preparation and career planning. The labs support programs at the College by providing computer-assisted instruction. Computers with access to the Internet are available for student research and for accessing the Alabama Virtual Library. The LECs also serve as the College test centers for the COMPASS placement test. Information about the COMPASS placement test and resources for strengthening skills before the assessment is taken can be found on the College web page (www.trenholmstate.edu). New or prospective applicants are encouraged to visit the LECs, meet with staff members, and ask any questions they may have concerning programs of study. LEC services are available free of charge to all Trenholm students. Please call (334) 420-4349 or (334) 420-4460 if you have any questions.

Bookstores

Required textbooks and supplies are sold in the College Bookstores located on both campuses. The bookstores will operate according to the following schedule:

Monday and Tuesday – Trenholm Campus	7:30 am to 5:00 pm
Wednesday and Thursday – Patterson Campus	7:30 am to 5:00 pm
Friday – Patterson Campus	7:30 am to 11:30 am

NOTE: During pre-registration and early registration both bookstores will be open according to the published college calendar and will remain open for the first twenty-one days of each semester. The above mentioned schedule will resume at the end of the twenty-one days.

The Patterson Campus Bookstore may be contacted at (334) 420-4264.

The Trenholm Campus Bookstore may be contacted at (334) 420-4272.

Family Educational Rights and Privacy Act of 1974 (FERPA)

Student Records Policy

Federal law governs how colleges and universities supervise student educational records. H. Councill Trenholm State Technical College adheres to the Family Educational Rights and Privacy Act (FERPA) of 1974. This act is designed to protect the privacy of students' educational records. FERPA also establishes the rights of students to inspect and review their educational records; it provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings; and establishes the rights of students to file complaints with the FERPA Office. Students will be notified by publication of the regulations in the College Catalog/Student Handbook. The College shall not permit access to or allow the release of education records or personally identifiable information contained therein, other than directory information as defined within the paragraph titled 'Directory Information,' without the written consent of the student, to any party other than the following:

- Other school officials and teachers of the College who have been determined by the College to have legitimate educational interests;
- Officials of schools or school systems in which the student seeks or intends to enroll, upon the condition that the student may receive a copy of the record, if desired, and have an opportunity for a hearing to challenge the content of the record;
- Certain authorized representatives of federal departments/agencies or state educational authorities for purposes of audits, evaluative studies, etc. Data collected will be protected in a way which prevents personal identification except when specifically authorized by federal law;
- State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974;
- Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
- Accrediting organizations in order to carry out their accrediting functions;
- Parents of a student who is a dependent for income tax purposes;
- A lawful subpoena or court order;
- Other appropriate persons in an emergency to protect the health or safety of the student or others. Students shall have access to all such information in accordance with the procedures outlined in this statement with the exceptions specified within the following paragraph.

Definition of Educational Records

Student educational records are defined as those records, files, documents and other materials which contain information directly related to a student and are maintained by the College or by a person acting for the College. Specifically excluded from the definition of "educational records" and not open to student inspection are the following materials:

- Records of instructional, supervisory and administrative personnel that are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker;
- Records of campus security, except in those instances where they have been transmitted within the College for administrative purposes;
- Records which are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in capacity or assisting in that capacity.
- Records created, maintained or used only in connection with the provision of treatment to the student will not be available to anyone other than persons providing such treatment or who could not be involved officially within the College, but such records are available to a physician or appropriate professional of the student's choice.

Definition of Student

For the purpose of this policy, a "student" is defined as any person who is or has been officially enrolled in and is attending or has attended any course offered at the College. This definition does not include prospective students.

Directory Information

The following categories of information with respect to each student have been designated by the College as directory information which may be made available to the public, absent a student's request that any such information should not be released without the student's prior consent:

- Student's name, address, telephone number
- Date and place of birth
- Dates of attendance
- Educational agencies or institutions most recently attended by the student
- Program of study, degree desired and classification
- Participation in officially recognized clubs, organizations and activities
- Degrees and awards received.

If a student has an objection to any of the aforementioned information being released during a given semester or academic year, the student should notify, in writing, the Dean of Students during the first three weeks of the semester or academic year.

Location of Records

The College has designated the following officials as responsible for student records within their respective areas of responsibility:

Type	Location	Person Responsible
1. Permanent Records	Office of Admissions/Records	Director of Admissions/Records
2. Admissions Records	Office of Admissions/Records	Director of Admissions/Records
3. Financial Records	Business Office	Dean of Finance
4. Financial Aid Records	Office of Financial Aid	Financial Aid Officer
5. ADA/504	Office of Student Services	Dean of Students

These officials shall hereinafter be referred to as "records officials." Each official is responsible for maintaining a listing of student records. The listing shall indicate the location and general content of the records. A student's request concerning his/her records or files, including requests that information not be disclosed to the public, requests for disclosure to third parties and requests for access by the student shall be directed to the appropriate records official listed above. Forms for all such requests may be obtained from these officials. The appropriate records official will also attempt to resolve any challenges to the records at an informal hearing with the student. If an agreeable solution is not reached, the records officials will refer the student and his/her challenge to the College Hearing Officer, who shall set a hearing within ten (10) days for the final decision.

Access of Student Records to Students

The student is accorded the right to inspect and review, in the presence of the appropriate College staff member, any records, files and data directly related to the student. To inspect a personal folder or file, a student shall submit a written request signed by the student to the appropriate records official, and if not personally submitted by the student, then the student's signature shall be acknowledged by the affidavit of a Notary Public. The request for inspection shall be acted upon within forty-five (45) days from the date the request is received. If in the opinion of the appropriate records official, inspection can reasonably be accomplished by providing copies of said documents, such copies shall be made and provided to the student.

Limitations of Access

The right of inspection of personal information described in the above paragraph does not include:

- Financial records of the parent(s) of the student or any information contained therein,
- Confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended, or
- Other confidential records, access to which has been waived by the student in accordance with policy concerning waivers.

Challenging the Contents of the Records

After inspecting his/her record, a student may request an explanation to challenge any part of the contents of such record. The student shall submit a written request for a hearing in the same manner and under the same procedures as provided within the preceding section titled, "Location of Records."

The request for hearing should identify the item or items in the file to be challenged and state the grounds for the challenge, e.g., inaccuracy, misleading information or inappropriateness, etc. The records official shall examine the contested item, shall hear the person responsible for placing the item in the file, if appropriate and possible, and shall examine any documents or hear any testimony the student wishes to present. The records official may decide that the contested item should be retained, deleted or revised or the records official may refer the matter to the hearing officer who shall set a hearing within ten (10) days for a final decision. In the event, any part of the challenged item will be retained; the student shall be allowed to place a written explanation in his/her file. A written decision shall be hand-delivered or mailed to the student within ten (10) days from the date such hearing is concluded, either by the records official or the hearing officer.

Waiver of Access

A person applying for admission may waive the right of access to confidential statements concerning his/her application for admissions, financial aid, employment, honorary recognition(s) or any other benefit made available by the College. No such application shall be denied because of the student's failure or refusal to sign such waiver.

Providing Records to Third Parties

The general policy of H. Council Trenholm State Technical College is to refuse access to student records to third parties without the written consent of the individual student. Should a student wish to have such records released, a written request must be directed to the proper records official specifying the records to be released, the person and address to whom records are to be released, and a request for copies to the student, if desired. Trenholm will then transfer or grant access to the information. A record of requests of access, the legitimate interest involved, and action taken will be placed in the student's file for all requests of the file, except those from school officials as noted in paragraph one.

The Director of Admissions and Records will supervise the inspection of individual student records, and the student's record file shall not be taken from the designated records office. The student may obtain one unofficial copy of his/her academic record in writing. An unofficial copy is defined as copy that does not bear the official seal of the College embossed on the record, but otherwise an official copy when released by the College's records official. The Director of Admissions and Records, or designee, is the only person authorized to reproduce copies of official transcripts. Transcripts of records received from other colleges or universities become the property of H. Council Trenholm State Technical College. Records of documents received from third parties will not be reproduced.

Annual Notification of FERPA Rights

The College is required by the provisions of the Family Educational Rights and Privacy Act (FERPA) to provide students annual notification of their FERPA rights. Students will be notified by publication of the regulations in the College Catalog/Student Handbook.

Records Retention and Disposal

All records are safely secured at the College and are retained and disposed of in accordance with policies established by the Alabama Department of Archives and History and the Alabama State Board of Education.

Changes in the Policy

This statement is subject to change by any additional Federal regulations or court decisions that may modify and/or negate any portion of these regulations. This statement of policy will be published in future College publications, where applicable.

Transcript Policy

The transcript policy of the College includes the following:

- In compliance with the Family Educational Rights and Privacy Act (FERPA), the College does not release transcripts of a student's work except upon the student's written request;
- Official transcripts are sent to institutions, companies, agencies, etc., after the student's written release is received by the Office Admissions and Records. The College honors FAX requests to send official transcripts to third parties; however, transcripts will not be faxed to an individual or a receiving institution. Fax requests for transcripts must be accompanied by a picture ID before the request will be processed.
- Official transcripts will be accepted when delivered "by hand" in an unbroken sealed envelope. Upon receipt, the transcript must be official and in a sealed envelope. The College reserves the right to deny hand delivered transcripts if foul play is detected;
- Transcripts are available to former and currently enrolled students. Transcripts which do not show the College seal, are marked ISSUED TO STUDENT, and are unofficial transcripts;
- Transcript requests will be processed in the order they are received. Requests should be made at least two weeks before the transcripts are needed;
- All transcripts issued to students are free. Transcripts will not be released for persons who have financial obligations to the College.

Request for official transcripts should be sent to:

H. Councill Trenholm State Technical College
Office of Admissions and Records
P.O. Box 10048
Montgomery, Alabama 36108

Name, dates of attendance, social security number, fee (if any), and the address to which the transcript is to be sent are to be included in the request.

NOTE: Students with name changes should include ALL former names.

The Office of Admissions and Records does not issue or reproduce transcripts from other institutions. Requests for transcripts of work where the student previously attended must be directed to those institutions.

Student Information

Dress Requirements

One of the primary objectives of the College is preparation of the student for employment. A neat appearance and good personal hygiene are important factors in getting and keeping a job. Proper dress is expected as part of one's educational training at the College. Students should not wear any sign, symbol, or other mode of dress that would antagonize or intimidate other students, disrupt the atmosphere of learning, or attract undue attention to the wearer. Instructors will discuss departmental policies concerning appropriate dress in the workplace.

Visitor Policy

Visitors should be able to demonstrate a valid purpose for being on campus. They are expected to abide by the regulations of the College. Students are responsible for the conduct of their guests. **WHILE CHILDREN ARE ON CAMPUS, THEY MUST BE UNDER THE IMMEDIATE SUPERVISION OF AN ADULT.** All visitors are subject to the same code of behavior applied to students. Disruptive visitors will be asked to leave campus, and if necessary, escorted off campus by security.

Off-Campus Trips

All off-campus trips must be approved in advance by the appropriate dean, division director, or program coordinator.

Phones and Beepers in the Classroom

Students are not to disrupt the class or other students. Students may not have audible phones, pagers or other similar equipment in the classroom or instructional laboratory. Class disruptions from the use of audible phones or pagers in class or lab may result in the student being removed from the class.

Telephones and Messages

Students may use faculty and staff telephones only in emergency situations. The College will accept messages for students only in cases of an emergency such as family illness, accident, or death. In such instances, every reasonable effort will be made to locate the student.

Emergency Messages

In the event of an off-campus emergency requiring the attention of a student, efforts will be made by the Office of Admissions and Records to contact the student. Contact the Admissions and Records Office at (334) 420-4300, Monday through Thursday, 7:30 a.m. - 5:30 p.m. and Friday, 7:30 a.m. - 11:30 a.m.

Please note: **ONLY** emergency messages can be relayed to students and **ONLY** a serious emergency can justify interrupting a class. If a student is not in class, it is impossible for him/her to be located and notified.

Student Break Areas

Student break areas are located on each campus and equipped with vending machines for student breaks and lunch. Most students bring their lunch and eat in the student break areas or at the outdoor picnic tables. The break area at Patterson Campus is open Monday through Thursday from 8:00 a.m. until the end of the last class. The break area at Trenholm Campus is open Monday through Thursday from 8:00 a.m. Evening students may use the vending machines in Building E. On Fridays the break areas are open from 8:00 until 11:30 a.m. The vending and student break areas are located on Trenholm and Patterson Campuses, Buildings D.

Smoking Policy

Smoking is not allowed at any time in any building or in any College vehicle. Students will not be excused to leave the class to smoke. All faculty and staff will enforce this smoking policy.

Lost and Found

Lost and Found is located in the Bookstore on both the Patterson Campus (Bldg. B) and Trenholm Campus (Bldg. F).

Bulletin Boards

Bulletin Boards are placed throughout the College buildings. These boards should be checked frequently for announcements of events, notices regarding academic matters, and information from the Student Government Association (SGA). The bulletin boards, located in the Student Centers and the Library, may be used by students to display announcements of interest. These announcements must be approved by the Dean of Students prior to posting. Signs, posters, or literature are prohibited from restrooms, glass panels, windows, doors, ceilings, or any surface that could be damaged by tape or tacks. Students are responsible for removing all printed literature. No leaflets or pamphlets should be distributed on campus without the approval of the Dean of Students.

Mail

The College does not have facilities for forwarding a student's mail. Letters and packages that are received at the College and addressed to students will be returned to the sender with the notification, "No Student Mail Service." Only officially recognized student organizations may have mail sent to them, in care of The Office of Student Services.

Vending Machines

Vending machines are located on both campuses. The College is not responsible for money lost in these machines. These machines are located on the Patterson Campus Student Center (Building D), the Trenholm Campus Student Center (Buildings D & E) and the Library Tower (First Floor Stairwell).

Student Identification Cards

Each student is issued an ID card the first semester of enrollment. For proper identification, students should have their identification card at all times while on campus and must be prepared to present the card whenever requested by a College faculty or staff member. Loss or theft of a card should be reported to the Student Activities Staff Assistant at 420-4247 or Office of Admissions and Records Office at 420-4304. ID Cards are free.

Vehicle Registration and Parking

All students must register motor vehicles, motorcycles and other motor operated vehicles that are to be driven on campus any time, regardless of ownership, when they register to enroll for classes. The students should be prepared to give their drivers' license number and the make, model, and tag number of their motor vehicle(s), in order to receive a decal. The decals are free. By securing and affixing the decal, the student agrees to abide by the following parking regulations:

1. The speed limit is not to exceed 15 mph on campus.
2. The registered driver is responsible for his/her vehicle regardless of who is driving.
3. Student must maintain active student decals.

Violations

1. No parking decal
2. Parking in restricted areas, such as President or visitor
3. Improper parking within parking areas, including backing into parking spaces
4. Obstructing fire lanes; parking within 15 feet of fire hydrant
5. Excessive speed on campus (15 mph maximum)
6. Parking on grass-covered areas
7. Driving wrong way on a one-way street
8. Parking without a handicapped decal or tag in area reserved for the use of handicapped individuals

Penalties

1. Violations of regulations will subject the violator to fines as follows:
All Violations \$5.00
Unauthorized Handicap Parking \$25.00
2. Vehicles may be booted or towed off campus at owner's expense for failure to comply with traffic and parking regulations.
3. Fines must be paid to the bookstore within 48 hours after the ticket is given, excluding weekends. When parking

- tickets are not paid by the end of the term in which the tickets were issued, the student will not be allowed to register again and will not be issued a degree, certificate, or transcripts until tickets are paid.
4. Any excessive violation, such as high-speed driving, reckless driving, or drinking of alcoholic beverages while driving, or any other act that may affect the personal safety or property of students, faculty and staff, or others, may subject the violator to immediate suspension of driving privileges on campus and/or suspension from the college.

To insure the safety of all persons walking and all motorists parking on campus, parking and driving regulations must be strictly enforced. All improperly parked vehicles will be booted or towed away at owner's expense. All general regulations, policies, and procedures of the College are subject to change without notice.

Towing and Wheel Boot Policy - Grounds

Any Trenholm Security Guard or Dean may order the immobilization of vehicles in violation of the following parking regulations on either campus:

1. Failure to respond to three (3) parking violations tracked by vehicle license tag number
2. Parking an unauthorized vehicle in a HANDICAPPED space.
3. Parking in a FIRE LANE.
4. Parking in the President's RESERVED space.
5. Parking in traveled portion of roadway.
6. Parking in No Parking/Tow Zone.

When a vehicle is booted, a brightly colored notification will be placed on the driver's side window with instructions for boot removal. The cost to the owner of a booted car will be \$50.00. The person has up to 3 business days to pay all parking fines plus the booting fine. After 3 business days, if the owner has not contacted Campus Security or the bookstore and made arrangements for release of the boot, the vehicle will be towed with additional towing and storage fees. In the event that a person attempts to remove or tamper with an immobilization locking device (wheel boot) on a vehicle after being installed, the vehicle will be towed and impounded at the owner/driver's expense. Any person(s) who tampers with or damages an Immobilizer (wheel boot) will be held responsible for any and all damages to college property and charged judicially and/or criminally. The "Immobilizer" (wheel boot) replacement cost is \$500.00 regardless of the extent of damages.

Persons wishing to secure the release of a vehicle that has been booted or impounded should first report to Campus Bookstore between the hours of 8:30 a.m. and 3:00 p.m. Once the fines have been paid, the bookstore or night coordinator will send a security officer to release the boot. If the vehicle was towed, the person must contact the towing company to pay tow fees and secure release of the vehicle. No vehicle impounded pursuant to this order shall be released until all fines have been paid.

Live Work

General Policies:

The State Board of Education recognizes the important role that live work plays in career and technical programs. In providing these experiences, it is not the intent of the colleges to profit by live work or to compete in any way with private enterprise.

Definition: Live work is defined as work requested from outside the classroom, that is performed by students and is directly related to the current subject matter taught as part of a sequenced course of study. Such work can be done either on campus or on a job location and includes service, repair, or production jobs of any and all kinds.

Relationship to Training: Live work will be conducted when the training program requires such projects for the acquisition of career and technical skills leading to employment. Live work will be assigned to individual students by the instructor(s) as part of the student's training program.

Administration: The President of each institution is responsible for the administration and control of live work. All live work performed must be approved by the President or a designee identified in writing. The President shall be responsible for maintaining appropriate records and ensuring that the state prescribed and approved accounting procedures are followed.

Live Work Projects: Live work may be performed in specific projects for specific individuals and organizations as defined in the guidelines. The scope and extent of each project will be well defined in writing before approval. Live work projects are completed by students for instructional purposes, and individuals and organizations assume all risks associated with accepted projects. The following

individuals and organizations may request live work:

- Tax supported programs and institutions
- Active and retired public employees/officials
- Students in Alabama College System institutions
- Charitable organizations which are supported by donations.

Live work may occasionally be conducted for individuals or organizations other than those listed in paragraph 5 above, provided that:

- Such live work is not designed for competition with private enterprise;
- The circumstances involved are unusual and justify the acceptance of the live work project; and The President justifies in writing why the live work is necessary for the training program and files a signed copy with the Chancellor or a designated representative.

Each President will be responsible for submitting a report to the Chancellor's office by September 30, documenting all live work projects performed during the prior academic year. The Chancellor will report annually to the State Board of Education on live work projects system-wide.

Release of Institution Liability: The person, program, institution, or organization for which live work is done shall:

- Assume all responsibility for the results of the work being done by students;
- Bear all actual cost of materials and parts involved; and
- Pay a service charge according to a schedule as prescribed in the guidelines.

Restrictions on Live Work: To avoid competition with private enterprise, live work is restricted as follows:

- Live work will be done only when it is essential to training and necessary for the acquisition of occupational skills leading to employment.
- Live work will not be performed when there is any connection with or relation to the making of a financial profit by a program, organization, institution, or individual.
- No person shall use the institution for personal gain or profit.

Guidelines for implementation of this policy shall be established by the Chancellor.

Live Work: Off Campus

The President or designee must approve off-campus live work projects.

Off-campus live work projects for any authorized individual or organization involving more than 30 clock hours must be approved by the Chancellor or Chancellor's designee.

Guidelines for implementation of this policy shall be established by the Chancellor.

Live Work: Building Structure On-Campus for Resale

The State Board of Education authorizes colleges to build structures on campus for resale.

The Chancellor must approve requests for structures exceeding five thousand dollars (\$5,000).

The college must adhere to state bid laws.

Guidelines for implementation of this policy shall be established by the Chancellor.

Duplication Services

The College provides copy machines in the Library on both campuses for student use. Copies are charged at a cost of 10 cents per page.

First Aid

Students requiring first aid should report to their instructor. In the event that a person needs emergency medical treatment, a Dean, Division Director or Program Coordinator should be contacted. A person suspected of being seriously ill or injured (broken bones, unconscious, etc.) should not be moved until medical personnel arrive. Any costs, such as transporting seriously injured students to the hospital, hospitalization, or treatment are borne by the student. The College does not provide emergency medical service. All areas are equipped with first aid kits.

Weather Cancellations

The President is the only official who has the authority to cancel classes during severe weather or other catastrophic occurrences. In the event of weather conditions severe enough to cause cancellation or a delayed opening of day classes, announcements will be made at that time. Notices will be carried on the following radio and television stations: WACV-AM 1170, WXVI-AM 1600, WBAM/STAR-FM 98.9, WHHY-FM 101.9, WLWI-FM 92.3, WMXS-FM 103.3, WVAS-FM 90.7, WAFX-FM 95.1, WZHT-FM 105.7, WCOV-TV, WNCN-TV, WAKA-TV, and WSFA-TV.

Student Right-to-Know

The "Student Right-to-Know" Campus Crime Report is prepared September 1 of each year. The results of the report can be found on the College website. The policies, definitions and statistics contained within the Report are compiled in accordance with the Higher Education Act of 1965, as amended by the Student Right-to-Know and Campus Security Act (PL 101-542).

Reporting Criminal Actions or Other Emergencies

Contact the following individuals, respectively, to immediately report criminal actions or other emergencies: Campus Security Supervisor- 391-8802, Charles Harris-799-6535, President Munnerlyn - 799-6540 or Wilford Holt - 799-6541.

1. It is the policy of Trenholm 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 college property 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 threat to public order be reported immediately to Security on the Patterson Campus – 954-8623 or Trenholm Campus – 954-8398.

If security cannot be reached, then the situation should be reported to the Asst Dean for Safety/Security, Charles Harris - 799-6535. An emergency is hereby defined as any event that is disruptive to the normal affairs of the College. Members of the campus community should be alert to emergency situations and make immediate reports as outlined below.

In reporting an emergency, the caller must:

- a. State name,
 - b. State type of emergency,
 - c. State location of emergency and
 - d. Remain in the area until assistance arrives.
2. All witnesses to any situation that 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 H. Council Trenholm State Technical College employee or student to file a false report, or knowingly make a false statement about, or interfere with the investigation of, any situation of the nature described in Paragraph 1.
 3. It shall be the duty of the College, upon any employee or official being made aware of any situation of a nature described in the Paragraph 1, to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of H. College Trenholm State Technical 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 services, or other authority or agency which is due to be notified of the respective incident.
 4. Reporting of Emergencies - On Campus
 - a. Medical Emergencies: In the case of major injury or serious illness, (1) Call 911, then (2) Call campus security (see published phone list for campus numbers).
 - b. Fire/Explosion/Hazardous Material Spill: In the case of fire, explosion or hazardous material spill, (1)

- Activate the fire alarm or otherwise notify occupants to vacate the building; (2) Call 911 to report the event; (3) Call the campus security; (4) Call maintenance.
- c. Bomb Threat: In case of a bomb threat, call the campus police.
 - d. Criminal Acts: In case of criminal acts including murder, rape, robbery, aggravated assault, burglary or motor vehicle theft, Call 911, then campus security and notify any Dean within the college.
 - e. Maintenance Emergencies: In case of maintenance emergencies, (1) Call: maintenance; (2) Call the campus security.
5. Reporting of Emergencies - Off Campus (participation at College functions)
In the case of a major injury, serious illness or other emergency involving a faculty/staff/student participant at a college function:
- a. Call local medical assistance and local law enforcement personnel, if applicable by dialing 911;
 - b. Call campus security in the event such occurrence is after normal operating hours. The Campus security will in turn notify the appropriate dean.
6. Reporting of Emergencies - Off Campus Instructional Sites
In the case of a major injury, serious illness or other emergency involving faculty, staff or students at an off-campus instructional site:
- a. CALL 911
 - b. Call the College operator at 420-4200 ext. 0 and that operator will notify security.
7. Emergency Procedures - Building Evacuation
In the event it becomes necessary to evacuate a building, all occupants are expected to vacate the facility as directed by the signage located in each building.
8. Emergency Procedures - Tornado Watch
- a. The college will be notified through the college Alert Notification System a tornado watch is issued.
 - b. Classes are not interrupted for a tornado watch.
9. Emergency Procedures -Tornado Warning
- a. The college will be notified through the college Alert Notification System to take shelter when a tornado warning is issued.
 - b. Building representatives and instructors shall assist in an orderly transition to shelter locations.
 - c. Building occupants must from that point, listen for additional instructions through the Alert Notification System until the warning is canceled.
 - d. Building Captains will direct the movement to the bottom floor of the building in which they are located.
 - e. All occupants should avoid glass areas.
 - f. When the tornado threat is over, the all-clear will be given by through the college Alert Notification System and normal activities will resume.
 - g. Do not send people home during a tornado watch or warning.

Security of and Access to Campus Facilities

H. Councill Trenholm State Technical College is committed to providing a healthful, safe and secure environment for all members of the campus community. Main campus facilities are locked and unlocked by the campus police according to the normal operational hours of the College and scheduled facilities usage. Normal operational hours are:

7:30 a.m. - 10:30 p.m. Monday - Thursday

7:30 a.m. - 11:30 a.m. Friday

By Special Schedule: Saturday and Sunday (buildings that do not house classes or are not scheduled for a special event on these days are closed).

Campus facilities are locked and unlocked by the campus security. The schedule for opening and closing facilities is driven by the operational hours of the College. In order to maintain a safe and secure environment, it is necessary to lock all buildings after normal operational hours. As a rule, no one should be in college buildings after normal operational hours. Students, faculty, or staff who needs access to campus facilities outside the hours scheduled above must secure appropriate authorization. Campus security has been instructed not to open buildings or allow people to remain on campus after hours. In the event of an unforeseen emergency, please contact campus security for assistance.

Access to the campus is monitored by vehicle registration. In addition, signs are permanently displayed (on both campuses) which direct all visitors to report to campus security. Instructors are responsible for access to their respected facilities.

Campus Law Enforcement Policies and Practices

Procedure:

1. Any criminal act; act or threat of violence; injury; destruction of College or personal property; traffic; or other situation occurring on the College campus or other similar situation shall be reported to the Chief of Security immediately or as practical. In any event, said reporting shall be conducted through the completion of the appropriate incident reporting form.
2. In the event that the appropriate College official cannot be contacted, then the local police department, Sheriff's office or local State Troopers' office, may be contacted.
3. The Chief of Security, representatives of the local Police Department, Sheriff's Department, or State Troopers' office working with official capacity of said agencies shall have full and legal authority to enforce all pertinent state, federal, and local laws at Trenholm facilities and sponsored activities on or off campus.
4. The Chief of Security shall be responsible for the investigation of incident reports.

Campus Programs on Security and Safety

The College shall develop and implement formalized programs for students and faculty to provide information about campus security procedures and practices and to encourage them to be responsible for their own security and the security of others. Faculty and staff meetings address the need for security and crime prevention. Law enforcement personnel are invited to address the faculty and staff during in-service training on subjects ranging from drug and alcohol awareness to drug issues in the community. Drug awareness and prevention booklets are distributed to all students. All equipment items utilized in instructional programs are recorded and inventoried each semester.

Information about campus security procedures and practices will be presented to all new students during the orientation course/program conducted at the beginning of each semester. As a minimum, this information shall include:

1. Hours of operation
2. Emergency contacts and numbers,
3. Common security procedures, and
4. Reporting security violations.

Student Activities and Organizations

The faculty encourages extracurricular activities that develop individual initiative, group leadership, and cooperation. Student activities are faculty and/or staff supervised and must be approved by the College President. The College sponsors the following student organizations:

Student Government Association (SGA)

The College has an active Student Government Association. All members are involved in and concerned with the operation of the College. They provide a valuable communication link between faculty and administration and the student body. They are also responsible for fund-raising activities, helping with graduation ceremonies, and assisting in the recruitment of students. The officers of the SGA are elected annually.

Ambassadors

Ambassadors exist to enhance the College image and to assist administration in hosting scheduled community events, as well as in attaining the goals of the College. This body of student leaders is devoted to exemplifying loyalty and service to the College. Ambassadors act as a resource by promoting a positive image, hosting events, and providing a fun, comfortable, enthusiastic atmosphere for students and administrators.

Leadership or SKILLS USA Scholarships

Leadership or Skills USA scholarships are awarded to students who are elected President of the Student Government Association, or members of SKILLS USA, Collegiate Secretaries International (CSI), College Ambassadors or member of some other organization of the College. Students must be high school graduates from an accredited high school or hold a GED certificate, and must maintain a 2.5 grade point average (CGPA).

Social Functions

Social activities or other entertainment must be sponsored by recognized campus organizations. College facilities will be made available to organizations for such activities when possible. Approval for activities should follow normal approval procedures (see Procedures for Approval of Campus Activities). Any student who brings a guest or visitor to the campus or to any College sponsored activity will be responsible for the conduct of the guest.

Official Recognition of Campus Organizations

I. Chartering Procedures

A. Formation of New Organizations

Any group wishing to organize on campus must receive permission from the Dean of Students, the Student Government Association and the President by submitting a written request to them. At the appropriate time, a constitution containing the following must be presented.

1. The name of the organization;
2. a statement of purpose of the organization;
3. the membership eligibility requirements;
4. a list of chartering students;
5. a list of officers by title and any special functions of the office;
6. a statement of the terms of the officers, and the time and method of election;
7. frequency of meetings;
8. a statement of membership dues, including amount and frequency of payment and provision for disposition of any funds in the event of dissolution of the organization;
9. provisions for club advisors and name of club advisors.

B. Temporary Formation

Temporary formation will be given to organizations upon completion of the above stated regulations. The organization will be permitted to function for not more than one semester pending official charter approval.

C. Review and Approval

Three typewritten copies of the proposed constitution must be submitted to the Dean of Students for suggestions, recommendations and approval. In the event that recognition is withheld, appeal may be made to the Dean of Students. The President of the College will make the final approval decision. During the time that the application for recognition is being considered, or an appeal is being made, a group may not sponsor speakers or activities in the name of the proposed organization.

After receiving the approval of the Dean of Students, the constitution must be submitted to the Student Government Association's Executive Committee for approval.

At the beginning of each semester, each organization must submit a current list of officers, advisors and active members to the Dean of Students.

Any change or amendment affecting the nature or purpose of the organization as originally approved must also be approved by the Dean of Students. An up-to-date copy of the constitution must be on file in the Office of the Dean of Students.

II. Club Advisors: Eligibility and Role

- A. All student organizations must have one qualified club advisor. When the membership exceeds fifty, organizations are urged to obtain an additional faculty advisor.
- B. Any faculty member or staff person with at least one year of service at the College may, with the approval of the Dean of Students, Academic Dean and President of the College, serve as an advisor to a student organization.
- C. The Dean of Students must approve any change in the club advisors. The Dean of Students will make every attempt to

rotate club advisors to allow all interested persons to serve in that capacity. Rotation of advisors will come at the end of each semester when possible. Persons with special talents needed for a particular club will be given preference.

- D. A faculty member or staff person who agrees to serve as a club advisor accepts responsibility for encouraging the organization in its mission and purpose. The advisor(s) will encourage the members to function according to the organization's constitution and bylaws. Advisors are responsible for the following:
1. Policy and other college regulations pertaining to the student organizations and speakers;
 2. The constitution and purpose of the student organization that they are advising;
 3. The activities and the service projects of the organizations;
- E. Meetings will not be authorized or recognized unless attended by the advisor or a substitute duly approved by the Dean of Students. The proceedings of meetings held with a substitute advisor must be reviewed by the advisor;
- F. Speakers and special programs sponsored by student organizations must have the formal approval of a club advisor and the Dean of Students, in accordance with the standards set forth by the College;
- G. Written requests for activities (other than normal meetings) must be made in writing to the Student Activities Assistant at least thirty (30) days prior to the event;
- H. A request for outside speakers must be made in writing a minimum of thirty (30) days prior to the issuance of an invitation. (Forms are available in the Student Center on the Trenholm Campus in Building D).

III. Meetings

Recognized student organizations are required to hold their meetings on campus. The College facilities will be made available when possible. Special permission must be obtained from the Dean of Students for off-campus meetings.

IV. Policies for Clubs and Organizations

Campus organizations shall be open to all students without respect to race, creed, national origin, sex or disability. All clubs and organizations must conform to the laws and policies of the State of Alabama, the State Board of Education, Trenholm State Technical College and the Student Government Association (SGA). No club or organization shall interfere or support interference with the regular academic pursuit of any student. No club or organization shall cause or encourage non-attendance of classes or campus activities without prior consent of proper College officials. In addition, the clubs or organizations will not encourage any action that might cause disrepute to a student, instructor or college activity.

V. Procedure for Approval of College Activities

The following procedures are required to receive approval of activities other than on-campus regularly scheduled meetings:

- A. Submit a memo to the Dean of Students. A request to hold an activity must be made a minimum of thirty (30) working days prior to the proposed events. A request for off-campus speakers must be made a minimum of thirty (30) working days prior to the issuance of an invitation.
- B. Dean of Students will notify the approval or disapproval with reasons stated no later than twenty (20) working days prior to the proposed event or the issuance of an invitation.
- C. If the organization does not agree with the ruling of the Dean of Students, the organization may appeal the decision to the Dean of Students and President. The President of the College will issue the final decision.

VI. Visiting Speaker Policy

The College has established the following procedures:

- A. An outside speaker (one who is not a registered member of the student body, faculty or staff of this College) may be invited to speak on campus only by a College recognized student, faculty organization, staff organization, or administrator.
- B. The officers of such an organization sponsoring an outside speaker shall assume full responsibility for making the necessary arrangements, paying all expenses and preserving the peace and dignity of participants in the scheduled event. Any responsible officer who willfully violates this policy may become subject to appropriate disciplinary actions.
- C. Request forms for visiting speakers are available in the Student Activities Staff Assistant's Office in Building D on the Trenholm Campus. Completed forms must be submitted to the Dean of Students for approval. If approved, notices and printed material pertaining to the speaker will include:

1. The name of the sponsoring organization and shall not contain any implication that the speaker or event is sponsored by the College.
 2. Placed only in locations approved by the Dean of Students.
- D. Printed materials must be removed by the sponsoring organization within 24 hours following the scheduled event.

Campus Regulations

Code of Student Conduct

The College has an interest in maintaining a campus environment that is conducive to the educational mission of the College. Students at the College are considered to be responsible adults, serious of purpose, and enrolled for the primary purpose of furthering educational goals. 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 is expected of all students.

Each student's and organization's conduct is expected to be in accordance with standards of common decency and decorum, with recognition and respect for the personal and property rights of others and the educational mission of the College.

A student or organization may be disciplined and is deemed in violation of the Code of Student Conduct for the following:

1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the members of the College faculty or to other officers or employees of the College in pursuit of their official duties;
2. Forgery, alteration, or misuse of College documents, records or identification;
3. Failure to comply with the authority of college officials acting within the capacity of their positions;
4. Violation of written College rules, policies, and regulations;
5. Obstruction or disruption of teaching, administration, and/or other College activities;
6. Vandalism, malicious destruction, damage, or misuse of College, public or private, property;
7. Conduct in violation of federal and state statutes or local ordinances which threatens the health and/or safety of the College community or which adversely affects the educational environment of the College;
8. Conviction for any misdemeanor or felony which adversely affects the educational environment of the College;
9. Obtaining College services under false pretenses including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, labor, material, space, facilities, or services;
10. Lewd conduct or the verbal or written threat of such action against another person;
11. Harassment, intimidation, bribery, physical assault, or any other means, implied or explicit, to influence any student, employer or visitor of the College, including witnesses, before, during, or after a hearing;
12. Possession, while on the College owned/controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instruments;
13. Possession and/or consumption of alcoholic beverages or non-prescribed drugs on College property or at a student or College-sponsored function. No student will be allowed to enter class if intoxicated;
14. Unauthorized manufacture, sale, delivery or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;
15. Theft, accessory to theft, and/or possession of stolen property;
16. Physical abuse, threat of violence, intimidation, and physical or mental harassment;
17. Trespassing or unauthorized entry into offices and buildings;
18. Inciting false fire alarms, tampering with fire extinguishers, alarms, or other safety equipment;
19. Any participation in violation of the College visitation policy;
20. Disorderly conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid campus properties;
21. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College for the purpose for which the College exists -- the right to utilize and enjoy facilities provided to obtain an education; and
22. Any other activity or conduct not specifically stated herein which impairs or endangers any person, property or the educational environment of the College.

In addition to the above, the following rules and regulations must be followed by all students:

1. Students are expected to observe class rules and give due respect to teachers and the administration. All departmental policies must be adhered to by students.
2. Students are required to dress properly for the department in which they are enrolled.
3. Cleanliness and neatness are important phases of training and should be practiced by students at all times.
4. Outside jobs and interests will not be accepted as excuses for poor attendance and low scholastic achievement.
5. All visitors must check in with the Security Office and/or at the front desk in the lobby area of the Administration Building.
6. No children will be permitted in classes during school hours.

Disciplinary Action

Definitions

Probation is a strong restriction designed to encourage and require a student to cease violating College regulations. Students under this restriction are notified in writing. Students on Disciplinary Probation are warned that:

1. Any further violations on their part while under probation will lead to an extension of their restriction or disciplinary suspension.
2. They may not hold any office, elected or appointed, in any student organization.

Disciplinary probation generally is not less than one academic semester.

Suspension is the removal of a student from class rolls at the College for a designated period of time, usually not less than one semester. At the end of the designated period of time, the student must reapply for admissions to the College.

Dismissal is the strongest disciplinary restriction. This category of severe penalty generally indicates the recipient may not return to the College unless granted special dispensation from the President of the College. Disciplinary Dismissal normally would be applied to students who were guilty of chronic violations or a major breach of conduct so that rehabilitation possibilities appear to be remote.

Immediate Temporary Suspension will be imposed in a situation when a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. Notice will be given within ten (10) hours and a hearing will be held as soon as possible, usually within seventy-two (72) hours.

Due Process for Student Disciplinary Cases

Students are guaranteed procedural due process in all cases involving discipline problems. Emphasis will be placed upon achieving an equitable resolution to problems rather than seeking to emphasize guilt and punishment. Every effort will be made to educate students regarding their responsibilities as good citizens. The following procedures will be followed:

Procedures for Bringing Charges

1. Any student, faculty member or administrator may file a charge in writing against a student for misconduct. The charge is to be filed with the Dean of Students.
2. Within five days of receipt of the charge, the Dean of Students will determine the course of action regarding the accusation. If, during this period of time, a meeting is held with the accused, the accused will be advised of the nature of the charge, the name of the accuser, and that the accused has the right to remain silent. During this stage, the accused can admit to the charge and waive the right to the Hearing Board. Punishment will be determined by the Dean of Students. The accused will be informed of the punishment within three days.
3. If disciplinary proceedings appear warranted, the Dean of Students will set a date, time and place for the hearing and the accused will be so informed by written notice at least five days before the hearing. The written notice shall contain the name of the accuser, the specific charge and the reasons for the charge. The accused will also be given a copy of the disciplinary procedures pertaining to due process. The accused can waive the five (5) days' requirement before the hearing or can waive the hearing itself, admit the charge and have the punishment determined by the Dean of Students. The accused will be informed of the punishment within three (3) days.
4. Any student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from campus. Notice of the charge of misconduct will be given to the student within twenty-four (24) hours and the Hearing Board will hold the hearing within five days.

Procedures before the Board

1. A hearing will be held before an impartial Hearing Board. The accused may challenge for cause any member of the Hearing Board.
2. The accused has the right to appear at the hearing, and to have present, at his/her expense, legal counsel or other representation. Said legal counsel shall only have the right to provide advice to the accused. The accused has the right to present a defense to the charge and has the right to present any witnesses or other evidence on his/her behalf. The accused has the right to remain silent.
3. The accuser will be required to be present. The burden of proof is on the accuser and the purpose of the hearing is to ensure justice.

4. A record of the proceedings in the form of a written summary will be made. The College may make a taped record of the proceedings. The accused has the right to employ a court reporter for a formal transcript at his/her expense.
5. The hearing will not be open unless agreed to 'on record' by all parties.
6. The order of the hearing will be as follows:
 - a. Statement by the chairman of the committee as to purpose.
 - b. The chairman will read the following concerning the receipt of evidence: "A school is an academic institution, not a courtroom. The Hearing Board is allowed to admit and consider evidence of probative value even though it may not be admissible in a court of law. This includes hearsay."
 - c. Reading of charge(s).
 - d. Evidence and testimony of accuser. The committee has the right to interrogate the accused and any witnesses. The accused has no right to cross-examination and the accused must only address the chairman of the committee.
7. The Hearing Board will vote in private. A majority vote is required for conviction. A majority vote will set the disciplinary action.
8. The accused will receive, in writing, the Hearing Board's decision within three days.

Hearing Board

1. The Hearing Board will be composed of the following: The Chairman, four faculty members, the President of the Student Government Association and the Student Activities Assistant.
2. The chairman shall be a member of the administration selected by the President to preside over hearings. The chairman has no vote but merely presides over the proceedings.

Appeal

1. Within three days after receipt of the Hearing Board's decision, a student may appeal in writing, the decision to the Dean of Students.
2. The Dean of Students will consider the appeal. A summary of the proceedings before the Hearing Board will be presented to the Dean of Students for review and consideration.
3. The Dean of Students will inform the student of the decision in writing within three (3) days after the appeal.
4. The decision by the Dean of Students will be final.

Grievance and Appeal Procedures

In order for the College to carry out its mission, any valid written complaint by a student concerning the College will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by The College:

Initial Steps to Resolve a Complaint

Any student enrolled at The College who wishes to make a complaint about an academic matter shall report that complaint in writing to the instructor, or if related to the instructor's actions, the complaint goes to the Program Coordinator. If the Program Coordinator is the instructor, the complaint goes to the Division Chair; if unresolved, the complaint goes to the Dean. If the complaint is about a specific occurrence, the complaint shall be made within ten (10) working days of the occurrence. The Grievance Officer on the Patterson Campus may be contacted by calling 420-4282. On the Trenholm Campus, the Grievance Officer is located in Building H and may be contacted by calling 420-4468.

If, after discussion between the student and the respective parties, it is determined that the complaint cannot be resolved immediately, the College's Grievance Officer will take action to resolve the complaint. The official will then submit a report within ten (10) working days of the filing of the complaint to the President, the College Grievance Officer, and such other appropriate College official(s) as the President may designate, detailing both the complaint and the resolution.

Plans for Resolution

If the student's complaint cannot be resolved immediately but requires instead a "plan of resolution," the College Grievance Officer to whom the complaint was made shall submit a written report to the President, the appropriate deans, and such other appropriate College official(s) as the President shall designate. The report shall be submitted within ten (10) working days of the complaint and shall detail the complaint and the plan to resolve the complaint.

Grievance Procedures

If a student's complaint is not or cannot be resolved at the first level of supervision as described in the paragraphs above, such an unresolved complaint shall be termed a "grievance". A student who submits a complaint to the appropriate College official(s) under the paragraphs above and who is not notified of a satisfactory resolution, or plan of resolution, of the complaint within ten (10) business days, shall have the right to file with the College Grievance Officer and shall include the following information:

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

The grievance statement may also contain other information relevant to the grievance that the complainant wants considered by the Grievance Officer. If the grievance involves a claim of discrimination based on sex, race, age, national origin, religion, or disability, the complaining party should state with particularity the nature of the discrimination and, if known, a reference to any statute, regulation or policy which the complainant believes to have been violated. The complainant shall file any claim involving illegal discrimination within thirty (30) days of the occurrence of the alleged discriminatory act or of the date on which the complainant knew or should have known that the alleged discriminatory act took place.

Investigation, Hearing and Findings

The College shall have thirty (30) calendar days from the date of receipt by the Grievance Officer of the grievance to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance, and submit a written report to the complainant of the findings arising from the hearing. Grievance Form A shall be used to report both the grievance and the hearing findings. The President or his designee shall report the findings to the complainant by either personal service or certified mail sent to the complainant's home address.

Investigation Procedures

The Grievance Officer, either personally or with the assistance of such other persons as the President may designate, shall conduct a factual investigation of the grievance allegations and shall research the applicable statute, regulations or policies, if any. The factual findings from the investigation by the Grievance Officer shall be stated in a written report. The report will be submitted to the complainant and to the party against whom the complaint was made, the "Respondent," and shall be made a part of the hearing record, if a hearing is requested by the complainant. Each of the parties shall have the opportunity to file written objections to any of the factual findings and to make their objections a part of the hearing record. The Grievance Officer for the hearing record shall also present publications or verified photocopies containing relevant statutes, regulations and policies. In the event that the complainant does not request a hearing, the Grievance Officer's report and a recommendation for resolution of the complaint shall be filed with the President, and a copy provided to the complainant and respondent.

Hearing Procedures

In the event that the complainant requests a hearing within the time frame designated by the Grievance Officer, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The hearing officer or committee shall notify the complainant, and each respondent, of the time and place of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall be open to the public unless both parties request in writing for the hearing to be conducted in private to the extent that there will be no violation of any applicable "sunshine laws."

At the hearing, the complainant and respondent shall be read the grievance statement. After the grievance is read into the record, the complainant will have the opportunity to present such oral testimony and other supporting evidence as they shall deem appropriate to their claim. Each respondent shall then be given the opportunity to present such oral testimony and other evidence as they shall deem appropriate to the respondent's defense against the charges. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the respondent.

Any party to a grievance hearing shall have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorney(s) or personal representative, if any, shall not be allowed to address the hearing body or question any witnesses. In the event that the College is the respondent, the College representative shall not be an attorney or use an attorney unless an attorney or other personal representative assists the complainant.

The hearing shall be recorded either by a court reporter or on audio or videotape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

Report of Findings and Conclusions of Law

Following the hearing, there shall be a written report to the President of the findings of the hearing officer or the chairman of the committee, and the report shall contain at least the following:

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 to the grievance;
4. Findings of fact relevant to the grievance;
5. Conclusions of law, regulations or policies relevant to the grievance; and
6. Recommendation(s) to the President arising from the grievance and hearing.

Available Appeals

The President (or his designee) shall submit a completed report, using Grievance Form B, to the complainant and the respondent(s) and shall include a copy of the report of the hearing officer/committee. If the grievance involves a claim of illegal discrimination, the complainant shall have the right to appeal the decision of the hearing officer or committee to the Chancellor of the Alabama Department of Postsecondary Education, provided that:

1. A notice of appeal is filed, using Grievance Form B, with the Grievance Officer and the Chancellor of the Department of Postsecondary Education within fifteen (15) calendar days following the complainant's receipt of the committee report, and
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s) or recommendation(s) of the hearing officer or committee.

If the appeal is not filed by the close of business on the fifteenth (15) day following the complainant's receipt of the report, the complainant's right to appeal shall be forfeited.

Chancellor's Review

The Chancellor shall have thirty (30) calendar days from receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, hold an appellate hearing (if deemed appropriate by the Chancellor) and to file a report of the Chancellor's findings of fact and conclusions of law.

The Chancellor shall have the authority to: (1) Affirm, (2) Reverse or (3) Affirm in part and reverse in part the findings arising from the College's grievance hearing.

The Chancellor's report shall be served on the complainant and the respondent(s) by personal service or by certified mail return receipt requested, to the complainant and respondent(s) at their respective home addresses.

Appeal to State Board of Education

Except in cases involving a claim alleging illegal discrimination based on gender or disability, the Chancellor's report shall not be appealable. However, pursuant to State Board of Education policy, a complainant who is alleging a claim of illegal discrimination based on gender or disability may file an appeal to the State Board of Education for a review of the Chancellor's findings and the findings arising from the College grievance hearing.

A complainant who has grounds for appealing the findings of the Chancellor to the State Board of Education may do so by:

1. Filing the notice of appeal, using Grievance Form C which is located on the College's website, to the State Board of Education within fifteen (15) calendar days following the complainant's receipt of the report of the Chancellor's findings; and
2. Specifying in the notice of appeal clear and specific objection(s) to the finding(s), conclusion(s) or recommendation(s) of the Chancellor.

If the appeal is not filed with the Chancellor by the close of business on the fifteenth (15) day following the complainant's receipt of the Chancellor's report, the complainant's right to appeal shall be forfeited.

Review by State Board of Education

The State Board of Education shall have thirty (30) calendar days following its receipt of the complainant's notice of appeal (which shall be presented to the State Board at, or prior to, its next meeting following the receipt by the Chancellor of the notice of appeal) to investigate and review the allegations contained in the grievance, to review the reports of the Chancellor and the College hearing officer/committee, to hold an appellate hearing and to file a report of the State Board findings of fact and conclusions of the law.

The State Board shall have the authority to (1) affirm, (2) reverse or (3) affirm in part and reverse in part, the findings and conclusions of the Chancellor. The report of the State Board shall be served on the complainant and respondent(s) by personal service or by certified mail return receipt requested, to the respective home addresses of the parties. The report of the State Board shall not be further appealable within the Alabama Two-Year Community College System. However, the complainant shall not be precluded from filing the grievance with an appropriate court or an administrative agency such as the Office of Civil Rights of the U.S. Department of Education or the Equal Employment Opportunity Commission.

General Rule on Filings

If the last date for filing a document under these procedures shall fall on a Saturday, Sunday or legal holiday, the date of the first working day following the respective Saturday, Sunday or legal holiday shall be considered the deadline date.

Appeal to Council on Occupational Education (COE)

Students who have exhausted the appeal process listed above may contact the Council on Occupational Education directly at:

41 Perimeter Center East, NE
Suite 640
Atlanta, GA 30346
1-800-917-2081

General Policies

Equal Opportunity/Equal Access

It is the official policy of the Alabama Department of Postsecondary Education and H. Councill Trenholm State Technical College that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. If you have a disability, and may require accommodations, notify the Dean of Students at 420-4332.

Americans with Disability Act

H. Councill Trenholm State Technical College complies with the provisions of the Americans with Disabilities Act of 1990 (ADA), which makes it illegal to discriminate against individuals with disabilities in employment, public accommodations, public services, transportation, and telecommunications. For additional information contact the Dean of Students.

Rehabilitation Act

H. Councill Trenholm State Technical College complies with equal opportunity in its employment, admissions, and educational programs and activities in compliance with Section 504 of the Rehabilitation Act of 1973. For additional information contact the Dean of Students.

Drug-Free Schools and Campuses Act

H. Councill Trenholm State Technical 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, which may include, but shall not be limited to suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to: Reprimand, suspension, termination of employment, or requirement that the employee participates in and/or successfully completes an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately cease from such behavior.

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.

Computer Crime Act

The provisions of the Alabama Computer Crime Act are applicable at H. Councill Trenholm State Technical College. This act provides for criminal prosecution of any person(s) who knowingly, willingly and without authorization destroy or manipulate intellectual property.

Harassment Policy

It is the policy of H. Councill Trenholm State Technical College that students be provided an academic atmosphere free of harassment, including sexual harassment. Every member of management is responsible for enforcement of this policy and for setting an example with respect to conduct. The exploitation of institutional, academic or supervisory authority to sexually harass students, faculty or staff is a form of illegal sex-based discrimination. Violation of this policy is a violation of Title XI of the Education Rights Act of 1972 and of Title VII of the Civil Rights Act of 1964. Furthermore, violation of this policy can lead to suspension or termination from employment, liability for H. Councill Trenholm State Technical College, and civil or criminal liability for the harassing employee.

Sexual harassment is a form of sex discrimination. The common element of a variety of forms of sexual harassment is the inappropriate introduction of sexual activities or comments into the workplace or learning situation. While sexual harassment may involve relationships among equals, it often involves relationships of unequal power, giving rise to elements of coercion centered on sexual activity for opportunities of benefit such as improved job or academic status.

Substance Abuse Prevention

In cooperation with agencies of the Alabama Department of Mental Health, Trenholm State Technical College provides a Substance Abuse Prevention Program which includes the following components: one group seminar per semester; counseling services on a referral basis; pamphlets, posters, and other informational materials. For additional information contact the Office of the Dean of Students on the Trenholm Campus at (334) 420-4320.

Internet Acceptable Use Policy

Purpose & Intent

The purpose and intent of the H. Councill Trenholm State Technical College Internet Acceptable Use Policy, is to provide information specific to the appropriate use of the Internet at ANY computing device on either campus of TrenholmTech. This Acceptable Use Policy (AUP) specifically addresses authorized users of the facilities and/or equipment of the college. Unauthorized users and violators of the policies are subject to the maximum penalties of local and state rules, regulations, and matters of law.

Institutional Purpose of Providing Internet Access

The Internet, via the Alabama Research and Education Network (AREN), is provided for the SOLE purpose of supporting the educational activities of the college. AREN has established its own Acceptable Use Policy and AREN's restrictions are in addition to the requirements of the TrenholmTech AUP.

The Internet is specifically provided to authorized users for the purpose(s) of:

- supporting course enhancements requiring access to the Internet
- providing a means of e-mail communications for students and faculty
- enabling staff, faculty, administration, and students a means to research topics of interest in support of all areas of endeavor within the purview of the college
- conducting administrative operations of the college

H. Councill Trenholm State Technical College Internet Acceptable Use Policy

- All use of the Internet within the auspices of TrenholmTech MUST be consistent with the established goals as stated in the College Catalog
- All users of the Internet MUST be affiliated with the college as an employee or student
- It is NOT acceptable to use the Internet for illegal purposes, including but NOT LIMITED TO:
- transmitting threatening, obscene, harassing, or other offensive materials
- using the Internet for ANY purposes OTHER than authorized educational purposes
- using the Internet to search for and participate in chat groups
- downloading and/or storing and/or installing personal materials NOT specific to educational purposes or directly authorized by the instructor of record
- changing ANY settings on computer systems in ANY lab/classroom WITHOUT EXPRESS WRITTEN OR VERBAL CONSENT OF THE INSTRUCTOR OF RECORD
- gaming, IN ANY FORM
- viewing sites that are obscene, threatening, or violate any other policies of the Internet use of the college, and
- using the TrenholmTech Internet connection for ANY other manner, application or purpose that violates the strict educational purposes of the college.

VIOLATION(S):

All incidents and/or infractions will result in loss of privileges to college Internet resources. If the Violation warrants, legal remedies may be pursued on behalf of the College. Such legal actions will result from, but are not limited to:

- illegal transmissions/receptions of a threatening nature
- illegal downloading of copyright materials for use and/or distribution
- illegal viewing of illicit materials

TrenholmTech exclusively reserves the right to monitor, store, and review all Internet traffic on the TrenholmTech Network for the purpose of determining violations of this AUP. ANY Internet user who is in violation of this policy is subject to appropriate disciplinary and/or legal action.

All AUP policy violations by students are subject to review by the Dean of Student Support Services. Policy violations by employees are submitted to the college HR department for further comment and/or action. Issues of acceptable use that are in question should be submitted in writing to the Asst Dean of Information Technology for interpretation. Until questionable use is resolved, in writing, questionable use should be strictly considered as "not acceptable."

